



## **SAFETY SHEETS – INSTRUCTIONS FOR SUPERVISORS**

### **1. INTRODUCTION**

Slipping, tripping, and falling (STF) can happen at any work site. Injuries may happen at the entrance to the building, on a pavement for pedestrians, at an unclean work site or at loading docks. Injuries caused by STF may result in:

- tendon sprains or strain
- fractures
- cut wounds when there are sharp objects in the area
- back or head injury caused by a severe impact during the fall
- burns if the accident happens near hot surfaces or if a person is handling hot liquids

### **2. SAFETY SHEETS**

#### ***2.1. Why should I use the Safety Sheets?***

The Safety Sheets training material provide basic information on the main risks of slipping, tripping and falling at different types of CEMEX work sites, basic information on preventive measures, and also provide some ideas on what you can do to minimise or completely eliminate these risks.

#### ***2.2. How do I use the Safety Sheets correctly?***

The Sheets consist of two parts that can be used separately or together.

The first part of the Sheets (p. 1–9, Training Part) can be used for employees' self-education or as training material during a briefing / tool box talk.

The second part (p. 10–13, Self-Evaluation) is intended for group evaluation of risks associated with STF at a specific work site.

#### ***2.3. Training Part***

The Training Part can be used as a printed material to raise awareness of the risks of STF or as support material during a consultation or training.

When using only the Training Part of the Sheets, we recommend printing pages 1–9 for each employee attending a consultation focused on STF so that they can make notes in the materials.

We recommend following the outline below:

- 1) Summarise the root causes of accidents associated with STF, i.e. the main risks, see page 3.
- 2) Remind employees of the latest accidents that were a result of STF and their consequences (within the area, country or organizational unit). This information will be provided on request by the H&S team.
- 3) Together with the employees, review the basic measures for STF risk management on the basis of the activities carried out at the work site.
- 4) Emphasise during the discussion that people's behaviour, the environment, rules and procedures are all partly responsible for each incident.
- 5) At the end of the consultation, ask the employees to answer the questions contained in the printed material themselves.



Employees carrying out VFL can verify during their visits whether their colleagues at the work sites have acquainted themselves with the training materials.

#### **2.4. Self-Evaluation**

When using both parts of the Sheets (the Training Part and the Self-Evaluation), we recommend printing pages 1–9 for each employee as well as preparing one copy of pages 10–13 for the group evaluation. The group evaluation should be performed by the workers together with their immediate supervisors. In the case of large-scale operations, we recommend focusing only on a portion of the operation or performing the self-evaluation of the entire operation in multiple groups.

We recommend following the outline below:

- 1) Follow the same procedure within the Training Part as in point 2.3.
- 2) After finishing the first part, walk through the work site in a group.
- 3) Subsequently, perform a joint evaluation on pages 10–13, including setting tasks to address any deficiencies.

The corrective measures resulting from the self-evaluation must be subsequently monitored.

### **3. WHAT SHOULD I DO IF I AM LOST?**

In case of doubt, please contact your colleagues from the H&S team.