



DON'T GET CAUGHT IN  
**THE LINE  
OF FIRE**

**KNOW YOUR WORKPLACE  
- PREVENT ACCIDENTS!**

**HSELIFE NL**  
Management System for a safer and healthier workplace

*Campaign manual*

Everything you need to **know** and **do** for a successful campaign in **5 steps**:

- I**  
INFORM  
CAMPAIGN  
kick-off session
- II**  
OBSERVE
- III**  
DISCUSS
- IV**  
IMPLEMENT
- V**  
EVALUATE

# Content

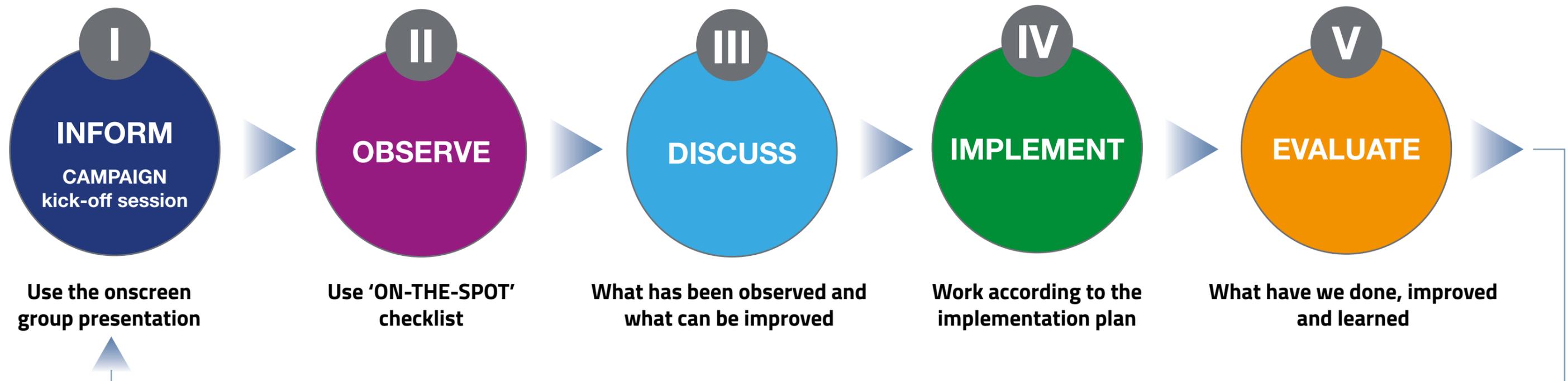
- Campaign routing
- I - Inform
- II - Observe
- III - Discuss
- IV - Implement
- V - Evaluate
- Additional supporting tools

***TEAMWORK is essential!***

***By working well together with your colleagues and supervisor, incidents can be avoided.***

# Campaign routing

HSElife NL is very much in favour of an integrated approach when preparing an activity. This means that all parties involved must be engaged from the very first moment up to the execution of the task, must evaluate it and can learn from it. We indicate in **five steps** to **think, observe, act** and **learn** from and about a certain theme. It is essential to be involved and have an open conversation with all parties involved, in the office and at a location.



# I - Inform

The **'Don't get caught IN THE LINE OF FIRE'** campaign focuses on what you can do to avoid being injured by something that moves unexpectedly, releases hazardous energy or releases hazardous substances. This starts with discussing the subject at the start of the campaign. Various supporting and stimulating promotional materials and tools are available. Think of a poster, handout and an onscreen group presentation. **At the end of the session, the team decides what will be assessed (next step - OBSERVE).**

