

THE **A TO Z** BOOK OF

Bright Ideas

FOR PROMOTING
SAFETY AND HEALTH IN
YOUR PLACE OF WORK



**A Safe
Workplace
is no
Accident** †

C ONTENTS

About this booklet	
Accident awareness	7
Breakfasts and barbecues	8
Community awareness activities	9
Displays and exhibitions	10
Employee suggestion scheme	11
Fun runs (and more)	12
Guest speakers	13
Health promotions	14
Information sheets	15
Jelly beans	16
Kites, flags, banners, billboards	17
Launches and promotions	18
Mailer to staff and clients	19
Newsletters and magazines	20
Occupational health nurse visits	21
Posters	22
Quizzes	23
Replacing equipment	24
Seminars and expos	25
Theatre sports and debate	26
Upskilling/refresher training courses	27
Videos	28
Workplace health and safety audits	29
eXtra eXcellent ideas!	30
Young employee programmes	31
Zero accident policy	32

A BOUT THIS BOOKLET

This booklet contains a handy A to Z of ideas for running inhouse health and safety promotions — particularly during WorkSafe Week.

We've compiled this booklet for:

- Employers and managers, who have legal responsibilities for health and safety in workplaces; and
- Health and safety personnel, who have a wealth of expertise and experience to contribute; and
- Employees who have the energy and enthusiasm to make things happen.

There are ideas here that can be adopted — or adapted — by companies or organisations of any size. Believing as we do in Kiwi ingenuity, there's an emphasis throughout on DIY and drawing on the creative talents and skills of everyone in the place of work.

SLOGAN AND KEY MESSAGES

A key WorkSafe Week slogan is *A Safe Workplace is No Accident*. The message is that a safe and healthy workplace won't just happen of its own accord. The emphasis is on the involvement of *everyone* — employers, employees, families, and health and safety professionals — in making workplaces safe and healthy.

WHY SHOULD YOU GET INVOLVED?

Running an inhouse WorkSafe Week will:

- Demonstrate your commitment to safety and health to your employees and their families, your clients, your insurers, and the community at large;
- Encourage your employees to become involved in workplace safety and health;
- Help to build a culture of safety and health and encourage innovative solutions to health and safety problems.

HOW TO GET STARTED

If staff numbers permit, set up a small inhouse team to devise and implement

ideas for your WorkSafe Week activities. If you already have a safety committee, or safety representatives, it's logical to involve them.

Give your team a clear brief — and copies of this booklet. A good way for the team to start is to “brainstorm” for ideas. List all the suggestions put forward, even if some seem impractical at first sight. As you go on to consider the pros and cons of each, you'll get a feel for the ideas that look like winners. At this stage, it may be a good idea to get some feedback from others in the workplace.

Generally it's better to concentrate on a small number of activities which you can do well and which will appeal to staff rather than a hit or miss “shotgun” approach.

Having decided what you want to do, you'll need to establish the costs and have the activities and budget approved at the appropriate management level.

POINTS TO CONSIDER

Some things to consider when planning WorkSafe Week activities are:

- Aim to make them entertaining as well as informative.
- Along with employees, get *families* involved.
- Encourage teamwork where you can.
- Introduce an element of friendly competition.
- Provide recognition and rewards.
- Aim to utilise the unique skills, talents and special interests of everyone in the workplace.

AND FINALLY . . .

Thanks to everyone who contributed ideas and suggestions for this booklet. We hope it will stimulate people to come up with exciting and innovative ways to promote awareness of safety and health during WorkSafe Week.



ACCIDENT AWARENESS

In front of the DB Breweries plant at Washdyke, Timaru, a kiwi can be seen climbing a ladder. For every day worked without a lost-time injury, the kiwi climbs one rung on the ladder. Should there an accident happen, the kiwi drops to the bottom of the ladder and starts his climb again.

Here's one novel way of telling employees, and the community, how the company is performing in terms of accident rates. If you haven't already done so, WorkSafe Week would be a good time to review your accident statistics and look at new ways of increasing accident awareness among employees. You could present statistics such as "X days worked since the last accident" on a billboard, noticeboard, or as a running total on newsletters, to mention just a few.

SETTING TARGETS

- Some companies set formal targets, e.g. working 100,000 hours without a lost-time injury (this is very roughly equivalent to 50 people working full-time for one year, or one person working over a lifetime). In 1998, Carter Holt Harvey Ltd. celebrated a key performance measure of working one million hours without lost-time injury.
- Another approach is to set targets in terms of reductions in accidents. If, for example, you've had a high rate of manual handling accidents, your target might be to reduce those injuries by 50%. Or, it might be to match or better the best year you've had yet.

