

DIALOGUE GUIDE DÉPARIS

Participative Screening of the Risks

Procedure of use

1. Information by the Direction on the objectives and commitment to take account of the results of the meetings and the studies.
2. Agreement of the Safety Committee
3. Definition of a small group of workplaces forming a unit, a "work situation"
4. Designation of a coordinator by the Direction with the agreement of the workers.
5. The Déparis coordinator adapts the guide to the work situation by modifying terms, eliminating some irrelevant aspects, transforming others or adding additional aspects.
6. Constitution of a working group with key-workers of the work situation concerned, designated by their colleagues and with supervisory technical staff chosen by the direction. It includes at least a man and a woman in the event of mixed group.
7. Meeting of the working group in a calm room close to the working stations.
8. Clear explanation by the coordinator of the objectives of the meeting and the procedure.
9. Discussion sequentially on the aspects listed in each table, while concentrating on:
 - ◇ What can be done to improve the situation, by whom and when
 - ◇ What aspects require the assistance of a trained person
 - ◇ The cost of the suggested improvement measures and their possible impact on the quality of the product and the productivity: not (0), little (€), mean (€€) or high (€€€).
10. After the meeting, synthesis by the coordinator
 - ◇ The list of the points that need to be studied more in details with the priorities.
 - ◇ The list of solutions under consideration with indication of who can do what and when
 - ◇ The headings used, containing detailed information arising from the meeting
11. Presentation the participants, revision, additions...
12. Finalization of the synthesis.
13. Presentation of the results to the direction and the safety committee.
14. Continuation of the study for the unsolved problems, factor by factor, by means of the methods of level 2, **Observation** of strategy **SOBANE**

The following text can help to specify the goal of the meeting.

"During the meeting, we will review all the technical, organizational and relational aspects that make that work is more or less easy, effective and pleasant.

The objective is not to know if it is easy or pleasant to 20, 50 or 100 %.

It is to find what can be made in practice, immediately, in 3 months and later, so that it is more effective and more pleasant.

They can be engineering changes, new techniques of work, but also better communications, reorganization of the schedules, more specific trainings...

For certain points, the group should succeed in defining what should be changed and how in practice change it. For other aspects, complementary studies will have to be carried out.

The Direction commits herself to establish an action plan in order to implement for the best the solutions discussed."

1. Premises and working areas

To be discussed	Who can do what in practice and when?
<p>Workshops, offices and working areas</p> <ul style="list-style-type: none"> ✦ Of average size and nobody is isolated <p>Circulation paths (for people and vehicles)</p> <ul style="list-style-type: none"> ✦ Broad enough, well delimited by lines ✦ Not obstructed with objects, boxes, pallets... ✦ Good visibility <p>Accesses to the working areas</p> <ul style="list-style-type: none"> ✦ Easy, direct and of sufficiently broad (> 80 cm) <p>Obstruction appropriate storing and tidiness</p> <p>Storing spaces</p> <ul style="list-style-type: none"> ✦ Sufficient (binders, cupboards...) and easily accessible <p>Technical maintenance and house keeping</p> <ul style="list-style-type: none"> ✦ Working areas well and regularly maintained, pleasant <p>Waste</p> <ul style="list-style-type: none"> ✦ Sorted and evacuated correctly ✦ Enough containers, well located and appropriate <p>Floor</p> <ul style="list-style-type: none"> ✦ In good condition, level, secure, not slipping <p>Social premises</p> <ul style="list-style-type: none"> ✦ Showers, toilets, changing-rooms, canteen... ✦ Appropriate size, comfortable and well equipped <p>Emergency exits</p> <ul style="list-style-type: none"> ✦ Not obstructed, quite visible ✦ Signalled with appropriate pictograms 	
<p>Aspects to study more in detail</p>	



2. Work organization

To be discussed	Who can do what in practice and when?
<p>Work organization</p> <ul style="list-style-type: none"> ✦ Clear and appropriate ✦ Allows to work safely ✦ Work planning appropriate in time and space ✦ Work procedures clear and applied <p>Work circumstances</p> <ul style="list-style-type: none"> ✦ The places, tools, materials, stocks, unforeseen events, external requests, time... ✦ Allow applications of the usual work procedures and make possible a work of quality <p>The supply of the workplaces</p> <ul style="list-style-type: none"> ✦ Stocks neither too large nor too small <p>Independence between the neighbouring workstations</p> <ul style="list-style-type: none"> ✦ Neither too much, nor too little <p>Interactions and communications</p> <ul style="list-style-type: none"> ✦ During work between workers of the various workstations ✦ Easy and free <p>Means of communication</p> <ul style="list-style-type: none"> ✦ Voice, phones, computers... appropriate and pleasant 	
<p>Aspects to study more in detail</p>	



