



Unit 19 Environmental Safety

* Glossary

behaviour: the way in which one acts or conducts oneself
stand-alone: able to operate independently

The Plan, Do, Check, Act Approach to Health and Safety

To help you comply with the law, the Health and Safety Executive (HSE) encourages a common-sense and practical approach to managing health and safety. It should be part of the everyday process of running an organisation and an integral part of workplace **behaviours** and attitudes.

Managing health and safety can rarely be achieved by single interventions. A sustained and systematic approach is necessary.

Plan, Do, Check, Act helps you achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a **stand-alone** system.

Plan

Define what you want to achieve, who will be responsible for what, how you will achieve, your goals and how you will measure your success. You may need to write down this policy and your plan to deliver it. Consider fire and other emergencies. Co-operate with anyone who shares your workplace and coordinate plans with them.

Do

Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what you will do to manage the risk.

Involve workers and communicate your plans.

Provide the right tools and equipment to do the job and maintain them in good working order.

Check

Make sure that your plan has been implemented.

Investigate the causes of accidents and incidents.

Act

Revisit plans, policy documents and risk assessments to see if they need updating.

(Adapted from "The Plan, Do, Check, Act Approach to Health and Safety", www.hse.co.uk)





Understanding the text

1. Find terms and expressions in the text which mean much the same as the following.

- 1. Approccio pratico
- 2. Processo quotidiano
- 3. Comportamenti sul luogo di lavoro
- 4. Piani, progetti
- 5. Attrezzatura
- 6. Valutazioni di rischio

2. Place the terms below next to the correct group of verbs.

the law • risks • harm • tools and equipment • a plan

- 1. Provide, supply, use, purchase:
- 2. Assess, manage, run, take:
- 3. Comply with, obey, observe, break:
- 4. Cause, do, inflict, prevent:
- 5. Develop, devise, formulate, write down:

3. Write down the main actions to be taken for a successful health and safety management.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

4. Provide examples for some of the actions listed in the previous exercise. One has been done as an example.

- 1. Write down a plan specifying who will be in charge of health and safety, the equipment needed, the type, number and location of safety signs etc.
- 2.
- 3.
- 4.
- 5.
- 6.