



LEIA Safety Information Sheet

Monitoring Occupational Safety & Health

Prepared by the LEIA Safety and Environment Committee

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SAFETY INFORMATION SHEET

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PREAMBLE

This Information Sheet is one of a series produced by the LEIA Safety and Environment Committee on topics relevant to the Lift and Escalator Industry. Whilst every effort has been taken in the production of these sheets, it must be acknowledged that they should be read in conjunction with the relevant legislation, codes of practice etc. They should not be taken as an authoritative interpretation of the law but guidance to it.

INTRODUCTION

The LEIA safety charter requires members to actively ensure the commitments made in the charter are monitored and enforced. This safety information sheet gives advice on good practice, and should a member ever be called upon to demonstrate how they monitor the requirements of the safety charter the guidance within this SIS may assist.

Many members have incorporated the charter requirements and the key hazards into their own H&S systems and their active monitoring regimes. Enforcement of rule breaking should be quite straight forward, but the question arises as to how monitoring of the charter commitments should be carried out and how far should it go.

Many member companies will have their own established monitoring regimes and as the requirements of the charter are straightforward and the requirements on which these are based are nothing new compliance with the charter requirements may already be built into monitoring checklists or similar.

Monitoring regimes which are completed on site with the employee are an opportunity for managers to inspire, motivate, enthuse, and encourage safe behaviour and discourage and eliminate unsafe behaviour and practices.

Some companies may use different terminology like such as site inspection/site visit/ site audit, but these are monitoring.

Evidence of monitoring can be used to demonstrate you are actively managing health and safety of your employee's day to day.

GOOD PRACTICE GUIDANCE

As to what good monitoring should look like the following points are offered as good practice:

- Leaders must be committed to monitoring and ensure it is carried out. In some organisations the top management are involved in monitoring themselves which sets a good example. If there is no top-level commitment to monitoring it will not work.
- Monitoring must involve an on-site visit to observe work in progress – this can be as part of a visit made for other reasons it does not necessarily have to be a special visit.
- Monitoring must be recorded – either on paper or electronically and must be retrievable.
- Checklists or similar can assist but they should not constrain the person carrying out the monitoring. Try to avoid overlong checklists – a short checklist with a longer memory jogger behind it can help.
- Avoid a tick box exercise – if you are working down a list make a comment against each point to paint a word picture. A tick or OK against a particular item is not helpful. For example, if one item is Electricity – you might want to say an employee was using LOTO kit and used 2 pole voltage detectors to test for dead and that PPE for live working was available.
- Leaders should set a sensible and achievable target for monitoring possibly based upon a number of visits per worker per quarter or similar, or an overall target with the flexibility to increase or reduce visits on individuals based upon their performance. (So, 10 workers 4 visits per year = 40; but some workers may be checked 6 times and others only 2 times)
- Leaders should review the results of monitoring to be sure it is being carried out to a schedule or on target and that the results are meaningful.
- Those carrying out the monitoring must be suitably competent to carry it out and understand the requirements for a particular job.
- Issues identified during monitoring must be put right immediately or work halted until they can be put right.
- Feedback should be given to the individual at the time – either positive where good practice is in place or negative where things are substandard. Any further feedback should be within a specified time (say 3 days).
- Don't dig and dig until you find something wrong. Give positive feedback – praise where appropriate – if everything is ok then say so.
- Share the results of monitoring with others – not to name and shame but to share best practices.

REFERENCES

- HSG65 – Managing for health and safety
- ISO 45001:2018 – Clause 9
- INDG275 - Plan, Do, Check, Act An introduction to managing for health and safety
- HSE website – <https://www.hse.gov.uk/index.htm>