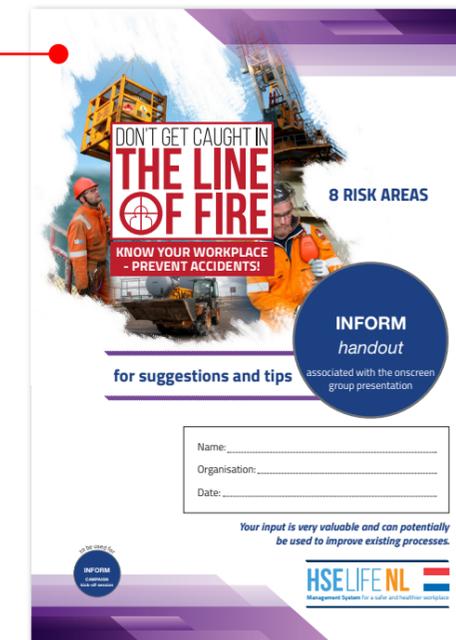
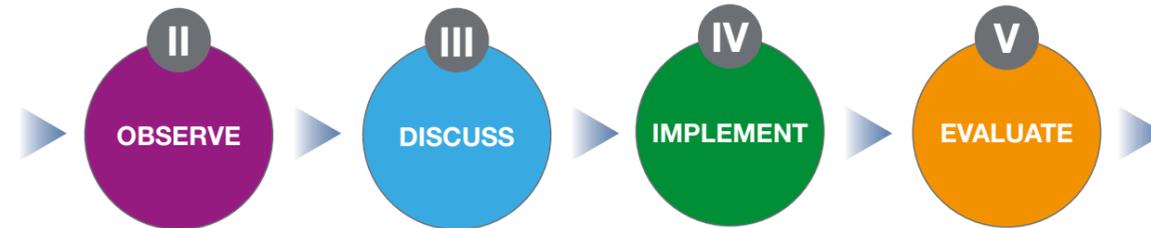
Use the **onscreen group presentation**



