Safety Moment

Prevention of Personal Injuries

Step Change in Safety

Slips, Trips and Falls

Manual Handling / Lifting

Ergonomics

Hand Safety

Eye Safety

Hearing

Personal Health

Personal Exposure Limit

For Info

This pack contains mini briefings on 8 topics.

The pack **is not** suitable for start to finish presentation in a safety meeting.

We designed the topics to be standalone.

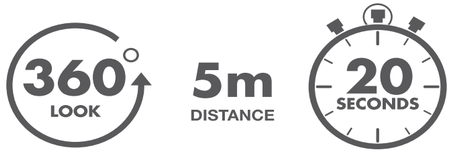
We encourage you to:

- Select the ones most relevant to your team and/or activities
- Use one or two slides for your safety meetings
- Print them out and use them as individual toolbox talks or pre-shift briefings over a week

Did you know?

- The most common cause of workplace injuries are slips, trips and falls, closely followed by manual handling.
- Fractures remain the most common type of reportable injury, followed by strains and sprains.
- 46% of injuries take place within the first 7 days on site.

Use the Toolbox Talk to ensure your team understand the hazards, the harm they can cause us, and how we can control them



By continually Dynamically Risk Assessing our environment, we can remain spatially and situationally aware whilst identifying any new hazards that have arisen due to changes in circumstances.

We can prevent potential injuries to ourselves and colleagues by rectifying and reporting any unwanted conditions we observe. Reporting unwanted conditions allows our organisations to act on them and communicate any applicable learnings.

Observation Card

Slips, Trips and Falls

Manual Handling / Lifting

Ergonomics

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Slips, Trips and Falls

Slips and trips are the most common cause of injury at work. On average, they cause 40% of all reported major injuries and can also lead to other types of serious accidents, for example falls from height.

Slips and trips are also the most reported injury to members of the public

How can we prevent injuries due to slips, trips and falls?

Organisations	Individuals
Ensure plant and equipment are maintained and any leaks are prepared and replace	• Report any loose, damaged and worn flooring • If you see a spillage, clean it up or make arrangements for it to be cleaned • Report any leaks, weeps or seeps identified so they can be cleaned and contained
• Design and keep walkways and work areas clear of obstructions • Consider how work is organised and managed e.g. avoid rushing, overcrowding of areas and training cables	• If you see items on the ground where someone could trip over them, remove them or arrange for them to be removed or make the situation safe • Play your part and keep your worksite tidy - include good housekeeping in your job planning and discuss during toolbox talks

Discuss

What methods are there at site to report damaged plant and equipment?

What is the most effective way to prevent slips trips and falls?

How do you ensure you keep your worksite tidy during and after work activities?

What is the most common cause of slips, trips and falls at your site?

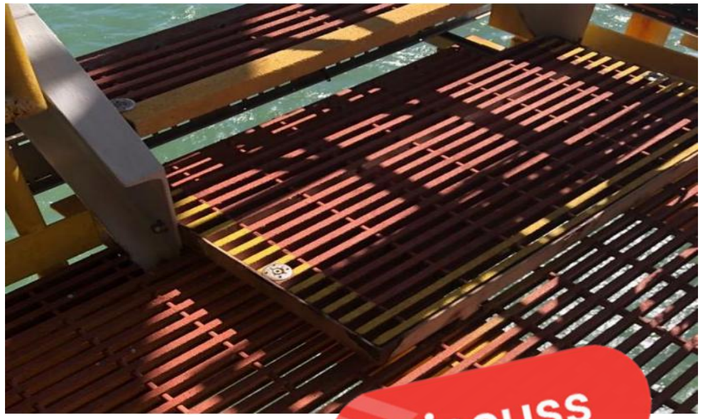
Slips, Trips and Falls

Injury due to uneven stairs

The injured party was transiting down the stairs when they misjudged the height of the final step.

