

Workshop- Session 3

2:15PM – BALLROOM C



Paul Findlay

How Effective Safety
Leadership Creates a
Safety Culture



#2019TICSA

2019 SA Tourism Conference



How Effective Safety Leadership Creates a Safety Culture



Government of South Australia
SafeWork SA

Paul Findlay WHS Advisor – SafeWork SA – 2019

Objective

Learn the key elements of effective safety leadership using event safety management as an example.

SafeWork SA's Vision

Making South Australian Workplaces Safe



Elements of Effective Safety Leadership

- Safety Vision
- Safety Culture
- Consultation and Communication
- Participation and Responsiveness
- Safety Systems and Training

Effective Safety Leadership – Safety Vision

- Starts at the top – Safety Vision
- Communicate vision through ‘walking the talk’ and in the WHS policy
- Ensure Safety Vision is embraced and promoted by workers

Effective Safety Leadership – Safety Culture

- Safety Culture – is the collection of beliefs, perceptions and values that employees share in relation to risks in a workplace.
- Build safety into the job expectations at all levels of management
 - WHS obligations in job descriptions
 - Performance review includes safety goals

Effective Safety Leadership – Consultation and Communication

- Embed Safety Culture through consultation and communication about safety
- Involve workers in safety decisions and creating procedures
- Discuss safety issues with workers particularly when things change – events are a dynamic risk environment
- Tools - Pre-starts, Toolbox talks, De-brief

Effective Safety Leadership – Participation and Responsiveness

- Participation
 - Encourage speaking up about safety concerns
 - Notification of hazards
 - In finding solutions
- Respond in a timely manner to concerns and incidents

Effective Safety Leadership – Safety Systems and Training

- Ensure there are systems in place to highlight hazards and take action
- System of reporting
- Induction
- Training
- Monitor and review

Safety Culture?



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How to Have a Safe Event – Manage Hazards - Risk Assessment

- Hazard identification
- Risk assessment
- Risk control
- Monitor and review

Event Safety Risk Assessment Small to medium sized community events

Risk assessment – It's a must!

The success of your event is measured in many ways and safety is one of them. As part of any good planning process, hazards should be identified and risks assessed and controlled to minimise the potential for injury or harm. Events vary in size, nature and type, but all events require assessment, control and monitoring of risks.

While most of us understand this, we can sometimes find it difficult to apply it to a working event document, such as Risk Registers or Risk Control Plans. Remember to start with something simple and build on it. It will become an invaluable tool that you can use to assess event safety – from the planning phase right through to the overall evaluation of the event.

This guide breaks down the risk assessment process, outlining each step:



Hazard identification

Hazard identification is the process of recognising hazards associated with an event. It is helpful to identify risks by considering the people involved and their roles to ensure their safety at all times.

Risk assessment

Risk assessment is the process of estimating the potential effects or harm of a hazard to determine its risk rating. By determining the level of risk, event organisers can prioritise risks to ensure systematic elimination or minimisation.

In order to determine a risk rating consider:

- the consequence – what will happen, the extent of harm; and
- the likelihood – chances or possibility of it occurring.

A risk assessment matrix modelled from examples given in *AS/NZS ISO 31000:2009 Risk Management*, is provided on page 4. When conducting a risk assessment, include the people who are actually involved in undertaking the task. Experience is as important as a fresh perspective when undertaking risk assessment.

Risk control

In order to control the risk we need to work out the best method of handling the risk. Look at the following methods, which are referred to as the 'hierarchy of controls', to see if you can eliminate or reduce the risk.

- Elimination – by removing the hazard entirely through new design or implementing a new process.
- Substitution – by replacing hazardous materials or methods with less hazardous alternatives.
- Engineering – by isolating, enclosing or containing the hazard or through design improvements.
- Administrative – by ensuring safe operating procedures are in place, and that effective training, induction and

How to Have a Safe Event – Manage Hazards

- Hazard:
 - is a situation or a thing that has the potential to harm a person
- Risk:
 - the likelihood and consequences of the hazard causing harm
- What are your Top 3 Hazards?

Manage Hazards?



How to Have a Safe Event – Potential Hazards

- Manual handling injuries
- Electric shock
- Struck by a vehicle – at event or travelling
- Fire – LPG, generators, fuel storage
- Struck by temporary structure failure
- Weather, sun and heat exposure
- Slips, trips and falls
- Security risks

How to Have a Safe Event – Manage Hazards - Event Safety Mgmt Info

- Planning
- Bump in / bump out
- The paper trail
- Debrief

Event Safety Management Information Small to medium sized community events

Community events are an important part of our way of life in South Australia. The success of events is often measured by attendance figures and participation feedback, but events must also be measured in terms of safety. Event organisers must recognise that they are responsible for ensuring the safety of those attending or working at an event.

