

SEE IT, SORT IT, REPORT IT - THE 3-STEP PLAN

What you need to know

WHAT IS THIS FACTSHEET ABOUT?

Many people panic when they encounter a hazard.

"It's not the norm. It's not the main part of my job. What do I do?"

If you can give staff a simple mantra to follow when encountering hazards, you'll save a lot of stress.

As well as reduce the danger in the workplace.

That's what this factsheet is here for.

WHO SHOULD READ THIS

- Employees who like to work somewhere safe
- Employers who like to work somewhere safe
- Really anyone who likes to work somewhere safe

HOW TO USE THIS FACTSHEET

See it. Sort it. Report it.

Got it?

Good.

On your way.

NEXT!

...

Wait, wait, wait, come back here.

I'm afraid there's more to it than that.

This factsheet is going to run you through the specifics of each point of the 3-step plan.

If you don't know the details, you'll miss things.

And the whole point of the plan is that you don't miss things.

Not only is it going to tell you how, when and why to use "See it, sort it, report it" - it's going to try and make sure you do use it.

All as part of developing a new culture within your company.

A culture where you look out for your colleagues, and they look out for you.

KEY INSIGHTS

- What the plan is, and why it's important
- What hazards to look out for, and when to be vigilant
- When you should try to tackle problems yourself
- The explanation for and process of reporting any issues
- The results of implementing "See it, sort it, report it"

SEE IT, SORT IT, REPORT IT.

Sounds simple enough.

Why isn't everyone doing that already?

Well, some people panic when encountering a hazard and aren't sure how to react. They mightn't want to get involved.

Some mightn't be aware of the correct procedures in the first place.

And frankly, some are just apathetic.

Whatever the reason, there's no excuse for missing or ignoring hazards at work.

If you do, it means problems can get worse over time or even cause injuries.

If there were a simple, standardised solution that everyone could fall back on when they come across hazards, it'd save a lot of headaches.

That's where "See it, sort it, report it" comes in.





SEE IT

Before you can sort or report any problems, you have to know they're there.

You can try it the other way around, but you'll probably struggle.

So, step one is See it.

That means be vigilant. Keep your eyes peeled for any safety hazards.

But of course, if you sense a problem any other way, feel free to hear it, sort it, report it.

Or even smell it, sort it, report it.

It's important to know what counts as something you should be looking out for and what doesn't.

It's not just fixtures and equipment. Staff behaviour also counts if it's unsafe.

You might like to think of it like a safety gauge.

The first segment, in yellow, represents potential hazards.

Things that don't necessarily pose a danger right now, but could do if ignored.

Things like poorly stacked boxes, or someone texting while walking.

The next segment, the orange one, represents problems that have already materialised.

Things like trip hazards, or broken equipment.

The big, red, last segment is for near misses.

Any unplanned events that haven't caused any harm but could have.

Falling tools and fires fit the bill here.

At the same time, though, don't get too bogged down with what category a problem fits into – they all follow the same process.

The rule of thumb when it comes to identifying problems is this:

If you have to think about whether or not something's a hazard, it probably is.

Takeaway

Stay alert for any issues that either are, or could become, safety hazards.

And if you think you've spotted one, don't second-guess yourself. Go with it.

SORT IT

Just because all hazards need addressing, it doesn't mean it's always the end of the world.

If you see a banana skin, literal or figurative, you can pick it up and bin it.

That's 'sorting it'.

Solving the problem at hand, before it becomes a real issue.

But hold your horses.

Before you go in, all guns blazing, ready to solve these problems, you need to be 100% sure it's safe to do so.

It's no good trying to reduce the danger in your workplace by putting yourself, or others, in further danger.

For example, you might be able to tackle small fires, but don't approach an inferno. Pick your battles.

Again, if you're not sure, it's best to leave 'sorting it' to a specialist.

That's not to say you should shrug your shoulders and ignore the issues you can't directly fix.