3. Work accidents	
To be discussed	Who can do what in practice and when?
Working clothes and personal protective equipments <ul style="list-style-type: none"> ✧ Appropriate, available, used, maintained, put away ✧ Dangerous products: masks, safety glasses, gloves ✧ Machines: glasses (against projections, splashes), gloves ✧ Work at height: helmet, safety harness... 	
Falls from height <ul style="list-style-type: none"> ✧ Handrails, anchorages, maintenance of the work at height equipment, lifting devices for people Falls on the ground: condition of the floor, tidiness, cleanliness... Falls or projections of objects <ul style="list-style-type: none"> ✧ Safety of the operations, storing of the tools and the material... 	
Mechanical risks <ul style="list-style-type: none"> ✧ Shocks, dragging, crushing, cuts, punctures, burns... ✧ From lack or neutralization of barriers, pulley covers; use of syringes, cutters, sources of heat 	
Procedures in case of an accident <ul style="list-style-type: none"> ✧ Clear, known and applied Analyses of the work accidents <ul style="list-style-type: none"> ✧ Systematic, complete, used First care first-aid room, first-aid kits, first-aid workers... well located and appropriate	
Aspects to study more in detail	
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4. Electricity, fire and explosions	
To be discussed	Who can do what in practice and when?
<p style="text-align: center;">Electricity</p> The general wiring <ul style="list-style-type: none"> ✧ Circuit breakers, fuses, grounds, signposting, protection The material wire, cables, extensions, earth... The equipment <ul style="list-style-type: none"> ✧ Connections, emergency stop, earth, maintenance, insulation, batteries. 	
<p style="text-align: center;">Fire and explosion</p> Inflammable or explosive materials <ul style="list-style-type: none"> ✧ Quantity, storage, ventilation, supply... Sources <ul style="list-style-type: none"> ✧ Flame, spark or sources of heat (static electricity...), signposting Fire fighting devices <ul style="list-style-type: none"> ✧ Automatic fire detection and extinction, fire extinguishers, hose reels, hydrants..., signposting Compartmentalisation of the areas, stairs <ul style="list-style-type: none"> ✧ Technical shafts, fire doors (condition, obstruction), filling in of the holes (cables, pipes...)... The internal intervention team: trained, available Instructions in case of fire <ul style="list-style-type: none"> ✧ Evacuation plans, fire alarms, emergency exit and gangways, meeting point, tests of evacuation... Signposting <ul style="list-style-type: none"> ✧ Storage sections, fire fighting devices, emergency exits and escape lighting, plans by floor... 	
Aspects to study more in detail	
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5. Controls and signals

To be discussed

Work orders: clear forms, lists...

Signals (screens, lamps...) and **controls** buttons, levers, pedals...

- ✦ In good condition

Localization

- ✦ Near and facing the worker, neither too high, nor too low
- ✦ Well located on the control board (number and colours of the buttons, lamps...)
- ✦ Emergency stop system (buttons, cables...) available and easily accessible

Characteristics

- ✦ In accordance with the stereotypes: needle moving from left to right, green = work.....red = stop, direction of the controls...
- ✦ Level of loud alarms or appropriate light intensity
- ✦ Size, form and dimensions (buttons, indicators...)

Force

- ✦ No excessive pressure with the finger or the foot...

Who can do what in practice and when?

Aspects to study more in detail



6. Work material, tools, machines

To be discussed

The material, tools and machines

- ✦ Hammers, pliers... fixed, portable, or lifting machines...
- ✦ Inventory available

Appropriate for each operation

- ✦ Isolated in a safety area (for dangerous machines)

Maintenance

- ✦ In good condition
- ✦ Regular maintenance, thorough annual checking
- ✦ Put away in case of problems (damaged cable, cracks, tears, general wear...)
- ✦ Cleaned up and put away according to the needs, in places easily accessible around the workstations

Dimensions and forms

- ✦ Easy to grab safely
- ✦ Easy to use without tiredness of the hands or arms
- ✦ Right or curved handles, not too long or too short, not too thick or too thin, not too rough or too smooth

Adapted to the worker and safe

- ✦ No parts that could wound
- ✦ Not too heavy; no vibration
- ✦ Adapted to the left-handers

Training

- ✦ On the safest and most efficient use of the material and machines

Who can do what in practice and when?