print the **poster**  
(A4/A3/A2...)



supporting tools >

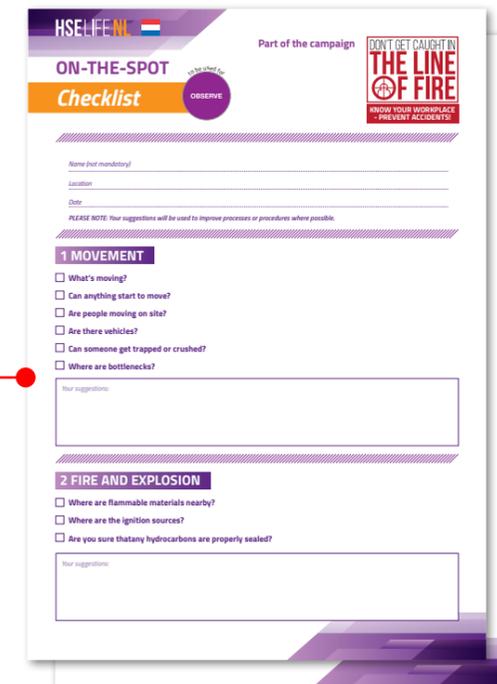
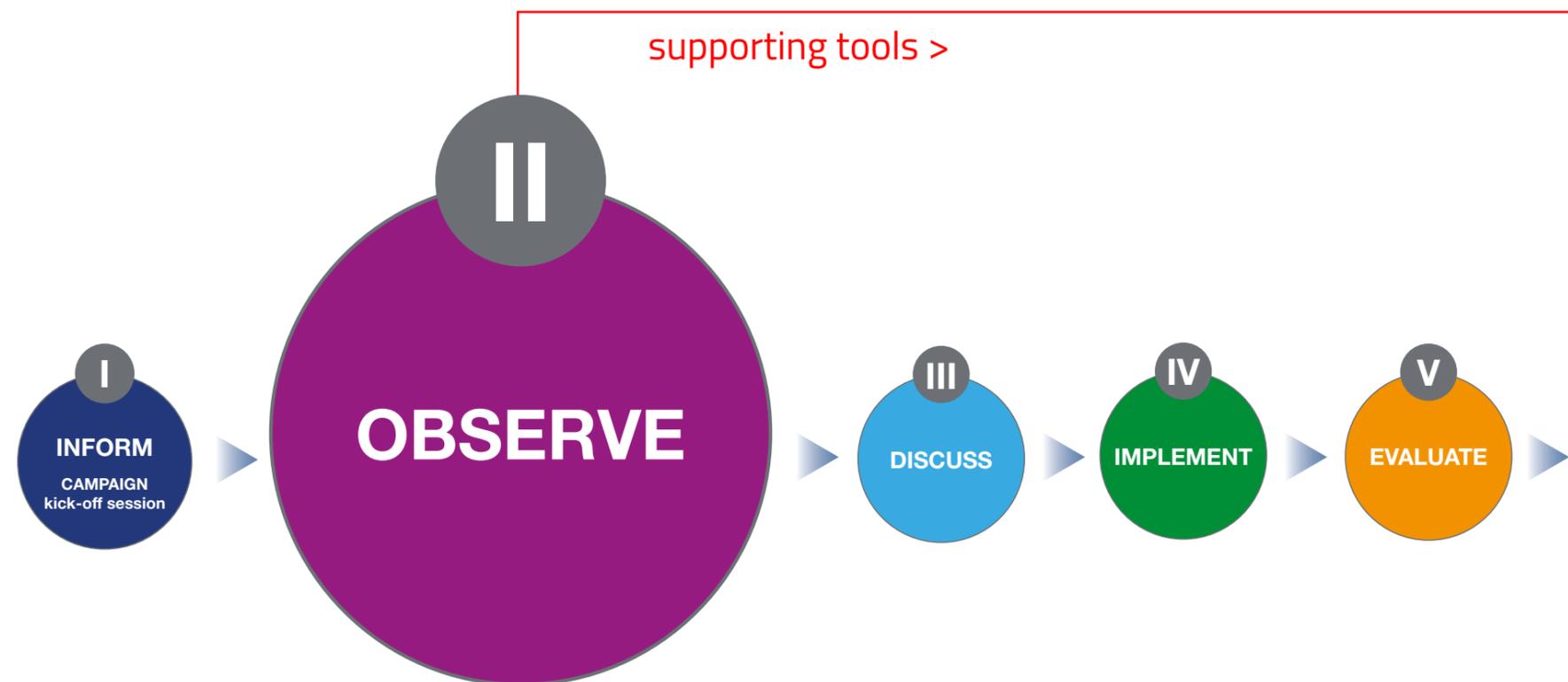


