

# **PESA Hand & Finger Safety Roundtable**

Risk Assessment Process: Challenges &  
Solutions

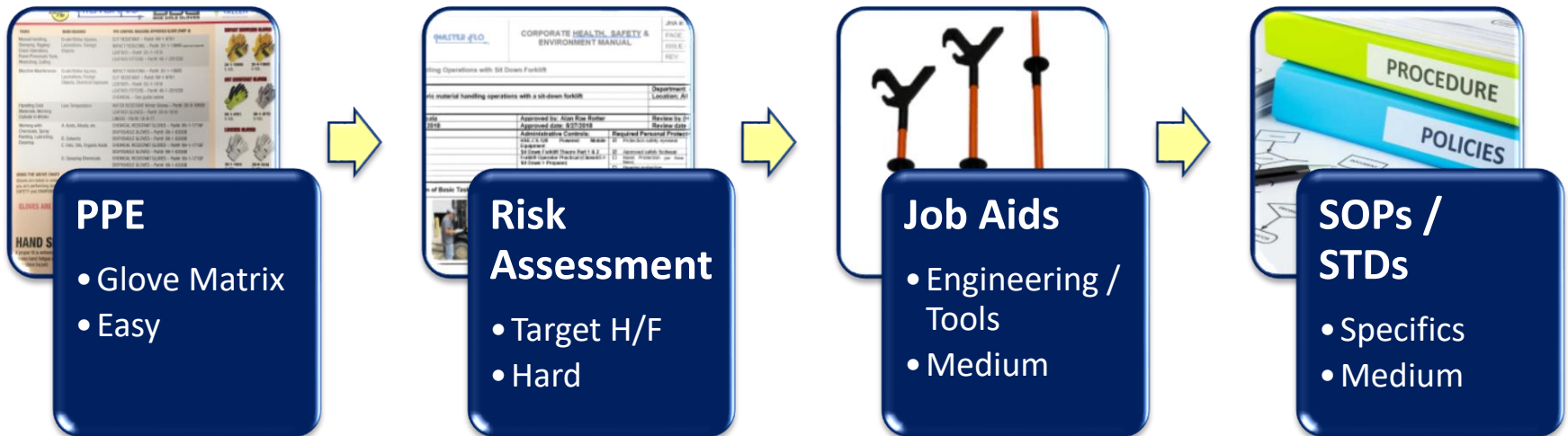


# Agenda

- ❑ **Hand & Finger Overview**
- ❑ **Implementation Matrix**
- ❑ **Risk Assessment Problems**
- ❑ **Business Case**
  - Challenges & Solutions
- ❑ **Team Organization**
  - Challenges & Solutions
- ❑ **Planning Phase**
  - Challenges & Solutions
- ❑ **Create Phase**
  - Challenges & Solutions

