

Health & Safety Awards



Entry Form

Open to all: MPA members;
non-MPA*companies

* Trophies restricted to MPA members UNLESS,
entry submitted jointly with an MPA Member

Maximum 15 entries per Company

Entry Reference No:		<i>For MPA Office use only. You will be advised of your unique Entry Number, to be quoted in any correspondence</i>
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Instructions	<p>MPA prefers your entry to be submitted online via www.Safequarry.com.</p> <p>Alternatively, complete this form and attach the form and your photos to an email and send to: hsawards@mineralproducts.org.</p> <p>BEFORE entering, search www.Safequarry.com for previous similar entries. Your entry needs to be a new idea or a significant improvement of an existing idea.</p>
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Topic (Brief guidance on Page 5) Tick or mark 'X' in ONE box only Your company can submit a maximum of 15 entries	Occupational Good Health	<input type="checkbox"/>	
	LGVs/HGVs and all other company vehicles; Driver Safety/Public Safety	<input type="checkbox"/>	
	Contractors Safety	<input type="checkbox"/>	
	Worker Involvement	<input type="checkbox"/>	
	Bitumen; Asphalt; Contract Surfacing: - Promoting Safer Behaviour	<input type="checkbox"/>	
	You may enter here only IF your subject fits none of the above	Engineering Initiatives	<input type="checkbox"/>
		Leadership; Training; Management Systems Initiatives	<input checked="" type="checkbox"/>

Company Name	Sibelco UK Ltd
Unit Name (where entry is)	Company Wide
Address for correspondence (including post code)	Brookside Hall Congleton Road, Arclid Sandbach CW11 4TF
Person To Be Contacted Name	Andy Price, Integrated Systems Manager
Email	andy.price@sibelco.com
Telephone Number	01270 752651

Recognition of Individuals (Optional) Employees, hauliers, contractors, who have "gone the extra mile" to make this industry even safer and healthier. Person(s) MUST be connected with entry.	Name & Job Title
	Brief Summary of REASONS for nomination

Entry Deadline	Thursday 17 May 2012
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Title of your Entry	Better procedures - better involvement - better implementation.
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Brief description

Taking on board behavioural safety techniques, Sibelco UK is creating user friendly procedures jointly with the workforce and going the extra mile to ensure that these procedures are communicated and implemented on production sites.

Example of the “before” situation - Isolation Procedure (Lock Out Tag Out)

The Company procedure for mechanical and low voltage isolation has been in place for 10 years. The procedure is a detailed and high quality document that is also, unfortunately, 16 pages long.

An audit conducted by the Company’s Safety Champions (workforce safety representatives who have been trained in auditing techniques) indicated that standards of implementation varied from site to site. It also became evident that some sites had developed their own local interpretation of some of the requirements.

We recognised the following problems:

- If procedures are too long, people will be less likely to read them. We needed to find a way to make them more user friendly, taking on board behavioural techniques.
- Employees at site level felt that they could play a bigger role in the development of Company procedures. Not surprising, since they are the people expected to actually implement the procedures!
- When procedures are created / updated, it is not enough just to circulate them to managers by email. We needed to do more to ensure effective communication and implementation.

What we have done

1. We now issue a **Health and Safety Information Pack** every two months, which contains hard copies of all new and updated Company procedures. These packs indicate clearly what action is required. Managers must sign and return a document to confirm that they have communicated and implemented the procedures on their sites, or alternatively provide an action plan for implementation.
2. Teams of site experts prepare a **summary version of each procedure** to help understanding. These are in a format that is ideal for day to day use and they also provide a basis for toolbox talks.
3. Our Central Steering Team (made up of H&S and engineering experts) considers what other support is needed to help with implementation at production sites. For example, in the case of the isolation procedures a **pictographic Powerpoint presentation** was prepared. Effectively an unwieldy 16 page procedure has been condensed into eight simple slides.