Print the **handout** to give suggestions and tips as a result of the 'Inform onscreen group presentation'. (suggestions and tips can be used to improve existing processes)

# II - Observe

Now the campaign can be put into practice. That means observing practical situations. What hazards do you see? What are the risks? Are there situations that are likely to occur where you could be injured by something moving unexpectedly, releasing hazardous energy, or releasing hazardous substances? What do you notice and what do colleagues think? Is it a normal situation or could it be different? Use the **on-the-spot checklist** to make notes of your findings. Take pictures of the situation if necessary, always ask permission. And discuss your findings (**next step - DISCUSS**).

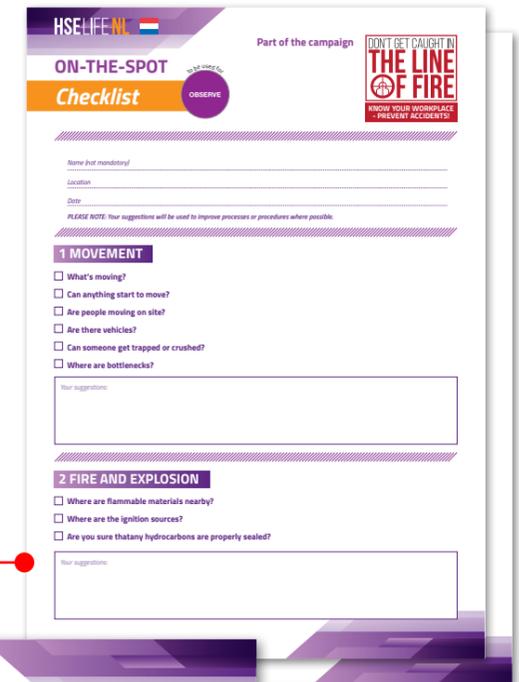
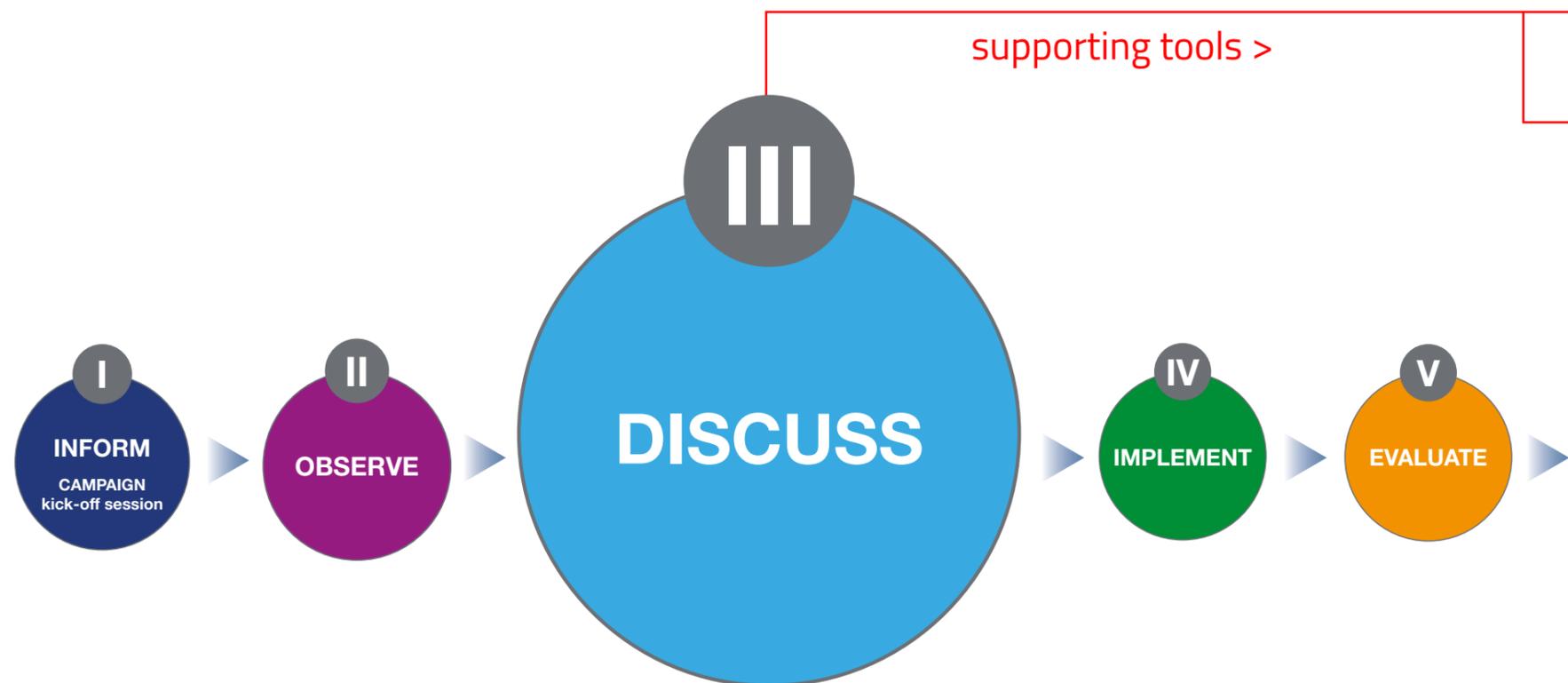
Print and use the **'ON-THE-SPOT' checklist** at the location

# III - DISCUSS

Now that everyone has observed practical situations and taken notes, the findings can be discussed collectively. What have you noticed in recent weeks? What do we want to improve and how can we do that? Based on discussing findings and action points, an **implementation plan** can be written. This also means making clear agreements about actions, responsibilities and time planning (**next step - IMPLEMENT**).