INCENTIVE SCHEMES

Many companies provide rewards/incentives for employees when targets are achieved, e.g. a paid meal for two at a restaurant, a weekend holiday, etc. If specific targets haven't been set, there may be a reward/incentive for the section or site with the best safety record overall. You could make a cash reward, or make a donation to the charity of the section's choice.

During WorkSafe Week, you could award "spot prizes" for employees who are seen to act safely or with attention to health.

NB: One concern sometimes expressed about providing rewards/incentives is that it may encourage non-reporting of accidents so as not to spoil the safety record. How valid a concern is this?

BREAKFASTS AND BARBECUES

A breakfast for staff, families and clients is a great way to kick off WorkSafe Week — and a barbecue (or hangi) (weather permitting!) or party is a great way to say thanks for a job well done.

MENU IDEAS

Some ideas to add interest to a breakfast:

- Display **balloons** or a WorkSafe Week **banner** (page 17)
- Invite a **guest speaker** (page 13)
- Hand out health and safety **information sheets** (page 15)
- Present novelty items such as caps, tee-shirts, etc. (page 30)
- Announce winners of **safety poster competition** (page 22)
- Announce programme of events for the week, including **seminars** (page 25) and **training sessions** (page 27).

BARBIE IDEAS

Some ideas for a barbecue or end-of-week event:

- Hold a **safety quiz** (page 23)
- Present award(s) for best **employee suggestion** for improving health and safety (page 11) or most improved section of the workplace (page 29)
- Hold a **theatre sports performance** or talent quest (page 26)
- Thank all staff: present a small gift as a token of appreciation.



C COMMUNITY ACTIVITIES

Community activities of many kinds have been a feature of WorkSafe Week since it was first launched. These have included:

- ATV safety competitions
- Forklift competitions
- Chainsaw demonstrations
- Church services
- Display of yellow crosses
- Golf matches
- Marae visits
- Product launches
- Rural days
- Street walks
- Sausage sizzles
- Tree planting memorials.
- Breakfasts for chief executives
- Bus adverts
- Chemical handling demonstrations
- Displays in shopping malls
- Free cholesterol/blood pressure checks
- Library displays
- Newspaper articles and supplements
- Radio interviews/talkbacks/adverts
- Safety equipment demonstrations
- School safety poster competitions
- Training courses

JOINING IN

To find out what's happening in your area this year, ask for a programme of events from your local OSH office or check our Safety Net web site. Are there ways in which your inhouse WorkSafe Week can build on these community events? Can you take part in them yourself?

If your company wishes to organise or sponsor a community event as part of WorkSafe Week, it's suggested that you notify the details to OSH so that it can be included in the programme.

DISPLAYS AND EXHIBITIONS

Consider setting up a health and safety display in a suitable place where staff spend time — such as the cafeteria.

A display could feature:

- Announcements from management about WorkSafe Week
- Posters
- Safety hints/reminders
- Information sheets
- Photographs
- Charts, graphs
- Computer terminal, with a link to OSH's web site
- Occupational safety and health CD-Roms
- Newspaper/magazine articles (brief)
- Models
- Items of personal protective equipment
- Occupational safety and health publications.

HINT

Is there someone in the workplace or a family member with a flair for graphic design/signwriting/illustration/window dressing who can contribute their talents to the display?

CENTRES OF EXCELLENCE

Carrying the above idea a few steps further, can you set up a “centre of excellence” on health and safety, and invite others to an open day to see how it's done? Can the safety and health solutions you've developed be applied in other workplaces? How can information best be shared? Can you network with other workplaces to share solutions?

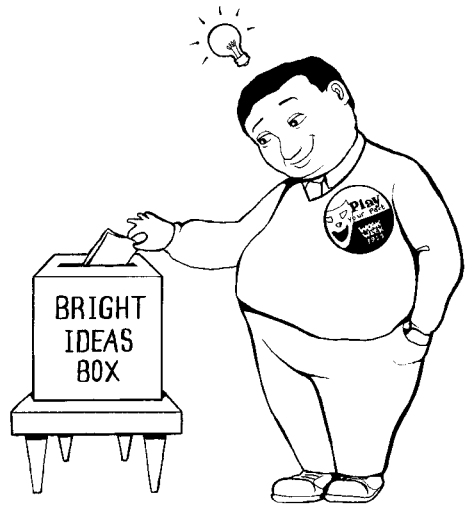
EMPLOYEE SUGGESTION SCHEME

Some companies operate an employee suggestion scheme for ideas that will improve efficiency or productivity. A bonus/prize/reward is offered for suggestions that lead to savings in money, time or resources.

How about a suggestion scheme for ways to improve safety and health in your company? This could be launched, say, a month ahead of WorkSafe Week, with the winner(s) announced at the beginning of the week.

