

## SOP – Health and safety management by means of improvement board with magnets

### Make sure that everyone is informed upfront of why you are attending the meeting.

- Agree with farmer/head of meeting who takes care of this.
- Find out whether you are allowed to provide feedback after the meeting.



### Observe the whiteboard meeting. Afterwards, ask questions eg:

About the scope of the meeting

- Same leader of the meeting every time?
- Who should/can participate?

About the aim of the meeting

- What do you want to achieve with the meetings?
- Which factors are involved in your most productive meetings?

About the effect of the meeting

- What is the effect of your meetings?
- What could improve?



### Introduction to the magnets:

- Inform about the purpose and how to use the magnets.
- Allow them to get acquainted with the magnets. Look at the pictures and talk about them.
- Involve the employees in finding ways of using the magnets at your meetings.



Place the magnets in a visible spot on the whiteboard.

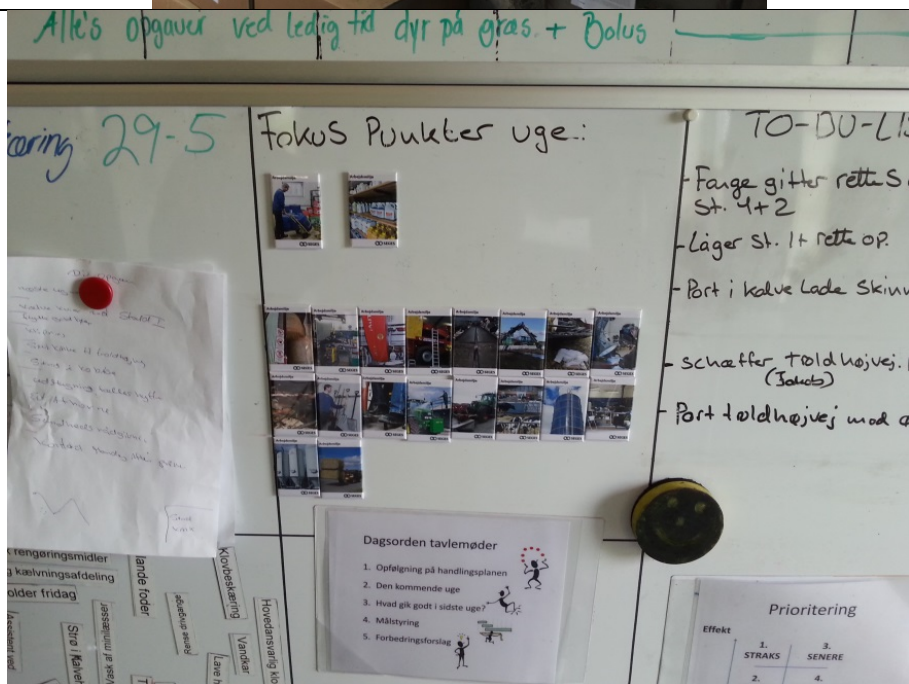
Here is plenty of room: A regular place for the magnets and an area for focus points above.



Move a magnet into the area of weekly focus points

At any time, anyone can move a magnet into the area of weekly focus points.

The topic of the magnet will then be discussed at the next whiteboard meeting.



The 'owner' of the magnet explains why he/she chose this topic.



### Talk about the topic:

- Be curious about why the topic was chosen.
- Talk about the extent of the problem and the consequences, do not talk about solutions yet.



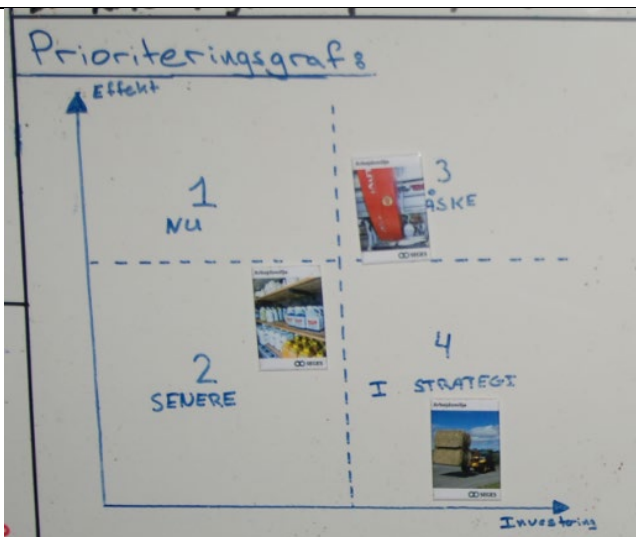
### Put the magnet in the area of actions, if the topic calls for action.





Talk about **solutions** to the problem.

- Use the priority field, consider effect/effort
- Please find more solutions and chose the one/ones to start with.



Agree who is **responsible** and **set a deadline** for completion of the task.

Emne:	Ansvarlig:	Deadline:
Defekte stiger Købe nye	Ole køber	1/7
Glatte gulve Spalter rides	Allan undersøger pris	15/7
Gyllegas Købe gasdetektor	Simon køber	1/8

Add the task to your **action plan in the WPA.**

Årsag til problemet	Løsning	Ansvarlig og hovedansvarlig	Frist, prioritering og effekt
Defekte stiger, fare for fald.	Stiger kasseres og nye købes.	Ole køber nye stiger og sørger for de gamle bliver kasseret.	1. juli. Høj prioritet. Hindrer fald pga. defekter
Glatte gulve, fare for at dyr og mennesker glider eller falder.	Gulve inde ved køerne rides af professionelt firma.	Allan undersøger priser ved forskellige firmaer og sørger for at gulve bliver ridet.	Priser undersøgt 15. juli Gulve ridet 1. september Høj prioritet Hindrer faldulykker
Gyllegas inde og ude.	Gasdetektor købes og bæres af personer der håndterer gylle. Anvendes også til stikprøvekontrol.	Simon køber gasdetektor.	1. august Høj prioritet Identificerer og hindrer ulykker med gyllegas

**At the next meeting** review whether the problem is solved or if other solutions are required.  
Do not remove the magnet before the problem is solved.



### Why focus on health and safety at whiteboard meetings?

Agriculture is the most dangerous occupation in Denmark. Many accidents might have been avoided with a stronger focus on safety. In many cases, people only focus on health and safety every three years when they update the WPA folder, but that is not nearly enough. The whiteboard magnets are a method to increase focus on health and safety in the daily routines and to involve employees in the discussions, providing them with a greater sense of ownership and more knowledge of how to look out for themselves.

The magnets can also be used by employees with difficulties reading and writing. A magnet with a photo also provides a quick overview instead of text. Experience shows that the magnets change the attitude towards safety. Both employees and leaders say that it has become more natural to have a brief discussion about safety during the day, which has led to a much stronger focus.



Se "European Agricultural Fund for Rural Development" (EAFRD)

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