



**TRANSPORTATION
BRANCH**

**Accident
prevention guide
for supervisors**

ISSUED TO

OCCUPATION

Accident prevention in any organisation depends to a large degree of the attitude of its employees, from management through supervision to operator level.

VicRail is a very safety conscious organisation and your immediate supervising officer will guide and help you in every way possible.

The key to the control of accidents and resulting damage or injury generally revolves around good supervision because of its position in the enterprise.

Our operations cover wide areas and embrace many activities. To assist you, the supervisor, to perform your safety responsibilities this booklet has been prepared so that we may at all times work towards achieving a safe environment for all to work in.

Remember also that we have a Safety Officer in the Branch, whose job it is to assist you in your efforts. Call on him whenever you feel you need assistance or advice.

Chief Transportation Manager

INTRODUCTION

This booklet is issued to assist supervisors in maintaining the safety of the men under their control.

Area inspections and the use of this booklet will assist to:-

1. Recognise unsafe actions by employees which could result in injury to themselves and/or a workmate.
2. Detect hazards or unsafe conditions in the work area which could, if neglected, lead to accident, damage or injury.
3. Assist in investigating an accident occurring in your area of control by using the booklet as an extension to the investigation form.
4. Assist in conducting short safety talks to staff under your control, particularly if unsafe actions are observed.
5. Induction of new employees—the realisation that the new employee must be shown the correct way of working and his area of responsibility.

VICTORIAN RAILWAYS SAFETY POLICY

The policy of the Victorian Railways is that Industrial Safety is a primary responsibility of each and every supervisor at all levels of management from the first level of supervision to executive management, to endeavour to create and maintain an environment in which staff are safety conscious, working conditions are safe and staff work safely.

There shall be constituted a Safety Council, the Chairman of which shall be a representative of executive management and the members shall be the Assistant Heads of the Operating, Engineering, Supply and Personnel Branches and shall represent the Heads of those Branches.

ACCIDENT PREVENTION

IS YOUR RESPONSIBILITY MR. SUPERVISOR

- safeguard the WORKER and the WORK AREA
- SPOT, CONTROL, PREVENT RECURRENCE, and FOLLOW-UP all hazards.

REMEMBER:

Accidents wreck lives, lower production, create problems

REMEMBER:

85 per cent of accidents are caused by unsafe acts, practices.

15 per cent of accidents are caused by unsafe conditions.

HOW TO PREVENT ACCIDENTS

TO THE WORKER

AIM FOR WORKERS TO USE WORK PRACTICES WHICH ARE SAFE

MAKE SURE ALL YOUR WORKERS

- know the correct and safe way of working
- understand any dangers they face
- understand the purpose and functions of safeguards which protect them
- know they must report faults immediately
- know and can carry out fire routines
- wear their protective clothing and equipment
- maintain personal practices necessary for their health

SPOT UNSAFE ACTS

CONTROL UNSAFE ACTS IMMEDIATELY

- stop and correct
- gain acceptance of working safely

PREVENT RECURRENCE

- explain
- train or retrain if necessary.

FOLLOW UP

- check results

HOW TO PREVENT ACCIDENTS

IN THE WORK AREA

AIM FOR ALL HAZARDS TO BE CONTROLLED

CHECK:

- housekeeping
- stairs–passages–exits–floors–means of access
- storage and stacking
- moving vehicles–conveyors–objects–surfaces and edges
- machines, tools and equipment–noise
- electrical fittings
- harmful and flammable substances
- lighting and ventilation
- roofs, walls and structures

SPOT HAZARDS

CONTROL HAZARDS IMMEDIATELY

- guard or remove
- warn
- report

PREVENT RECURRENCE

- make the work area safe
- make the work method safe

FOLLOW UP

- check results

ACCIDENT ACTION

USE THESE STEPS

**ATTEND TO INJURED PERSON AND/OR ISOLATE
MACHINERY OR EQUIPMENT**

INVESTIGATE IMMEDIATELY

- inform manager, safety officer and other appropriate people
- collect evidence
- interview witnesses individually
- interview injured person (as soon as possible)
- interview people in the vicinity – individually

ANALYSE ACCIDENT

- complete accident analysis sheet
- decide cause

TAKE ACTION ON CAUSES

- remove hazards
- prevent unsafe acts recurring

ACCIDENT INVESTIGATION

THE WHAT, WHEN, AND WHY OF ACCIDENT INVESTIGATION

What is an accident investigation?

An accident investigation is basically the supervisor's analysis and account of an accident based on factual information gathered by a thorough and conscientious examination of **all** factors involved. It is **not** a mere repetition of the worker's explanation of his accident. True accident investigation includes the objective evaluation of all facts, opinions, statements and related information, as well as definite action steps to be taken to prevent a recurrence.

When is the time for accident investigation?

