



KEEP THEM ALL!

AVOID HAND & FINGER INJURIES

HSElife NL Industry-wide campaign

Campaign manual

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

-  - **INFORM**
-  - **OBSERVE**
-  - **DISCUSS**
-  - **IMPLEMENT**
-  - **EVALUATE**



Management system for a safer and healthier workplace

Content

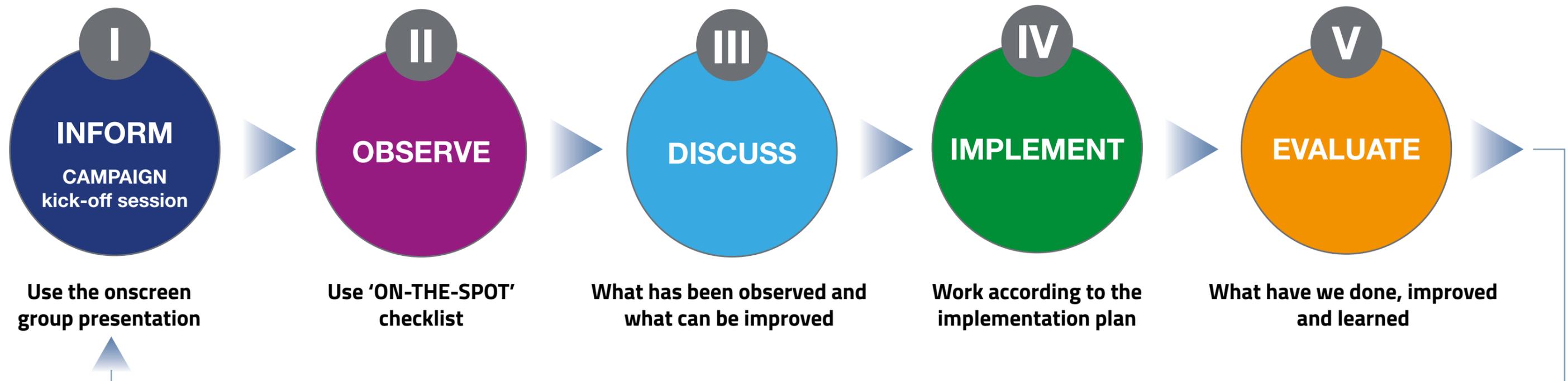
- Campaign routing
- I - Inform
- II - Observe
- III - Discuss
- IV - Implement
- V - Evaluate
- Additional supporting tools
- Communication tools

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

This **'Keep them all!'** campaign focuses on what you can do to avoid injuries to hands and fingers. 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, video 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** and the **video**