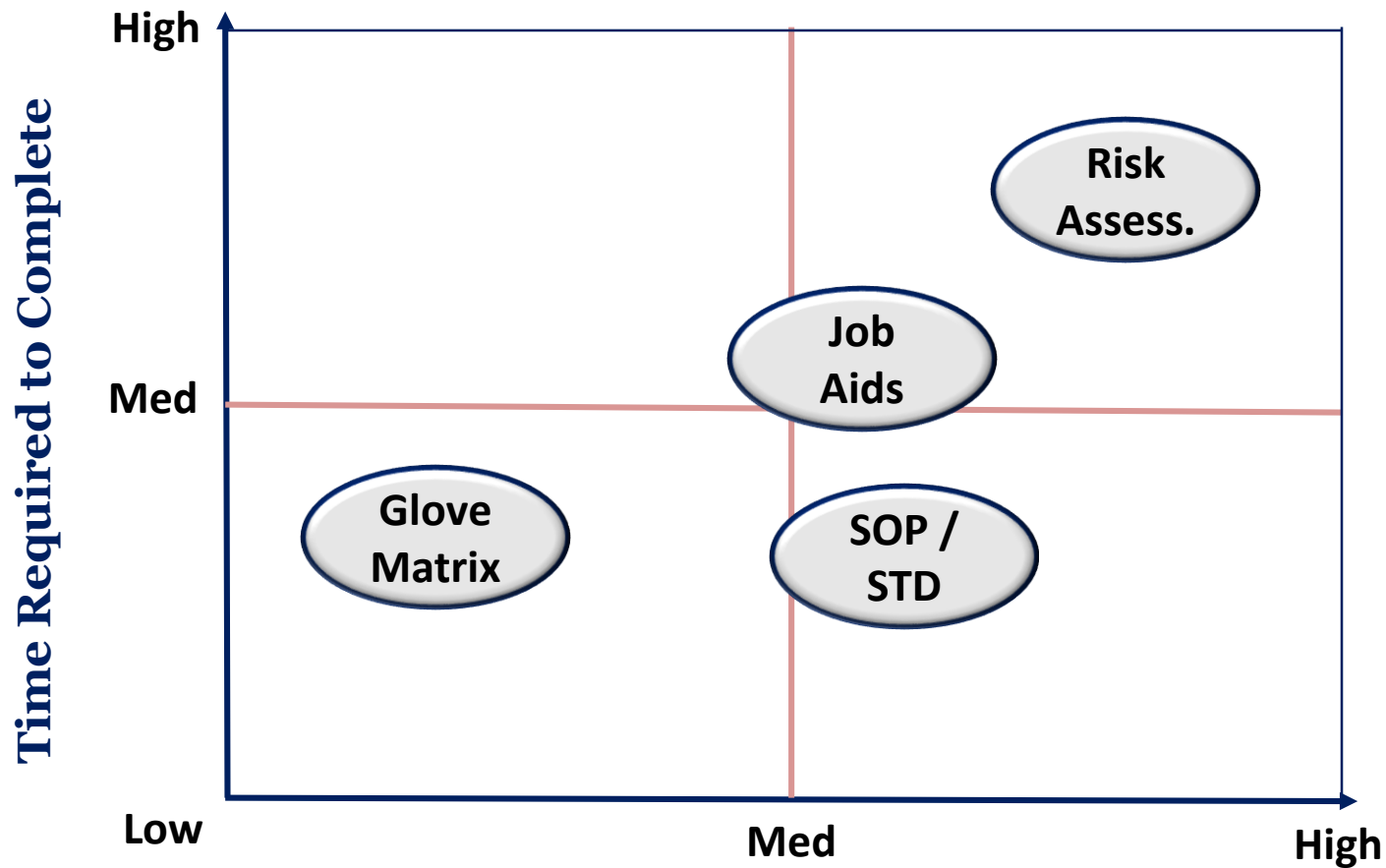


# Hand & Finger Safety Overview



- ☐ Evolutionary process of implementation
- ☐ Gloves are visible & least effort in terms of effort vs. cost
- ☐ Risk assessments are the foundational piece of the process & most difficult
- ☐ Job aids may include push sticks, snares, or more robust engineering controls
- ☐ Standard operating procedures (SOPs) can be easy or hard depending on whether they exist & the level of bureaucracy that exists