SOME POINTS TO CONSIDER

- How will you explain and “sell” the scheme to staff?
- How will staff put forward their ideas (in writing/orally) and to whom?
- What prizes/rewards/incentives will be offered?
- Will it be an individual/team award?
- Who will evaluate the suggestions?
- What will be done to ensure that suggestions are acted on and followed up?
- Is it worth making the scheme a permanent fixture?



FUN RUNS (AND MORE)

A fun run to launch WorkSafe Week? It's good physical exercise but if that doesn't have any takers how about a car rally, fishing trip, golf match, ice skating, ten-pin bowling night, bungee jump, house evening, karaoke, early morning dip in the tide, workout at a gym, game of petanque . . .

With imagination, you can incorporate a health and safety angle into any activity like this. How about combining it with a **Breakfast or barbecue** (page 8) or a **Quiz** (page 23)?

Can you organise a competition with other workplaces in the area — or with your suppliers or clients?

ANYONE FOR GOLF?

In WorkSafe Week 1998, OSH's Lower Hutt office held a highly successful golf tournament for employees in the construction industry. Each of the 18 holes was sponsored by a local company, with health and safety questions to be answered at each hole and a range of spot prizes awarded. Refreshments followed in the club rooms. A great day was had by all!



GUEST SPEAKERS

Inviting a guest speaker to address your employees can be a great way to kick off WorkSafe Week. Depending on the interests of your staff (and who's available in your area) that person could be a prominent:

- sports person
- entertainer/artist
- community/church leader
- business person
- broadcaster/writer
- visiting expert in some field
- politician/local government representative.

SOME POINTS TO CONSIDER

- What do you want the speaker to cover in his/her talk?
- How long will they speak for?
- Have you briefed the speaker about WorkSafe Week so they can endorse your activities and programmes?
- Do you have the background/biographical information you need to introduce the speaker?
- Will there be questions at the end of the talk?
- Have you provided, as appropriate, chair/table/rostrum for speaker, glass of water, microphone, overhead projector, pointer, white board, pens, other audiovisual aids?
- Is it appropriate/necessary to pay a speaker's fee or expenses, or present a gift?
- Will there be refreshments to follow?



H HEALTH PROMOTIONS

We're referring here to promotions on an aspect of health which may not be directly related to the workplace but may still affect an employee's wellbeing. Typical topics that could be featured under this heading include:

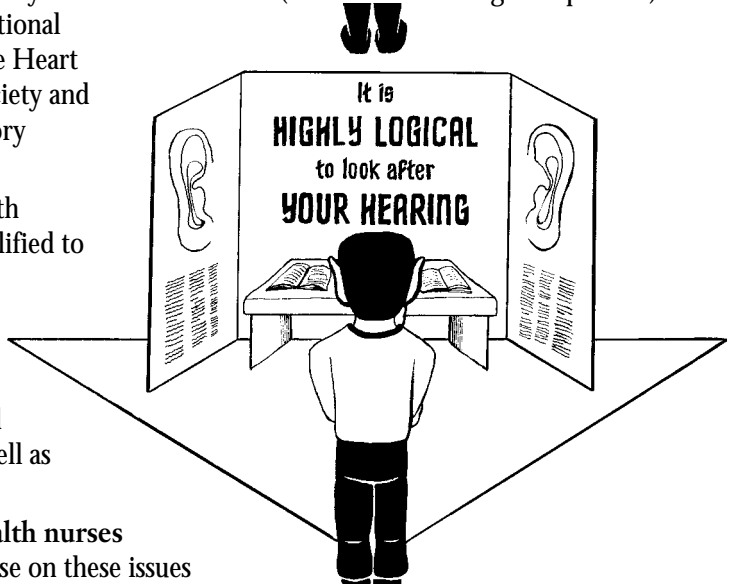
- Stress and fatigue
- Hearing loss
- Healthy eating
- Smoking
- Alcohol use
- Diabetes
- Asthma
- Cancer
- Heart disease
- Physical fitness
- Reproductive health
- Women's health issues.

Promotions on these health issues can be held at any time during the year — and particularly during WorkSafe Week.

Information, publicity materials and advice (and in some cases guest speakers) are available through national organisations such as the Heart Foundation, Cancer Society and Alcoholic Liquor Advisory Council.

Occupational health physiotherapists are qualified to provide information on these issues. The Society of Physiotherapists is happy to provide information and publicity materials, as well as guest speakers.

Occupational health nurses are also qualified to advise on these issues (see page 21).



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FORMATION SHEETS

Basic information sheets are an essential item in health and safety education and training, and if these are currently lacking, WorkSafe Week is a good reason for remedy the defect!

OSH can provide information sheets on “generic” topics such as noise or chemical handling, but it’s often best for companies to prepare information sheets that are tailored to the specific work situation. For example, you may decide you need an information sheet or sheets on procedures to be followed in emergencies such as a chemical spill, fire or earthquake.