Print and use the **'ON-THE-SPOT' checklist** at the location


Make an **implementation plan**

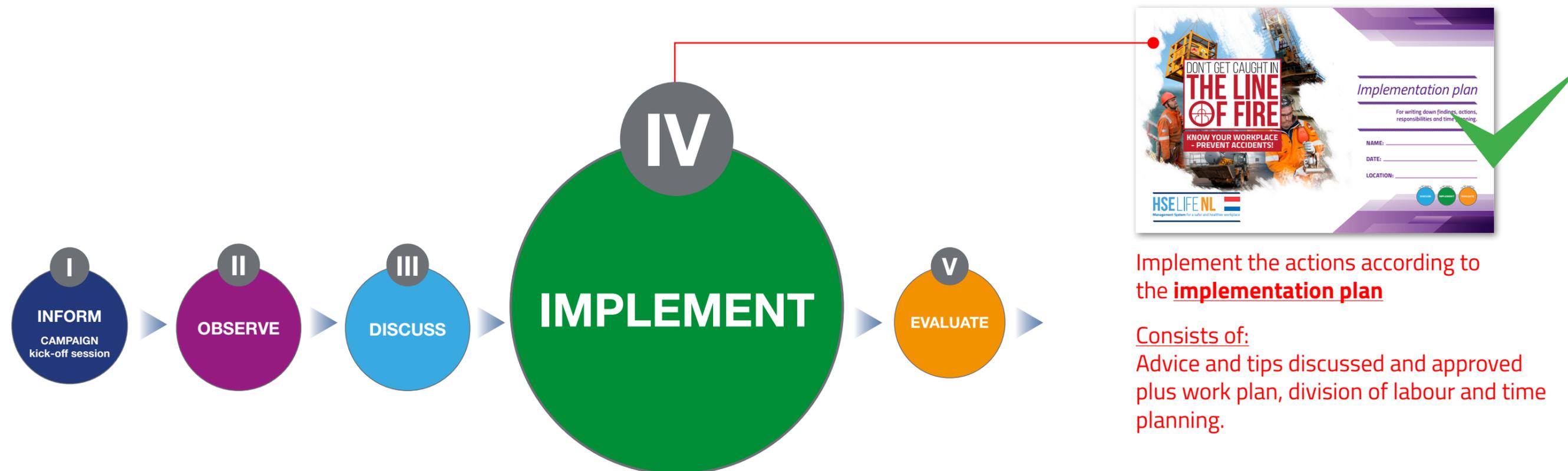
Advice and tips on various topics:

- work plan
- division of labour
- time planning

# IV - Implement

Once the implementation plan is ready and everyone is aware of the expectations, actions and responsibilities, **the agreed improvements can be implemented**. By defining the improvements as a team, in which everyone's opinion is equally valuable and important, involvement is high. Ideas of the man/woman on the shop floor can lead to improvements that can be implemented organization-wide.

During the implementation period, make sure you monitor the progress and effectiveness of the implemented improvements. Take pictures of the result, when allowed (**next step – EVALUATE**).



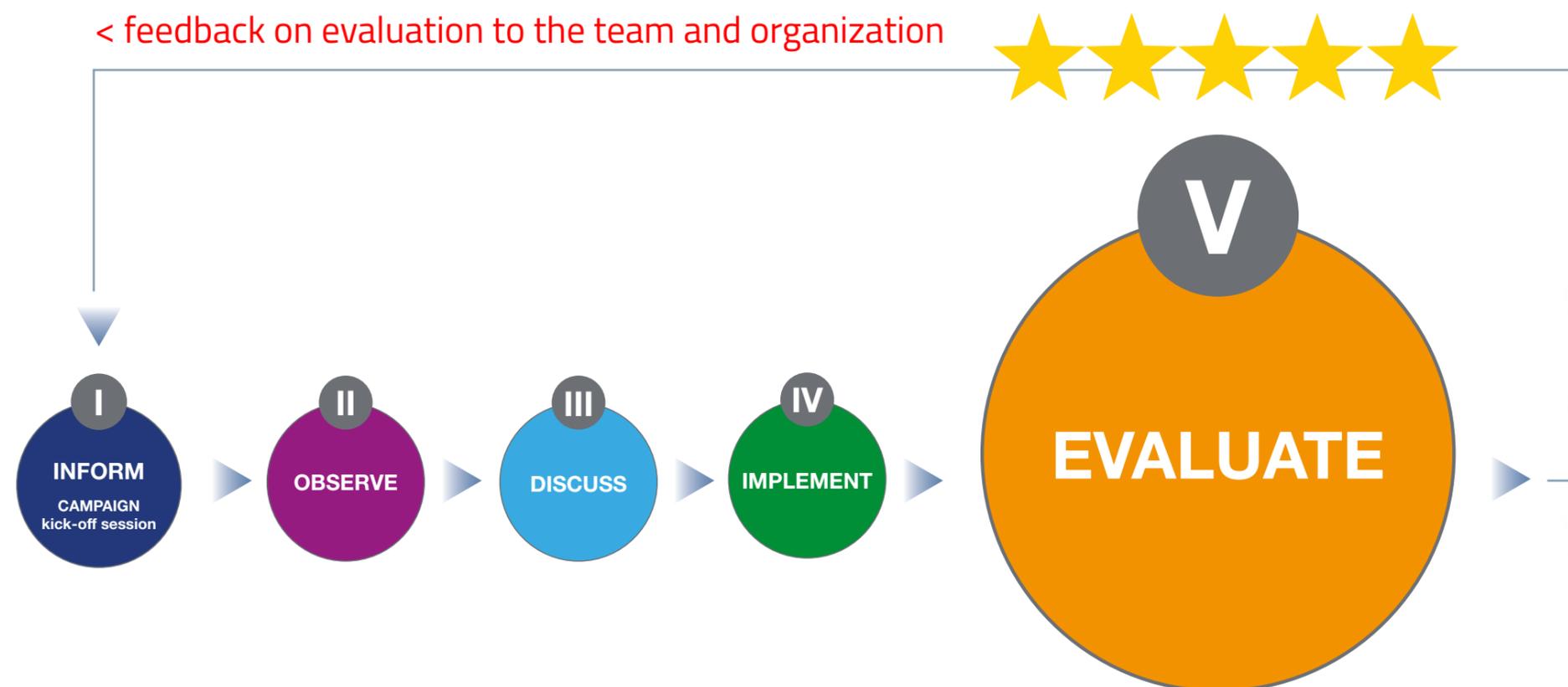
Implement the actions according to the **implementation plan**

