How to Conduct Hazard Awareness Workshop (Hazard Hunt) in worksite

Three approaches/ methodologies on how to conduct HAWs at worksites are provided below. They include detailed steps that facilitators need to follow while running hazard hunt in workplaces. All approaches are centered on workers themselves identifying and recognizing hazards and suggesting controls with minimum guidance and support from facilitators. They are designed to cater for different work groups and considering different requirements. Duration varies from 45 minutes for a practical hazard hunt to 3 hours if class room and activity sessions are included. Some of the expected products at the end of the workshops are also included. These approaches were implemented successfully in different worksites and feedback was incorporated in the process.

HAWs delivery approaches/ steps Option (1)

Main Objective:

- Improve the ability of crew members to realize, identify and report hazards at their work sites.
- Reinforce the use of TRIC and participation in TBT.

Duration:

~ 45 min

Facilitation:

Initial sessions are facilitated by senior staff; until the workforce leaders are deemed competent to run the event themselves.

Material & Delivery Means:

- The approach is to use digital camera.
- Computer/ laptop to download/view pictures.
- Previous hazards photos/ posters for the warm-up session.

Approach/Methodology/Process

<u>Step 1:</u> start with a 5 minute warm-up session (viewing previous hazards photos related to workgroup activities).

<u>Step 2:</u> After the warm-up session, a group of 3 are sent out into the normal work environment tasked with photographing a minimum of 3 hazardous situations.

- One is the photographer, #2 is the scribe, and #3 is the 'director'.
- They are given a strict time limit of 15 minutes to return to the meeting room.
- Use of camera must be controlled by PTW

Step 3:

A laptop is already set up, so that the camera can be downloaded; and the team then present the hazard and come up with possible corrections/ controls

- This can happen during normal operations because it is the hazard awareness of the group of 3 that is important, not necessarily the photographic result nor the hazard spotted.
- The shift then either accept or reject the photos; and discussion is encouraged on how to remove the hazard or at least mitigate the risk. Constructive criticism of the photo itself is also encouraged.
- This might happen at end of shift, during a meal break or sometime during the remaining shift period.
- We create a sense of urgency to have the mitigation decided upon before they go off shift they
 own the hazard and need to make it right.

- Once decided, the same 3 man group returns to the selected hazard and enacts the agreed improvement – in other words they now photograph the enactment of the RIGHT way.
 - This may prove cumbersome for some hazards requiring procedural changes. But, it could be interesting to see what their creativity comes up with!!

Step 4: The product - outputs

The work unit team leader now takes the responsibility of posting this fine piece (RIGHT & WRONG with TRIC) at the work onsite and then also sending it to Unit/Rig/ Site head office, where it is collated with the other inputs from the other work units.

- The primary objective is get a photo set <u>on that tea shack wall</u>; showing their own hazard; and showing their own people with the improvements.
- The secondary objective then is to accumulate a unique set of Haz-ID sheets specific to work activities.

The bigger picture

This could be worked further into "best" of the month; individual poster(s) could be created around a theme (lifting, hands & fingers, scaffolding, ...etc); and shared with other work groups or other sites/contractors.

- The CSR could also select a topic or theme for that particular workshop and run a mini-competition between his work units to see what they can produce.
- Involvement from PDO both on location and in MAF will add 'credibility' to the exercise.
- The next group of 3 could be given advance notice so they have time to confer/prepare for their 15 minute photo session.
- Team Leader keeps track of the participation so that each crew member is given the chance to participate with the camera.
- The goal is get the crews to look for the 'sleeping tigers'; and therefore, by doing this HAW technique over and over again throughout the year, the crews are coached into an advanced state of hazard awareness.
- Therefore each work units must provide a minimum of 'x' photo-TRIC.

HAWs delivery approaches/ steps Option (2)

Main Objective:

- Effective engagement of the workforce to improve their knowledge in an interactive way and enable them understand, realize, identify and report the hazards that they spot on their
- Ensure proper use of TRIC card and how to conduct effective TBT.

Duration:

Up to 3 hours per work group/unit per shift

Initial sessions are facilitated by senior staff; until the workforce leaders are deemed competent to run the event themselves.

Material & Delivery Means:

- Slides for visible & invisible hazards at worksites, hazards photos/ posters/ for the introductory session.
- Use of digital camera. Use of camera must be controlled by PTW.
- Computer/ laptop to download/view pictures.

Approach/Methodology/Process

Step 1: Introduction Session (duration 45 minutes)

This is a key session to gain the workforce hearts and minds before the Haz-Id exercise. It is important that everyone in the crew talks, and the silent personnel stimulated. Prepare slides for:

- photos of known hazards (home & work)
 - Let the crew explain them
 - Ask the crew about other most common hazards in their work place (i.e. on the floor, in the mast, in tank systems, at generators, in workshops, in office, at home, etc)
- photos of hidden/unknown/unseen hazards (home & work)
 - Let the crew find out
 - Let them give other examples from home and work i.e. electricity, radiation, high voltage, radio waves, laser lights, X-rays, etc)
- photos of controls needed (home & work) ask the crew before showing controls
- Introduction and explanation of TRIC and its usage (few slides)
- Explain posters for effective TBTs and use of TRIC and keep in the areas of their exercises.

Step 2: Outdoor Exercise (duration 60 minutes)

- The crew will be distributed into groups of 3 people, 1 leader and 2 team members. The leader is the one who knows reading/writing in English or Arabic and will fill in the TRIC.
- Each group is directed to go to a certain (3 max) areas on the location and do Haz-Id and TRICs (3 TRICs per group). Each TRIC should not take more than 20 minutes)
- Some coaches/supervisors i.e. RM, HAW facilitators and HSE Advisors need to go around when crews are doing Haz-Id and interact with them/guide them and explain any ambiguities in the TRIC.
- Observe the crew when hold their TBTs.