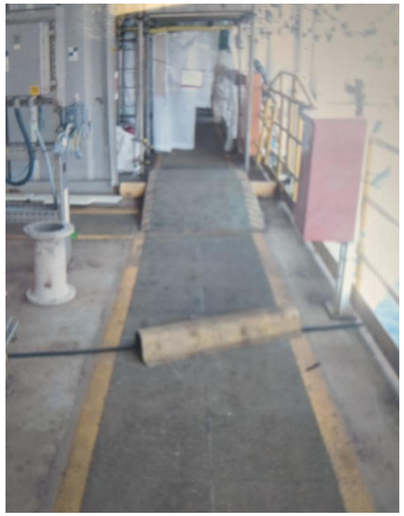
This caused the individual to sprain their ankle resulting in a lost time injury.

The final step on the stairs was a different height to others.



Discuss

Are there unevenly spaced stairs on your installation which need addressed?



Tripped on hose protection barrier

The injured party did not notice a hose protection step over on the walkway due to bright sunlight.

The IP tripped over the protection barrier and fell on the deck, causing his safety glasses to cut his eyebrow.

The hose and step cover were not removed from the worksite on completion of the task – so the hazard need not have been there.

Ankle injury – stepped on electrical cable

The injured party rolled his ankle when he stepped on some electrical cabling running across a section of deck to a newly installed module.

Slip on helideck stairs after fire monitor foam testing

The injured party slipped on the helideck stairs after fire monitoring foam testing.

Due to wind direction the stairs were covered in AFFF. He landed impacting his lower back but was saved from a further fall by holding the handrail.

How do you minimise trip hazards at your worksites?

What process do you have in place for reporting damaged plant & equipment?

Discuss

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Manual Handling / Lifting

Manual handling is the second most common cause of injury at work.

Manual handling is the transportations or support of a load by hand or bodily force. It includes lifting, lowering, pushing, pulling, moving and carrying a load

Manual handling of slings

An individual was asked to bring 2 transit slings to the worksite.

The individual lifted both slings, bundled together on his shoulder.

After walking 10 – 15 feet he felt a sharp pain in his back.

The individual was in so much pain he was unable to move any further and was taken to the sick bay on a stretcher and subsequently medevac'd.

Discuss

Does your team know what they need to consider when manual handling?

T	**Task: consider how the task is going to be done** Does the manual handling task involve twisting, stooping, bending, pushing, pulling, teamwork, seated work, low lifts, high lifts?
I	**Individual: consider the individual capabilities** Are the team members fit and able to conduct the task? Do they need assistance?
L	**Load: consider the load itself** Is the load heavy or light? Is it bulky or small? Is it easy to handle or difficult to grip? Is it going to obscure your vision? Is the weight evenly distributed or top heavy?
E	**Environment: consider environment in which you are lifting** Is the work area well lit and free from trip hazards? Is the route on the same level, or up and down stairs? Are the floors level and stable or slippery and uneven?

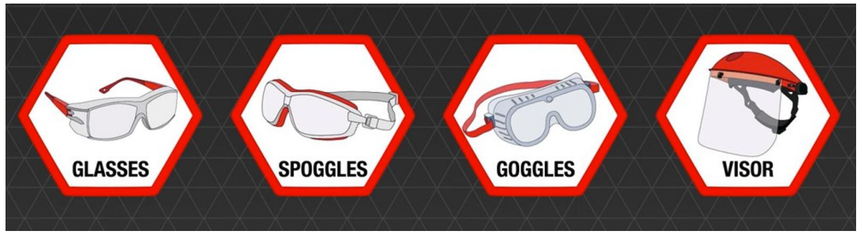
Eye Safety

Damage to the eye has the potential to impact eyesight, therefore it is important that they are protected from hazards in order to avoid injury

Check out the Step Change in Safety **Eye Campaign** for more information, films and posters
https://www.stepchangeinsafety.net/resources/eye-safety/

The Right Protection:

- Ensure your eye protection is rated and suitable for the assessed risks in the task
- Use Dynamic Risk Assessments / 20 second scans of the environmental and operations conditions.
-
- Upgrade your eye protection to match an upgrade in risk.



