

# OHS line managers meeting

January 2019



# Agenda

- Ericsson OHS Policy and Zero Tolerance Safety Rules and related training courses
- News from MELA OHS
- Update on applicable legal regulation
- Revision of RF OHS risk assessment record
- RF OHS update
- OHS Incident statistic for 2018
- Incident Reporting in TIA Tool
- Where to find more information



# OHS Policy



- Ericsson provides safe and healthy work-environment
- Vision is Zero Major Incidents
- Occupational Health and Safety (OHS) integrated in all Ericsson operations
- Prevent incidents, injuries and work related ill-health by:
  - › risk based approach
  - › work places and work processes
  - › **Zero Tolerance Safety Rules**
  - › continuous improvement of work environment
  - › competence development and training,
  - › meeting customer and Ericsson requirements as well as relevant
- - › OHS legislation in all markets
  - › [Global OHS web page](#)



# Ericsson's 7 Zero Tolerance Safety rules every employee must know (no exceptions)



While driving , do not use your phone and do not exceed speed limits



No alcohol or drugs while working or driving



Do not walk within a drop zone



Always wear seat belt



Protect yourself against falling from height



Use correct lifesaving PPE whenever required



Verify energy isolation before work

# Zero Tolerance Rules training

The Zero Tolerance Rules video is already in ITM as a WBL Course

Item ID	Item Tittle	Short Link
LZU1512240	OHS Zero Tolerance Rules	<a href="https://links.lmera.ericsson.se/1512240">https://links.lmera.ericsson.se/1512240</a>

# OHS INDUCTION COURSE (REVISED VERSION)

Safety starts with me. Take the new mandatory Occupational Health and Safety (OHS) Induction Course. The course has already been automatically assigned to you in ITM if you have not taken the previous version in 2018. The Occupational Health and Safety Induction Course is available and assigned to you in ITM and you can now take the training by using one of the below links:

[Link](#) for Regular employees

[Link](#) for External employees. If you have any questions or concerns, please do not hesitate to contact us on [ITM.external@ericsson.com](mailto:ITM.external@ericsson.com)

**The course is mandatory**, takes approximately 30 minutes, and must be completed before **January 31, 2019**.

The course in multiple languages will be uploaded and a separate email will be sent to FSO employees later. **The deadline for FSO employees is March 31, 2019.**

Reassignment is set for every 2 years.

# OHS transformation status

The organizational transfer of OHS from GF to MAs effective Aug 1, 2018 is at implementation stage in MELA of the following deliverables approved by *MELA OHS Board on October 29<sup>th</sup>*:

[Roles & Responsibilities](#)

[Governance](#)

[Funding guideline](#)

[Targets & Results](#)

[Training Plan](#)

[MELA OHS major incident reporting process](#)

[Ways of Working - OHS self/team-assessment tool for line managers](#)

**The finalization of the new MELA OHS Organization effective Jan 1<sup>st</sup>, 2019 is ongoing.**

## MELA OHS major incident reporting process

- The notification of major incident or fatality shall be started by the:
  - CPM in case of for incident related to projects (DGS or NRO)
  - MSCOO in case of MS contract
  - SDM in case of Service level agreement. (SLA)
  - **Line Manager in case of incident non-related to projects/MS contract/ SLA**fill in the [flash report](#) with the initial data about the occurrence and sent to CU OHS SME lead with copy to MELA OHS Head
- CU OHS SME lead will check and, if it needed, will complete any missing data in the [flash report](#) about the major incident or fatality
- CU OHS SME lead will send the [flash report](#) to predefined receivers (see next slide) + involved CPM/MSCOO/line manager (to ensure the communication with customers)

The above mentioned activities shall be completed not later than 24 hours the occurrence happen

- Major incident and fatality shall be recorded in [GIRT \(Global Incident Reporting Tool\)](#) by
  - CPM in case of for incident related to projects (DGS or NRO)
  - MSCOO in case of MS program
  - **Line Manager in case of incident non-related to projects/programs**once he/she is aware about the occurrence.
- An internal investigation about the root causes of the incident, driven by one OHS SME within MELA OHS Organization, shall be initiated and completed as soon as possible (\*) indicating root causes and actions to avoid it will happen again.
- OHS SME will appoint the investigation from relevant areas (sourcing, asp manager, HR, etc.)
- Regular updated would be distributed on a weekly basis as a minimum until the investigation is closed and a clear action plan and root cause analysis is defined to predefined receivers (see next slide) + involved CPM/MSCOO/line manager
- [Incident Investigation Report](#), once finalized the investigation shall be:
  - approved by the Head of CU NMSD (for incident related to NRO/MS projects/programs), Head of CU DGS (for incident related to DGS project/programs), or Head of Function at Geography level of involved person (for incident non-related to projects/programs)
  - distributed by the OHS SME responsible for the investigation to the same recipients of the flash report + involved CPM/MSCOO/line manager.