A single-sided A4 page is an ideal format for information sheets to hand out to staff. (If you want an information sheet to display on a noticeboard or wall, it’s better to enlarge it to A3 size on a photocopier).

SOME SUGGESTIONS

- Stick to essential information, like do’s and don’ts, rather than lengthy explanations.
- Keep the language simple.
- Explain unfamiliar or technical terms..
- Ensure type is a legible size (11 to 13 pt is a good range) and allow adequate margins and white space).

OTHER POINTS TO CONSIDER

- How will you ensure that staff read, understand and act on the information you present?
- Do you need to provide information sheets in languages other than English?

NOTE ON CHEMICAL INFORMATION

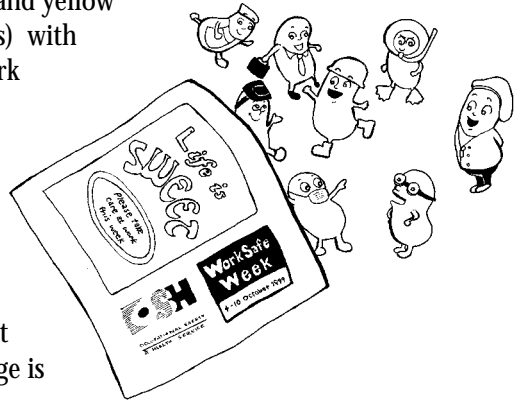
If you use chemicals in the workplace, you need a Material Safety Data Sheet (MSDS) for each chemical. This provides all the information necessary for using the chemical safely. MSDSs should be available from your chemical supplier. MSDSs must kept in a place where they are readily available to staff.

JELLY BEANS

A novelty item that's popular with adults and kids alike! OSH is taking orders for small bags of blue and yellow jelly beans (the WorkSafe Week logo colours) with the message: "Life is sweet. Take care at work this week."

To order, simply fill out the form below and fax it to us no later than **1 September**. Note there's a minimum order of 20 bags.

Of course, if you'd prefer to provide some other kind of confectionery, that's great too. Many people find that home-made fudge is hard to beat!



ORDER FORM FOR JELLY BEANS

NOTE: This booklet was published in 2000 - Jelly beans are no longer available.

Please forward bags of jelly beans @ 50c each to

Name:

Address:

Telephone:

Payment of \$ enclosed.

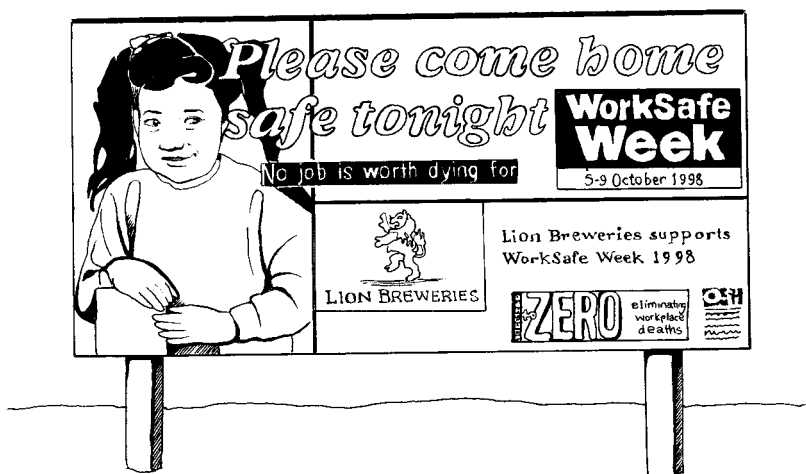
(Please make cheques payable to Occupational Safety & Health Service)

K

ITES, FLAGS, BANNERS AND BILLBOARDS

We're talking ways of making a big, bold statement without blowing big bucks!

- Easiest and cheapest way to decorate the workplace or a WorkSafe Week display is with blue and yellow balloons.
- For a small charge, you can get balloons overprinted with your own safety message and company name/logo.
- Making and flying kites could be fun for kids of all ages. Patterns are available in craft books. You could offer a prize for the biggest/best flyer/most original safety message, etc.
- Check out the cost of having a flag or banner made by a signwriter. Can it be designed so that it can be used for other promotional/display purposes as well as WorkSafe Week?
- If your budget doesn't run to this, flags and banners for indoor use can be made of a cheap material like calico and painted with poster paints or water-based dyes. A good project for school kids.
- Professional billboard design, like the example shown here, produced by Lion Breweries for WorkSafe Week 1998, may be out of the reach of smaller companies — unless you have friends or contacts in the trade. However, it may be a project that senior design students could tackle.



L AUNCHES AND PROMOTIONS

Do you have a new health/safety-related product or service to launch or promote? WorkSafe Week could be the logical time to do it.