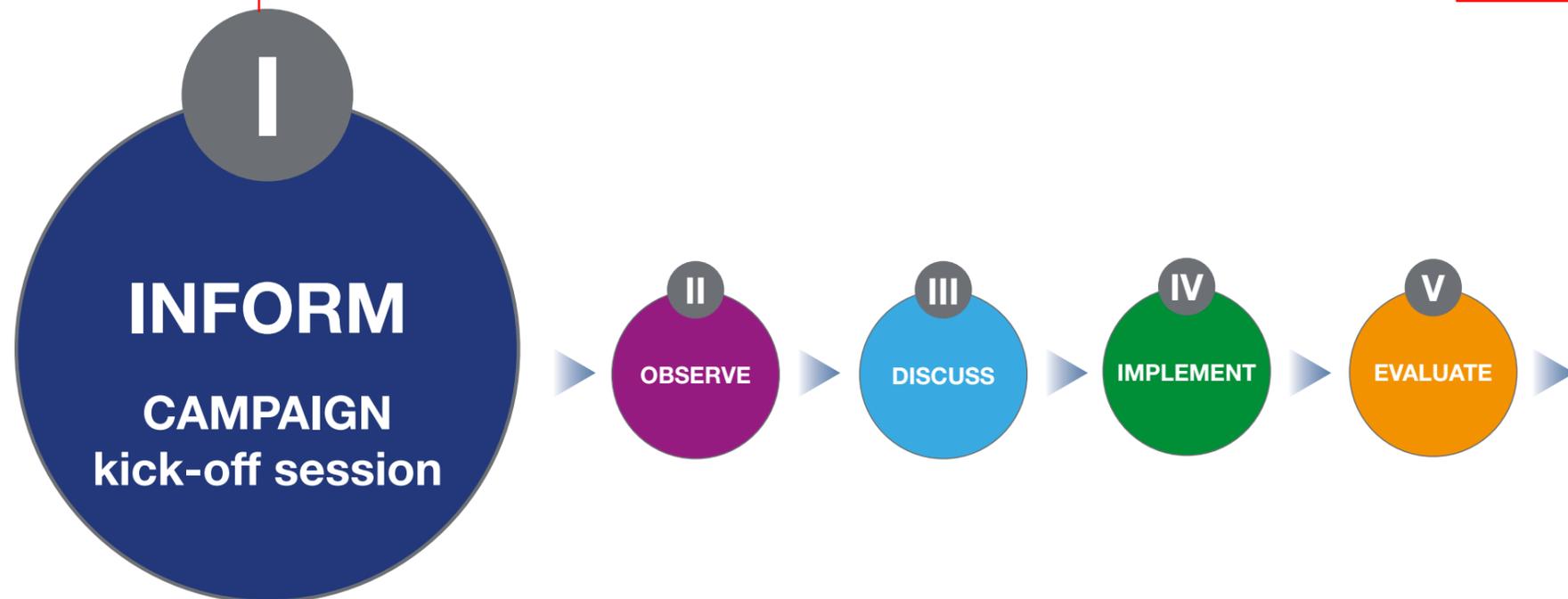


print the **poster** (A4/A3/A2...)



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)