(\*) In case an official investigation by local authorities is started, the internal investigation will not close until the official one is finished to avoid to have different conclusions about the same incident.

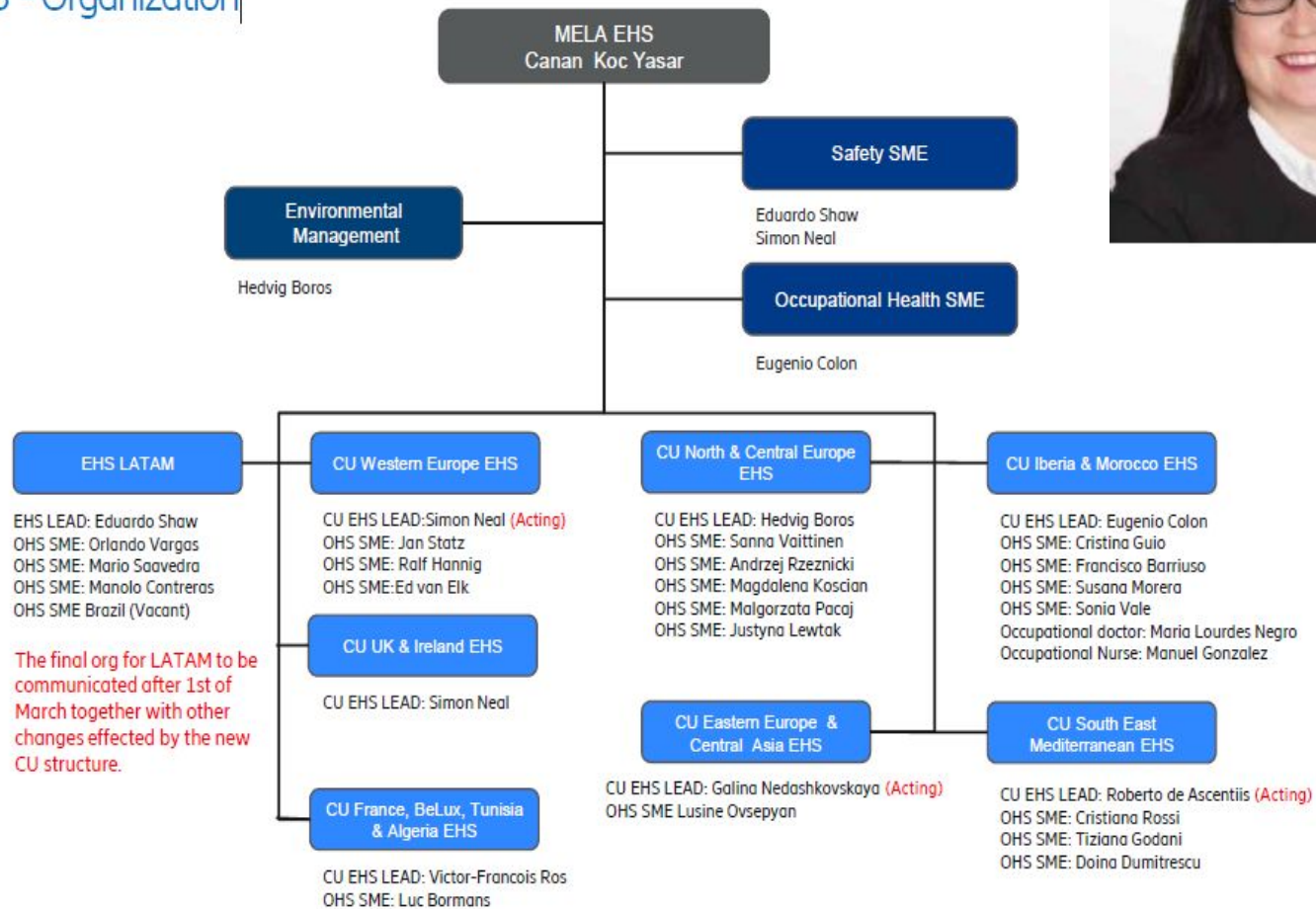
Notifications are for internal use only and shall not be forwarded outside of the recipients unless expressly agreed with Head of MELA NMSD, Head of HR and /or Head of MELA Marketing Communications & GIR



# EHS New Organisation



## MELA EHS - Organization



The final org for LATAM to be communicated after 1st of March together with other changes effected by the new CU structure.