Some points to consider:

- Who are your key prospective clients?
- How will you entice them to attend the launch/promotion?
- What's the most appropriate venue — your company's premises/retail outlet/shopping mall/conference centre?
- What product information will you have available?
- Will you be inviting the media/sending out media releases, e.g. to *Safeguard*, trade publications?
- Will you be listed in the *Safeguard Buyer's Guide*?

INHOUSE LAUNCHES

We've suggested **Breakfasts and barbecues** (page 8) to launch WorkSafe Week in your place of work, but equally you could make it a morning tea or lunch. The launch will be more meaningful if you have something *tangible* to show, such as a new health and safety programme, a new safety handbook/manual/information kit, a video, etc.

Read on for more ideas to make your launch or promotion a memorable occasion!





MAILER TO STAFF AND CLIENTS

A mailer to staff and clients and signed by the company's general manager/chief executive, can be an excellent way to state your commitment to WorkSafe Week and gain support for it.

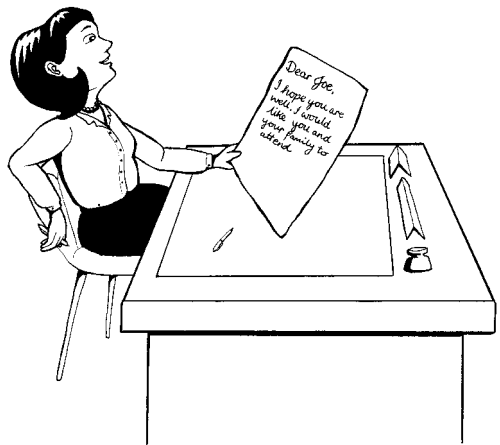
WHAT SHOULD IT SAY?

Such a letter should:

- Be personalised with the recipient's name and be mailed to their home address;
- State your company's commitment to safety and health at work;
- Explain the purpose of WorkSafe Week and your expectations for it;
- Invite the participation of all staff/clients and their families;
- Build a sense of expectation about the activities planned;
- Be positive and friendly in tone.

HINT FOR MANAGERS/CHIEF EXECUTIVES

If you're only accustomed to writing "official" letters, don't be afraid to get advice from a more experienced "wordsmith"!





NEWSLETTERS AND MAGAZINES

If your company or organisation has an inhouse newsletter, make sure it features information on safety and health in the lead up to, and during, WorkSafe Week.

If you don't have a regular newsletter, consider producing one specifically for WorkSafe Week. Most computer software packages have templates for newsletters and make it easy to add charts, diagrams, scanned photos, logos and so on. This can be a great project for someone with a bent for desk top publishing. You can print off copies on a laser printer or produce a master copy that can be photocopied (in colour or black and white).

WHAT TO INCLUDE

A newsletter could include a statement from management about WorkSafe Week, a programme of events (community and inhouse), personalities, trends in accidents and injuries, information on workplace improvements made since the Health and Safety in Employment Act, new health and safety initiatives, safety reminders/hints, some humour (cartoons or jokes).

Newsletter editors can contact the OSH Communications Section for copies of news releases, logos and basic facts and figures relating to WorkSafe Week, or you can download them from www.osh.dol.govt.nz.

SUBSCRIBE TO SAFEGUARD

The one "must have" magazine in New Zealand workplaces is *Safeguard*. Published bimonthly by Safeguard Publishing Ltd in Auckland, this high-quality independent journal will keep you up to date with all aspects of workplace safety and health. To order, (09) 300 6303. Also ask about the fortnightly newsletter *Safeguard Update* and the *Safeguard Buyer's Guide*.



OCCUPATIONAL HEALTH NURSE VISITS

If your workplace hasn't had a visit from an occupational health nurse, WorkSafe Week could be a good time to check out what these professionals can offer.

Occupational health nurses can, among other things:

- Advise on and assist with managing compliance with the Health and Safety in Employment Act and regulations.
- Recommend ways to manage workplace hazards, e.g. noise control, ventilation, chemical handling.
- Give talks to staff on work-related health problems and how these can be prevented or managed.
- Carry out health promotion and education in general (see page 14).
- Provide health tests such as hearing tests, lung function tests, eye tests, blood/urine tests.
- Give vaccinations, e.g. for flu.
- Advise on employee assistance programmes (EAPs).
- Carry out ergonomic assessments and provide advice.
- Advise on and implement pre-employment screening programmes.

HOW TO CONTACT A NURSE

There are occupational health nurses in private practice in most areas who can provide these services. You can get further advice on the occupational health nurse's role from your local OSH office.



POSTERS

Colourful posters on staff noticeboards or at suitable spots in the workplace are good for raising awareness of safety and health issues.

