


## BEST PRACTICE

LOCATION: Company-wide  
ACTIVITY: Access & Egress & Working at Height  
SUB ACTIVITY: N/A  
BEST PRACTICE No: BP814  
COUNTRY OF ORIGIN: United Kingdom

ARTICLE YEAR: 2012  
COMPANY: Sibelco UK Ltd  
COMPANY LOCATION: Company wide  
COMPANY TEL: 01270 752651

TITLE	
<b>Better procedures – better involvement – better implementation</b>	
<b>ARTICLE</b>	
<b>DESCRIPTION</b> <p>Sibelco recognised that that established safety procedures were not being uniformly applied across all sites, in some cases sites were implementing their own interpretation of the requirements. A review established that;</p> <ul style="list-style-type: none"><li>• Some procedures were too long and difficult to interpret</li><li>• Employees wanted to play a more active role in the development of the procedures</li><li>• A system was needed to ensure effective communication and implementation of new procedures at site level</li></ul> <p>Sibelco have now introduced a system which</p> <ol style="list-style-type: none"><li>1. Involves the site operators and other relevant personnel in development of new procedures</li><li>2. Issues a bi-monthly health and safety information pack containing hard copies of all new and updated company procedures and 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 provide an action plan for implementation.</li><li>3. 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.</li><li>4. Sibelco's Central Steering Team considers what other support is needed to help with implementation at production sites.</li></ol> <b>BENEFITS</b> <ul style="list-style-type: none"><li>• Workers and managers are working collaboratively to develop user friendly procedures, leading to better understanding and “buy in” by everyone</li><li>• People know what they must do, why it is necessary and how to do it. They are better motivated to follow procedure.</li><li>• The company can demonstrate that procedures are being effectively communicated and implemented</li><li>• The procedures are better protecting the health and safety of workers in Sibelco UK.</li></ul> <p>SEE ADDITIONAL PDF</p>	
<b>ARTICLE IMAGES</b>	