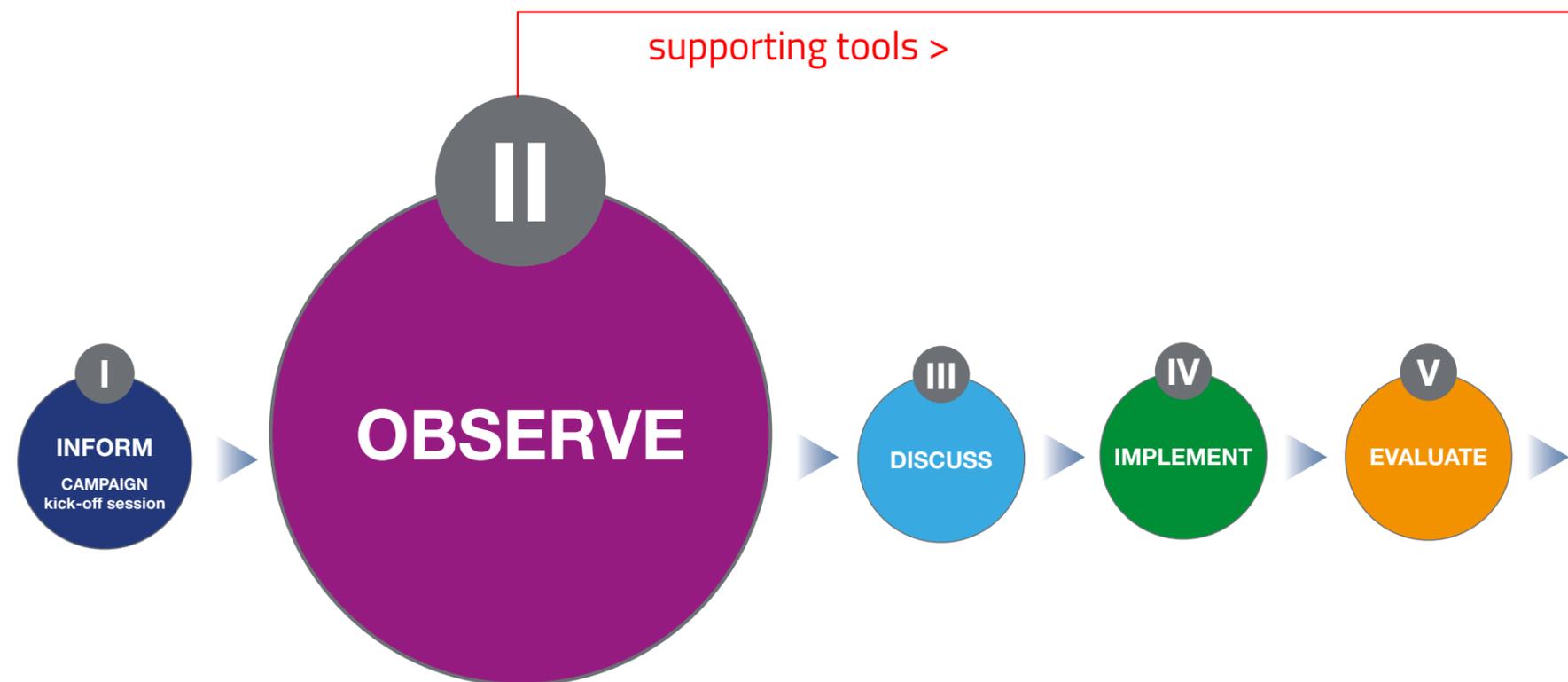
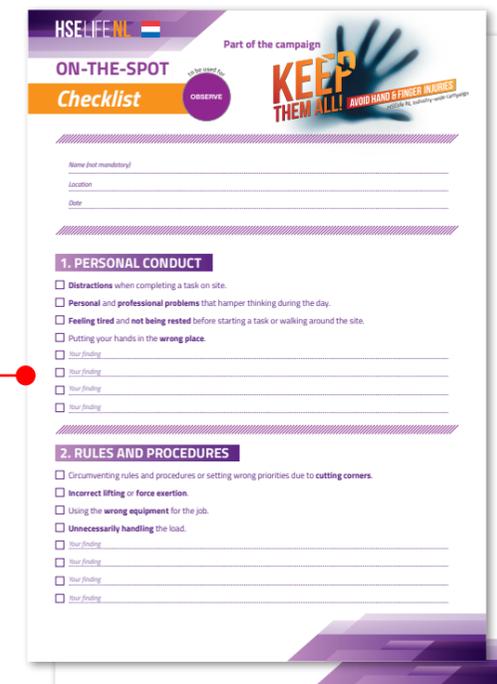
supporting tools >



II - Observe

Now the campaign can be put into practice. That means observing practical situations. What hazards do you see? What are the risks? 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

