Addressing **DISTRACTIONS** on Mine Sites A FACILITY SELF-AUDIT GUIDE

Distractions on mine sites can be deadly. The scale and power of equipment used, coupled with ever-changing site conditions, requires complete and undivided attention be given to the task being performed. The aggregates industry goes to great efforts to train miners about the hazards associated with mining – but even years of excellent training can be undone with just seconds of distraction. Distractions can, and do, result in catastrophes that cause major damage, severe injuries, and death.

This self-audit guide accompanies NSSGA's "Addressing Distractions on Mine Sites" poster. On the following pages you will find a series of questions to help guide facilities in identifying current practices around distractions and where improvements can be made. This downloadable document can be used so facilities can systematically work through the audit section-by-section with their teams and are encouraged to include employees from all operational levels. The audit can be done annually or biannually to reassess programs and track changes over time.

*Disclaimer

The NSSGA materials for "Addressing Distractions on Mine Sites", including this document, are to be used as a general guide and are not intended as a sole source of information, nor are they intended to provide legal advice. Users are encouraged to seek technical advice from qualified professionals familiar with individual sites, safety programs, tasks and company policies and procedures. NSSGA is not responsible for any acts or omissions taken by any party using this document for reference.



PLANNING:

1. What messages do we send as a company that address distraction in the workplace?

How and when are these messages communicated?

2. Do we have a multidisciplinary team dedicated to planning activities such as addressing distraction in the workplace? YES NO

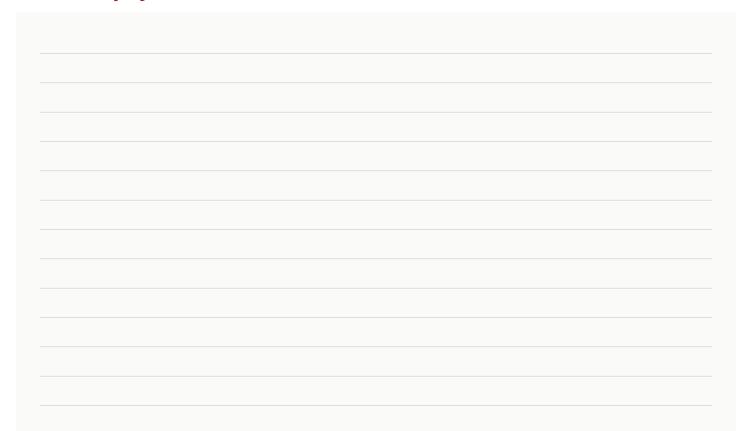
IF YES: How often does this team meet? What previous work have they engaged in? What are their current goals? How can the team improve and how can management support the team?



IF NO: Who would we include on such a team? (E.g., what departments and roles should be included?) When should the team meet and how frequently?



3. What does the data show about our current incident trends? How could distraction play a role in these incidents?



4. What are our current safety practices/policies related to distraction?



Do these practices/policies meet the needs of our workplace? YES NO

How can they be improved?



HAZARD IDENTIFICATION:

1. What are our policies around multi-tasking (e.g., texting and driving, use of cell phones, etc.)?

How can these be improved?

2. Do we address distractions as part of our job hazard assessments? YES NO

3. What potential distractions exist for common jobs done at our facility?



4. How do we encourage a culture where employees can talk about distractions and fatigue?



How can we continue growing our company culture around distraction awareness?





1. Where do we address distractions in our training programs?

How can we improve our training programs around distraction?



2. How do we train and communicate about not being a distraction to one another on the job?

3. What materials do we have in our resource library that address distraction?

What gaps are there in our resources?

4. Do we use nudges or other reminders to stay mindful while doing a task? YES NO IF YES: What are they? Are there others we should add?

IF NO: Where would nudges or other reminders be beneficial and what could they be?

POLICIES AND PROCEDURES:

1. Do our existing policies and procedures emphasize the importance of maintaining focus on the task at hand? YES NO

2. What policies do we have around cell phone use, texting, fatigue, etc.?

Are there gaps in our policies?

3. During incident investigations, do we include distraction or lack of focus as a contributing element? YES NO

IF YES: Do we share our findings and use what we learned as a training tool and how do we keep from blaming or targeting individuals?



IF NO: How can we improve our investigation procedures to address distraction and share information without blaming or targeting?



4. Do we use "do not disturb" signs or barriers when specific tasks are ongoing (e.g., welding) to reduce distraction? YES NO

IF YES: Are there other tasks or situations where we should use signage to reduce distraction? Are there other types of signage that could be used?



IF NO: For what tasks or situations would such signs or barriers be valuable?



CHECKING AND REVIEW:

1. Have we reviewed historical accident investigations to highlight where distraction could have been a contributing factor? YES NO

IF YES: How can this information help inform our facility and improve safety?

IF NO: What do we think this data would show? How can we implement this?



2. Have we reviewed near miss or near hit events to analyze what role distraction may have played? YES NO

IF YES: How can this information help inform our facility and improve safety?



IF NO: What do we think this data would show? How can we implement this?



3. When do we have safety conversations?

How do we ensure these conversations happen at the right time and do not themselves

How do we ensure these conversations happen at the right time and do not themselves become a distraction?

4. How do we address distractions during day-to-day operations?

What could we add or change to improve and keep distraction awareness high?