The time for accident investigation is always as soon as possible. The less time between accident and investigation, the better the information which can be obtained. Facts are clearer, more details remembered, and the conditions are nearest those at the time of the accident. The only situations which should be permitted to delay the investigation are when medical treatment is needed or when the worker is emotionally upset. Naturally, the supervisor thinks of his man first.

Why are accidents investigated?

All that is needed to remember the purpose of accident investigation is **PREVENTION**. Your purpose in conducting an accident investigation is not to pin the blame on someone or to satisfy **your** supervisor, but simply to prevent a recurrence of the accident. If this is constantly in mind, it will help your investigations immeasurably.

Conducting the Accident Investigation

The first step in a normal accident investigation is to interview the employee involved. There are certain proven techniques for successful interviewing of any kind, and while most supervisors may be familiar with them, they are certainly important enough to repeat.

1. PUT THE WORKER AT EASE

A friendly and understanding approach is necessary. Remind him you are interested solely in preventing a similar type of accident recurring and his help is of paramount importance.

2. CONDUCT THE INTERVIEW AT THE ACCIDENT SCENE IF POSSIBLE

Make the interview as private as possible—it will make it easier for him to explain and for you to understand.

3. ASK FOR HIS VERSION OF THE ACCIDENT

Be sure he understands that you want his version as it happened. Do not interrupt, but wait until he has finished before you ask questions. Do not make judgemental remarks which may defeat the purpose of the interview.

4. ASK ANY NECESSARY QUESTIONS

The key word is necessary—stick to facts such as what happened, what was done, and how it was done and maintain friendly approach.

5. REPEAT HIS STORY AS YOU UNDERSTAND IT

It will show the person you understand what he has said.

6. CLOSE THE INTERVIEW ON A POSITIVE NOTE— PREVENTION

This re-affirms the purpose of the interview in the employee's mind and will assure his further co-operation.

The same procedures apply for witnesses as they may be in some cases the only means available to construct the accident as it occurred. Tact, understanding and prompt action will greatly assist in obtaining information.

7. REPORT OF INJURY AND INVESTIGATION REPORT FORMS

G.3 FORMS—WORKERS COMPENSATION—NOTICE OF INJURY OR DISEASE & CLAIM FOR COMPENSATION.

On receipt of this form from an injured employe, you as the supervisor must investigate and complete the "Report of Immediate Supervisor", giving full information regarding your knowledge of the occurrence. Particular attention must be paid to the accuracy of the entries and where necessary supplementary reports should be submitted.

On completion the G.3 form is to be forwarded to:

- (i) Country Locations—District Office
- (ii) Metropolitan Areas—Head Office

G.279—PREVENTIVE ACTION—INJURY REPORT.

The purpose of this form is to assist you the supervisor in analysing the accident/ injury so as to prevent recurrence and to improve the safety performance at your location.

In all cases a lot of thought and enquiry must be directed to contributory causes.

On completion, the Action Report must be forwarded promptly to your immediate supervisor.

AREA SAFETY COMMITTEES

Early in 1979, the Safety Council approved the creation of Area Safety Committees at locations where Freight Centres were established.

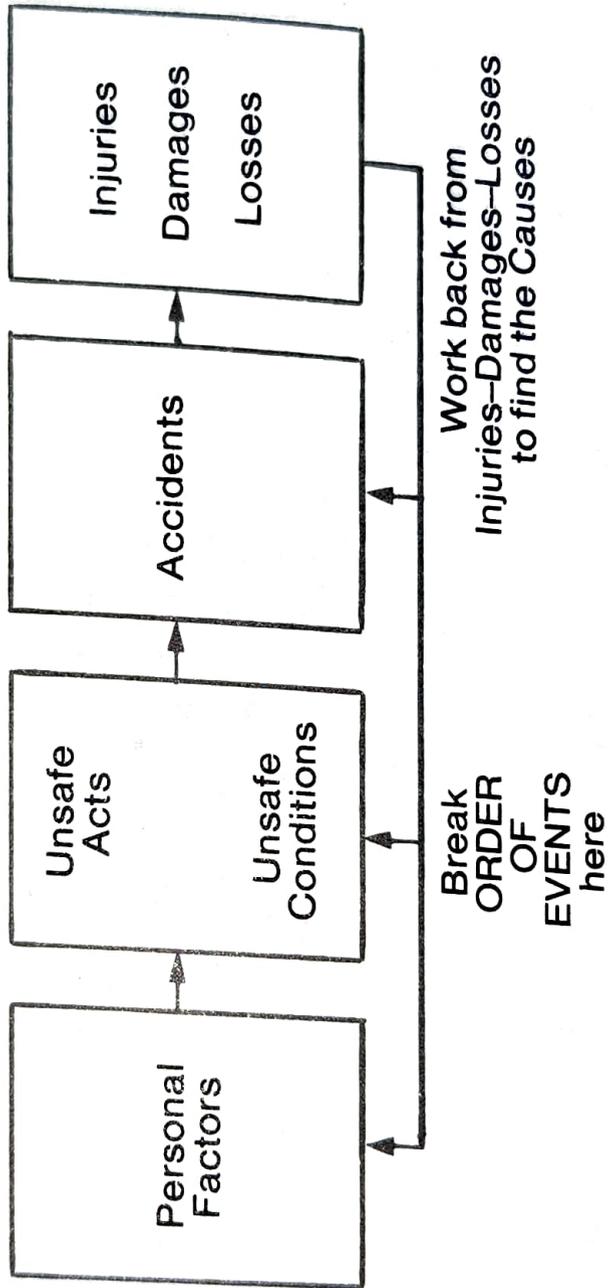
The aim of these Safety Committees is to solve local safety problems at the local level as far as practicable.

