

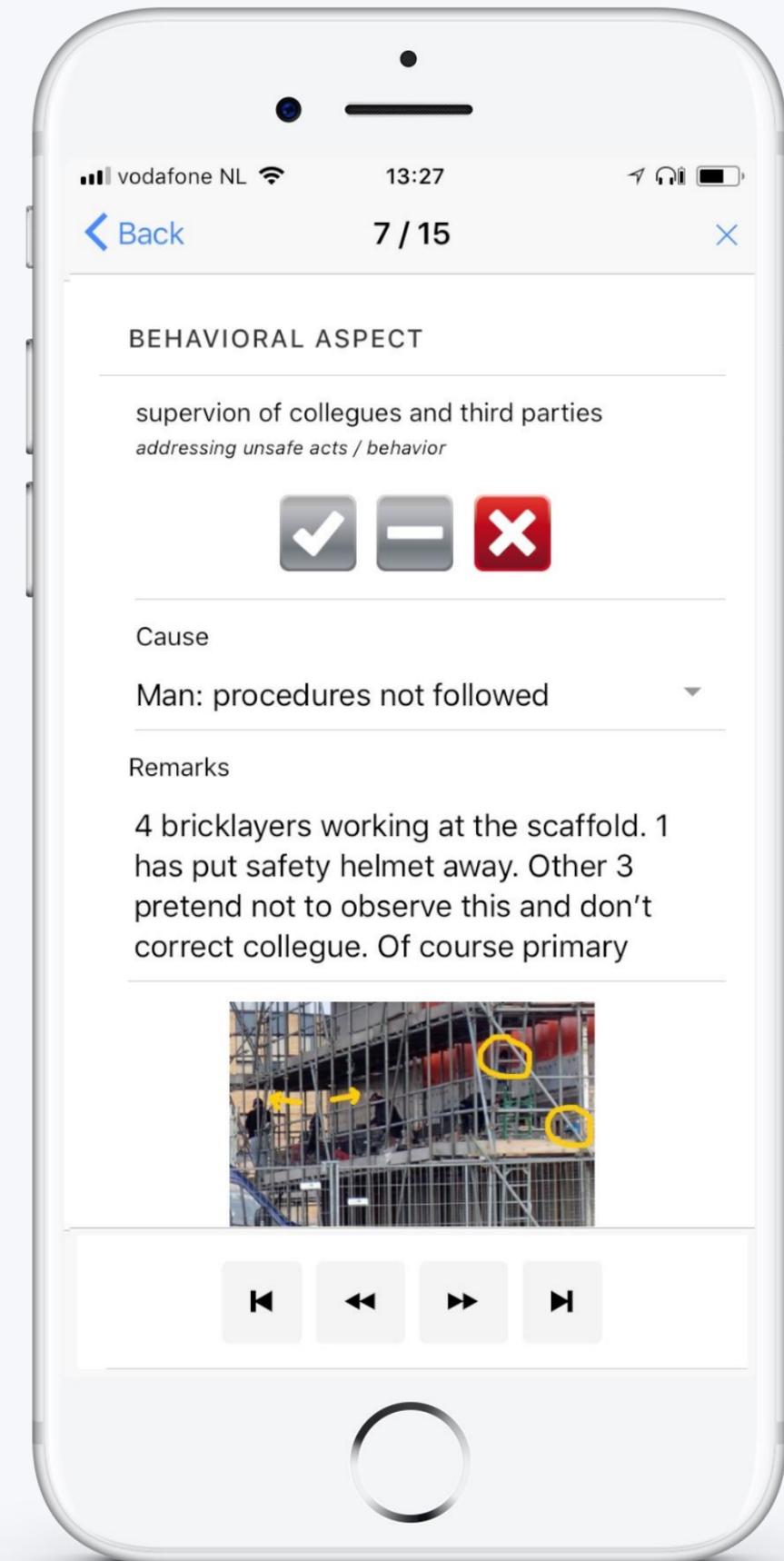


Toolbox SHE inspection

This toolbox is intended for managers, supervisory staff and SHE officers who are involved in conducting of SHE inspections. The purpose of this toolbox is to promote safety within companies.

The purpose of a SHE inspection is to secure a safe workplace by early identification of deviations in workplace conditions and to take corrective measures aimed at preventing accidents and SHE incidents.

In this toolbox we show you how to prepare, conduct and evaluate an effective SHE inspection.



