

# SAFE TIME

## Developing Safety Programmes



by Ir. Shum Keng Yan

**WE** have explored the fundamentals of safety and how a management system can be set up. Now, let us use the same skills at a tactical level to develop specific safety programmes. You may refer to this article from time to time, as it is the basic foundation for solving safety issues.

### LOOK FOR THE RIGHT PERSON IN CHARGE

In any programme, you should always start with a Person In Charge. The Person In Charge need not always be the Safety and Health Officer. Some programmes can be handled better by other personnel handling a particular function. For example Electrical Safety Programme is best handled by a Subject Matter Expert (SME) such as one in the Electrical Maintenance function. Therefore, an active developmental programme of SMEs within the organisation is essential.

**Tip:** It is best to have a single point of responsibility. Shared responsibilities often result in poor execution.

### UNDERSTAND THE LEGAL LIMITS

You need to explore the risks and the applicable legislations. It is necessary to understand the legal limits (if any) which are set in the legislations. Organisations spend tremendous amount of resources on risk assessments and legal registers by using various SMEs, tools and methods to ensure it is properly done.

### APPLY THE RISK TREATMENT AND CONTROL MEASURES

The above knowledge forms the basis of your approach to Risk Treatment. The approach should be derived from your understanding of the risks and your obligations. Then, you should apply appropriate Control Measures on the risk. This is the execution portion. A large portion of technical trainings are conducted on Control Measures.

### REVIEW THE EFFECTIVENESS OF THE PROGRAMME

As in any other management programmes, you will need to review the programme for effectiveness, apart from taking into account any changes in the process, legislation and workplace conditions.

You may download the steps and reference articles in *JURUTERA* from: <http://www.myiem.org.my/content/bulletin-123.aspx>.

Step	Process	Bulletin Jurutera Reference
1	Person In Charge	August 2011
2	Risk	May – June 2010
3	Legislations	September – October 2010, November – December 2011
4	Risk Treatment	August, October 2010
5	Control Measures	July 2010
6	Review	January 2012

**Exercise:** Try to use the above method to design a safety programme (e.g. Hearing Conservation Programme).

As not much of issues pertaining to resources are discussed above, you are invited to share your ideas on the issue of resources and how they can ensure a successful safety programme. Here's where you can send your ideas: [pub@iem.org.my](mailto:pub@iem.org.my). ■

*If you are to succeed, you need to start by taking the first step and moving forward each time. You will be surprised at the progress when you look back after some time. Wishing all readers Selamat Hari Raya and Selamat Hari Merdeka! We have moved quite far – 55 steps!*

## ANNOUNCEMENT – NON IEM EVENT

**World Engineering Forum 2012 – Sustainable Construction for People | 17 to 21 September 2012, Ljubljana, Slovenia**

Organised by the Slovenian Chamber of Engineers, World Federation of Engineering Organisations.

To register, please go to <http://www.wef2012.si/wef-registration/>

Important 3rd Announcement of the WEF can be found at the following link:  
<http://www.wef2012.si/fileadmin/dokumenti/announcement-3-final.pdf>