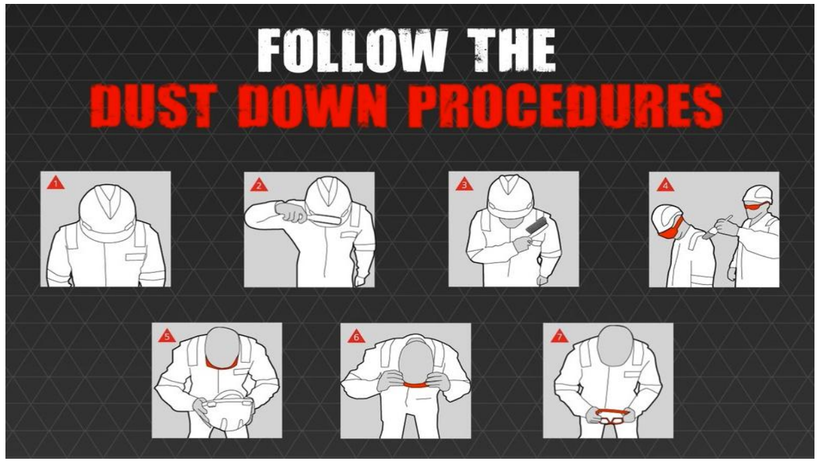
The Right Fit:

- Ensure you are wearing eye protection that best fits your face.

The Right Removal:

- PAUSE – THINK, prior to doffing PPE or entering tea shack / locker room area

'I should be dusting down here, to mitigate foreign bodies potentially entering my eyes.'



Eye Safety

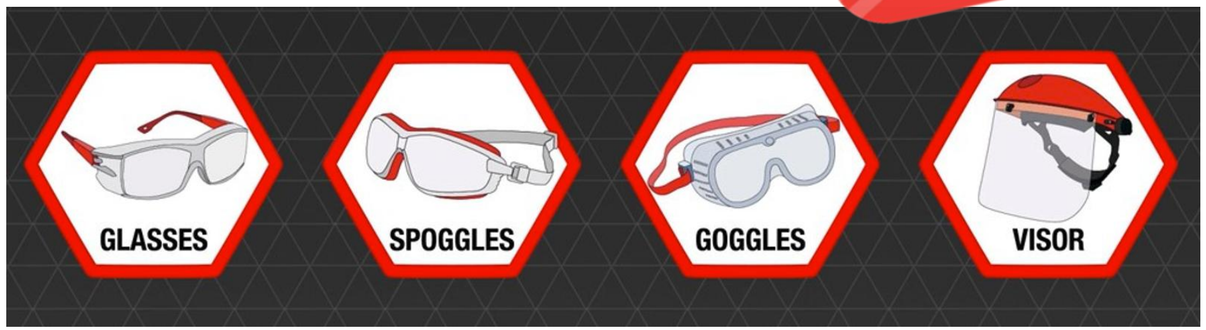
Incorrect eye protection selected

- An employee was carrying out routine maintenance on a vessel.
- The task changed to include paint chipping.
- A few hours after the job was completed, they reported a pain in their eye to their Supervisor.
- He had a small piece of debris in his eye; the medic attempted to flush it out but was unsuccessful.
- The employee had to visit hospital to remove the object from their eye.

The employee was wearing safety glasses which were relevant to the routine maintenance work, however the change of task to chipping would have required a change of safety glasses to safety goggles.

How do you ensure that you have the right eye protection for the task?

Discuss



Eye injury whilst opening paint tin

- An employee became injured when attempting to open a paint tin with a screwdriver.
- Whilst trying to pries open the lid, the screwdriver sprung upwards and went underneath the safety glasses and hit just under the individuals eye.
- This resulted in penetration of the eye with potential for loss of sight.

