



## Project "Safety Improvement" of (Company)

### Plan of action

This suggested plan of action is based on the experience that success (in safety and loss control) can only be obtained by well identified management action and leadership. The results of the (safety) efforts are entirely in the hands of Company Management, working within a well defined process. Participation of employees is of vital importance and must be included in all actions originated by Company Management.

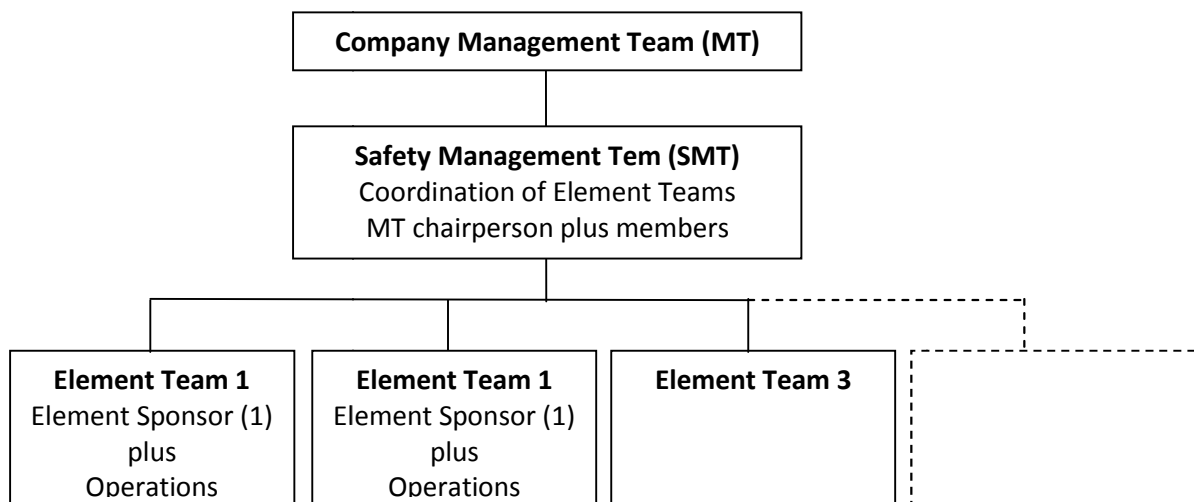
The proposal is based on the Topves "Platform Model" which incorporates the main ingredients for project success:

- management leadership and motivation
- making of a plan ("standing plan" or "management system")
- well trained and informed personnel
- execution of plan activities agreed upon, including evaluation, review and improvement

### Project organization

The project organization should assure management leadership and employee participation as well as the provision of knowledge and skills to develop and implement the work needed to reach objectives.

**Figure 1 – suggested project organization**



The project organization should be headed by the Management Team and include an operational Safety Management Team as well as so-called "Element Teams". The "Element Teams" are the teams that will put the safety system together to include the element activity to be approved by the Management Team. The Safety Management Team assures that element activities are properly coordinated and assures that the project moves along as determined by the Management Team.



## Suggested project planning

The project planning to include (in chronological order):

- the setting up of the project structure as described above, including assignment of people to various teams as well as description of team functions.
- assuring that adequate knowledge is available within the project teams as well as in the Safety Management Team to include knowledge of the elements to be part of the safety "system" as well as knowledge about how to build a management system to obtain results.
- the selection of system elements to be include in the first phase of the project. The (ISRS) will serve as a reference here. (It is recommended that the levels in the ISRS are used as indications only - these levels do not necessarily indicate the effectiveness level desired.)
- assignment of selected elements to element sponsors and their teams, the Element Teams
- development and description of element activities by Element Teams (see flow diagram in figure 2). This to include the actual activities as well as the element structure for effective implementation and improvement. The structure to include the assigning of persons to coordinate and supervise the actual activities as well as persons to periodically evaluate activities carried out and assess results obtained against objectives set.
- approval by the Management Team of the activities and objectives described by the Element Teams. These activities and objectives then become part of the Company Safety Management System for execution by properly trained personnel.
- training of personnel who will be involved in the execution as well as in the management of the element activities and in including periodic evaluation, assessment and review
- improvement and extension of safety system based on results obtained



Figure 2 – Flow diagram “Element Development”.