- WorkSafe Week posters, *Play Your Part* stickers and other promotional items are available from your nearest OSH office (while stocks last).
- Check out what other posters are available from OSH on topics such as noise, manual handling, hazardous substances. Also check out what's available from safety suppliers (listed in the *Safeguard Buyer's Guide*).
- If you or someone in the workplace has the artistic talent, make your own posters! Big, bold designs with a simple safety message or catchy slogan work best. Posters can be reproduced by colour photocopying at a reasonable cost. Two suggestions: a skeleton poster to display at the last accident scene, a poster showing the number of injuries in the workplace in a year.
- Run a competition for kids for the best safety or health poster. Type up an entry form with the rules and conditions, age groups and prizes offered and send it home with your employees.
- Announce the winner(s) and display all entries during WorkSafe Week.

POINTS TO CONSIDER

- Posters can get “tired” if left up for too long, and to maintain interest you should aim to replace them with different ones at intervals throughout the year.
- Would it be feasible to run a safety poster/banner competition in conjunction with your local primary or secondary school?



QUIZZES

Whether it's Telebingo or Mastermind, quizzes appeal to nearly everyone and, properly planned, can be a great way to raise awareness of workplace health and safety, while combining instruction and entertainment. Companies that have run health and safety quizzes have been amazed at the time contestants are prepared to put in studying handbooks, fact sheets and so on, to prepare for the competition.

Depending on workplace size, quizzes could involve competition between individual employees or teams of, say, three people. Larger organisations may wish to organise inter-site competitions, or in some cases inter-company competitions.

HINTS FOR SUCCESSFUL QUIZZES

Running a successful quiz calls for enthusiasm, imagination and good planning. Some companies have adapted tv quiz formats, and set up bell, buzzer and light systems. They use tv monitors and video clips for "spot the hazard" questions, or "What would you do next?" questions. This is great if you have the resources, but you can do things more simply if need be.

You do need to put some thought into devising suitable questions. Questions can be on "general knowledge" (e.g. In first aid, what do the letters RICE stand for? What does WES stand for?); on legislation or standards (e.g. What is the name of the major legislation on safety at work? What is the maximum fine that can be imposed under the Health and Safety in Employment Act?); or on safety in your specific workplace (e.g. Where is the fire extinguisher in the factory? What is the safe working load of the hoist in the delivery dock?)

Your company's safety handbook (if you have one) would be a good source of questions. For more ideas on "general knowledge" health and safety questions, check out Dr Aargh's quiz on the OSH youth website (www.osh.dol.govt.nz).

POINTS TO CONSIDER

- When and where will the quiz be held? (In work time? On or off site?)
- What sorts of prizes/incentives would motivate staff to take part in a quiz?
- Can you follow the quiz with a staff social event, e.g. a **Barbecue** (page 8)?

R EPLACING EQUIPMENT

Are you planning to replace your old computers and workstations with newer, ergonomically designed models? Is it time for some of your personal protective equipment (PPE) such as hearing protectors, respirators, eye protection to be replaced? WorkSafe Week could be a good time to do it.

ASSOCIATED ACTIVITIES

Some activities could include:

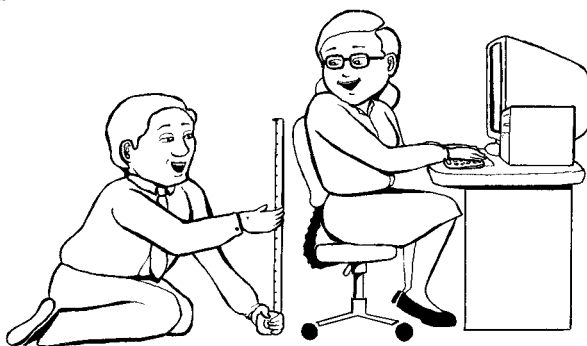
- Training in how to avoid occupational overuse syndrome
- Training on how to adjust workstations to the user's needs
- Training in how to use PPE
- Training in how to care for, clean and store PPE correctly.

A point to remember is that staff are more receptive to the use of PPE if they've had a say in its selection. Also it's likely to fit better and be more suitable for the person concerned.

WHO CAN PROVIDE TRAINING?

- Your equipment suppliers
- Occupational health nurses and physiotherapists
- Health and safety trainers/consultants.

Check out the *Safeguard Buyer's Guide* and information resources available from OSH such as the *Approved Code of Practice for VDUs* and the accompanying information kit.



SEMINARS AND SAFETY EXPOS

Seminars can be a focused way for the employers and employees—in small businesses particularly—to learn about hazard identification, obligations under the Health and Safety in Employment Act and other general health and safety information.

