

VISION ZERO

7 Golden Rules for Small Businesses



Preamble

This ISSA Guide “VISION ZERO: 7 Golden Rules for Small Businesses” completes the VISION ZERO Guides (www.visionzero.global/guides), which are offered by the International Social Security Association (ISSA) within its successful VISION ZERO Strategy, launched at the XXI. World Congress on Safety and Health 2017 in Singapore.

This Guide is based on the ISSA Guide “VISION ZERO: 7 Golden Rules for Zero Accidents and Healthy Work”. It is a special offer for small businesses, where the employer herself / himself is the only leading person, being responsible to manage alone the safety, health and well-being of her / his employees. In order to meet this ambitious challenge, it is important for the employer to care for her / his own safety, health and well-being thus offering a pro-active role model behaviour to her / his workers.


The VISION ZERO prevention strategy and its 7 Golden Rules is an offer for enterprises and businesses from all over the world, for all industrial branches and for all sizes. More than 11,000 enterprises, trainers and supporters are committed meanwhile to the VISION ZERO initiative. This guide intends to expand its benefit to small and medium businesses where only one management level (the employer, the boss herself / himself) is in place, as those simple 7 Golden Rules offer the framework for success in creating a culture of prevention especially in these businesses as well. In order to make them applicable for small businesses, the 7 Golden Rules are “translated” for the needs of those businesses and the number of checkpoints and recommendations are reduced. By this, the ISSA intends to support the sustainability and economic success of those enterprises.

Rate the Golden Rules


- ☐ **GREEN:** Fully implemented
- ☐ **YELLOW:** Room for improvement
- ☐ **RED:** Action required




Golden Rule 1: **“Take Leadership – Demonstrate Commitment”**
means for small businesses:

1 Taking leadership in safety, health and well-being are a matter for the boss		Individual Rating	Overall Rating
I am responsible for my employees and for myself.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
I motivate and exemplify others to work safely and healthy.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I question unsafe and unhealthy behaviour and make it an issue.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I give priority in my actions to safety, health and well-being.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I follow the rules consistently, being aware that I am the role model for my workers.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I stop unsafe and unhealthy action at once.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I request from all my clients safe and healthy basic conditions in order to deliver my services.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	

Golden Rule 2: **“Identify Hazards – Control Risks”**
means for small businesses:

2 Eliminating hazards at the workplace		Individual Rating	Overall Rating
I systematically look at how we work and where hazards occur.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
I give a special focus to developing measures from near miss situations, unsafe behaviour, first aid cases and accidents.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I am sensible to health risks for my workers and myself.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I develop suitable preventive measures for hazards, which cannot be eliminated.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I ask for external help in order to identify major hazards and evaluate risks.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	


Golden Rule 3: **“Define Targets – Develop Programmes”**
means for small businesses:

3 Setting goals to improve safety, health and well-being		Individual Rating	Overall Rating
I develop goals for safety, health and well-being together with my employees.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
Together we define concrete measures and necessary steps for implementation in our daily routine.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Intermediate results provide cause for correction and incentive to continue.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I know and manage the main indicators that affect my work.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	


Golden Rule 4: **“Ensure a safe and healthy system – be well organised”**
means for small businesses:

4 Organising safety, health and well-being		Individual Rating	Overall Rating
I check and implement legal requirements of my country.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
I use external expert advice if necessary.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I take care that responsibilities are clearly defined and communicated.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I appoint competent employees to take care for special safety and health tasks.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I examine the safety and health effects for my employees of every operational decision.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I give special focus to first aid and rescue chains for every job in my business.		<input type="radio"/> <input type="radio"/> <input type="radio"/>	


Golden Rule 5: **“Ensure safety and health in machines, equipment and workplaces”** means for small businesses:

5 Using safe and healthy work equipment 	Individual Rating	Overall Rating
I pay attention to safety and health standards when procuring machines, tools, work equipment and working materials.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
I regularly check the safety of my machines, tools, work equipment and workplaces.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I include health issues (emissions, noise, vibration etc.) in those checks.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I provide necessary personal protective equipment (helmets, masks, safety shoes, goggles, fall protection, hearing protection etc. ...) to all my employees.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I avoid malfunctions and reduce the risk of accidents by regular maintenance.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I verify that the Personal Protective Equipment (PPE) is used in the correct way and is adequate for the task.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

Golden Rule 6: **“Improve qualifications – develop competence”** means for small businesses:

6 Improving safety and health by training and instructing 	Individual Rating	Overall Rating
I only assign tasks to my employees, if I know they are able to perform safely.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
If necessary (e.g. new machines, new technology, new substances), I provide suitable training for my employees.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I instruct my employees also in health and safety before starting work, if necessary every day.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
I regularly check the correct operation and use of safety devices.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

Golden Rule 7: **“Invest in people – motivate by participation”** means for small businesses:

7 Working together safely and successfully 	Individual Rating	Overall Rating
Everybody in my business shall contribute to safety and health and well-being.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/>
I give positive feedback to motivate my employees.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
We act as a team, respect and help each other.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
Everybody has the duty to follow our rules and to stop work, if she / he is not sure that it is safe.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	
We talk openly to each other and check our safety and health situation regularly.	<input type="radio"/> <input type="radio"/> <input type="radio"/>	

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