SAFE+

REPORTING AND MITIGATION OF SAFETY RISKS

Corporate Sustainability, Health & Safety - June 2021

Innovative. Digital. Sustainable.

WHY THIS APP AND THIS PROCESS?

114 Lost Time Accidents at Vossloh in 2020, almost 10 per month

Equivalent to 11 400 safety risks according to the Heinrich/Byrd pyramid

Reducing the number of hazards will reduce the number of accidents

Systematic proactivity and putting responsibilities back to where they belong

Efficient process and tool

User friendly and intuitive

Innovative. Digital. Sustainable.

YEARLY TARGET

Each employee must report at least 3 safety risks and suggest a corrective action for each of them

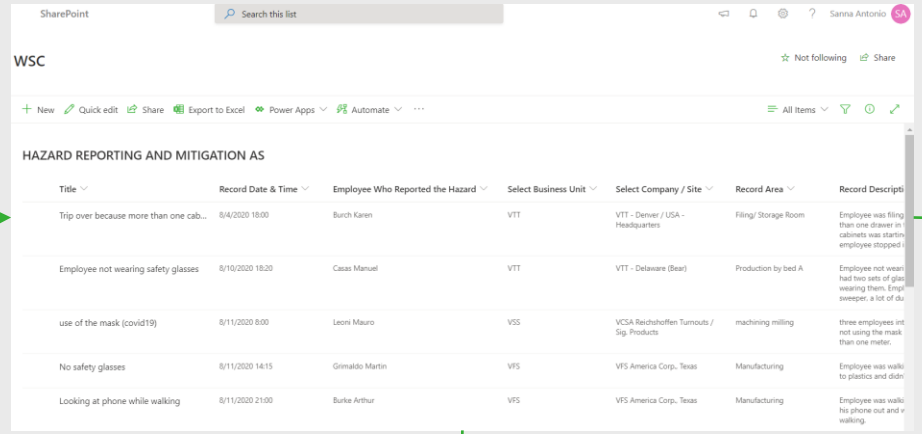
PROCESS

HAZARD REPORTING & MITIGATION APP

- **Wi-Fi or cellular network**
- **Seamless**
- **Compatible with iOS, Android & Windows**
- **Can be used on smartphones, tablets, laptop and desktop computers**

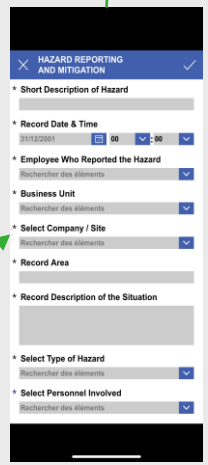
WSC SHAREPOINT

- **Automated emails to area supervisors and managers**
- **Automated reminders when a corrective action and a scheduled completion date are missing**
  A-Risk: every 24 hours / B-Risk: every 4 days / C-Risk: every 7 days
- **Automated reminders before scheduled completion date is reached**

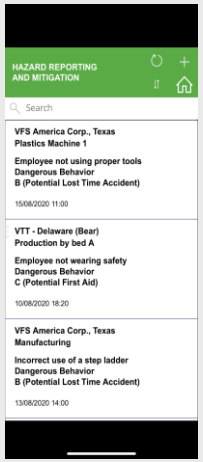


POWER BI

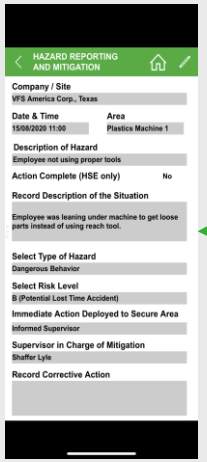
- **Automated & real-time dashboard**



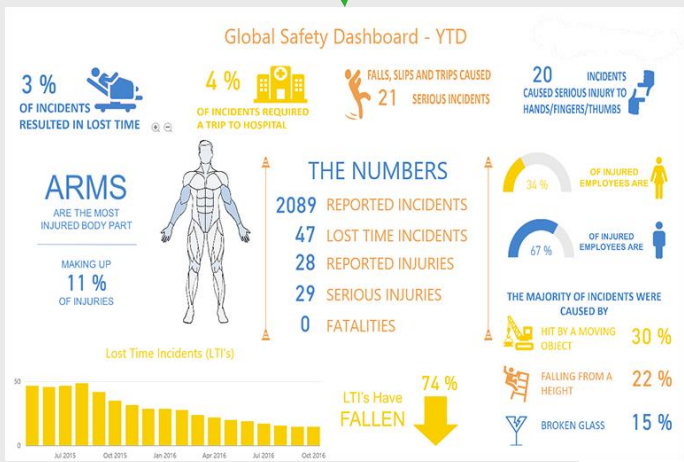
Risks Reporting



Risks (Summary)