Aspects to study more in detail



7. Work postures

To be discussed

The repetition of the same gestures not continuously

Work postures: comfortable

- ✦ Straight back: no flexion nor torsion of the back
- ✦ Straight head: no flexion, extension nor rotation
- ✦ Shoulders relaxed: not raised
- ✦ Arms close to the body: not outspread nor raised
- ✦ Hands in a normal position: not bent
- ✦ Feet on the ground or on a rest-foot
- ✦ No work kneeled down or in crouching position
 - If not, knee support, cushion... available
- ✦ No repeated or uninterrupted unfavourable positions

Work heights (tables, desks, shelves, machine-tools...)

- ✦ Make possible this ideal work posture

Seated or seated/standing posture

- ✦ Preferred
- ✦ Appropriate seats, stable and comfortable
- ✦ Support of the forearms on the desk or armrests adjustable in height
- ✦ No obstruction for the legs under the desk

If upright work posture

- ✦ No obstruction in the movements
- ✦ Comfortable support of the thighs and/or the arms on support at appropriate height

Help means

- ✦ Stepladder... available for working at height.
- ✦ Stable, solid, easy to use safely (falls)

Who can do what in practice and when?

Aspects to study more in detail



8. Efforts and handling operations

To be discussed

Gestures and efforts

- ✦ Not abrupt nor too strong
- ✦ Without fast or repeated movements

Hand efforts

- ✦ Moderated, without wrist torsions
- ✦ No knocking with the heel of the hand

Loads

- **Light and balanced** (liquids, size of the bags...)
- **Comfortable to grab:** good handles, no cutting edges, not slipping, not too hot or too cold...
- **At good height** grabbed and dropped at the level of the waist
- **No torsions or bending of the trunk**
- **Carried only on short distances**

Mechanical assistance devices appropriate

- ✦ Hoists, trucks (pushed rather than pulled)... for heavy or unstable loads
- ✦ Belts, conveyor belts... for frequent transport
- ✦ High standard, well located, easy and rapid to use

Training on how to handle loads, adapted to the work situation

Tiredness at the end of the day acceptable

Who can do what in practice and when?

Aspects to study more in detail



9. Lighting

To be discussed

General lighting of the premises and the work itself

- ✦ Neither too much nor too little: sufficient to see the details of work, but not too large

Daylight and view outside acceptable through clean windows

No shade on the work

No reflections nor glares

- ✦ On the tables, metal or glass surfaces, plastic sheets, windows, screens...
- ✦ Especially by the sun: windows with curtains, blinds or sun screen
- ✦ No direct sight of the light sources

Lighting uniformity

- ✦ Of the working areas and gangways (staircases...)

Lamps

- ✦ Cleaned regularly
- ✦ Defective lamps or tubes are quickly replaced

Work on VDU

- ✦ The worker does not stand facing or turning the back at a window or at a significant source of light

Who can do what in practice and when?

Aspects to study more in detail



10. Noise

To be discussed

In the workshops

- **The ease to speak** at a distance of 1 meter
- **Personal protective equipments**
 - ✦ Ear plugs, ear muffs... available and used when necessary

In the offices

- **No discomfort, lapse of concentration**
 - ✦ Traffic, telephones, air conditioning, photocopiers, conversations...

Location of the workstations

- ✦ As far as possible from the noise sources

Means of communication

- ✦ Take the ambient noise into account

Noisy machines or installations

- ✦ Well maintained, equipped with hood

Holes, openings

- ✦ In the walls between the premises, slots around doors

Who can do what in practice and when?

Aspects to study more in detail



11. Chemical and Biological risks

To be discussed

Chemical and biological risks

- ✦ Inventory of the products available and up to date
- ✦ Documentation on the risks available

Training on the procedures and the risks

Procedures

- ✦ Of use: clear and respected (mixtures...)
- ✦ In case of incident (spill, splash...): respected

Labelling: appropriate and well labelled containers

Stocks (toxic, corrosive, flammable, biological... products)

- ✦ stored in adapted, isolated and labelled spaces

Dusts, chips, oils, vapour...

