

intRAtrain™ “Keys of Safety” is the approach to *managing and developing* a Safety culture, by *focusing* efforts and resources on factors that count most towards *preventing* injuries and illnesses. It also provides a tool for measuring performance in areas where the only data is “after-the-fact”! Keys to Safety is a process with a *definite planned and organized effort*, whose purpose is to support all personnel to work in cooperative effort to prevent accidents.

The Keys of Safety include:

- Accountability
- Strategic Planning
- Compliance
- Safe Practices
- Hazard Identification
- Training
- Behavioral Safety
- Performance Tracking



Keys of Safety Tools and Resources

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- Safety Assessment / Audit
 - Assessment and Audit will review the current safety program components to determine areas for improvement.
- Employee Safety Training
 - Training provides the basic knowledge of the safety issues and concerns making employees more risk aware. Training is available in a variety of methods including online, classroom or blended learning.
- Training Documentation
 - Results of employee training/development are managed in an online system designed for ease-of-access to results and data.
- Behavior-Based Safety Observation Program
 - Behavior observations help engage the employee in the process and provide a level of ownership in the safety program.
- Safety Hazard Inspection and Audit Management Software
 - Software manages and tracks the completion of audits and inspections designed to verify a safe work environment exists.
 - Corrective Action Management Tool
 - Response and resolutions of failures discovered during observations, inspections, and audits is critical.
 - Allows for easy monitoring and assignment of corrective actions resulting
- Proactive Safety Incentive Programs

Within the Keys of Safety, our safety strategy focuses on three critical components: People, Process, and Commitment

People

- *People are the most important element of our safety program.* Employees are accountable for following procedures, actively participating in training, identifying hazards and implementing corrective measures.
- *It is necessary to educate employees to work safely.* Effective training programs to teach, motivate, and sustain safety knowledge are required to prevent injuries and occupational illnesses.
- *Each person is responsible.* Personal safety and the safety of co-workers is the responsibility of each of us.

Process

- *Injuries and occupational illnesses can be prevented.* Injuries and illnesses will be investigated to determine and eliminate the root cause to prevent future occurrences. Uniform metrics will track frequency and severity to drive improvement. Exposures can be controlled.
- *Safety assessments are conducted.* Reviews of facilities and programs are conducted to confirm effectiveness, identify best practices and to detect problems or weaknesses. Deficiencies will be addressed.
- *Compliance with safety laws and regulations is required.* In many cases, we will exceed these standards however; we accept them as a minimum acceptable requirement.

Commitment

- *Management is accountable for safety.* A safety management process provides a safe work environment, disciplined process enforcement, and a framework for continuous improvement. Proper safety management requires defining and meeting standards of performance.
- *Working safely is a condition of employment.* Safety is an integral part of every job. Working safely and seeking to eliminate hazards is a part of every employee's job.

Keys of Safety Benefits

- Built upon Beliefs, Values and a Code of Conduct
- Scalable, to grow with you
- Validated by many large manufacturing companies