As from February 1, 2019, one OHS SME will be dedicated as OHS Team Lead per Customer Unit.

# MELA Occupational Health Safety - Roles & Responsibilities

- MELA is **geographically** responsible for work related, occupational, health and safety, not only operationally. This means that MELA is responsible for health and safety at work for all Ericsson employees and vendors in all MELA countries, **including the MELA hosted units, like R&D sites and factories**. *Some exemptions exist.*
- MELA is responsible to fulfil three types of OHS requirements:
  - Local legal OHS requirements, our minimum OHS requirements
  - Ericsson's customers OHS requirements on Ericsson
  - Internal (Ericsson) OHS requirements.
- While certain roles and units in MELA have extraordinary responsibilities regarding OHS towards employees and all other workforce members, also **every single employee and workforce member is responsible for their own Occupational Health and Safety and also, in general, in the environment they work or act in on behalf of Ericsson**. This may be in- or outside of Ericsson premises (e.g. on the road, on customer site or when working from remote).

# New OHS MS in RUSSIA

- С 1 января 2019 г работники смогут получить оплачиваемый выходной для прохождения диспансеризации раз в три года. Для того, чтобы получить такой день, работник должен написать заявление на имя руководителя. Диспансеризация проводится по месту жительства работника, ее организатором является государство. Сотрудники обязаны согласовать день диспансеризации с работодателем заранее. Во всех случаях за работниками сохраняется их трудовой стаж и средняя заработная плата.
- В 2019 году Минтруд с помощью автоматизированных проверок будет выявлять предприятия, которые не провели Спецоценку. Директор Департамента условий и охраны труда Минтруда рассказал, будут ли сейчас массово штрафовать организации, которые не успели оценить условия труда на рабочих местах.
- Минтруд сообщил, что **начал разработку** проекта об исключении подпункта 3.2.2.4, в котором указана работа на компьютере, из перечня вредных и опасных производственных факторов. По мнению Минтруда, работы на компьютере не являются работами с [вредными и опасными условиями труда](#) и не связаны с риском получения производственных травм и [профессиональных заболеваний](#). Поэтому [подпункт 3.2.2.4](#), по которому необходимо проводить [предварительные](#) и [периодические медосмотры](#) работников, которые работают за компьютером, нужно исключить. Если законопроект примут без изменений и работу за компьютером перестанут считать вредным производственным фактором, то специалистам по охране труда не нужно будет включать соответствующих работников в списки на медосмотры. Кроме того, женщин-офисников не нужно будет освобождать от работы за компьютером или уменьшать время [работы за компьютером на период беременности](#).

## Revision of RF OHS risk assessment record

- [Risk assessments](#) Risk assessments are conducted to identify the most significant risks in a given work situation. The results provide the basis for preventive actions; the higher the risk, the more important it is that actions are taken to reduce its probability and/or consequence. The results are also critical input to the [target setting process](#) for OHS.
- Risk assessments carried out on a yearly basis in all organizations and for separate projects involved high risk activities.
- Occupational Health and Safety Risk Management Group Instruction can be found [here](#).
- [RF OHS Risk assessment record](#) The task for all is to review current version and decide whether changes are needed or not. Send your input via mail by Feb 15<sup>th</sup> to Lusine Ovsepian. After collecting all inputs the final version will be finalized and send for approval.

# RF OHS update. Incidents status

Date of occurrence	Occurrence title	Type of occurrence	Status
09.10.2018	Падение сотрудника с антенно-мачтового сооружения	Accident	Action in progress
04.07.2018	Leg injury on site	Accident	Completed
22.06.2018	BS 42304-EAS-NSK fall from height	Accident	Completed



## RF OHS update. What is done

- OHS Committee is established.
- OHS training for newcomers.
- OHS training for newly appointed line managers.
- Routine safety briefing.
- Assessment of working places conditions.
- State Labour Authority Inspection was held in Nov-Dec





# RF OHS update. What is planned for 2019

Global and MELA OHS targets for 2019 are not set yet.