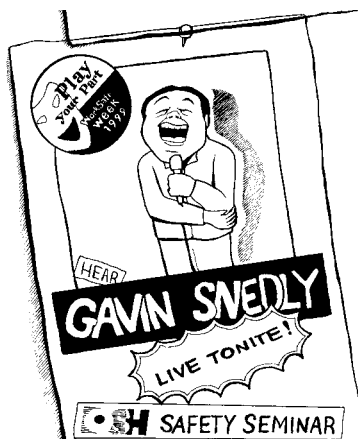
During WorkSafe Week 1999, OSH offices offered a series of health and safety seminars that featured routines performed by stand-up comics and theatrical improvisers. There's good reason to include a dash of humour if you're planning seminars for your staff. Laughter tones up a person's nervous system, creates a positive mood, and makes people more receptive in a learning situation.

Safety suppliers generally run expos during WorkSafe Week to promote their latest products and services. These are likely to be well advertised in your local media.

Consider arranging a health and safety seminar for your staff. Some points to consider:

WHAT TO DO

- What will the seminar cover and how long will be allocated for it?
- Who is the best person to present it (yourself, outside consultant/trainer, industry expert)?
- What teaching materials will be required (overhead projector, transparencies, video(s), working models)
- Can you incorporate humour, comedy, role plays, theatre sports (page 26) to build audience participation and make learning fun?



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HEATRE SPORTS AND DEBATE

Does your workplace have any aspiring Thespians who are into:

- Theatre sports
- Stand-up comedy
- Mime
- Story telling
- Song and dance
- Improvisation
- Comic sketches/skits
- Clowning
- Charades
- Public speaking?

Currently theatre sports and stand-up comedy are enjoying a revival of popularity, and WorkSafe Week could provide an opportunity for your performers to exercise their talents.

EMPLOYING YOUR TALENT

Find out what your performers can do. Brief them about their role. Let them play with ideas and experiment. It goes without saying that the humour should be good-natured — no obscenity/racism/sexism. Do you have enough performers to organise a WorkSafe Week talent quest?



THE MOTION IS . . .

If you have employees who enjoy debating or public speaking, how about organising or sponsoring a debate on a safety and health issue? The standard format is to have two teams consisting of three speakers each and a chairperson. The teams debate a motion, e.g. “That this country needs tougher laws on safety at work”. One team (the affirmative) argues for the motion, the other (the negative) argues against it.

The chairperson announces the motion and rules of the debate, introduces the teams, and ensures that speakers do not exceed their allotted time (very important!).

You can appoint an experienced adjudicator to judge the best team or, less formally, let the audience decide by a show of hands — or the length of applause.



UPSKILLING/REFRESHER TRAINING COURSES

WorkSafe Week could be an ideal time to run short refresher training courses (or toolbox/tailgate sessions) in topics such as:

- First aid
- Fire safety/fire extinguisher use
- Forklift use
- Confined space safety
- Hazardous substance handling
- Hazard identification
- Noise and hearing loss
- Machine safety
- Personal protective equipment
- Emergency procedures
- Visual display units
- Office ergonomics
- Manual handling (lifting, moving and carrying things)

to mention just a few.

POINTS TO CONSIDER

- Who is the best person to provide instruction or training (yourself, inhouse trainer/expert, fire service, police, OSH, occupational health nurse, physiotherapist, outside trainer or consultant)?
- What should the training/instruction cover?
- Who needs to attend?
- Where will it be held (onsite/offsite)?
- What resources will be needed (e.g. overhead projector, speaker's notes, working models, information sheets, etc.)?
- How can you make the training *vivid* and meaningful (e.g. by demonstrating the effects of corrosive chemicals on clothing, or how a dust explosion occurs, rather than just talking about it)?

DID YOU KNOW?

Companies that have provided first aid training for employees, or incentives for employees to gain first aid qualifications, have experienced a drop in accident rates.

Video can be an excellent medium for training and instruction in health and safety, and a well-chosen video can be a good adjunct to a refresher training/toolbox session.

SOURCES

Unfortunately most health and safety videos are made overseas and are not available for hire through video libraries. OSH has made several short videos and titles are listed in its catalogue. Other locally made videos may be available from safety suppliers or industry associations — it would pay to ask around.

You can contact the following company if you're interested in purchasing a video on a specific health or safety topic:

Vocam New Zealand
PO Box 21100
Flagstaff
Hamilton
Phone (07) 854 6355 Fax: (07) 854 3906
Email: vocam@xtra.co.nz www.vocam.com

If using overseas produced videos, you should remember that they may refer to standards that aren't necessarily applicable in New Zealand.

DO IT YOURSELF

Some larger companies have had health and safety videos made for them — but professionalism comes with a price tag.

If a professionally-made video is beyond your reach, and you have a video camera and VCR, do it yourself is an option.

A video camera has other uses too — see **Quizzes** (page 23) and **Workplace health and safety audits** (page 29).





WORKPLACE HEALTH AND SAFETY AUDITS

Getting staff involved in auditing the workplace for hazards is an excellent way to promote awareness of what workplace health and safety is all about. Before you can expect anyone to identify a hazard, however, you'll need to provide some training beforehand. OSH's Basic Steps package is a good resource to use for this.