- ✦ Evacuated (ventilation, aspiration...) without setting in suspension or being dispersed

Chemical and biological waste

- ✦ Evacuated in a controlled way according to a known procedure
- ✦ In appropriate containers (dustbins)

Signposting

- ✦ Appropriate and respected: no smoking, risk areas...

Collective protections

- ✦ Showers, wash-hand basins, ocular showers... well located and in good condition

Personal protective equipments

- ✦ Gloves, masks, glasses, clothing...
- ✦ Appropriate, available and used

Sensitive personnel

- ✦ Women, pregnant or nursing women, young workers...
- ✦ Health monitoring

Vaccinations: in order

Hygiene

- ✦ Nobody eats on the workplace
- ✦ No fungi nor moulds

Air Renewal: sufficient

- ✦ the air is fresh, pleasant to breathe, without odours

Smokers: Smoking zones well located and ventilated

Who can do what in practice and when?

Aspects to study more in detail



12. Thermal environments

To be discussed

Temperature

- ✦ Neither too warm nor too cold, no significant variations

Humidity : not too dry nor too humid

No draughts: by the windows and the doors

Cold, heat and humidity sources

- ✦ Removed: water, vapour, machines, sun...

Clothing

- ✦ Comfortable: overalls, laboratory apron...

Protective clothing




- ✦ If necessary (insulating, water-proof, anti-radiations...)
- ✦ Quality, appropriate and comfortable




Drinks: available in case of conditions too hot or too cold


Who can do what in practice and when?


Aspects to study more in detail



13. Vibration	
<p style="text-align: center;">To be discussed</p> <p>The vehicles (lifting trucks...)</p> <ul style="list-style-type: none"> ✦ Appropriate for the work to be performed ✦ The floor, the circulation paths, the tires, the suspensions, the seats are in good condition <p>Vibrating machines (grinders, drills...)</p> <ul style="list-style-type: none"> ✦ Appropriate for the work to be performed ✦ Not too heavy and without vibration ✦ In good condition and regularly maintained <p>Tools, bits, discs...: adequate and in good condition</p> <p>Training</p> <ul style="list-style-type: none"> ✦ Vehicles, machines and tools well used ✦ Good work postures, forces, work with 1 or 2 hands.... 	<p style="text-align: center;">Who can do what in practice and when?</p>
Aspects to study more in detail	
  	

14. Autonomy and personal responsibilities	
<p style="text-align: center;">To be discussed</p> <p>Orders and expectations: no contradictions</p> <p>Range of initiative</p> <ul style="list-style-type: none"> ✦ Everyone can adapt the way he works without disturbing the team work <p>Autonomy</p> <ul style="list-style-type: none"> ✦ Everyone can leave his workstation and take a short break (toilets, drinks) without disturbing the production <p>Freedom of contact</p> <ul style="list-style-type: none"> ✦ Everyone takes himself the contacts considered as necessary with peripheral (maintenance, purchase, quality...) or external departments <p>Degree of attention: average according to</p> <ul style="list-style-type: none"> ✦ The seriousness of the actions to be taken ✦ The unpredictable nature of the events <p>Decisions</p> <ul style="list-style-type: none"> ✦ Limited number of possible choices ✦ Information available ✦ Decisions not too difficult to take ✦ Required speed of reaction normal <p>Responsibilities</p> <ul style="list-style-type: none"> ✦ Neither too many nor too few ✦ Everyone knows his own responsibilities and appreciate them <p>Errors</p> <ul style="list-style-type: none"> ✦ Everyone can correct his errors by himself 	<p style="text-align: center;">Who can do what in practice and when?</p>
Aspects to study more in detail	
  	

15. Work content	
<p style="text-align: center;">To be discussed</p> <p>Work interest: interesting and diversified</p> <ul style="list-style-type: none"> ✦ Preparation tasks, quality control, final improvement, maintenance... <p>Qualifications</p> <ul style="list-style-type: none"> ✦ Everyone's work corresponds to his function and his professional capacities ✦ It makes it possible to use and develop these capacities <p>Information and training</p> <ul style="list-style-type: none"> ✦ Of everyone (young, temporary and older workers) ✦ Specific to everyone's work ✦ About the procedures, the risks and the prevention methods ✦ When taking on the job and periodically thereafter <p>Emotional load: dramatic errors, environment (hospital)...</p> <ul style="list-style-type: none"> ✦ Not too heavy 	<p style="text-align: center;">Who can do what in practice and when?</p>
Aspects to study more in detail	
	

