# My Personal Action Plan

### My first steps to implement Vision Zero and the 7 Golden Rules into my field of work

Vision Zero is the vision of a world without occupational accidents and work-related diseases. Its highest priority is to prevent fatal and serious work accidents and occupational diseases. Vision Zero is the goal of a comprehensive culture of prevention.

Accidents at work and occupational diseases are neither determined by fate nor unavoidable – they always have causes. By building a strong prevention culture, these causes can be eliminated and work-related accidents, harm and occupational diseases be prevented.

Vision Zero is a transformational approach to prevention that integrates the three dimensions of safety, health and wellbeing at all levels of work.



The ISSA’s Vision Zero concept is flexible and can be adjusted to the specific safety, health or wellbeing priorities for prevention in any given context. Thanks to this flexibility, Vision Zero is beneficial to any workplace, enterprise or industry in all regions of the world.

**How to use this action plan**

The action plan is determined to document measures, best practice examples, ideas, tools, and notes to implement Vision Zero into your field of work.

**A safe and healthy workplace is possible. Now it’s up to you!**

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| **Golden Rule 1**  **Take leadership – demonstrate commitment**  **Be a leader – wave the ﬂag! Your conduct as a leader is decisive for the success or failure of safety and health in your enterprise.** | |
| **My personal goals** | |
| 1. I demonstrate safety and health, set the standards and serve as a role model for my employees and managers. | |
| 2. The importance of safety and health is known to everyone in my enterprise and we discuss it openly. | |
| 3. I act consistently and demonstrate the importance that safety and health at work have for me. | |
| 4. I invest in safety and health in the enterprise. | |
| **Golden Rule 2**  **Identify hazards – control risks**    **Risk assessment serves as the essential tool for the timely and systematic identification of hazards and risks, and to implement preventive actions. Accidents, injuries and near-misses should also be evaluated.** |
| **My personal goals** |
| 1. I make sure that an assessment of risk in my enterprise is prepared, documented and updated at regular intervals. |
| 2. Occupational accidents, near misses and critical incidents are reported, statistically recorded and evaluated to determine the potential for improvements. |
| 3. We use the insights gained from the risk assessment and from accident analysis to make improvements. |

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| **Golden Rule 3**  **Define targets – develop programmess**  **Success in occupational safety and health requires clear goals and concrete steps for implementation, which should be established in a programme.** |
| **My personal goals** |
| I have established clear goals for safety and health. |
| I plan concrete activities to reach my goals. |
| 1. I establish performance figures to verify the effectiveness of my measures. |
| **Golden Rule 4  Ensure a safe and healthy system – be well-organized**  **Systematically organizing occupational safety and health in your enterprise is a good idea. It pays off and is easy.** |
| **My personal goals** |
| 1. Structure, responsibilities, competencies, procedures and processes – occupational safety and health in my enterprise is well-organized.  **1** |
| 2. Safety and health in the enterprise is an important factor when filling management positions. |
| 3. The organization of safety and health in my enterprise meets or exceeds the applicable legal requirements. **3** |
| **Golden Rule 5**  **Ensure safety and health in machines, equipment and workplaces**  **Safe production facilities, machines and workplaces are essential for working without accidents. Health effects must be considered as well.** |
| **My personal goals** |
| 1. We make sure that the current safety standards are met in the construction and/or procurement of new production facilities, machines and equipment, and in the design of workplaces. |
| 2. In the daily operation of production facilities, machines and equipment, I make sure that the safety devices work reliably and are used. |
| 3. We ensure that our production facilities, machines and equipment do not pose any significant health risks **3** |
| **Golden Rule 6**  **Improve qualifications – develop competence**  **Invest in the training and skills of your employees, and make sure that the required knowledge is available at every workplace.** |
| **My personal goals** |
| 1. We know which qualifications and competencies are necessary for the safe and healthy operation of our production technology and to avoid disruptions. **1** |
| 2. I invest in the systematic training and continuing education of my employees, and also support their further personal development. |
| 3. I put the expanded or new competencies of my employees to use and assign them suitable new responsibilities. |
| Knowledge leads to safety, which is why I highly value practical, comprehensible instructions for employees. |
| **Golden Rule 7**  **Invest in people – motivate by participation**  **Motivate your staff by involving your employees in all safety and health matters. This investment pays off!** |
| **My personal goals** |
| 1. I demonstrate my personal appreciation to the employees. I also expect this from all managers and senior staff. |
| 2. I use the topic of safety and health at work to establish and develop a positive working culture. |
| 3. In our enterprise, we have established structures that are helpful for participation and motivation. **3** |