Risks (Details)



A, B & C-LEVEL RISKS

A-Risk: **Risk that if not eliminated or mitigated could result in a fatality or an injury with permanent disability**

B-Risk: **Risk that if not eliminated or mitigated could result in an injury with temporary disability**

C-Risk: **Risk that if not eliminated or mitigated could result in a First-Aid**

Any identified safety hazard must be immediately flagged, contained and reported

ROLES AND RESPONSIBILITIES (1 OF 2)

1) As an integral part of their job, each employee has the duty to report safety risks when he/she sees one as well as immediately securing the workstation or the person.

- For unsafe conditions, this means that visual warning equipment (Cones, warning sign, pole, post and tape, other….) must be deployed immediately by the person who spotted the risk to avoid anybody from being injured while the risk is being mitigated.
- For unsafe behavior, this means safely stopping the person and discussing the risks linked to the behavior.
- Depending on the nature of near-misses it could be a combination of the above.

2) Whenever possible safety risks must be reported using the Vossloh SAFE+ app.

3) Management must encourage and support the reporting of safety risks by showing the example.

4) The Supervisor of the workstation in which the risk has been identified is responsible for its elimination or mitigation.

- The Supervisor is the person in the chain of command who is the closest to the work area and who has authority to give instructions and orders to the employees of the area. Depending on the unit, supervisors can also be called Foremen, a Leadmen, flow leaders, ….
- The Supervisor must always seek to fully eliminate safety risks. When not possible to mitigate them.
- If the Supervisor has the skills, expertise, qualifications and all required authorizations, he/she will eliminate or mitigate safety risks on his/her own. If the elimination or mitigation of a risk requires competencies or authorization the supervisor does not have, then he/she will contact the required personnel, follow-up and expedite to ensure the corrective action is implemented on time.
- The Supervisor is also responsible to proactively alert his/her manager if delays could occur.

ROLES AND RESPONSIBILITIES (2 OF 2)

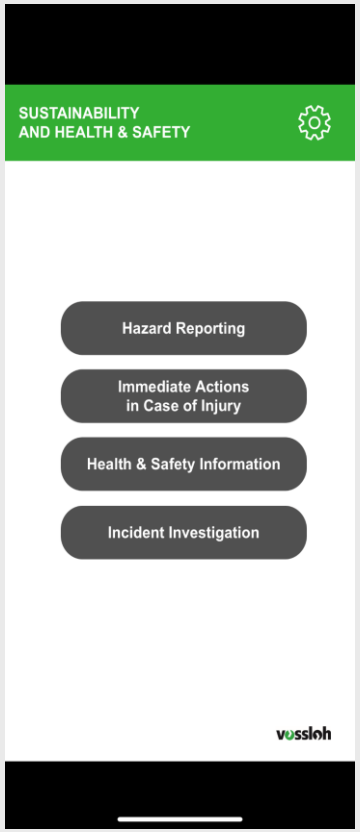
5) The Manager of the Supervisor supports the supervisor when difficulties arise, when decisions the supervisor cannot take are required and when additional escalation is required.

6) The HSE Manager and, his/her back-up, are the main authority to confirm the implementation of a corrective action is complete. Therefore, they are the only one who can declare an action complete in the SharePoint safety risk/corrective actions database.

- The HSE Manager is the person, in the unit, whose main mission is to improve the Occupational Health & Safety. Depending on the unit, the HSE Manager can also be called Safety Coordinator, HSE Coordinator, Safety Specialist, ….