Easy to Inspect
check, report, analyse

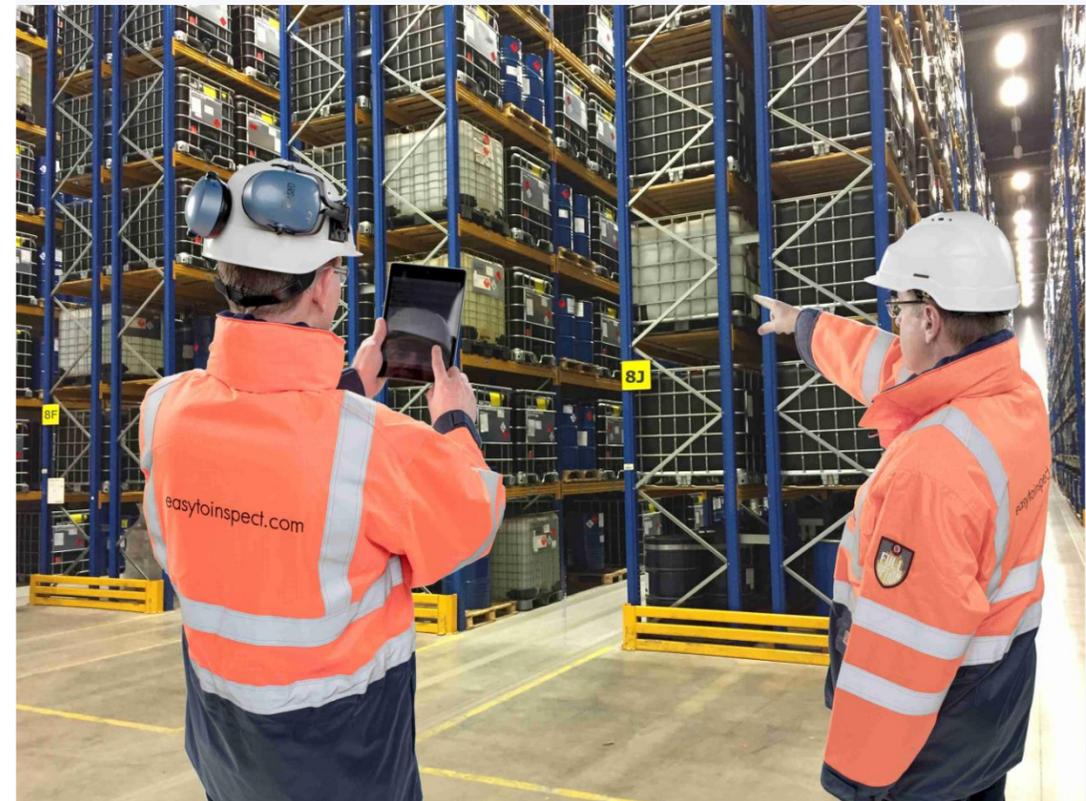


Types of SHE inspections

There are several types of SHE inspections, each with its own purpose. The most well-known variants are the workplace inspection and behavior-based safety observation.

Behaviour-based safety observations aim to reduce the number of incidents by recognizing safe behaviour and eliminating the need for unsafe behaviour. The general idea is that by creating safe work habits through observations, the number of incidents will decrease.

Other variants of the SHE inspection include a safety check, safety walks and STOP walks.



Easy to Inspect
check, report, analyse



BBS observation



Behaviour based safety observations (BBSO's) are usually conducted by a supervisor to identify and correct behavioural safety hazards at the workplace and in order to improve safety.

The key to success not only lies in fostering support through participation at all levels, but also requires proper preparation, implementation, evaluation and follow-up.

A proper checklist for a BBS observation addresses at least the topics mentioned on the right.

TOPICS

Work pace

Surroundings

LMRA

Attention to colleagues

Order and cleanliness

Use tools

Working method

PPE



Easy to Inspect
check, report, analyse



Workplace inspection

A workplace inspection focuses on safety in the workplace. All aspects that could pose a safety risk or lead to a hazard must be addressed during a workplace inspection.

Although there are standard checklists, every company and even every location has its own specific risks. It is therefore advisable to adjust the checklists accordingly.

A good checklist for a workplace inspection includes at least the topics as indicated on the right.

TOPICS

Physical strain

Workplace

Hazardous Substances

Machine safety

Cleanliness, slipping & tripping hazards

Hoisting and lifting equipment

Work at height

Signing



Easy to Inspect
check, report, analyse



Preparation

Make sure you are well prepared before the observation round takes place:

- ✔ Get familiar with the work carried out..
- ✔ Take notice of the (Task) Risk Assessment
- ✔ View any project plans
- ✔ Review the processes and instructions the employee uses to perform the work.
- ✔ Make sure you can visit the work location safely. What PPE do you need? Are permits or certificates required? Do you need to be signed on?