Here's one novel but effective technique you can use if you have a video camera, VCR and monitor.

Appoint a small team (e.g. three people) to go round the workplace and video say six scenes of people carrying out their work. For example: Eric operating the forklift, Julie packing cartons, Bill operating a lathe, Tina using a computer. Explain to staff first what's going to happen and why it's being done. Make sure they know this is not some "time and motion study" to squeeze more work out of people: its purpose is to make work safer and more comfortable!

Play the video back to staff. First play it right through to whet their curiosity as to how they look on tv! Then replay the scene of Eric on the forklift. Ask people:

- Can you spot any hazards in the scene?
- Are these significant hazards (i.e. could they cause serious harm)?
- If so, how great is the risk they could cause harm?
- What steps are presently taken to control the hazard?
- What other steps can be taken to eliminate, isolate or minimise the hazard?

Repeat for Julie's, Bill's and Tina's jobs.

FOLLOW-UP

Having audited the workplace for hazards, you must ensure that follow-up action is taken to manage hazards, and the results communicated to staff.

PHOTO COMPETITION

If you don't have a video camera, can you use a still camera to record workplace hazards? How about a competition for the most improved work area as shown in before and after photographs?



EXTRA EXCELLENT IDEAS

Here are some more bright ideas to consider:

NOVELTY ITEMS FOR STAFF AND CLIENTS

A range of items can be customised with your company's name and logo and a WorkSafe Week message, such as pens, notepads, folders, badges, key rings, coffee mugs, fridge magnets, balloons, drink bottles, flags, beach umbrellas, mouse pads, tee-shirts, caps, jackets, sun glasses, playing cards, paperweights, car windscreen sunshields, business card holders, calendars and many more.

STAFF AND CLIENT COMMUNICATIONS

- Can you customise your office stationery with a WorkSafe Week logo and/or overprint with a safety message?
- Could you similarly customise pay slips, invoices, receipts, etc?
- Can you include a safety message on your company's answerphone?
- Can you customise your computer screen savers with a WorkSafe Week message?

ADVERTISING AND SPONSORSHIPS

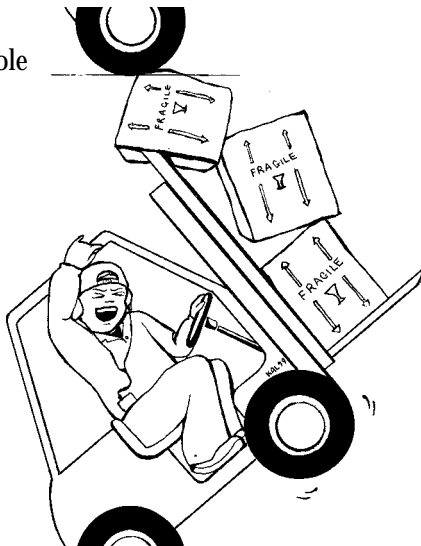
- If your regular media advertising (newspaper, magazine, radio, tv) is appearing during WorkSafe Week, can this include a logo/safety message?
- If you only undertake limited advertising, would you consider taking advertising space in a special WorkSafe Week health and safety supplement in your local newspaper?
- Would you be interested in talking with OSH about sponsorship opportunities? If so, please contact OSH Communications Section.

We know that as far as road safety is concerned, there's evidence that young male drivers are more likely indulge in risk-taking behaviour. And they are more likely to ignore (or not absorb) the messages of conventional safety campaigns. It's possible that these behaviours also apply in the work situation.

This means if you employ young (and particularly unskilled) workers, you need to give special thought to activities that will make an impact on them during WorkSafe Week.

QUESTIONS TO CONSIDER

- Is there any evidence of higher risk-taking or higher accident/illness rates among your young employees?
- Are young employees exposed to hazards to which older workers are not exposed?
- Can you use peer pressure/positive role models to encourage safe behaviour?
- How can you encourage the involvement of young workers in inhouse health and safety programmes?
- Do you provide health and safety education as part of the induction programme for young workers?
- Do you provide adequate training and supervision of younger workers?



ZERO ACCIDENT POLICY

“Together to Zero” is a key strategy of the Occupational Safety and Health Service. What it means is that OSH is committed to working in partnership with industry to eliminate work-related deaths. Implicit in the statement is the conviction that any accident or illness causing serious harm to an employee is unacceptable. It is unacceptable because of the pain and suffering caused, the loss of enjoyment of life, the financial costs to the company, and the burgeoning costs to the community at large.

WorkSafe Week is a good time to launch your company’s Zero Accident Policy statement. You could do this through a Mailer to Staff and Clients or in a Newsletter or as a Poster to be displayed on staff noticeboards: you could also include a copy in your induction/safety handbook if you have one, and in handouts used in Upskilling/Refresher Training Courses.