Prevention of Personal Injury

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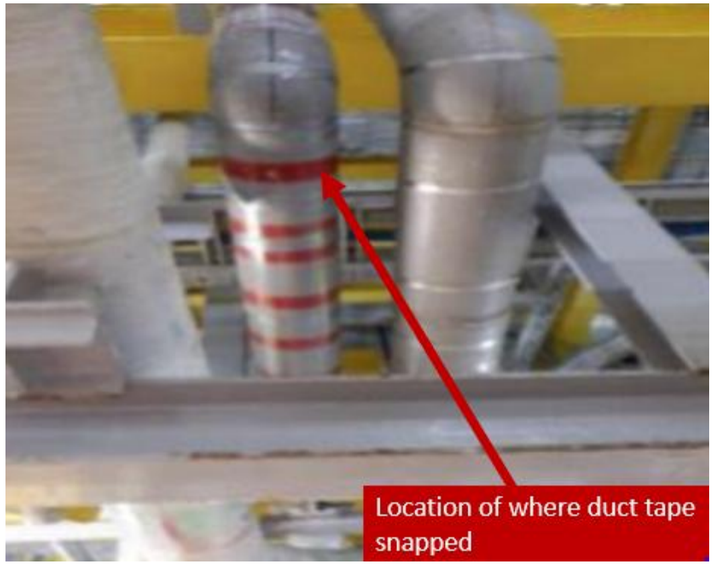
Ergonomics is the ‘fit’ between people and their work.

You should put people first, taking account of their capabilities and limitations to make sure that tasks, equipment, information and the environment fit each worker.

Awkward Positioning:

The injured party was using duct tape to secure insulation between two pipes until the mastic set.
He was positioned on a step ladder with a colleague footing it.

The duct tape snapped as he pulled it around the pipe and the roll hit him in the mouth splitting his top lip.



We often find ourselves in a sub-optimum position to carry out tasks due to plant layout and design.

Discuss

How do you identify, and control hazards associated with awkward access?

Line of Fire Positioning:

The injured party and his colleague were attempting to pry open a hatch.
The IP was lying on the deck to position himself for best leverage and control.

Two pry bars were used:

- The first was inserted into the joint
- The second was then inserted adjacent and an attempt was made to pry open the hatch

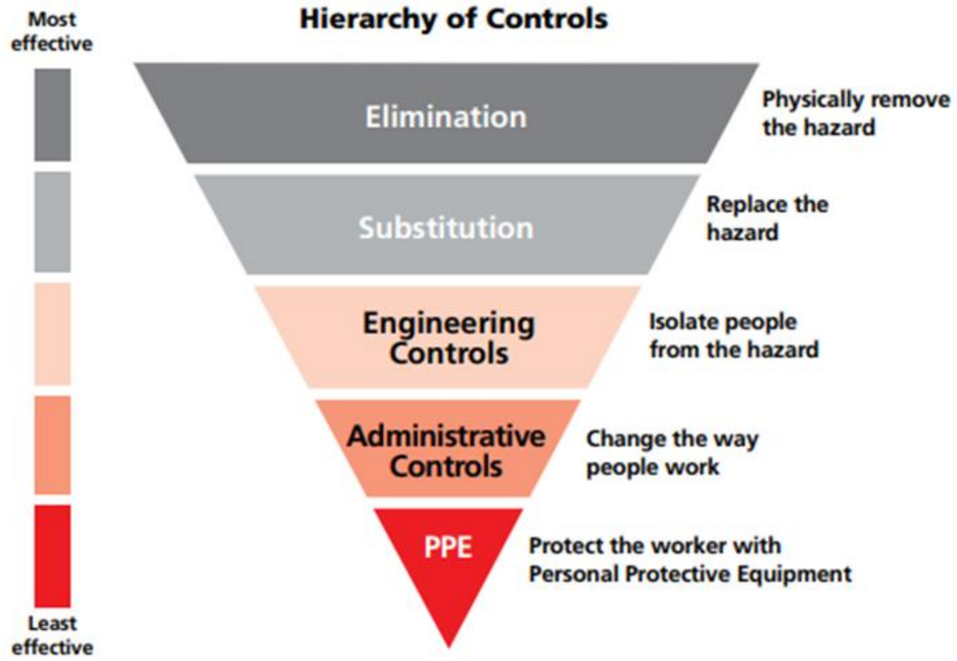
The first pry bar came loose when the joint was opened, it fell onto the IP’s face causing a cut.