Easy to Inspect
check, report, analyse



Preparation

- ✔ Focus on one employee, maximum two.
- ✔ Make it clear what the purpose of the observation is and allow enough time for it.
- ✔ Make sure you observe while standing still and let the situation and activities take effect on you.
- ✔ Avoid disrupting the activities.
- ✔ Do not just look, but also ask questions, listen, give advice and make agreements. Do this in a safe place.
- ✔ Make use of a checklist so that you do not overlook points of interest.



Easy to Inspect
check, report, analyse



Closure

The conclusion of an inspection consists of discussing the findings and recording the inspection.

Discuss the findings immediately.

In addition to the negative observations, also mention the positive observations.

The purpose of an inspection is to increase safety. Therefore, ensure an open conversation. Ask yourself why someone is acting a certain way or deviating from the process.

Note: Unsafe actions and unsafe situations must, if possible, be adjusted immediately.



Easy to Inspect
check, report, analyse



Closure

In addition to discussing the findings, the inspection must be documented. This can be done using a form. On this you write down all findings, deviations and agreements made. Open actions should be carefully recorded and handled.

When you carry out the inspection with the Easy to Inspect app, this is very simple. During the inspection, you go through the checklist and immediately take photos and notes. You simply close the checklist with a signature of the person responsible at work or the employee involved.

The report is sent directly by e-mail and the open actions are collected in the deviations module.

After completion, feedback must take place to the employees and managers involved.

Steel Assembly Corp DASHBOARD MENU SUPPORT Brad Michawitz Help mij

Online invullen Alle ...

- AED Controle +
- Behaviour Based Safety algemene checklist +
- EHBO inspectie +
- Locatie beveiliging +
- Werkplekinspectie bouw +

Openstaande inspecties 17 Alle ...

- 27-02-2020 Behaviour Based Safety algemene checklist 23 Samuel Loscalzo >
- 27-02-2020 Werkplekinspectie bouw 15 Samuel Loscalzo >
- 25-02-2020 Werkplekinspectie bouw 15 Samuel Loscalzo >
- 25-02-2020 Behaviour Based Safety algemene checklist 23 Samuel Loscalzo >

Inspecties, laatste 12 maanden Alle ...

| Maand | Aantal |
|-------|--------|
| 10 | 20 |
| 11 | 17 |
| 12 | 17 |
| 1 | 15 |
| 2 | 10 |
| 3 | 4 |
| 4 | 0 |
| 5 | 0 |
| 6 | 5 |
| 7 | 4 |
| 8 | 5 |
| 9 | 0 |
| 10 | 0 |

Laatste 4 inspecties Alle ...

- 30-08-2020 Behaviour Based Safety algemene checklist Luke Gray
- 24-08-2020 Werkplekinspectie bouw Samuel Loscalzo
- 24-08-2020 Behaviour Based Safety algemene checklist Samuel Loscalzo
- 22-08-2020 Werkplekinspectie bouw Luke Gray

Steel Assembly Corp DASHBOARD MENU SUPPORT Brad Michawitz Help mij

dashboard / management van afwijkingen Help mij

Management van afwijkingen totaal aantal 16

Zoeken Actie selectie

| Inspecteur / naam checklist | Referentie | Actienemer / email | Overzicht data |
|--|-------------|--------------------|----------------|
| 24-08-2020 Samuel Loscalzo Behaviour Based Safety algemene checklist | BBS - 12231 | | |
| Checklist vraag 3 zorgvuldigheid van werken Oorzaak Mens: onvoldoende instructie | | | |
| 24-08-2020 Samuel Loscalzo Behaviour Based Safety algemene checklist | BBS - 12231 | | |
| Checklist vraag 11 veilig gebruik van equipment Oorzaak Middelen: verkeerde middelen gebruikt | | | |
| 24-08-2020 Samuel Loscalzo Behaviour Based Safety algemene checklist | BBS - 12231 | | |



Easy to Inspect
check, report, analyse



Conclusion

During this toolbox we showed how a SHE inspection can contribute to increasing safety in the workplace. Preparation, execution and conclusion are important.

In addition, it is important to consistently conduct and follow up on SHE inspections. In this way you show that safety is an important topic and you create support.



Easy to Inspect
check, report, analyse



Easy to Inspect

Easy to Inspect is a tool with which you can easily perform HSE inspections. In addition to the standard checklists, it is possible to create your own questionnaire and adapt it to any situation.

In addition to the handy app, there is an online environment with which you can easily make inspection plans, manage deviations and make analyzes for management meetings or audits.

Do you also want to try Easy to Inspect for free? Then take out a trial subscription at www.easytoinspect.com.

A subscription is available from only 65 euros (excl. VAT) per year.

Advantages Easy to Inspect

Create own
checklists

Use own filters and cause
codes

Analysis

Identify Causes and
trends

Plan inspections

Add photo's and
comments

Identify deviations



Easy to Inspect
check, report, analyse