

Whitepaper

# Workplace Safety

7 Steps to Success



## Workplace Safety

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# Workplace Safety

It is essential for every organization, including yours, to prioritize workplace safety. Promoting a safe work environment not only protects the physical and mental health of employees but also enhances overall productivity and organizational success. Implementing a risk inventory and evaluation tool is a great support in assessing workplace safety. Additionally, a streamlined reporting process provides valuable insights for continuous improvement. We are pleased to guide you through the importance of workplace safety and optimizing the reporting process to achieve quality results.

# The Importance of Workplace Safety



## Protecting Employees

Ensuring workplace safety is primarily about protecting employees from accidents and occupational diseases. A safe work environment reduces the risk of injury, keeping employees healthy and productive. Ensuring safety not only prevents personal suffering but also reduces financial burdens such as absenteeism and costs.

## Legal Compliance

As an organization, you are legally required to provide a safe work environment. Non-compliance with safety regulations increases the risk of legal consequences. Investing in safety helps your company comply with laws and regulations, thereby avoiding fines, sanctions, and costly lawsuits.

## Increased Productivity

Workplace safety is crucial for employee productivity as it prevents employees from being involved in accidents or health risks. A safe work environment ensures fewer disruptions and fewer days lost to injury or illness, ensuring work

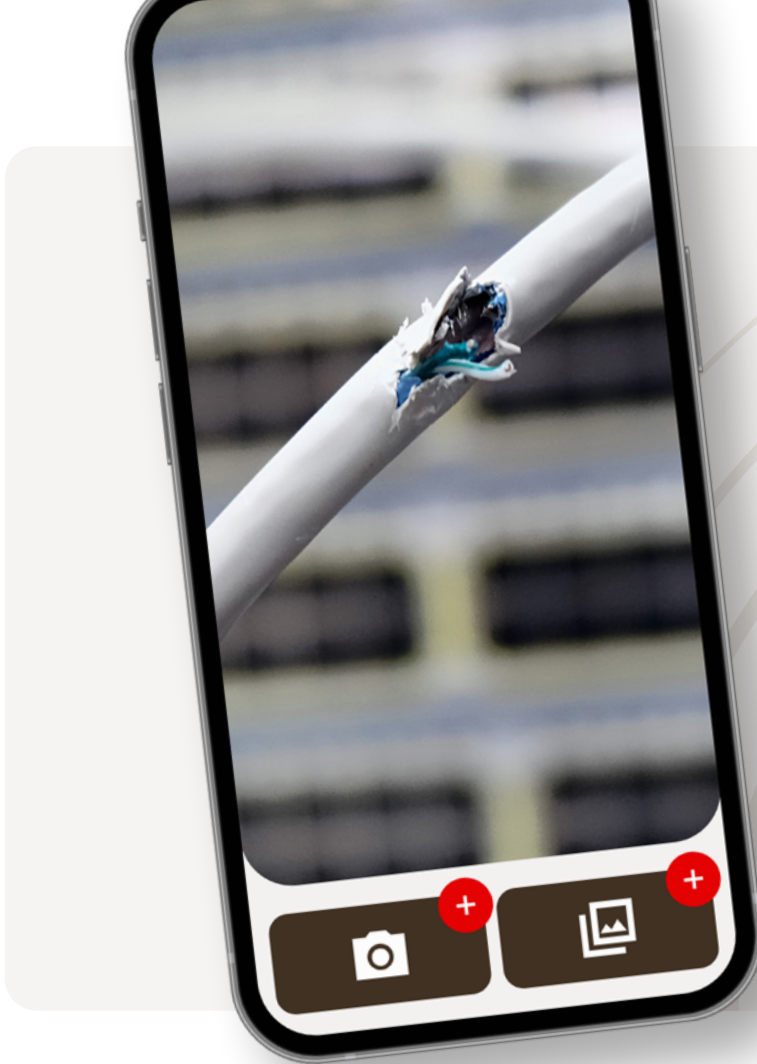
continuity. Additionally, safety contributes to higher morale and employee satisfaction, resulting in a motivated and engaged team that works more efficiently and effectively.

## Cost Savings

Investing in workplace safety yields significant cost savings. Accidents and health issues can lead to high direct costs, such as medical treatments and insurance premiums, and indirect costs, such as reduced productivity and lost work hours. By taking preventive measures, an organization can minimize these costs.

## Enhanced Engagement

A safe work environment contributes to a positive work culture. When employees feel their safety is taken seriously, they feel more valued and respected, leading to increased loyalty and engagement. This positively impacts employee retention, reducing recruitment and onboarding costs.



## Reputation and Image

A positive safety image enhances brand value. An effective safety policy can be a differentiating factor in a competitive market. This helps attract talent, gain new customers, and maintain existing partnerships.