Hand Safety

Whether gripping, moving or feeling, hands are critical to the majority of the physical work activity that we do.

We must not take our hands for granted, as they can easily become injured through hazards such as:

- Sharp objects
- Heavy Objects
- Pinch Points
- Hot and cold items
- Entanglement in rotating parts



Think about line of fire and hand placement during tasks.

- Can we put controls in place to move hands away from points of injury?
  - Push / Pull tools for manoeuvring crane lifted items.
  - Tool adaptors like finger savers.

- Are we Situational & Spatial aware?
  - Conducting 360°/20 second scans.

- Have we selected the best hand protection?

Impact

Chemical

Cut Resistant

Electrical

Hand Safety

How do you ensure your hands are not in the line of fire?

Expect the unexpected

- A scaffolder was dismantling a scaffold structure.
- The scaffold fitting was easier to remove than anticipated.
- A tube slid free from the fitting that can normally be held by corrosion.
- The scaffolder grabbed the pole through natural reaction.
- This resulted in a pinch point injury with adjacent tube.

Struck hand with hammer

- The individual was removing bolts on a flange in a restricted space.
- They utilised a hammer to strike the flogging spanner.
- The hammer struck overhead pipework, changing trajectory.
- They struck their finger resulting in a laceration.

2 pairs of gloves were being used, 1 of which offered a medium mechanical protection, they were being worn over the second pair which offered a light mechanical protection.

Laceration during cleaning of a ruptured disc

- The task was to remove & replace a ruptured disc.
- On removal the assembly surface required cleaning.
- Nitrile gloves were worn with a focus on COSHH.
- Whilst handling the disc to clean it, they felt discomfort.
- They sustained a deep laceration to their finger from the razor-sharp edge.

Struck by fan blades

- During weekly emergency generator run
- There was an abnormal noise coming from the cooling fan.
- Inadvertently placed hands in line of fire whilst investigating noise.
- Fingers were struck by the fan blades.

Riser assembly lift

- The riser assembly was being lifted by the rig floor tugger. The riser became jammed due to alignment issues.
- The supervisor tried to free the riser assembly using his foot, balancing himself by holding onto the wire.
- The tugger operator attempted to lift the riser while the supervisor was holding the wire.
- The wire rotated rapidly, snagging the supervisors gloved hand resulting in the loss of a finger.

Prevention of Personal Injury

Safety Moment

Step Change in Safety

Hearing

Exposure to noise at work can cause irreversible hearing damage. It is one of the most common health problems and can be difficult to detect as the effects build up gradually over time.

Organisations	Individuals
• Use quieter equipment or a different, quieter process • Introduce engineering/technical controls to reduce the noise at source • use screens, barriers, enclosures and absorbent materials to reduce the noise on its path to the people exposed • design and lay out the workplace to create quiet workstations • Provide working techniques that reduce noise levels • limit the time people spend in noisy areas • Provide PPE and the appropriate training	• Use any noise control devices properly (e.g. noise enclosures), and follow any working methods put in place • Wear any hearing protection provided properly and look after it • Attend your hearing checks – it is in your interest that any signs of damage to your hearing is detected as soon as possible • Report any problems with noise-control devices or your hearing protection straight away

Hearing protection is your last line of defense against damage. Employers should provide it and train you how to use it and how to get replacements. There are many different types and designs available.

Earmuffs 	• They should totally cover your ears, fit tightly and have no gaps around the seals • Don't let hair, jewellery, glasses, hats etc. interfere with the seal • Keep the seals and the insides clean • Don't stretch the headband – the tension is crucial for protection • Helmet-mounted earmuffs can need particular care to get a good seal around your ears
Earplugs 	• The go right in the ear canal, not just across it • Practice fitting them and get help if you are having trouble • Clean your hands before you fit earplugs, and don't share them • Some types you use only once, others can be re-used and even washed – make sure you know which type you have
Semi-inserts/canal caps 	• These are held in or across the ear canal by a band, usually plastic • Check for a good seal every time you put them on • Follow the same general advice as for earplugs and make sure any band keeps its tension

Discuss

What tasks or areas at your site requires hearing protection to be worn?

