



Toolbox Talk

August 2023



Safety First Mindset

In all areas of our profession, we are exposed to dangers in what we do every day. It is essential to develop a safety-focused mindset to ensure a secure and productive work environment. Be aware of slipping into poor safety habits, and be sure to use the STAAR Framework.

4 Risks to the Safety First Mindset

CARELESSNESS

Carelessness in the workplace can lead to disastrous consequences. As apprentices, it's crucial to recognise the potential dangers even minor lapses in attention pose. Remember, every action you take impacts your safety and those around you. Stay alert, follow safety protocols, and never underestimate the importance of double-checking your work.

COMPLACENCY

With experience, it is natural to feel more comfortable with tasks, but that should never translate into complacency. Overconfidence can lead to a lack of attention to detail and increased risk-taking. Stay focused, stay updated with safety guidelines, and report any concerns promptly.

RUSHING

The temptation to rush through tasks can be strong in a fast-paced work environment. However, haste can lead to errors and accidents. Remember the age-old adage, "Measure twice, cut once." Take your time, plan your actions, and prioritise safety over speed.

SHORT-CUTTING

Shortcutting is a hazardous practice that puts both your safety and the quality of your work at risk. Avoid taking alternate paths or skipping essential safety steps to save time. Following the correct procedures may seem time-consuming initially, but it guarantees a safer and more efficient outcome.

The **STAAR** Framework

The best way to prioritise Health and Safety in the workplace is to have a framework by which we all approach potential hazards. ATNZ has one that is easy to use and simple to remember.

The STAAR framework stands for:

STOP



The first step in the STAAR framework is to “STOP.” Take a moment to pause and observe your surroundings before proceeding with any task. Stopping lets you assess a situation and identify any potential hazards or risks that may be present.

Awareness of your surroundings, including the physical environment, equipment, and other people’s actions, is crucial. By stopping and paying attention to your surroundings, you can identify potential dangers and prevent accidents before they occur.

Stopping provides an opportunity to evaluate the work area for any potential risks. Are there any slippery surfaces, uneven ground, or obstacles that could lead to trips or falls? Is there proper lighting for the task at hand? Take note of any malfunctioning equipment or potential electrical hazards. Also, consider the presence of hazardous substances or materials that require special handling.

THINK



The next step is to “Think.” Consider the possible consequences of your actions and evaluate the risks involved. Reflect on your training and health and safety protocols knowledge to assess whether the task meets the established guidelines. Consider the potential impact on yourself, your workmates, and the workplace environment.

Thinking requires understanding the task’s requirements, potential risks, and appropriate safety measures. Consider the potential hazards associated with the specific job. Are there any potential energy sources that need to be controlled? Are there specific procedures or guidelines for the task, such as lockout/tagout procedures, confined space entry protocols, or fall protection measures?

Consider the potential consequences of not following the established safety procedures. What are the possible injuries or accidents that could occur? Could it lead to property damage or impact the productivity of the workplace? You can make well-informed decisions prioritising safety by considering potential risks and consequences.

ASSESS



Thirdly you must “Assess” the risks involved. Thoroughly evaluate the hazards identified during the thinking process. Risk assessment involves considering the likelihood and severity of potential accidents and the control measures in place to mitigate those risks.

You must understand the specific hazards of each task, such as working at heights, working with heavy machinery, or handling hazardous materials. By conducting a comprehensive risk assessment, you can proactively address potential dangers and implement appropriate measures to minimise risks.

Additionally, consider any potential risk factors that may vary over time, such as changes in environmental conditions, equipment reliability, or the presence of other workers in the area. Continuously reassess the risks as the circumstances change to ensure appropriate safety measures remain.

ACT

The 4th step, "Act", is about taking prompt and appropriate actions to mitigate risks and maintain a safe working environment. It involves implementing the safety measures identified during the assessment phase. This is where you use your health and safety training to respond effectively to potential hazards and incidents, ensuring that the appropriate safety protocols are followed. This includes reporting hazards, using personal protective equipment (PPE), following safe work practices, and taking necessary precautions.