These committees consist of one member of each branch in the area and the chairman is elected from and by the members of the committee.

It is managements aim to create more of these committees in the future, as they have been proven as one of the main contributing factors in reducing the number of injuries at locations where safety committees have already been established.

If, as a supervisor there is a Safety Committee in your area, it is your responsibility to make yourself known to the members of that committee and to assist them in any way you can so as to improve safety awareness in the area.

ORDER OF EVENTS



5 MINUTE SAFETY TALKS

These talks have been developed for the use of supervision in industry.

They are based on a wide range of subjects and are designed to make staff aware of hazards that may exist in the work scene and the need for everyone to work in a safe manner. Copies of safety talk guides will be made available through the Branch.

How to Conduct your Safety Talk

Decide when and where you are going to conduct the talk and who will be present.

Generally the group should not exceed nine people but talks can be with individuals should the need arise. Safety talks can also be held to review an accident that may have occurred in your area. These are some points that will assist you in conducting a safety talk.

1. Select your subject.
2. Select your introduction to the talk.
3. Research it—know it.
4. Use aids if possible—These can be posters, defective hand tools, protective equipments etc.
5. At all times make Safety a key point in the talk.
6. Involve people to participate.
7. Don't read from notes.
8. Be sincere in your approach.
9. Close talk on positive note.

Suggested Guide for Talk on Accident Survey

Items to Cover

Review any accidents and injuries the group has had during the past week.

DISCUSS:

1. What the accident was and what injury resulted.
2. How it happened.
3. How it could have been prevented.

Review unsafe personal acts noted during the past week.

DISCUSS:

1. Nature of the unsafe act.
2. The danger involved.
3. Constructive criticism.

Do not criticise anyone by name in front of the group.
Review the work planned for the week ahead.

DISCUSS:

1. Hazards to watch for.
2. Safety equipment to be used.
3. Procedures to be followed.

**DO NOT READ THE SAFETY TALK—
GIVE IT IN YOUR OWN WORDS.**

INDUCTION OF NEW EMPLOYEE

The importance of giving a new employee necessary safety instruction cannot be overstated. The first few days are going to be a period of adjusting.

Each and every task has its right way of being done and departure from the approved method can end in accident causing material damage and or injury to staff.

The benefit of a sound induction is two fold with supervisor and worker reaping the benefit.

The following points required to perform a good induction are:-

1. Welcome the new employee.
2. Display a personal interest in him.
3. Explain the type of work.
4. Explain the part he will play.
5. Explain carefully his duties.
6. Introduce to co-workers.
7. Follow up-check progress.

Such an interest in a new employee demonstrated the sincerity of the organisation and you the supervisor are the key figure in the induction process.

SUMMARY

The foregoing guidelines show how you, the supervisor can contribute to the prevention of accidents. Under the section "How to Prevent Accidents" unsafe actions by people and hazards in the work area are highlighted.

Unsafe or thoughtless acts can greatly increase the probability of an accident occurring and must be corrected whenever observed.

Hazards may exist in the work area and may be present in the form of unsafe conditions. Generally, they can be defined as obvious, or those which may be seemingly of a trivial nature but are in fact potential hazards.

The recognising of unsafe actions by people and detection of hazards requires constant observation by the supervisor together with regular inspections of the work areas.

ALL EMPLOYEES

1. Employees under your control must be fit to work safely and must pay attention to the task in hand so that they may perform it properly and safely. Fitness covers not only the physical and mental fitness, it also covers the temporary emotional state of the employee and the influence of alcohol and/or drugs.
2. Wear dress and footwear appropriate for the work in hand.
3. Use safety equipment where it is provided for the particular task.
4. Comply with all safety rules.

Your attention and action upon the guidelines of this booklet will not only improve your capacity as a supervisor but will illustrate to your employees your desire to improve safety so that we in The Transportation Branch may indeed achieve a working environment which is safe.