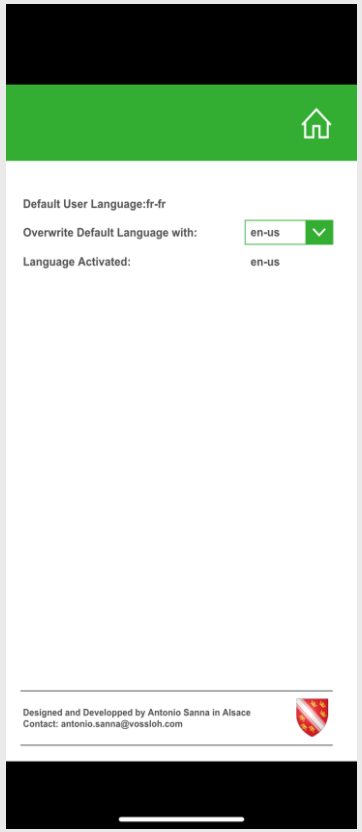
7) When needed, the HSE Manager acts as a knowledge resource and supports the supervisor in finding adequate corrective actions.

SCREENS OF THE HAZARD REPORTING AND MITIGATION APP



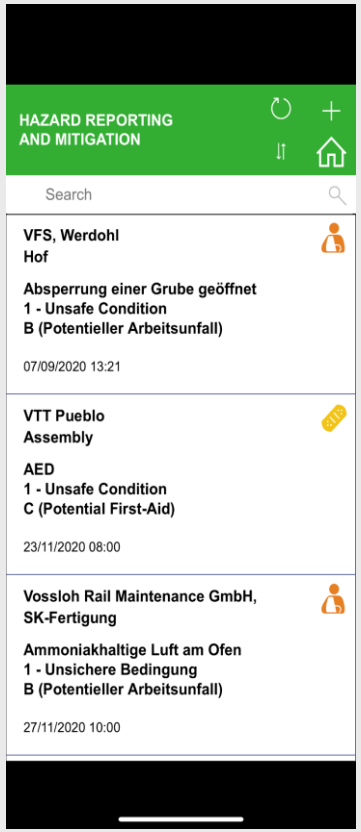
Landing screen

to set your language



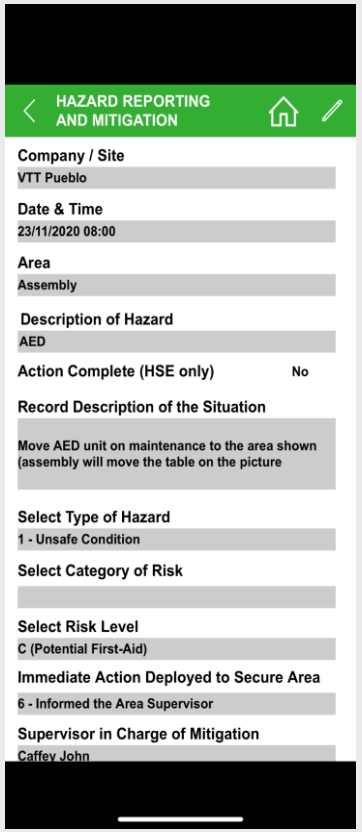
Settings

to go back to the main menu



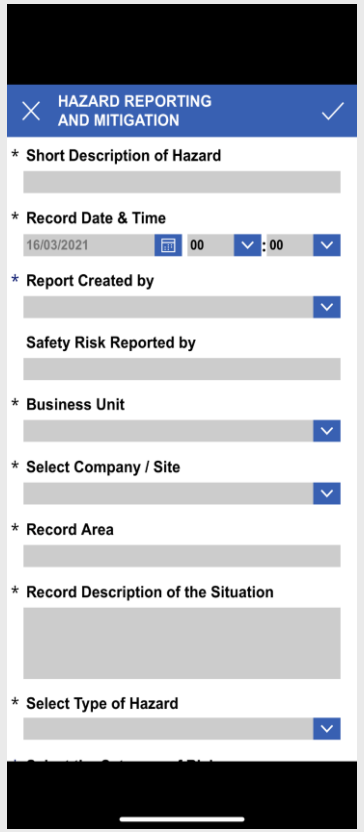
Risks (Summary)

to refresh
to reverse the sort order
to record a safety risk



Risks (Details)

to go back to the risk summary
to modify a risk record



Risks Reporting

to cancel and go back to the risk summary
to save a risk record

- Prior to start, ensure supervisors, managers and other required personnel:
  - have been trained (process and the responsibilities)
  - have the required accesses to the Work Safety Committee (WSC) SharePoint
- Access requests for the (WSC) SharePoint must be sent to the Head of HSE of your Business Unit

Questions, Comments:

Contact the Head of HSE of your Business Unit