Personal Health

According to International SOS, the biggest risk to health, exceeding cardiovascular complaints, is mental health.

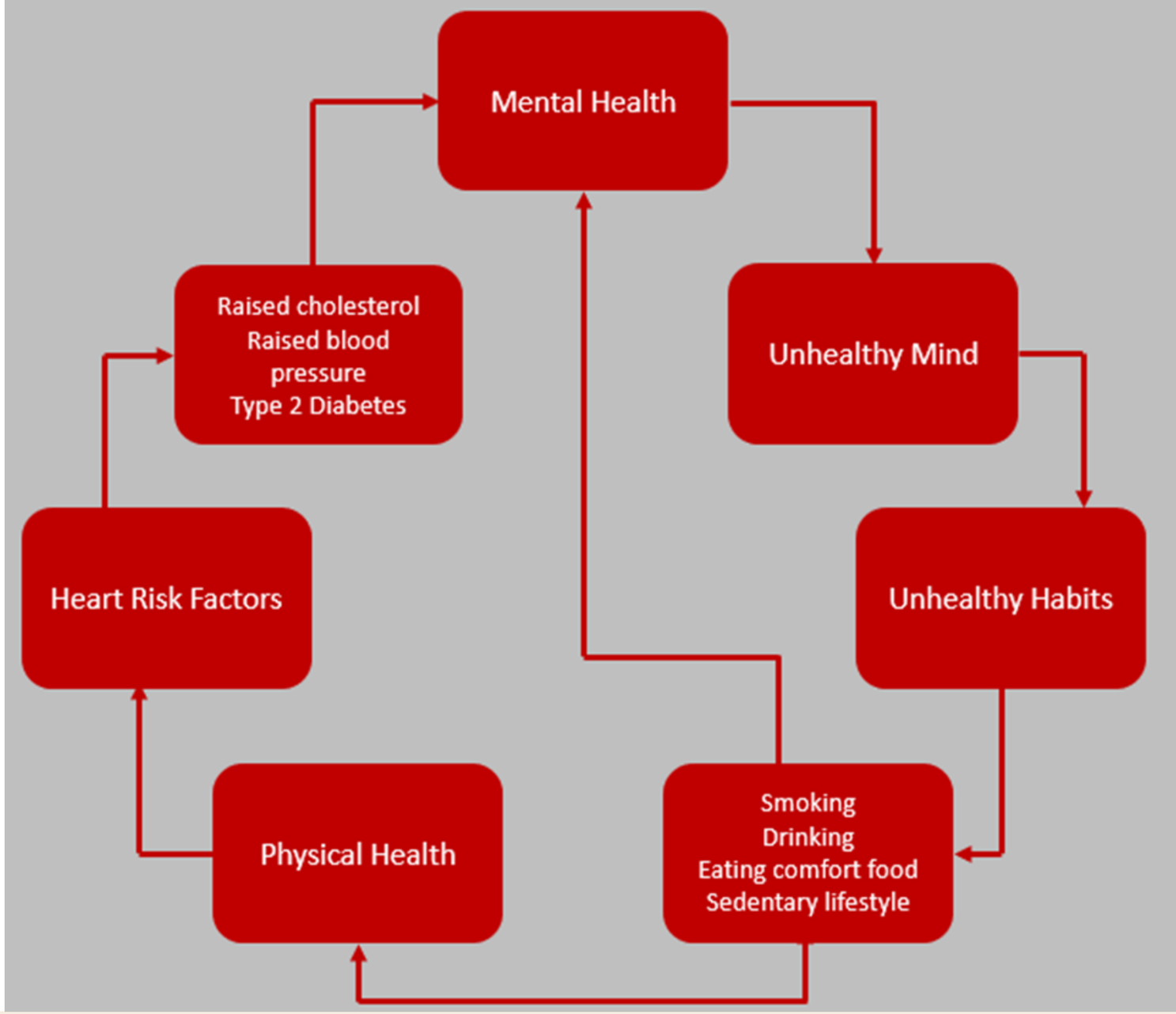
Mental health is the leading reason for accessing occupational health services.