<p>Benefits following introduction</p>	<ul style="list-style-type: none"> Workers and managers are now working together to develop user friendly procedures, leading to better understanding and “buy in” by everyone People know what they must do, why it is necessary, how to do it and, fundamentally, they value the outcome. As a result, they are better motivated to follow procedure. The Company can properly demonstrate that procedures are being effectively communicated and implemented on the shop floor. Where procedures were previously created at head office, they are now created through collaborative working between employees at all levels of the organisation. Ultimately, the procedures are now better protecting the health and safety of workers in Sibelco UK.
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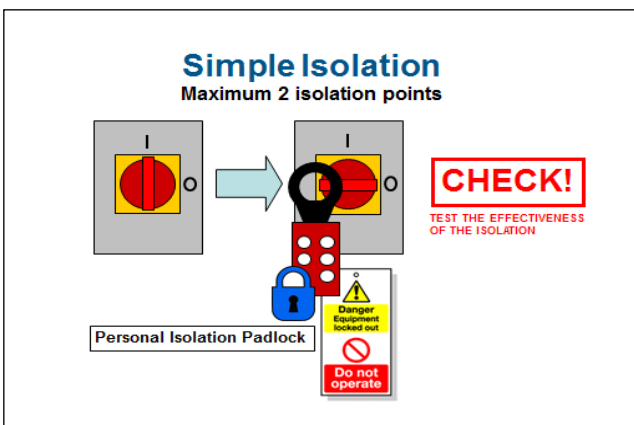
Photographs with captions (‘before’ and ‘after’ photographs, if possible) Place photographs below for illustration purposes. Attach high quality photographs to email accompanying this entry or better still apply online via www.Safequarry.com



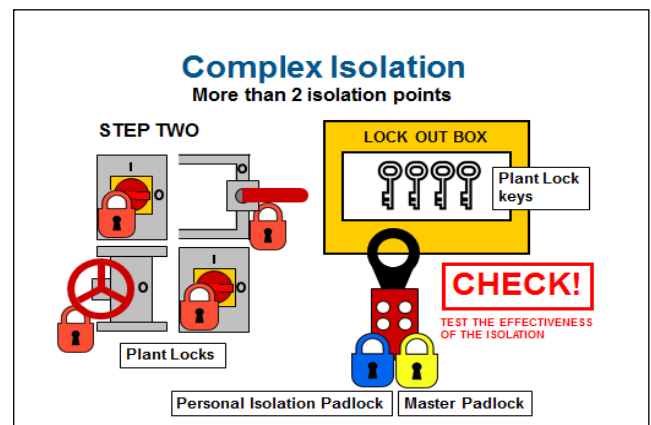
Health and Safety Information Pack



User friendly summary / toolbox talk of isolation procedure



Pictographic version of Isolation Procedure



Pictographic version of Isolation Procedure

MORE PHOTOGRAPHS CAN BE SUBMITTED IF BENEFICIAL TO YOUR ENTRY

What happens next?

- Entries will be acknowledged; you will be advised of your unique **Entry Reference Number** which you will need to quote if contacting the MPA, or when making visit arrangements
- Your entry may be switched to another category at the Judges' ultimate discretion
- Your entry will be read by the appropriate MPA Assessors and Judges who will produce shortlists. The importance of clear description, supported by GOOD QUALITY photographs, is emphasised.
- Judges will visit or telephone shortlisted entrants, *where deemed necessary*.
- Judges' decisions are final.

Scheme Rules and Guidance Notes - *The 2012 Scheme is open to all*

The Mineral Products Association's annual Awards Scheme is open to all with an interest in health & safety. **MPA welcomes entries from every organization in the supply chain. If you are a non-Member and wish your initiative or good idea to be considered for a Trophy, YOU NEED TO ENTER JOINTLY WITH AN MPA MEMBER.**

To take advantage of this opportunity via the ONLINE facility, you need to REGISTER on www.Safequarry.com - this will take 90 seconds of your time!

Log into www.Safequarry.com
And click this gold button



. **Strict Deadline: 17 May 2012**

<p>Points to consider include:</p> <p>If your Entry is selected for a Judging Visit, the Judge will want to "walk the talk" and discuss your Entry with Operatives, as well as Managers.</p>	1. Indicators of commitment by your company
	2. Description of efforts to influence behavioural aspects
	3. Give credit to whoever came up with the good ideas
	4. Effectiveness of control measures (engineering/management)
	5. Method(s) and effectiveness of monitoring system
	6. Problem areas: identification and priorities for action
	7. State actual levels of recorded improvement, if possible
	8. Evidence that existing good practice has been taken on board
	9. Evidence that specific legislation/guidance is understood
	10. Evidence that all relevant workers taken into account
	11. Briefly explain how you communicated the benefits to others
	12. Involvement and genuine workforce support (incl. Trades Unions, where applicable)
	13. Refer to Safequarry.com
	14. Is your good idea/innovation in regular/routine usage?

One of these Scheme trophies could be yours for a year . . .

