

Safety Publicity & Promotions Procedures

1. Preamble

- 1.1 The publicity and promotion of safety related matter is to increase the consciousness or awareness of employees to potential risks in the workplace, operating procedures or good work practices. Whilst good work practices need to be encouraged, poor or dangerous practices must be stopped immediately.

2. Aim

- 2.1 The promotion of health and safety issues is to be incorporated into the day-to-day activities of the University.

3. Responsibility

- 3.1 **OHS&R Coordinator** will be responsible for:

- (i) Consulting with senior and line management to facilitate appropriate publicity and promotion campaigns.
- (ii) Coordinating aspects of publicity and promotional programmes.

- 3.2 **Senior Managers** will be responsible for:

- (i) Promoting and participating in safety publicity and promotion programmes.

- 3.3 **Line Managers** will be responsible for:

- (i) Actively participating in relevant programmes.
- (ii) Implementing publicity and promotional campaigns

4. Procedure

- 4.1 There is a wide variety of methods available for publicising and promoting safety at the workplace. Whilst not exhaustive, the following provides a comprehensive list of methods available:

- (i) Training Sessions
- (ii) Tool Box Meetings
- (iii) Films and Videos
- (iv) Brochures and Pamphlets
- (v) Static Display/Models
- (vi) Posters and Bulletins for Notice boards
- (vii) Role Play

- (viii) Safety Magazines/Newspapers
- (ix) Safety Letters and Newsheets
- (x) Lost Time Accident Barometers
- (xi) Recognition Awards
- (xii) Suggestion Schemes
- (xiii) Management Example
- (xiv) Monthly Safety Themes
- (xv) Off the Job Safety

4.2 One of the most effective safety motivators is for **management** at all levels to create the perception amongst the workforce where high standards of safety performance are demanded and that anything less is unacceptable.