



# Safety Improvement Form “SIF” Process

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SCA Box Hill

Trevor Meddis, OH&S Manager

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## Safety Improvement Form

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### ▪ What is a SIF?

- ◆ Safety Improvement Form (SIF)

### ▪ When is a SIF used?

- ◆ Process to address proactive safety ideas & incidents promptly that involve routine minor capital works
- ◆ Proactive Ideas – Eliminate or minimise workplace hazard risks
- ◆ Incidents – Hierarchy of Control measures

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# Safety Improvement Form



- 1. Reason Raised:**  Employee - Proactive Idea  
 Responsible Person (action resulting from an incident)

**Incident Ref No.**.....

**Raised By:**

Department:

Date:

**2. What needs to be improved?** (describe what happens now, hazard risks involved & area / department)

**3. What is your improvement idea or action?** (describe the control measure to eliminate or minimise risk)

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# Safety Improvement Form



If you are unsure about completing steps below, please see your Shift Manager to assist you.

**1. How will your control measure or proactive idea eliminate or minimize risk? (ie. prevent a reoccurrence)**

**2. Are there additional benefits other than Safety? (\$ Cost Saving, Time, Quality, etc)**

**3. Approximate Cost? (provide exact cost if known)**

**4. Proactive Idea Only:**

Approval by Shift / Line Manager: \_\_\_\_\_  
 Print: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by OH&S Rep: \_\_\_\_\_  
 Print: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Approval to Proceed:**

Approval by – Process Engineer: \_\_\_\_\_  
 Print: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by – Reliability Engineer: \_\_\_\_\_  
 Print: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by - OH&S Manager / Department: \_\_\_\_\_  
 Print: \_\_\_\_\_ Date: \_\_\_\_\_

**SIF Number:** \_\_\_\_\_

**6. Refer to OLT.** Reason: \_\_\_\_\_

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## Safety Improvement Form



### ■ Why SIF is a Best Practice Process?

- ◆ Replaces time consuming standard capex process for the vast majority of routine actions that require only minor capital works
- ◆ Improves time effectiveness to address “real root cause” OH&S issues via a simple form
- ◆ Encourages employees in particular to raise solutions to address work place hazards as part of culture improvement
- ◆ Ensures correct allocation between capital & expenditure
- ◆ Focuses on better Hierarchy of Control solutions

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## Safety Improvement Form



### ■ Process

- ◆ Form involves line management, OH&S reps & reliability engineering sign off to initiate
- ◆ Final approval by OH&S department
- ◆ Assigned SIF number & register maintained
- ◆ Originated department raises minor capex for subsequent management approval
- ◆ Capital code issued by Finance & communicated back to originating department who is accountable for planned works & invoices

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## Safety Improvement Form



### ■ Performance Status

- ◆ Commenced 2007, running for 5 years
- ◆ 210 SIF's submitted, average 42 per year
- ◆ Idea – 135 (64%), Incident – 75 (36%)
- ◆ Hazards Addressed –
  - Fire (5%),
  - Manual Handling (18%),
  - Slips, Trips & Falls (19%),
  - Traffic Management / PVS (13%),
  - Plant & Equipment (28%)
  - Work Environment (18%)
- ◆ Approximately 40% reduction in injuries during this period
- ◆ More proactive culture is evident

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