Step 3: Feedback Session (duration 60 minutes)

- The group leaders here will give feedback for the hazards they have observed and controls they are suggesting.
- The can also share what difficulties they faced in identifying hazards and controls
- They can highlight communication, language, writing or interaction/personal problems they faced during the exercise
- The facilitators will give more tips/tricks for the above issues, gets the commitment of the personnel and closes out the session.

HAWs delivery approaches/ steps Option (3)

Session Objectives:

- 1. To educate the workforce on the following:
 - a. What is a hazard?
 - b. Why should I care about hazards?
 - c. How could I get hurt?
 - d. What am I going to do to stop myself and others from getting hurt?
- 2. To reinforce the use of TRIC and effective participation in TBTs.

Duration:

Up to 3 hours.

Facilitation:

Initial sessions to be facilitated by key senior personnel until the workforce leaders are deemed competent to run the event themselves.

Materials & Delivery Means:

- Slides for visible & invisible hazards at worksites, hazards photos/ posters/ for the introductory
- Use of digital/video cameras. Use of camera must be controlled by PTW.
- Computer/ laptop to download/view pictures.

Approach/Methodology/Process - Example

Step 1: Introduction & Hazard Hunt (25 minutes)

a) Introduction (5 minutes): explanation of the session objectives. What, why, how and the outcome.

b) Hazard Hunt (20 minutes)

- The crew/ workforce will split into 4 groups (maximum 3 per group), get a camera and send out to photograph a minimum of 3 hazardous situations.
- One person is the photographer, 2nd is the scribe, and 3rd is the 'team leader.
- They are given a strict time limit of 15 minutes to return to the meeting room.
- The facilitator and senior staff need to go around when crews are doing Hazard Hunt and observe them whether they spot hazards or simply pass by.
- The rational behind sending crew immediately for hazard hunt is to find out if they will be able/ or struggle to recognize hazards. Similarly, will they spot lions (visible & common hazards) or they'll be able to spot tigers (less obvious but serious hazards).

Step 2: Class Room & Activity Session (90 minutes)

a) What is a hazard and what is risk (15 minutes).

Give examples: travelling block, a car, a snake - no risk until associated with an activity. The facilitator to show slides of hazards that are common in the home and village.

The facilitator will show slides of various activities from the Operations facilities, hoists/ rigs or base (pre-photographed). Participants will be prompted to comment on the good practices and what can be improved – and how it can be improved. Choose some photos of less obvious hazards.

SHARP exercise is a good way to ask people "what do you think happened next?"

b) Why should we care about hazards? (15 minutes)

Touch on the personal side, asking employees if they want to share an experience from their family, and asking for the answers to prevent reoccurrence. Use personal experiences from the company if relevant.

c) Impairment demonstration (20 minutes):

Activities to be conducted to simulate the effects of an amputated finger, blindness, broken arm etc. This is to communicate how important and necessary our health is. Focus on the family aspect. For example, picking up a child with one arm, kicking a football without eyesight.

d) Sharing & discussion of the hazards and photographs from the hazard hunt (maximum 40) minutes)

- The group leaders show photographs of their hazards and discuss why it is a hazard, and how they can prevent or mitigate the hazard. (short & long term solutions)
- Discuss why should they be concerned about this?
- Each group must decide on the controls/ mitigations they will apply for their hazards.
- Once decided, the same 3 man group returns to the selected hazard and enacts the agreed improvement - in other words they now photograph the enactment of the RIGHT way.

This may prove cumbersome for some hazards requiring procedural changes. But, it could be interesting to see what their creativity comes up with!!

Step 3: A Second Hazard Hunt (50 minutes)

- This is similar to the 1st Hazard Hunt with a strict time limit (15 minutes).
- The purpose of the 2nd Hazard Hunt is to assess the impact and effectiveness of the workshop and whether it really improved crew awareness or not, and whether crew started to spot sleeping tigers (invisible hazards).
- The facilitator and senior staff need to go around when crews are doing Haz-Hunt and observe them whether things have changed from 1st Haz-Hunt.
- The goal is get the crews to look for the 'sleeping tigers'; and therefore, by doing this HAW technique over and over again throughout the year, the crews are coached into an advanced state of hazard awareness.
- Sharing & discussion of the hazards and photographs from the hazard hunt, as above (maximum 40 minutes)

Step 4: Session wrap up and close out (15 minutes)

- Summarize any correction/improvement actions agreed and assign action party and time frame.
- Explain session outputs
- Emphasize the role of crew in protecting themselves and their colleagues.
- Thank them for their contribution and active participation.

(The product- outputs)

- The work group/ unit team leader now takes the responsibility of collating and posting (RIGHT & WRONG) hazards photos identified and corrected by crew. Send copies to Contractor Head Office and PDO CH/ CSR/ Senior Well Engineer.
- If not yet available, Accumulate a unique set of Haz-ID sheets specific to the worksite operations.

- From the identified hazards, produce a personalized poster of the Top 3 to maximum
 5 hazards that will be displayed in the location.
- The location will keep a Hazard Register onsite available to the workforce to record hazards at anytime. This will be reviewed by the Supervisor/ Rig Manager on a daily basis and actioned if necessary. From this the HEMP register will be updated on a monthly basis and reviewed by the QHSE Manager.