# Implementation Matrix



**Effort (Steps & Resources) Required for Implementation**

# Risk Assessment - Problems

## Risk Generalities

Missing Steps

Dated

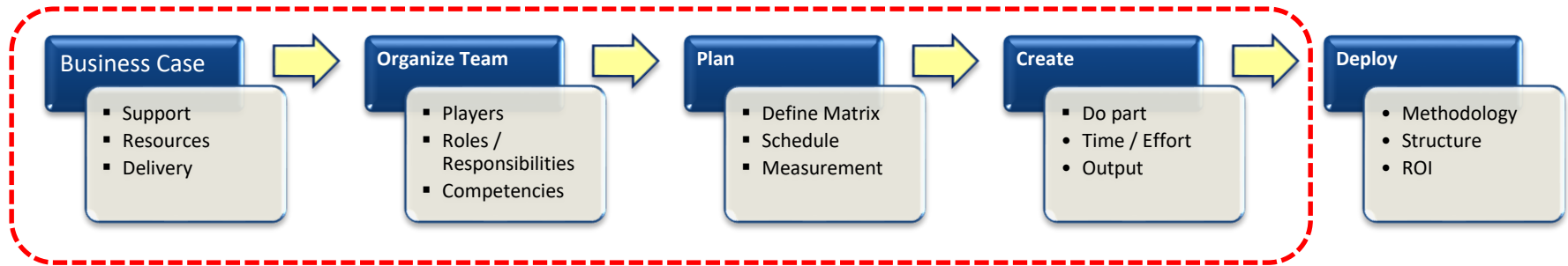
Confusing

Not Visual

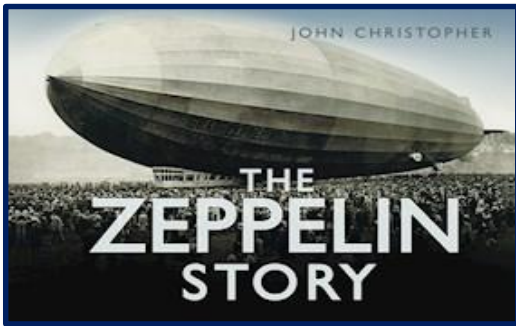
Remote

# Risk Assessment – Process Flow

## *Basic Process Flow Map*



- ☐ Normal process plan for an initiative
- ☐ Not hard to sell from a high level perspective
- ☐ “Devil is in the Details”



## What could go wrong with this plan?

# Business Case – Challenges

## Support Piece

### ❑ Executive Level

- Buys into the need & concept
- Completion time

### ❑ Middle Management

- Taking away resources
- Time is the barrier
- Check the box & move on attitude

### ❑ Field Management

- Does whatever middle management wants
- Generally engaged as they are end user
- Time is also a barrier





# Business Case – Solutions

## Support Piece

### ❑ **Champion / Leader**

- If Operations / Engineering then a plus
- HSE – you will drive it (Take the Lead)
- Negotiate / Delegate present duties

### ❑ **Battle plan is defined**

- Know who you want
- Scope & schedule defined
- Overestimate time for completion
  - 50% cut in time for completion
  - Even if agreed, expect to be cut again
- Middle management must agree with executive present
- Document the meeting (details)





# Team Organization – Challenges



## Team Organization

### ❑ Subject Matter Experts

- Service & shop – end user
- Training – most experienced & delivery
- HSE – champion, facilitatory
- Engineering – SOP owner, assist in controls
- Quality – maybe SOP owner

### ❑ Potential Pitfalls

- Structure & scope of the project not defined – too many people
- They have other priorities
- Engagement – find people that want to help

# Team Organization – Solutions

## Team Organization

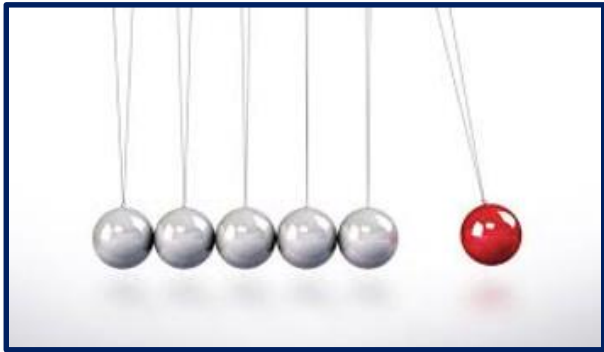
### ❑ Solutions

- Smaller is better (3-5 people max)
- Competencies – this is a “weeds” exercise
- Know who you want before you make the pitch to executive leadership
- Negotiate on time & effort upfront
- Lay the ground work before the pitch
- Sales job to members & department heads



