

## Back to Basics in Risk Management Pre-start Meetings, O&I, Hazard ID



An important part of risk management is sharing information. At OTML we do this in many ways including:

- Pre-start meetings
- Observations and interactions
- Reporting.

### PRE-START MEETINGS

Pre-start meetings are held before starting any activity. The purpose of a pre-start meeting is to:

- Communicate key safety messages, including safety notices, Hazcoms and Toksaves
- Discuss any major hazards related to the work to be done during the shift
- Share information from the previous shift
- Check everyone is fit to work.

During the pre-start meetings discuss any safe work procedures, permits, JSAs or other hazard identification documents that impact the job. Ensure everyone understands the task to be done, their role in the task and all safety requirements.

### SAFETY SHARE (SHE MOMENT)

Information sharing is not just about how to do things safely but also the lessons we learn from past experiences. Each pre-start meeting should start with a safety share.

If you have seen or experienced an incident or near miss, share what happened with the rest of the team. Discuss what went wrong and what could be done to prevent it from happening again.

Don't be embarrassed or scared to speak up. Your mistake could save someone's life!



Sharing what you know  
could save someone's life.



### OBSERVATION & INTERACTION

An Observation and Interaction (O&I) is a formal procedure for observing both 'at risk' and 'safe' behaviours at the workplace. The purpose is to:

- Identify and reward positive behaviour
- Discourage and correct inappropriate and unsafe behaviour
- Promote continuous improvement.

An O&I can be announced or unannounced.

### HOW TO DO A QUALITY O&I

1. Plan the O&I with your workgroup if announced, or individually if unannounced.
2. Conduct a face-to-face conversation with the people doing the work.
3. Commend and encourage positive behaviours.
4. Take immediate corrective action where necessary to ensure safety of all persons.
5. Document the positive behaviours and practices as well as those requiring improvement and enter the information into INX InControl. Include follow up actions, photos and any relevant documentation.
5. Discuss follow up actions with the person responsible for implementing them, monitoring them and closing out the action.
6. Share lessons learnt at the next pre-start meeting.

### HAZARD IDENTIFICATION (ID)

Use the hazard ID process to identify if any task, situation, item or person in the workplace has the potential to cause harm. Remember that hazards can be visible (like faulty equipment), hidden (like an unfit worker) and/or developing (like a leak), or a combination of these.

If you identify a hazard in the workplace and you can't fix it straight away you should:

- Report it to your supervisor immediately, verbally or by completing a Hazard ID form
- Make the area safe, e.g. barricade the hazard, until the situation can be fixed.

Don't wait for someone else to do it. Create a safe working environment by identifying and reporting hazards immediately. Safety is up to YOU!

[For more information click here to go to the SAFETY WEEK page on the OTML Intranet Portal.](#)

During a pre-start meeting discuss any safe work procedures, permits, JSAs or hazards that impact the job.

## PRE-START MEETINGS

Each pre-start meeting should start with a safety share.



*Don't be embarrassed or scared to speak up!*

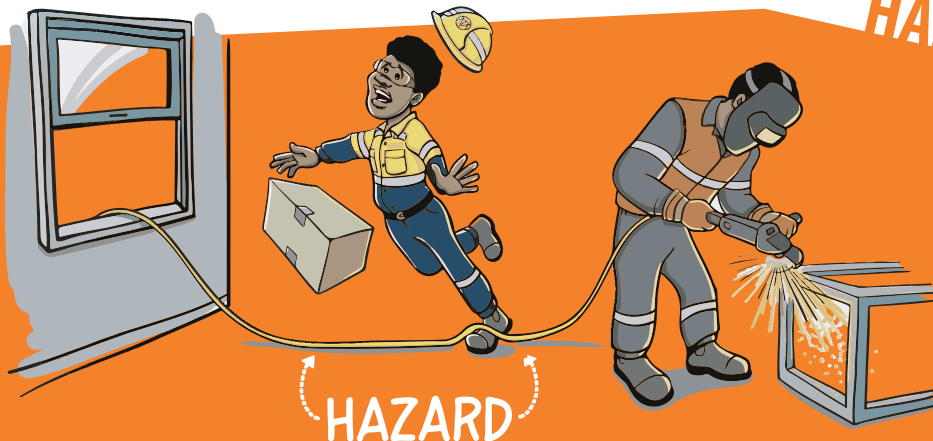
## HOW TO DO A QUALITY O&I



**NEVER MENTION WORKERS BY NAME**



1. Plan the O&I.
2. Talk to the workers.
3. Commend positive behaviours.
4. Take any immediate corrective actions.
5. Document the behaviours.
6. Discuss follow up actions.
7. Enter the O&I into INX InControl.
6. Share lessons learnt at the next pre-start meeting.



## HAZARD IDENTIFICATION

Identify if any task, situation, item or person has the potential to cause harm using the hazard ID process. Report hazards immediately to your supervisor.

Hazards can be visible (e.g. faulty equipment), hidden (e.g. unfit worker) or developing (e.g. a leak).