Mental health affects everyone.
We all have it. We all feel it.

Just like physical health, mental health is important for our wellbeing. Mental health includes our emotional, psychological, and social wellbeing. It also impacts how we handle stress, relate to others, and make choices.

Our state of mind can affect our ability to cope with normal life and work stresses, including our capability to work productively and safe.

Mental health can be affected by several external contributors out with our control. Identifying your current mental health state is the first important step in maintaining it.



Prevention of Personal Injury

Safety Moment

Step Change in Safety

In Crisis	Struggling	Surviving	Thriving	Excelling
"I can't survive this"	*"I can't keep this up"*	*"Something isn't right"*	*"I got this"*	*"I feel positive"*
Disabling distress & loss of function	Persistent fear, panic, anxiety, anger, pervasive sadness, hopelessness	Nervousness, sadness, increased mood fluctuations	Calm & steady with minor mood fluctuations	Fully engaged
Panic attacks	Exhaustion	Inconsistent performance	Able to take things in stride	Cheerful
Unable to fall or stay asleep	Poor performance & difficulty making decisions or concentrating	More easily overwhelmed or irritated	Consistent performance	High performance
Intrusive thoughts	Avoiding interaction with coworkers, family & friends	Increased need for control and difficulty adjusting to changes	Able to take feedback & to adjust to changes of plans	Energetic
Thoughts of self-harm or suicide	Fatigue, aches & pains	Trouble sleeping or eating	Able to focus	Realising full potential
Easily enraged or aggressive	Restless, disturbed sleep	Activities & relationships you used to enjoy seem less interesting or even stressful	Able to communicate effectively	Joyful
Careless mistakes an inability to focus	Self-medicating with substances, food or other numbing activities	Muscle tension, low energy, headaches	Normal sleep patterns & appetite	Looking forward to the future
Feeling Numb, lost or out of control				
Dependence on substances, food or other numbing activities to cope				

It's OK to not be OK

Do you see yourself in the attached table?

If you are in the **Surviving**, **Struggling** or **In Crisis** columns, take your time to reflect and discuss with your family, friends, workmates and managers

Share your problems and build strategies to help.

For more information see Mental Health Awareness Guidance https://www.stepchangeinsafety.net/resources/mental-health-awareness-guidance/

This simple guidance document provides the basics of mental health awareness in order to reduce stigma, initiate conversations and direct individuals to additional sources of support

Personal Exposure Limit

Fatigue is a physiological state of reduced mental or physical performance capability, resulting from sleep loss or extended wakefulness, that can impair alertness and ability to safely operate or perform duties.

Being Fatigued seriously impairs our vigilance and judgement, especially in critical situations. The end result is a body that will not function unless revitalised by rest or nourishment

Fatigue

As a rule of thumb;

- 1 hour of good quality sleep for 2 hours of activity
- Fully restorative sleep will last between 7-9 hours on average.
- Caution is required in how fatigue is considered & managed. 'Sleepiness' is likely to be hugely underrated even from day one of sleep restriction and could result in harm.
- Ensure fatigue is considered at planning stage to identify risk points and raise awareness to allow recognition at all levels

Undesirable effects of shift work?

Be wary of nightshifts or early morning starts.

Shift work may result in:
- Disruption of the internal body clock
- Fatigue
- Sleeping difficulties
- Disturbed appetite and digestion
- Reliance on sedatives and/or stimulants
- Social and domestic problems

This can affect performance, increase the likelihood of errors and accidents at work and could have a negative effect on health.

OIM Guidance for offshore Rotas and Rest periods:
https://www.stepchangeinsafety.net/resources/oim-guidance-for-offshore-rotas-and-rest-periods/

How can we help prevent injury due to fatigue?

- Plan an appropriate workload according to the length and the timing of the shift
- If Practical, schedule demanding work for periods when workers are most alert and least likely to be fatigued.
- Where possible, demanding, dangerous and/or safety-critical work should be avoided during the night and early hours of the morning and towards the end of long shifts.
- When work is particularly demanding, consider shortening the length of the shift.