Consists of:  
Advice and tips discussed and approved plus work plan, division of labour and time planning.

# V - Evaluate

An evaluation will take place after the implementation period. The overall course of the **'Don't get caught IN THE LINE OF FIRE'** campaign and the various aspects will be looked into. **What steps have been taken? What have we improved? What have we learned? What more can be done? What are the next steps?**

Take the action points, as defined in the **'observation phase'** and the **'discussion phase'**, and discuss the successes and new situations in practice. The structure of the HSElife NL campaigns has been set up in such a way that the campaign can easily be followed up to implement further improvements.



# Additional supporting tools

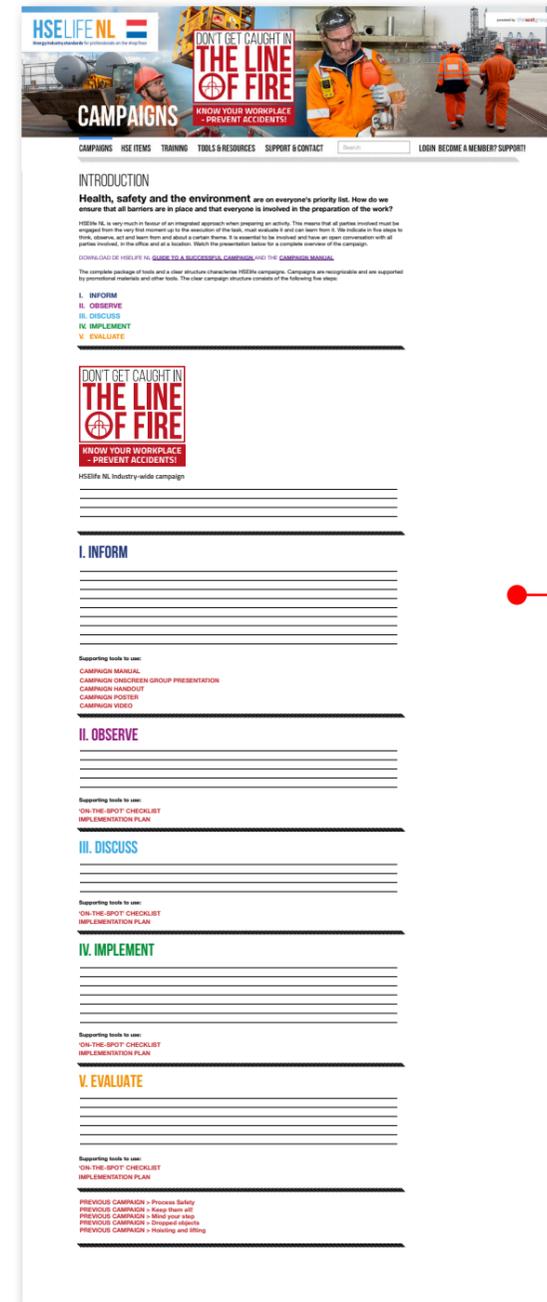
Use these additional supporting tools during the campaign

HSElife Newsletter #17  
**Campaign special**

Forward the link of the Newsletter within your organization.



**Poster**  
printable (A4/A3/A2...)



HSElife NL website  
**Campaign page**