***“In preparing for battle, I have always found that plans are useless, but planning is indispensable” – Dwight D. Eisenhower***

# Planning Phase – Challenges



## Planning to Implement

### ❑ Hand & Finger Matrix

- Trying to use a general 5 x 5 risk matrix
- Scope creep may occur

### ❑ Schedule

- Don't have one to provide
- No kick-off date to start
- Push back on starting

### ❑ Measurement

- Feedback on process
- Communication plan
- How often and to whom

# Planning Phase – Solutions

## Planning to Implement

### ❑ Hand & Finger Matrix

- Customize a matrix that fits your business
- Must resist “fixing” everything that is wrong

### ❑ Schedule

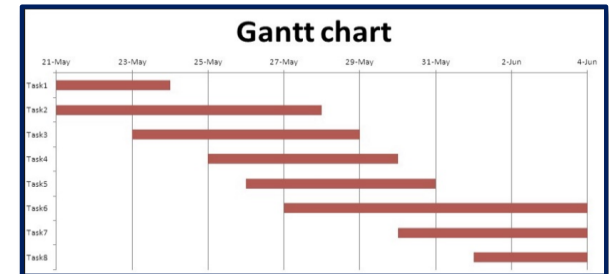
- Gantt chart
- Put all tasks on it for entire project
- Adjust weekly to keep current
- Move quickly to start after business case

### ❑ Measurement

- Decide on metrics (i.e. completed, risk reduction)
- Create a communication plan
  - Different message for different audiences
  - Proactive & frequent with sr. leadership

		Frequency (Task in Base)		
		1 Monthly < 1 Week	2 Weekly > 1 Week	3 Daily > 1 time
Severity	3 Amputation	3*	6	9
	2 Recordable	2	4	6
	1 First Aid	1	2	3

3\* - Severity has to be completely mitigated to the next severity category



# Create Risk Assessments – Challenges



## Creation Piece

### ☐ Capturing the Risk

- Specific data points about the process
- End user appreciation of the task
- Time & effort to capture the data

### ☐ Format

- Output is not transferrable to end-user
- Avoid the generalities of the risk “pinch point”
- Space requirements for risk on sheet

### ☐ Other Changes

- Engineering SOP's
- Quality SOP's
- HSE standards

# Create Risk Assessments– Solutions

## Team Organization

### ❑ Capturing the Risk

- Start with end user's self worth
- Pivot to a sense of something larger

### ❑ Pinch Points

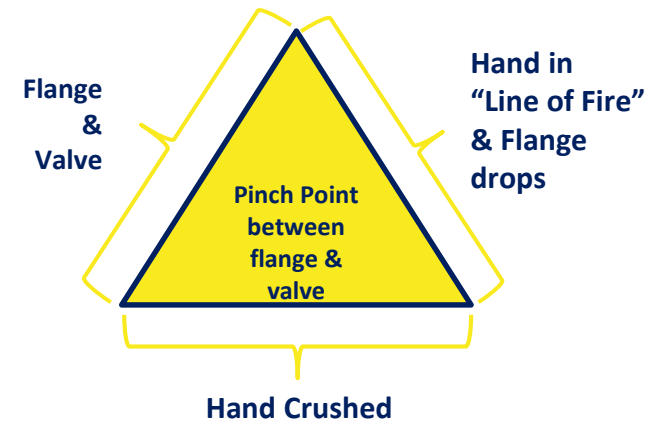
- Define the term itself
- Must include the following:
  - Object(s) that are involved in the pinching action
  - Hand or finger being pinched

### ❑ Format

- May need to create simpler documents for end users
- Simpler instructions with pictures

### ❑ Other Changes

- Part of the original team then less of an issue
- May need a charge code number upfront



# Questions