The "Act" phase also includes:

- Establishing emergency response procedures.
- Conducting drills.
- Ensuring that all staff are familiar with evacuation routes and operating safety equipment.
- By practising emergency response scenarios, you can be better prepared to handle unexpected situations and minimise potential harm.



REVIEW

The "Review" phase of STAAR is essential for continuous improvement and learning from past experiences. It focuses on evaluating the effectiveness of safety measures, analysing incidents, and conducting lessons-learned sessions. Regular reviews play a vital role in identifying areas for improvement and updating safety procedures. They also serve as an opportunity to recognise and reinforce positive safety behaviours.

During the review phase, you should participate in incident investigations to determine the root causes of accidents or near misses. These investigations should be conducted in a no-blame way, focusing on identifying issues rather than blaming individuals. By understanding the causes of incidents, preventive measures can be implemented to avoid similar occurrences in the future.



Summary



As you embark on your journey as engineering apprentices, remember that safety must be your top priority. Develop a keen sense of awareness, avoid carelessness and complacency, resist the urge to rush or take shortcuts, and actively participate in building a safety-first culture. By doing so, you will not only protect yourself but also contribute to a secure and thriving workplace for all. Stay safe, stay diligent, and let's work together to create a safer tomorrow.





Remember **STAAR** = Good Work Practices **Stop Think Assess Act Review**

Health and safety reps

Your Health and Safety (H&S) Reps are here to represent and assist you (apprentices) in all health and safety matters. If you would like to talk to an H&S Rep or have any H&S issues, feel free to contact any one of them. They will be more than happy to help.

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Health and safety summary June/July

Remember to keep reporting accidents and incidents so we can all learn from them.

It's great to see near misses being reported and we encourage you to keep reporting these so we can prevent an actual injury happening.

- S** Stop
- T** Think
- A** Assess
- A** Act
- R** Review

Lost time injuries	0
First aid injuries	1
No injury	1
Medical treatment injuries	3
Near miss	0
Non work injuries	3
Restricted work injuries	0
Pain/discomfort	0
Total Incident	8

Incidents

Medical treatment injury	Metal in eye from grinding
Nature of injury	Powered hand tools/equipment
Incident	While apprentice was die grinding a weld, a small piece of steel got into their eye. They were wearing safety glasses at the time, but not full face shield. At the time they didn't feel anything, but after a while R eye started to become irritated
Immediate actions taken	Carried out eye wash bath, still not any better, Doctor appointment to remove small piece of steel, however still irritating went to optometrist to have steel removed
Corrective actions	When using Die Grinders it is recommended that two forms of eye protection are used. Recommend using safety glasses and full face shield
First aid injury	Cut to finger
Nature of injury	Powered hand tools/equipment
Incident	While the apprentice was attempting to change a grinding disk, their finger was on the switch of the grinder. Their other hand moved into position and it turned on causing a minor cut
Immediate actions taken	First aid applied and grinder was unplugged from power source before continuing to replace disk
Corrective actions	Apprentice has been taken through the company's SOP's. Incident has been discussed at a tool box meeting. ATNZ has resent company and apprentice the tool box talk on power tools. Reiterate that powered hands tools need to be unplugged from the power source before changing disks
Medical treatment injury	Cut to finger
Nature of injury	Manual handling
Incident	Apprentice was working with metal and cut finger on metal billet causing a cut requiring stitches
Immediate actions taken	First aid applied and went to doctor for further assessment
Corrective actions	Awaiting outcome of investigation
No injury	Overalls caught in grinder
Nature of injury	Grinding
Incident	Apprentice was wire buffing with a 5inch grinder when the grinder grabbed and launched towards the apprentice into their overalls tangling up in their overalls
Immediate actions taken	Unplugged the grinder and began looking for injury and untangling the grinder from overalls
Corrective actions	Awaiting outcome of investigation
Medical treatment injury	Cut to hand
Nature of injury	Powered hand tools/equipment
Incident	Apprentice was cutting a bearing from a shaft with an angle grinder. A little metal peace of shrapnel went into their left hand needing removal and requiring stitches
Immediate actions taken	Taken to hospital for treatment
Corrective actions	Awaiting outcome of investigation