HS&E Situational Awareness

• A campaign to help workers increase their awareness of hazards in the work place.
• Kick-off in July 2018; week long introduction
• Quarterly focus topics.
• Wisdom Wednesday.
Temporary loss or lack of situational awareness is a causal factor in many workplace incidents.

• **THINK** safe.
  - Do you discuss hazards with your team?
  - Challenge your team to think about the hazards before starting work.

• **ACT** safe.
  - What can you do to help reduce your team’s injury risk?
  - Challenge your team to know what could go wrong and have barriers (controls/PPE) in place.

• **BE** safe.
  - Is HS&E one of your values?
  - Challenge your team to find HSE Continuous Improvements.
Situational Awareness

Temporary loss or lack of situational awareness is a causal factor in many workplace incidents.

- **THINK** safe.
  - Engage your mind before your hands – think about the hazards before starting work.
    - Could that sharp edge cut you?
    - Could you trip over the cord in the aisle way?
    - Could hazardous energy be released in an adverse condition?
  - Challenge your co-workers to think about the hazards of their task.

- **ACT** safe.
  - What can you do to reduce injury risk?
  - Know what could go wrong and have barriers (controls/PPE) in place.

- **BE** safe.
  - Intervene and eliminate a hazard.
  - Challenge yourself to find HSE Continuous Improvements.
**HS&E Situational Awareness**

Selecting the right tool for the job can eliminate or reduce injury risk.  

**How can you help?**

<table>
<thead>
<tr>
<th>Challenge</th>
<th>Available</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are employees using the right tool for the job?</td>
<td>Are you open to having employees try new tools?</td>
<td>Are employees using the tools correctly?</td>
</tr>
<tr>
<td>Are there better tools that could be used?</td>
<td>Are the correct tools available to employees?</td>
<td>Are tools in your area in good condition?</td>
</tr>
<tr>
<td>Are there other ways of getting the job done that eliminate risk?</td>
<td>Is the correct PPE for the tool available to employees?</td>
<td>Do work instructions need to be updated to reflect proper tool use?</td>
</tr>
</tbody>
</table>

**HS&E Challenge:** On an area Gemba, check and see if the tools provided are in good condition. Do employees have any concerns?
Selecting the right tool for the job can eliminate or reduce injury risk.

## STOP and THINK

<table>
<thead>
<tr>
<th>Appropriate</th>
<th>Condition</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it designed for the task?</td>
<td>Did I inspect the tool and find it in good condition?</td>
<td>Am I using it properly?</td>
</tr>
<tr>
<td>Is there a better, more ergonomic tool?</td>
<td>Is it free from cracks or splintering?</td>
<td>Am I going to hurt myself if I use it incorrectly?</td>
</tr>
<tr>
<td>Could this tool hurt me or accidently harm someone else?</td>
<td>Is the tool sharp or dull?</td>
<td>Could it produce a spark in a hazardous environment?</td>
</tr>
<tr>
<td>Will this tool add extra effort to get the job done or cause unnecessary damage to work surfaces or equipment?</td>
<td>Does it have a frayed cord?</td>
<td>Do I have the correct PPE to use the tool?</td>
</tr>
</tbody>
</table>
Situational Awareness

Selecting the right tool for the job can eliminate or reduce injury risk.

The scenario:

- You have been assigned a task to assemble 8 parts.
- Each assembly takes 45-60 minutes to complete.
- In addition to making wiring connections and mechanically mating parts, each part requires 32 screws to be inserted and tightened.

Stop and Think:

The work instruction allows you to choose either

What is the best tool?

Act and Review:

8 parts x 32 screws = 256 screws!

(Ergonomic design, less stress, and eliminates hand twisting)

CI Opportunity:
Update the WI to only allow the electric driver.
### Situational Awareness

Selecting the right tool for the job can eliminate or reduce injury risk.

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<th>The scenario:</th>
<th>Stop and Think:</th>
<th>Act and Review:</th>
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</table>
| • You have been waiting for material to arrive to complete a task that is behind schedule.  
  • The material finally arrives in a box and you must open it. | Scissors are within reaching distance and a box cutter is located at the other side of the department. | Don’t just use a tool because it’s there – you and the task can suffer! Choose the right tool for the task – box cutters.  
(Stores Item #10000665) |
|                                                   | What is the best tool?                                                         | CI Opportunity: Make sure the right tools and personal protective equipment are readily available. |
Frequent stretching increases energy and prevents fatigue/discomfort while reducing stress and the risk of musculoskeletal disorder injuries.

Create a calendar alert to remind you to stretch every hour for 5-10 minutes while sedentary.

Hold stretches for 10-20 seconds. Do not bounce, pull/push excessively, or lock your joints. You should feel a stretch, but not pain.

If you have an ergonomic concern, please contact us at:
IndustrialErgonomics@kcp.com
Eyes on Path & Mind on Task

Recent incidents around the National Security Complex?

What can we do?

- Keep your eyes on the path and concentrate on the task at hand.
- Stay focused
- Watch out for things that can distract us:
  - Rushing
  - Fatigue
  - Cell phone usage
  - Stress
  - Complacency