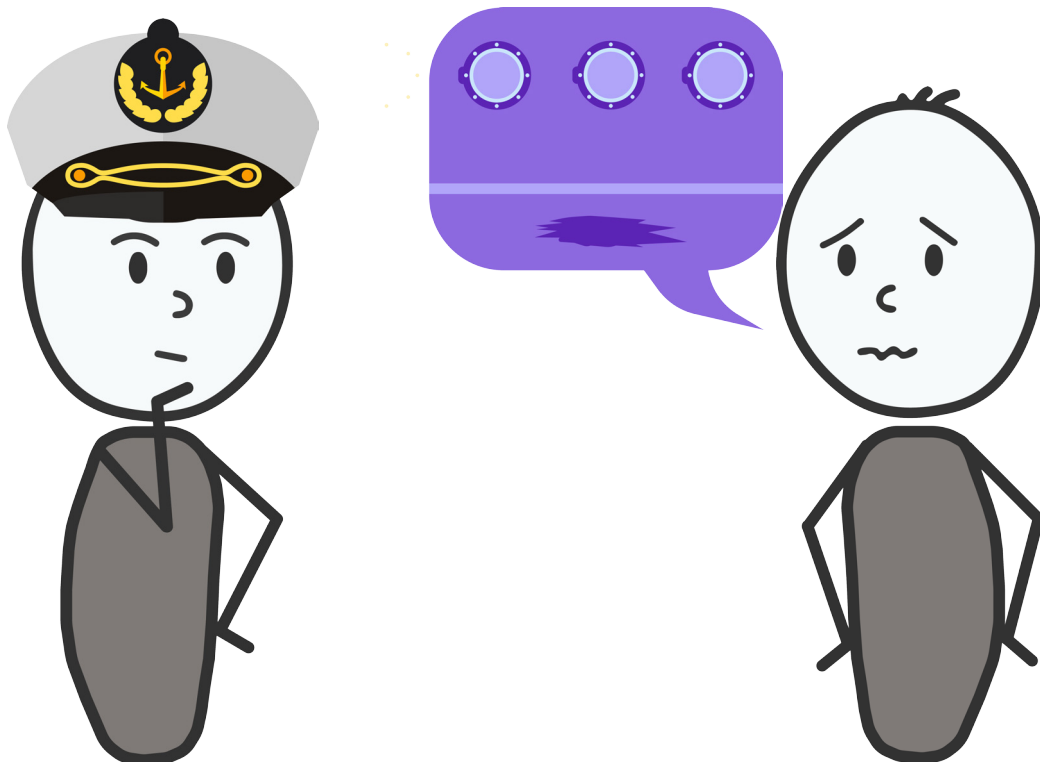
Whether you sort a problem directly or not, you need to move on to the next stage.

Reporting it is a part of sorting it.

Takeaway

Fix issues if you can, but only if it's 100% safe to do so.

And whether you completely resolve a problem or not, move onto the next step either way.



REPORT IT

There's no such thing as a snitch when it comes to safety.

A loose wire isn't going to call you a grass.

Safety is an absolute necessity, and you need to do whatever it takes to achieve it.

For your sake, as well as everyone else's.

Luckily, what you have to do isn't so hard.

Whenever you encounter an issue, you must report it.

Doesn't matter if it's big or small, doesn't matter if you sorted it in stage 2, report it.

Simple as that.

The reason being, reporting it lets others know what's going on.

It creates the opportunity to prevent the same issue from happening again.

There'll be guidelines within your workplace outlining to whom you need to report issues.

And when you do, you'll want to make a note of the following:

- Where the problem is
- The date and time
- What the problem is, specifically
- The cause of the problem
- Anything you did to try and sort it
- Anything you can think of to stop the problem happening again

And that's it. Your work here is done.

You can reset, and be on the lookout for the next problem.

Takeaway

Report any issues, resolved or not. Simple as that.

When you're reporting them, provide as many relevant details as you can.

It'll all help with solving problems in the future.

EASY ENOUGH, RIGHT?

The biggest problem you're likely to have here is resistance to trying something new.

You'll probably think most things are too minor to bother about.

And it's fine to feel that way – you're not a bad person!

But look, you understand this isn't about being a jobsworth.

It's about safety.

Imagine how you'd feel if you didn't stick to this and someone got hurt.

Excuses aren't going to help anyone then.

See it, sort it, report it.

Simple to do, so just do it.

The good thing is, the more people do it, the fewer hazards there'll be, so the less you'll have to do it.

Stay safe. Follow the 3-step plan.

