HEALTH & SAFETY (H&S) STEERING COMMITTEE 2015

The committee is chaired by a nominated representative of senior management and will serve as the chairman on a six month term before the next nominee takes over. Participated by Project Managers, HODs and their Safety Leads, with the latter representing respective workforce, the corporate Safety committee meeting will be held once a month in HSL HQ. The responsibilities of the H&S Steering Committee members shall be but not limited to, as follows:

- To study accident statistics and trends so as to identify unsafe practices and conditions.
- To promote health and Safety awareness on project sites.
- To discuss the monthly Safety report.
- To conduct Safety inspections and take follow up actions on issues arising from the Safety inspections.
- To perform such duties as are gazette under the WSH (Safety Committee) Regulations.
- To plan and organize Safety promotional activities.
- To review all accidents, dangerous occurrences and near misses.
- To discuss and review all Safety related matters and its processes.
- To highlight feedback from workers.
A SPATE OF INCIDENTS AND FINDINGS from safety observations in HSL projects recorded in Year 2014 showed that there were not much safety ownership and control at project level by Front Line Leaders (FLL).

A Safety Improvement Action Plan for 2015 is developed with the objectives to improve safety culture and prevent further accidents or harm in HSL projects aligning with one of our HSL Values; **NO HARM TO OTHERS**.

Three areas of improvements were identified to drive the safety improvements and a list of action plans was then established.

Below illustrate the safety strategic path towards the desired value.

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**SAFETY STRATEGIC PATH 2015**

**HSL VALUE**

**NO HARM TO OTHERS**

**DESIRED OUTCOME**

**IMPROVE SAFETY CULTURE**

**IMPROVEMENT NEEDED**

**SAFETY IMPROVEMENT ACTION PLANS**

- Launch annual Safety Day campaign
- Conduct annual Safety Summit
- Continual certification of OSHAS 18001 & SS 558 PT 1
- Launch of Health, Safety & Environment (HSE) Newsletter
- Allocate project safety budget for HSE recognitions
- Roll out HSE disciplinary action plan
- Identification of mandatory training needs for project Front Line Leaders
- Develop HSE Procedures and Safe Work Procedures
- All project team to review own project safety performance in monthly site safety meeting.
- Survey / feedbacks from frontlines
- Revision of Near Miss, Incident, Accident Report form
- Monthly Management Safety Walk
- Inclusion of HSE responsibilities in appointment letters or job descriptions to existing and new staff
- Kick - off meetings with project teams and subcontractors
- Safety Incentives for safe performing Project Team e.g. Zero LTI

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*Safety Quotes*

“No project, no matter how critical, is worth a lost finger, a blinded eye, or tragic loss of life.
When safety becomes the primary guideline for progress, all parties reap the rewards of a job well done and done safely***”

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*“No project, no matter how critical, is worth a lost finger, a blinded eye, or tragic loss of life. When safety becomes the primary guideline for progress, all parties reap the rewards of a job well done and done safely”*
HSE IMPLEMENTATION 1: SITE ACCIDENT NOTIFICATION FLOW CHART

OUR EXPERIENCE:
Accident reporting timelines has been disappointing as some incidents / accidents were not reported to the management till late.

TIMELY ACCIDENT REPORTING is important for better management of incidents & accidents. A delay in reporting can delay medical treatment to the employee or rectification to the property, possibly aggravating the injury or property damage sustained. The management has to be informed of the nature or extent of the accident so that necessary resources and mitigations can be provided.

A site accident notification flowchart was developed demonstrating the bottom-up reporting of accidents processes within thirty (30) minutes grace period.

HSE IMPLEMENTATION 2:

HSE DISCIPLINARY ACTION PROCEDURE

OUR EXPERIENCE
Different sets of disciplinary action taken by project management against violating employees were observed and to some extent, minimal or no action were taken at all.

A STANDARDISED HSE DISCIPLINARY ACTION is required in order for HSL to improve our HSE culture and performance, holding every level of employee accountable with regards to HSE.

The procedure was developed to ensure that the HSL rules and safe working practices are taken seriously by employees and are actually followed. It lets employees know how serious HSL expects them to operate in relation to the goals of our safety and health program. And it provides guidelines on the necessary disciplinary actions the project management can take if individuals do not meet the HSE expectations. The employee’s supervisor and all members of management are responsible for the enforcement of this disciplinary program.
PROJECT TITLE:
Leverage Ethylene Oxide (LEO) & Shell Improving Lives Visibly in Emerging Regions (SILVER) Project

OWNER:
Shell Eastern Petroleum (Pte) Ltd

EPCM:
Chiyoda S’pore (Pte) Ltd

START DATE:
April 2013

COMPLETION DATE:
26 Mar 2015
(Including demolition of temporary facilities)

CHALLENGES & ACHIEVEMENTS:
Project started with slight hiccups on compliances due to stringent safety and quality requirements from clients. The team also faced last minute changes in construction design. But the team quickly got up and aligned themselves with the requirements.

Upon its completion, the project ran for more than 114 weeks and by end of February, the team achieved 1,297,175 safe exposure hours, finishing strong in Safety!

SAFETY FIRST!!

Congratulations LSV Project Team!

1st Milestone - 150,000 Safe Man Hours Celebration

Monthly Health Day – Healthy Buns for Tea-Breaks

BUSS Structure Foundation Works at SILVER-P

Fire Extinguisher inspection training by Supervisor to new workers
HEALTH, SAFETY & ENVIRONMENT FOCUS - GOOD HABITS OF SMART PHONES

1. Like with sitting, the best ergonomic posture for smartphones is to change your grip posture to ensure load rotation.

2. In addition, please be aware of different areas of the phone and try to stay within the easy range during heavy phone use.

3. Good Habits of Tablets
   Like with sitting, the best ergonomic posture for Tablets is to change your grip posture to ensure load rotation.

4. In addition, please be aware of different areas of the tablet and try to stay within the easy range during heavy tablet use.

5. Make sure you have a hands-free option to remove static and awkward postures when talking on the phone.

6. Alternative between use of finger and thumbs to reduce repetitive thumb pain and awkward thumb movement.

7. Avoid excessive gripping on the smartphone to reduce strain on the fingers, thumb and wrist while holding the device. You should be able to touch your middle finger and thumb around the phone. Maintain good posture while using the phone.

8. For every 30 minutes of use, take 1-2 min stretch break.

Smartphone Eye-gonomics

- Viewing angle slightly below eye level
- Screen resolution, contrast and brightness adjusted for comfort
- Device held at a comfortable distance from eye
- Font size and browser settings enlarged for eye comfort
Do you have a suggestion on how we can improve our HSE newsletter? Tell us what you like best about the newsletter and how we can make it even better.

Send your feedback or comments to asri@hsl.com.sg