Health and safety guidance – Managing shift work:
https://www.hse.gov.uk/pubns/priced/hsg256.pdf

Discuss

How are workloads and schedules at your site risk assessed to take fatigue into account?

How are tasks at your site planned to take fatigue into account?

Prevention of Personal Injury

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Step Change in Safety

Personal Exposure Limit

Do you know your limits?

Discuss

COSHH

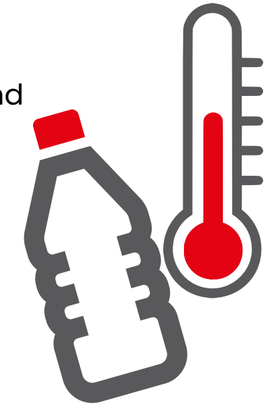
- Using the hierarchy of control is the most effective mitigation measure.
- Workplace limits are in place to control exposure time to certain substances.
- Ensure COSHH assessments are fully complied with and questioned if better ways of working are identified.
- Focus on the task and how the substances are being used rather than the substance itself.

Fatigue

- Resourcing trades in some areas has been challenging. Assurance must be there that personnel 'rig hopping' have full entitlement of rest between trips. If there is ever a requirement to deviate from this, it MUST be fully Risk Assessed for fatigue factor.
- Ensure that if you are de-mobilising after night shifts that you do not make long car journeys straight away. Raise this issue with your employing company.

Temperature & Hydration

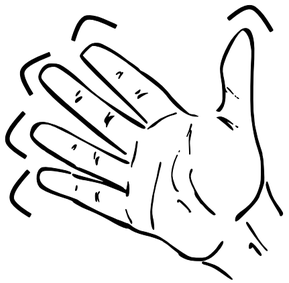
- Working in warm weather poses an increased risk to heat exhaustion and dehydration, ensure regular breaks and water intake is planned in.
- It is becoming more common for maintenance to be done on live 'hot' plant rather than shutting these down. This certainly needs to factor in climate conditions alongside the heat of the plant to mitigate injuries.

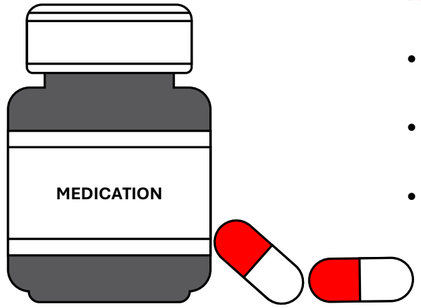


Heat Exhaustion Symptoms - Clammy skin, Dizziness, Headache, Muscle cramps, extreme thirst, excessive sweating, dehydration, fainting, nausea, vomiting, weakness, decreased urine output.

HAV's

- Anyone exposed to Hand Arm Vibrations should be under appropriate surveillance by their employing company.
- There are two limits to be aware of the Exposure Action Value (EAV) of 100 points and the Exposure Limit Value (ELV) of 400 points.
- Utilisation of the Hierarchy of Control should be in place.





Medication

- All medication needs to be declared for the Offshore medic to review.
- Any changes to medication or medical status must be reported to your employing company.
- Ensure medication brought out is enough to last the duration of the trip.

Prevention of Personal Injury

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Step Change in Safety

Verification of learnings shared and feedback

Safety Moment

To ensure this learning leads to meaningful improvement, follow the Plan Do Check Act process and provide your feedback to Step Change in Safety.

Plan

Review the learning and assess how it applies to your organisation, work area or tasks.

Identify any risks, gaps, or required changes to current procedures.

Do

Implement necessary actions - communicate changes, update procedures, and ensure everyone affected understands their responsibility.

Check

Monitor the effectiveness of the changes. Observe work practices, gather feedback, and verify that the learnings have been understood and applied correctly.

Act

Make any needed adjustments based on what you've learned.

Share lessons with your team, document improvements and feedback to Step Change in Safety.

Share your learnings and feedback. **Your proactive engagement helps create a safer workplace for everyone.**

Feedback Form

Link to Resource Feedback Form