Determining your workplace needs

Stakeholders involved will vary from event to event and may include:

- event organisers
- employees and volunteers
- service and contract providers eg catering, merchandise, amusement devices and equipment
- emergency services (eg SA Ambulance Service, SA Police, Metropolitan Fire Service, State Emergency Service, Country Fire Service, etc.)
- local council
- security services
- transport services (eg Department of Planning,

throughout the event, including initial pre-event set up (bump in) and dismantle (bump out). Adequate planning is vital to achieving event success and safety is an integral part of this.

Event management information series

The Event Safety Management Information series is designed for those involved in planning, organising and implementing small to medium sized community events, and is designed to assist organisers in ensuring safe management systems are put in place.

The Event Safety Management Information series includes an Event Safety Risk Assessment and an Event Safety Checklist to complete, copy and send to SafeWork SA.

The paper trail

The Event Safety Management Information series explores the importance of event safety organisation before, during and after the event. Another important component is maintaining the paper trail that documents the activities undertaken. The types of paperwork and records that should be kept include:

- event planning documents
- event risk register or risk control plan

How to Have a Safe Event – Manage Hazards - Event Safety Checklist

- Access/egress and traffic
- Amenities and signage
- Plant/equipment safety
- Fire prevention
- Emergency and first aid
- Training of workers
- Structures
- Working at heights

Event Safety Checklist

Small to medium sized community events

Planning and preparation

Planning is an essential part of event success. When planning your event it is important to remember that each event is different, from the type and number of people attending to the nature of the event.

The Event Safety Checklist is a guide to many of the issues that must be considered when planning an event.

Depending on the nature of your event some of these issues may require more detailed attention.



- Controlled traffic flow and adequate signage for directions.

Amenities

- Adequate provision of toilets and hand washing facilities.
- Availability of clean fresh water for both staff and attendees.
- Adequate catering facilities, including clean up and food preparation areas.

Signage

- Adequate signage for entries, exits, toilet facilities etc.
- Signage for any hazardous areas or substances.
- Clearly signed first aid and fire extinguisher locations.

