



for suggestions and tips

## INFORM *handout*

associated with the onscreen  
group presentation

Name: .....

Organisation: .....

Date: .....

*Your input is very valuable and can potentially  
be used to improve existing processes.*

to be used for

INFORM

CAMPAIGN  
kick-off session

**HSE**LIFE **NL** 

Management system for a safer and healthier workplace



*Write your suggestions and tips here*

## 1. PERSONAL CONDUCT

### Points of discussion:

- 1 In what way can **personal conduct** contribute to injuries to hands and fingers?

---

---

---

---

---

---

---

---

---

---

- 2 How can we **adjust** our conduct to avoid injuries to hands and fingers?

---

---

---

---

---

---

---

---

---

---

*Write your suggestions and tips here*

## 2. RULES AND PROCEDURES

### Points of discussion:

**1** In what way can **non-compliance** with or **incomplete** rules and procedures contribute to injuries to hands and fingers?

---

---

---

---

---

---

---

---

---

---

**2** What steps can be taken to ensure that rules and procedures are **complied** with and **complete**?

---

---

---

---

---

---

---

---

---

---

*Write your suggestions and tips here*

### 3. PROTECTIVE EQUIPMENT

#### Points of discussion:

- 1 How can **incorrect** or **non-use** of personal protective equipment lead to injuries to hands and fingers?

---

---

---

---

---

---

---

---

---

---

- 2 What **measures** should you take to avoid these injuries from occurring as a result of the improper use of Personal Protective Equipment?

---

---

---

---

---

---

---

---

---

---

*Write your suggestions and tips here*

## 4. LOCATION

### Points of discussion:

- 1 Discuss the ways in which **the setup** of a workplace can lead to injuries to hands and fingers.

---

---

---

---

---

---

---

---

---

---

- 2 What **steps** can be taken to avoid injuries to hands and fingers?

---

---

---

---

---

---

---

---

---

---

*Write your suggestions and tips here*

## 5. HUMAN FACTOR

## Points of discussion:

- 1** Discuss which **human factors** can lead to injuries to hands and fingers?

- 2** What **steps** can be taken to avoid injuries from occurring in this way?

***We thank you for your cooperation!***