## Continuous Improvement

Regularly evaluating and optimizing safety procedures allows you to identify and address new risks before they lead to incidents. Proactively managing safety contributes to the resilience of the company and fosters a culture of continuous improvement.

## The Results/Consequences of Risk Inventory

Workplace safety is not just an ethical and legal obligation but also a strategic investment. By prioritizing safety, you can protect your employees, increase productivity, save costs, and improve your reputation. A safe work environment is the foundation for a healthy, efficient, and successful organization.

"A streamlined reporting process provides valuable insights for continuous improvement."



# Safety Risks at the Workplace



## Accidents Can Happen Anytime

When we think of workplace safety risks, we often think of extreme cases followed by a reassuring thought like, “that can’t happen to us here” However, accidents often happen unexpectedly. Injuries can occur not only from a forklift running over a foot, a desk chair can cause damage as well. Incorrect lifting increases the risk of joint problems, as do repetitive movements like typing. This is why it’s important to assess risks. Identify potentially risky situations before they become a problem. Every industry and role has specific risks.

Some common categories of safety risks which occur in many workplaces are:

## 1. Physical Hazards

- A. Slips, trips, and falls, such as loose cables, uneven floors, and misplaced objects.
- B. Dangerous machinery and equipment, moving parts, sharp edges, defects, and tipping hazards.
- C. Lighting, inadequate or poor lighting can lead to accidents as well as eye strain and concentration issues.
- D. Noise levels, prolonged exposure to high noise levels is a known cause of hearing damage.

## 2. Ergonomic Hazards

- A. Repetitive movements, performing repetitive tasks for extended periods, such as typing, packaging, or machine operation.
- B. Poor posture, incorrect sitting or standing posture can cause many physical complaints. Desks and chairs should always be properly adjusted, and appropriate footwear should be worn for standing jobs.
- C. Lifting, improper or heavy lifting can cause muscle and joint pain.

### 3. Chemical Hazards

- A. Exposure to hazardous substances, inhaling fumes, contact with skin or eyes.

### 4. Biological Hazards

- A. Molds and allergens, humid environments promote mold growth.
- B. Exposure to pathogens, working in healthcare, laboratories, education, or childcare often involves exposure to viruses and bacteria.

### 5. Electrical Hazards

- A. Faulty wiring, outdated, damaged, or improperly installed wiring can cause short circuits or even fires.
- B. Contact with electricity, unprotected electrical equipment or direct contact with live wires.

### 6. Fire Hazards

- A. Flammable materials, have necessary measures been taken near flammable substances?
- B. Hot work, welding, cutting, or grinding can produce sparks. Protection and awareness of the surroundings are advised.

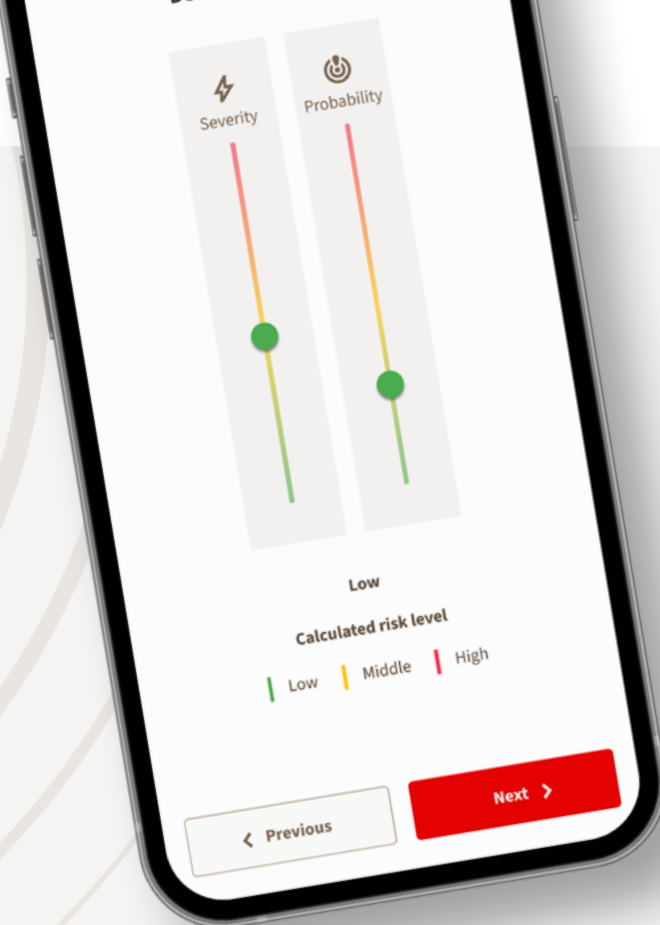
### 7. Environmental Hazards

- A. Climate factors, working in extreme heat or cold requires precautions.
- B. Dust and particles, exposure to large amounts of dust can cause lung problems.