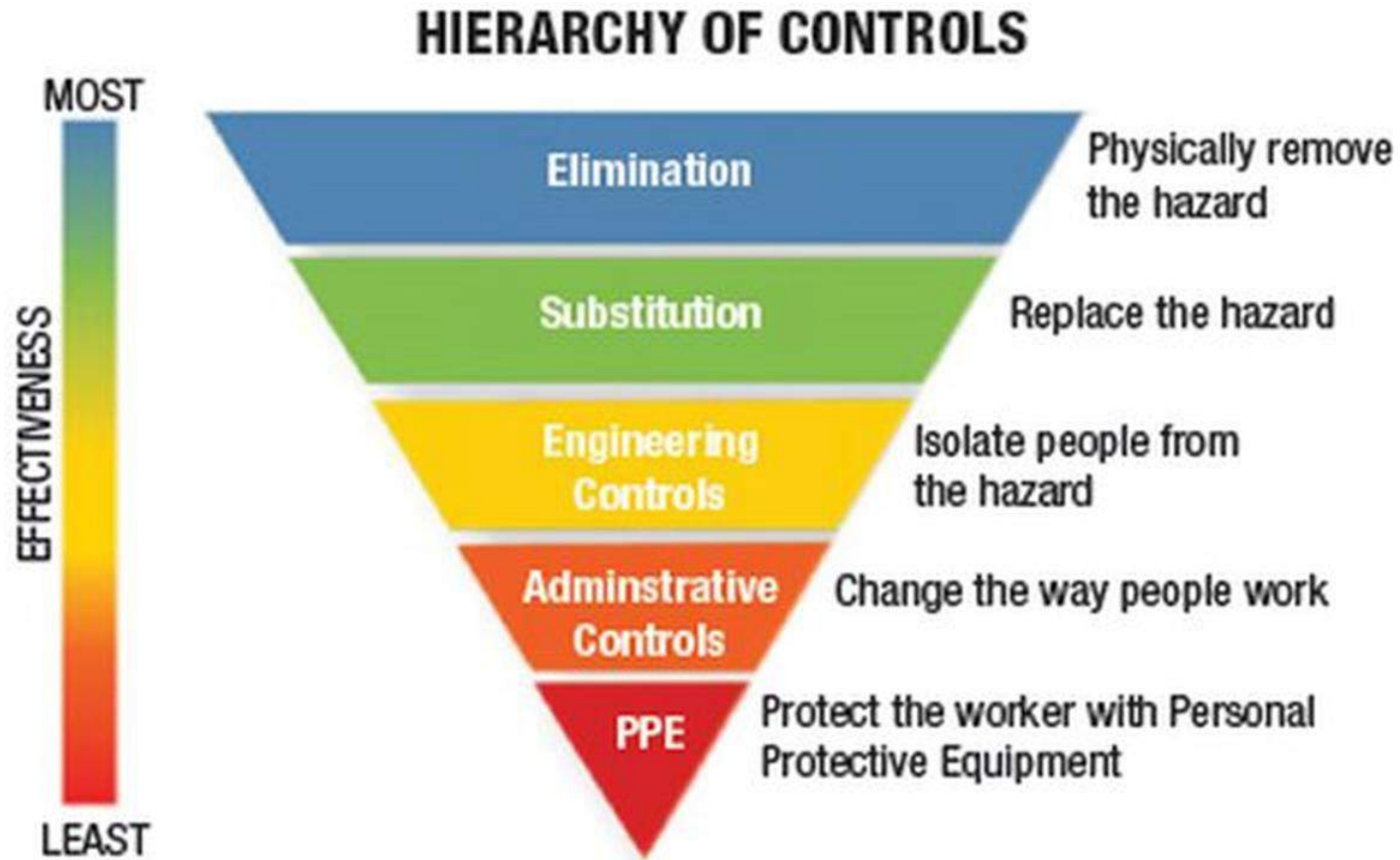
Plant and equipment safety

- Guarding is in place on items such as dough rollers, slicers and mixers.
- Equipment is in good working order/serviceable.
- Emergency stops (if applicable).

Maintenance

- Qualified and competent maintenance personnel available to undertake any repairs required.
- Maintenance personnel have a contact person (eg event co-ordinator) and means of communicating with them.
- Records of any maintenance undertaken kept for future reference.

Manage Hazards

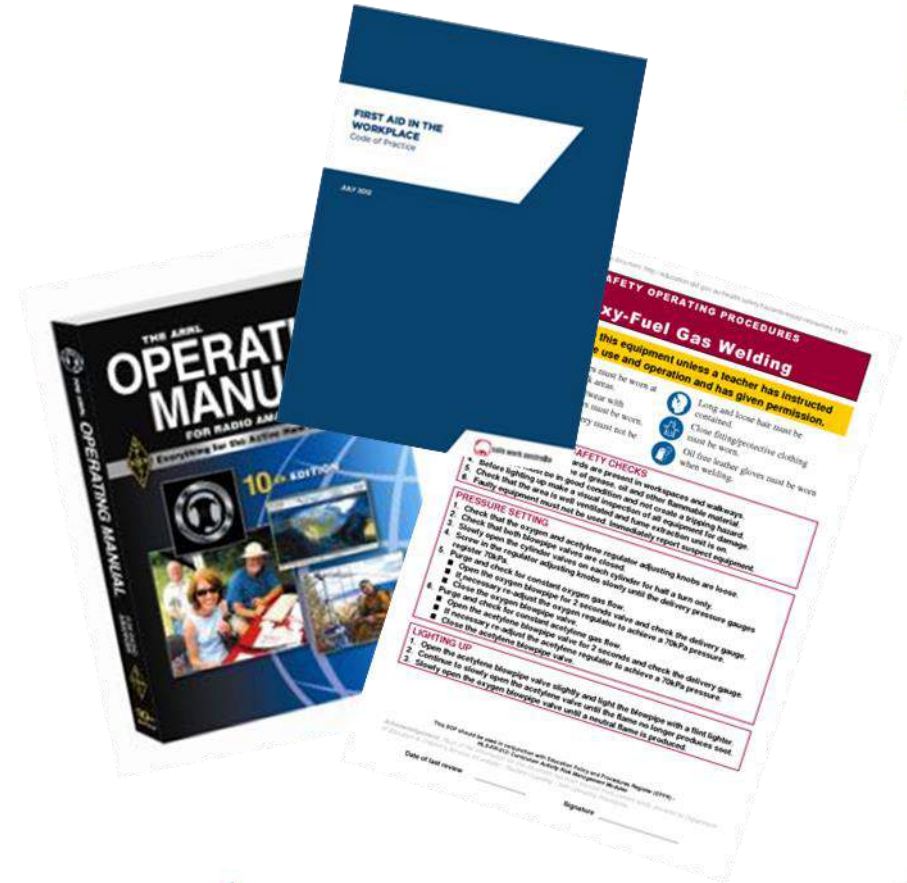


Manage Hazards



How to Have a Safe Event – Inform, Train, Supervise

- Induction
- Policies and Procedures
- SWP / SOP
- Competency
- Supervision
- Operators Manual



How to Have a Safe Event – Maintain a Safe Workplace

- Regular inspections
- Maintain equipment
- Hazard, incident, accident reporting
- Emergency procedures



How to Have a Safe Event – Monitor and Review

- Review safety processes and improve
- Investigate all incidents or near misses
- Continuous improvement

Injuries - Physical

- Physical injuries can result from:
 - Lifting, sustained postures, repetition
 - Falls most commonly from low heights
 - Slips and trips
- Physical injuries can result in:
 - Strains, back conditions, tendonitis, fractures
 - Depression, anxiety

Injuries - Psychosocial

- Psychosocial injuries can result from:
 - Bullying and harassment
 - Work pressure
 - Work related fatigue
- Psychosocial injuries can result in:
 - Depression, anxiety
 - Absenteeism, presenteeism

Questions





Welcome

Find all the free educational and advisory services you need to manage workplace health and safety risks and meet legal responsibilities.

Search SafeWork SA

SEARCH

Speak to our advisors for a fast path to WHS success

LEARN MORE

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REPORT AN INCIDENT



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Thank you



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