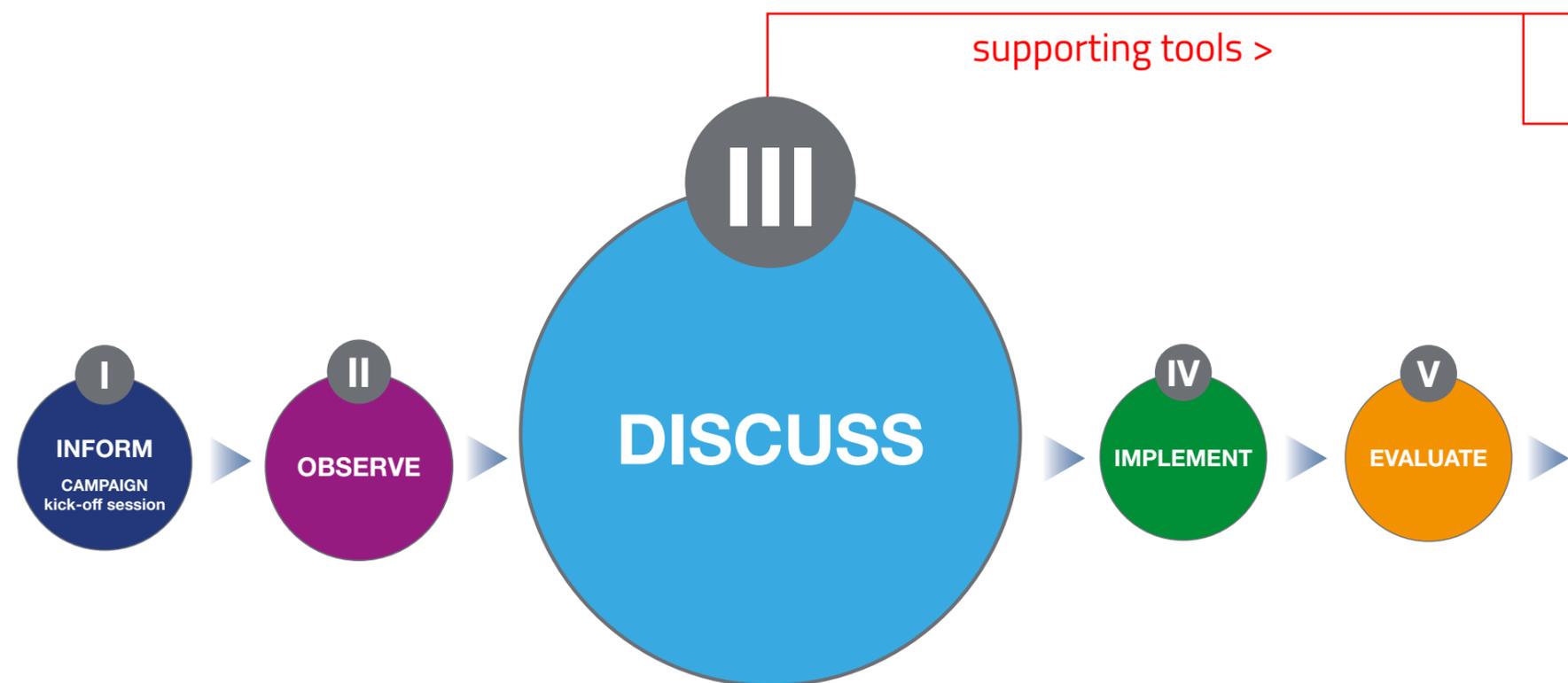


III - Discuss

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

supporting tools >



Make an **implementation plan**

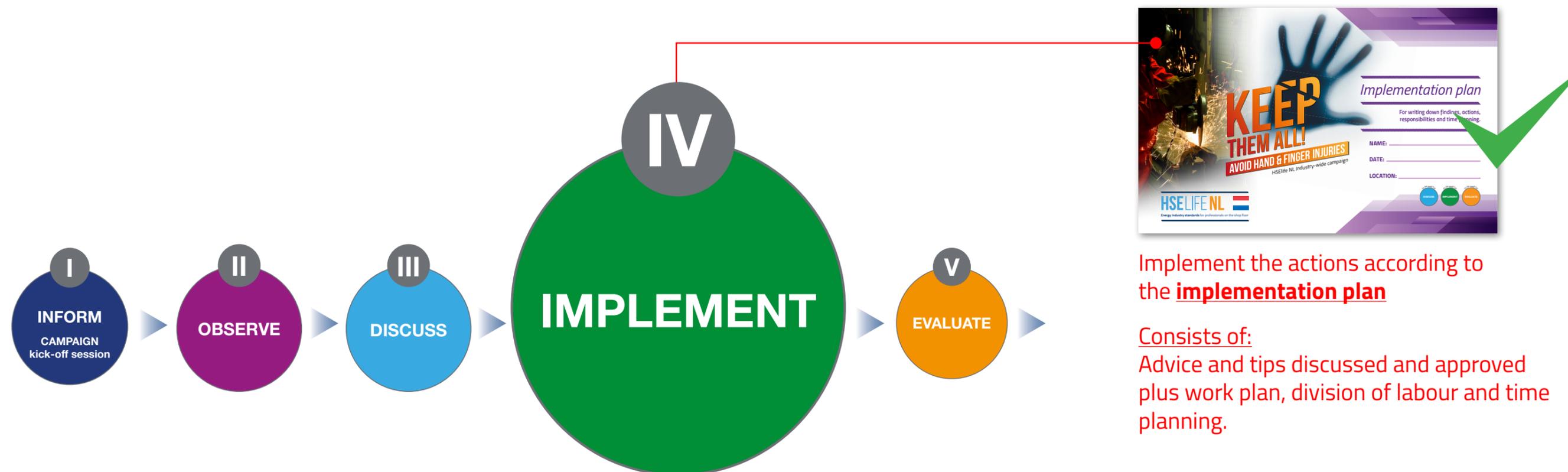
Advice and tips on various topics:

- 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**).



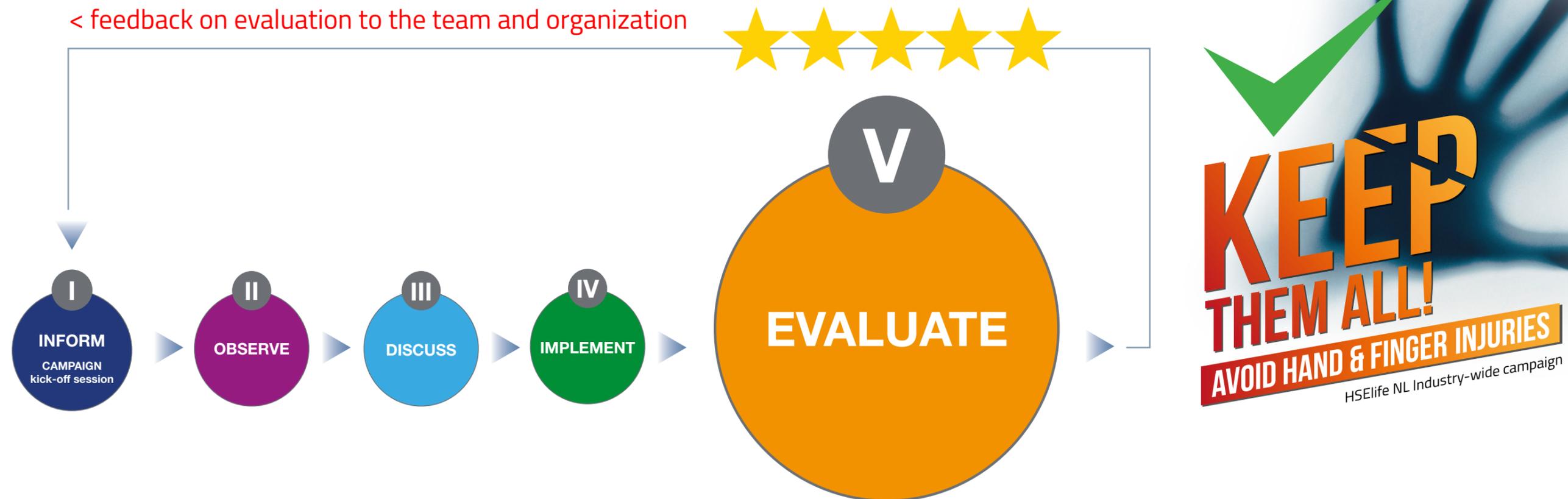
Implement the actions according to the **implementation plan**

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 'Keep them all' 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.