16. Time constraints	
<p style="text-align: center;">To be discussed</p> <p>Work schedules and work program</p> <ul style="list-style-type: none"> ✦ Received sufficiently in advance ✦ Allow everyone to organize his working day as he wants ✦ Flexible within given margins <p>Work rate: not excessive</p> <ul style="list-style-type: none"> ✦ Lost production can be made up rapidly <p>Group autonomy: the group organizes himself concerning</p> <ul style="list-style-type: none"> ✦ The work schedules and holidays ✦ The work distribution, breaks, rotations ✦ The production delays ✦ The overtime ✦ The peak and drop periods of work (short-time working) ✦ Additional and last minute work <p>Work interruptions: Few unexpected events</p> <p>Breaks</p> <ul style="list-style-type: none"> ✦ Frequent and short ✦ Organized taking into consideration the workload, the postures hardness, the repetitive constraints, and the mental fatigue. 	<p style="text-align: center;">Who can do what in practice and when?</p>
Aspects to study more in detail	
	

17. Work relationships between workers and with the hierarchy

To be discussed

Communications during work

- ✧ Always possible, on matter related or unrelated to the work
- ✧ The work and spaces organization allows to see each other

Allocation of work: impartial within the group

- ✧ Everyone knows exactly his work and his role

Mutual assistance between workers for work problems

Consultation about the work : regular

- ✧ Between the workers, the departments and the hierarchy
- ✧ To define, plan and allocate the work
- ✧ To solve the problems

The hierarchy: known, appreciated and respected

Relations with the hierarchy

- ✧ Harmony, confidence, cooperation and good social climate
- ✧ No strained relations, no conflicts of interest...
- ✧ Support in case of work or personal difficulties
- ✧ Delegations...

Workers suggestions and remarks

- ✧ Encouraged, heard and taken into account
- ✧ The problems are reported

Evaluations

- ✧ Everyone knows how his work is evaluated
- ✧ When and how he is monitored
- ✧ Evaluation criteria and consequences are known
- ✧ Everyone is informed about his evaluation results
- ✧ Everyone's work is correctly appreciated

Who can do what in practice and when?

✧

Aspects to study more in detail



18. Psychosocial environment

To be discussed

Promotions: possible

- ✧ According to clear and unbiased criteria known and approved by all
- ✧ On the basis of the evaluations and according to the performances

Discriminations

- ✧ None according to age, sex, origins or personal characteristics
- ✧ Neither to be hired nor to be promoted

Employment

- ✧ Stable
- ✧ Confidence in the company integrity and future
- ✧ Substitutions in case of diseases and the use of temporary workers are well managed

Salary

- ✧ Correspond to the required capacities and work performed

Company council and safety comities: satisfactory

Psychosocial problems

- ✧ Dissatisfaction, stress, harassment, personal problems...
- ✧ Support facilities and procedures exist and are used
- ✧ Information is given
- ✧ Preventive actions are carried on

Living conditions in the company

- ✧ Allow personal and professional development
- ✧ Compatible with private life (family...)
- ✧ All the workers are on the whole satisfied

Who can do what in practice and when?

Aspects to study more in detail



Synthesis

Report here the general appreciations of the headings, by colouring the box in green 😊 yellow 😐 or red 😞

Work situation			
1. Premises and working areas	😊	😐	😞
2. Work organization	😊	😐	😞
3. Work accidents	😊	😐	😞
4. Electricity, fire and explosions	😊	😐	😞
5. Controls and signals	😊	😐	😞
6. Work material, tools, machines	😊	😐	😞
7. Work postures	😊	😐	😞
8. Efforts and handling operations	😊	😐	😞
9. Lighting	😊	😐	😞
10. Noise	😊	😐	😞
11. Chemical and Biological risks	😊	😐	😞
12. Thermal environments	😊	😐	😞
13. Vibration	😊	😐	😞
14. Autonomy and individual responsibilities	😊	😐	😞
15. Work content	😊	😐	😞
16. Time constraints	😊	😐	😞
17. Relationships between workers and with the hierarchy	😊	😐	😞
18. Psychosocial environment	😊	😐	😞

Inventory of the proposed improvement measures and of the complementary studies to realize

N°	Who?	Does what and how?	Cost	When?	
				Projected	Realized