"A foot can be injured not only by a forklift running over it, a desk chair can cause damage as well."

# 7 Steps to Success



## Ensuring Safety

To ensure workplace safety, it is important to adopt a systematic approach. This way, you can methodically and thoroughly go through all essential steps to guarantee employee safety. We are happy to help you get started. Therefore, we have outlined 7 steps to successfully launch a reporting process. These steps will help any company ensure a safe work environment.

### 1. Preparation

First, discuss the importance of safety with a decision-maker within the company. The focus should be on improvement. It's not about past incidents; it's about identifying risks before they lead to an incident. Decide together on how to initiate the reporting process. It is important that potential reports can be received, processed, and followed up on. This can be done through various channels such as documentation forms, a specific app or tool, an intranet page, or other suitable methods. The main goal is to create a process that is easy for employees to use and produces consistent and quality reports.

### 2. Team Leaders

Designate several employees as team leaders and integrate this task into their leadership roles. Provide them with training to explain the purpose of the risk reporting process and clearly outline how risks are reported, received, processed, and followed up on. They will be responsible for communicating the message to their colleagues and setting a good example. Therefore, it is important to bring consistency in observation and messaging.

### 3. Analyze Risks

It is wise to map out the current state of safety risks in advance. Analyze the most common safety risks within your company. Try to categorize them by location, category, or risk level. Also, determine who will receive, process, and follow up on the reports.

### 4. Encourage Risk Reporting

Once the reporting process is established, it is important to spread the message within the organization. It is advisable to do this in various



ways to increase awareness. This can be done through different communication channels such as toolbox presentations, posters, emails, or intranet messages. Encourage employees on the work floor to actively participate. Team leaders should take the lead by demonstrating examples of risk reports on the work floor. If they work enthusiastically, show how easy it is to make a report, and emphasize the importance, others will quickly follow. It is also important to mention that self-resolved risks should be reported. Especially if you want to map out your risks and address structural problems, it is important to encourage self-resolved risks. An object on the floor is easy to pick up and seems harmless, but if there are multiple similar reports, it must be investigated why this happens frequently.

## 5. Measure Your Success

Make the reporting process measurable. To ensure successful implementation, it is important to establish Key Performance Indicators (KPIs). Measure, for example, the number of reports received, the quality of the reports, and the speed at which risks are resolved. Measuring KPIs provides valuable insights for continuously improving the process.