Additional supporting tools

Use these additional supporting tools during the campaign

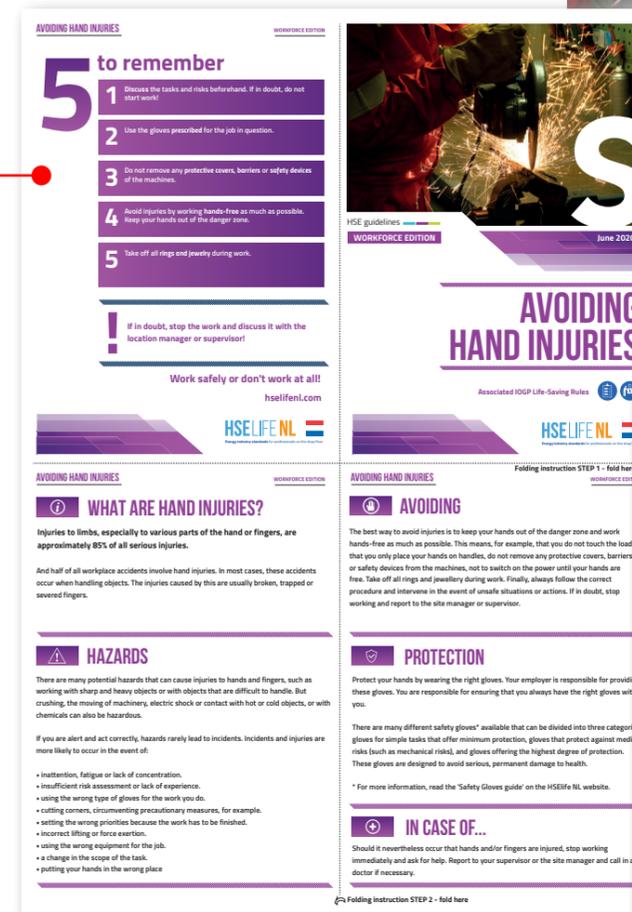
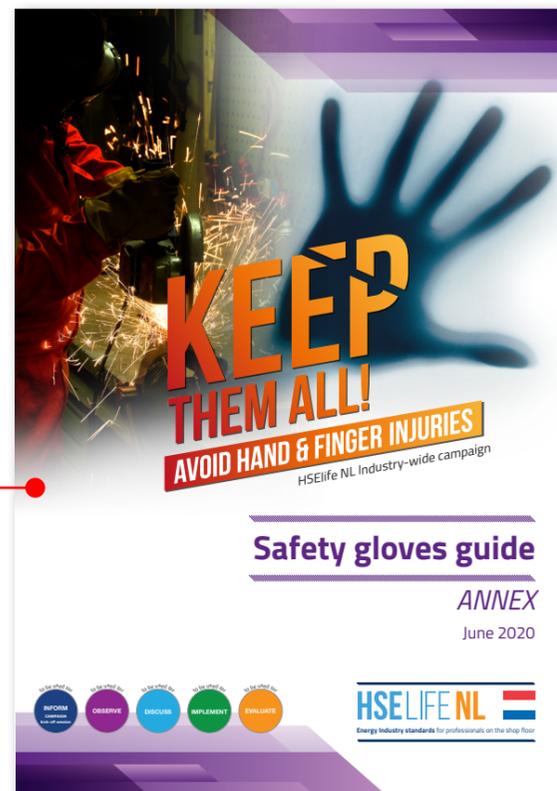
HSElife NL - HSE item
Avoiding hand incidents
(printable A4 > A6 + onscreen presentation)

+ ACTION FOCUS

Safety Gloves Guide
Forward this link within your organization.



Video
Use the video during the group discussion or individually.



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

Communication tools

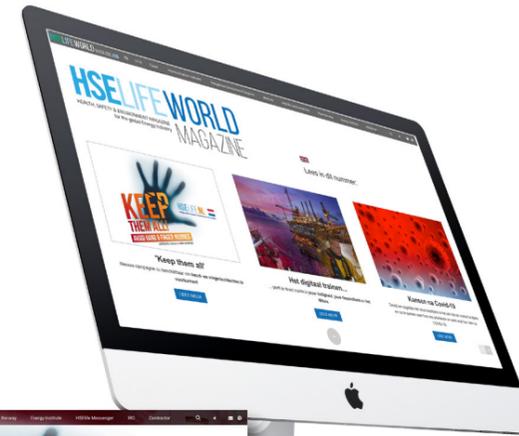
Use these additional supporting communication tools during the campaign.

HSElife World magazine
Campaign article

Forward the link to the magazine within your organization.

HSElife Newsletter #11
Campaign special

Forward the link of the Newsletter within your organization.



HSElife NL website
Campaign page