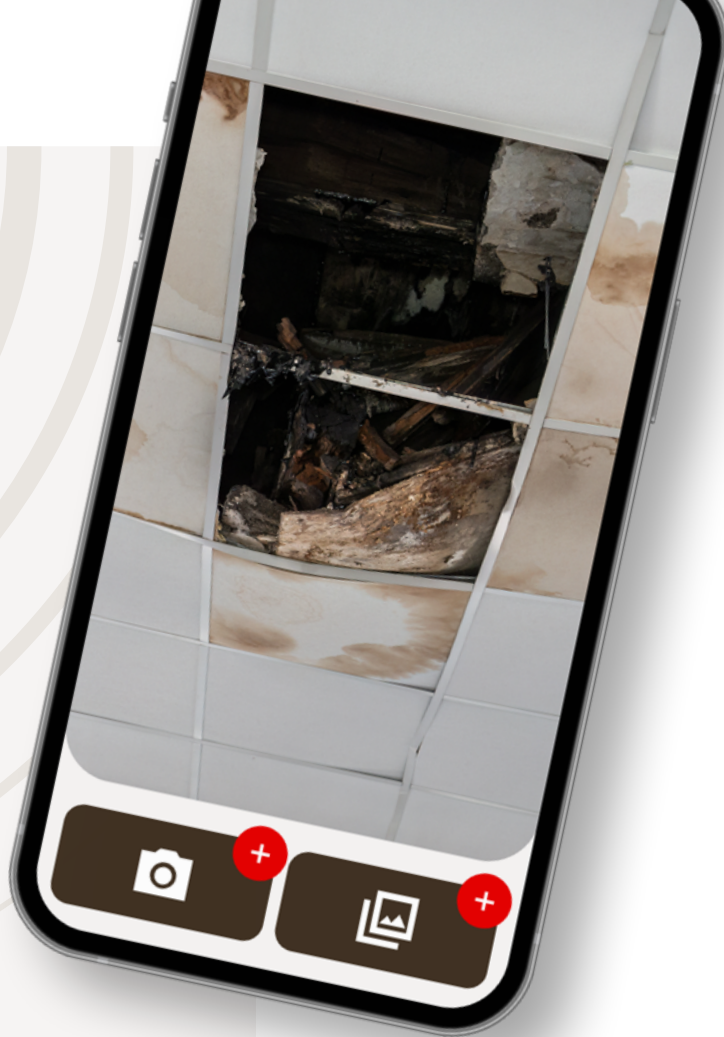
## 6. Inspect and Observe

In addition to measuring success, it is important to inspect and observe. There will be many different reports, but there is also a chance that similar departments differ greatly in what they report. Of course, it's possible that no risks occur, but often the differences arise from whether or not risks are reported. Some risks are solved immediately but not reported. Other risks are seen but not solved or reported. It is therefore important to regularly communicate the results or lack of reports with team leaders. If you notice that few reports come from a team, address the team leader. Look together where the bottlenecks are. The team leader may need extra tools or training to convey the message.

## 7. Continuous Improvement

To ensure the risk reporting process is successful in the short and long term, continuous improvement is essential. It is important to keep communicating with each other. Do this through intranet, email, or a results meeting. Use KPIs to keep employees informed about developments. Motivate them by setting goals, sharing successful risk reports, and supporting efforts with figures of prevented incidents.

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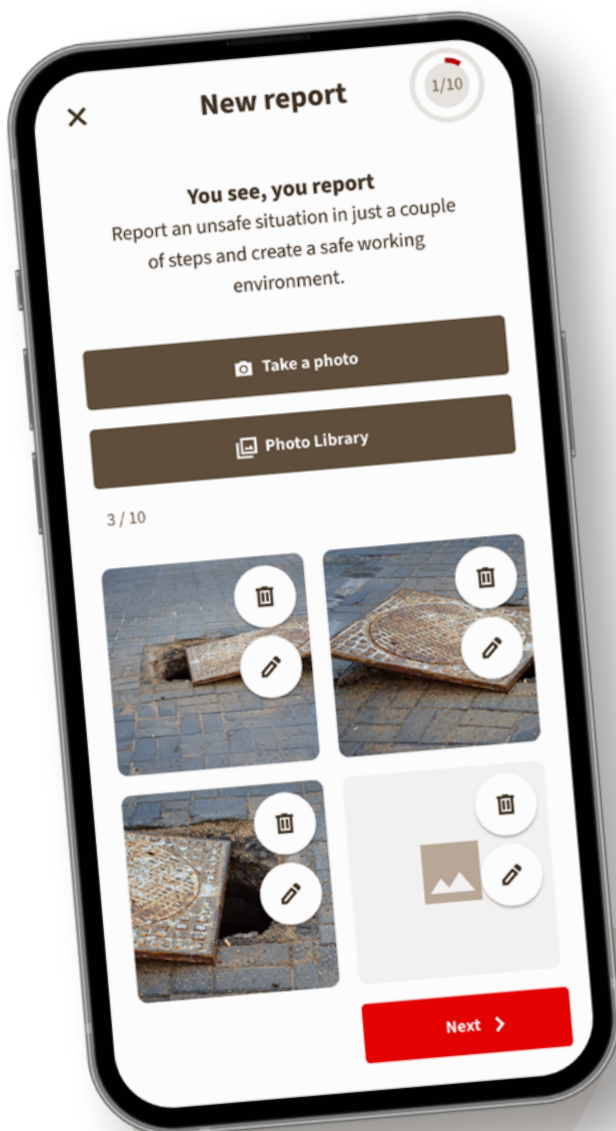
"Create awareness  
and prevent risks  
and accidents"

## What Do You Achieve with It?

By implementing an effective reporting process, employees can quickly and easily report incidents, near-misses, and dangerous situations. This allows team leaders and management to take immediate action, preventing further risks and accidents. Additionally, a good reporting process raises safety awareness among your staff. It creates a culture of open communication and trust. Alongside these benefits, it also ensures compliance with legal requirements and safety standards. Ultimately, this leads to a safer work environment, reduced absenteeism, and higher productivity.

# How Can Riskreporter Help Me?

Riskreporter is an excellent and effective choice as a safety reporting process for any organization striving for a safe and efficient work environment. The user-friendly interface makes it easy for employees to quickly report incidents and dangerous situations, lowering the threshold and ensuring nothing is overlooked. The ultimate goal is to create a robust culture of risk awareness within the organization. Since each organization faces unique challenges, Riskreporter can be tailored to the specific context of your company. On the work floor, Riskreporter is easy to use via the app, which can be downloaded on a phone or tablet. Making a report is very simple, just a few clicks, and you're done. Team leaders have access to an overview of reported incidents and can easily handle them. Riskreporter offers various free resources to help you implement the process. Of course, we are always available to provide additional support if needed.



**Want to get started with Riskreporter yourself or need more information?**

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## Together We Make the Work Environment Safer

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