- External ISO audit in April.
- OHS training for newcomers.
- Safety briefing for employees.
- Specific OHS training at training.
- Assessment of working places conditions.
- Development OHS manual
- Safety day in April



Your suggestions ??????

# MELA OHS leadership, implementation and execution phase

For the implementation of the OHS Framework in the units in MELA geography, we acknowledge that MELA Legal Entity and Country Managers play a very crucial role.

Next steps:

**1. Reflect on your own priority of and role to prevent OHS incidents.** Help to do so: the [MELA CU LT and Legal Awareness training](#) (30 min) produced by MELA CU UK & Ireland OHS role models.

**2. Communicate the output from MELA OHS feasibility phase,** which can be found [here](#), to all your local leaders and employees (including hosted units), including the mandatory trainings.

**3. Establish and lead a country specific OHS governance** (as part of your existing country LT meeting or as an extension).

**4. Ask your local line managers to call their teams to an OHS self-assessment workshop** (by using the [OHS self-assessment tool](#)) and based on the result, develop their 2019 OHS improvement plan by the end of February, 2019.

**5. Lead by example in daily work.** To get inspiration: listen to the [MELA OHS leadership learning session](#) by MELA CU UK&I.

You can find the MELA OHS organization as well as all related instructions and guidelines at:

[MELA OHS site internal.com](#)

# Recommended usage method

## Line manager OHS self-Assessment tool

- To be done continuously, e.g. together with your team
- Status to be sent to your superior according to agreed frequency, saved in a dedicated folder together with the AP list/improvement plan (if needed).
- To be reviewed with Unit's line manager and local OHS representative annually.
- Unit's review of the status of action plans twice a year via the IPM reviews

**Health & Safety requirements** according to Ericsson ⇔  
 MELA group policy\*

MELA line manager minimum OHS requirements check list	Fulfilled (yes/no)
Apply a risk based approach to control and prevent work-related hazards and report incidents	
Analyze root causes and trends to drive continuous improvement	
Design work places, work processes to prevent ill-health or injuries from occurring while managing work related stress by utilizing work-life balance tools.	
Effectively communicate the Zero Tolerance Safety Rules so that employees, contractors and suppliers understand their purpose and adhere to them and intervene and report if any un-safe acts or conditions are observed.	
Work together with our employees, customers, suppliers and other stakeholders to continuously improve our work environment and provide competence development and training as a natural part of individual- and team development to secure appropriate knowledge.	
Meet legal (local) OHS requirements, and <i>agreed</i> customer and Ericsson requirements	

\*Group Policy, 01103-3152, Rev. E, approved by Börje Ekholm

\*\*Ericsson and MELA

# LINE MANAGER – Detailed OHS checklist (1)

Line manager OHS checklist - What you as a leaders must do	Fulfilled (Yes/No)	Evidence (Expected answers when an OHS audit - What the auditor is looking for)?
Have you understood why you need to lead by example - put top priority on, prevent, integrate, recognize health and safety in daily work?		<i>Show your OHS awareness and commitment, including your preventive, integrated ways of working with OHS</i>
Do you have an OHS training plan for you, your team complying with the local law?		<i>Show your training plan and training status</i>
Do you have an OHS budget for your team's required OHS activities?		<i>Show your approved OHS budget for current year</i>
Are your employees motivated to prioritize OHS in daily work? How do you lead and communicate to your team to keep them engaged and updated?		<i>Show your team's OHS training status, including showing how you lead, communicate to and recognize your employees to ensure they are engaged</i>
How do you ensure the effectiveness of your OHS activities?		<i>Explain your way of reviewing effectiveness: ensure that your OHS</i>
Have you communicated, implemented the Group OHS Policy throughout your team?		<i>Explain how you communicated the policy to your team members. List the various OHS activities you do to ensure that you fulfill the Ericsson OHS group policy.</i>
How do you ensure you are compliant, up to date with the local OHS law?		<i>Show that you conduct internal meetings to review OHS, including that you have local OHS law compliance/changes check on the agenda</i>
What annual OHS objectives have you incorporated into your responsibility? How do you ensure that they are being met? How do you identify needs to improve the OHS objectives?		<i>List your OHS objectives (must be SMART), employees OHS IPM targets if any. Clarify a) how you govern that the objectives are met, b) review your OHS performance/compliance</i>

**Note: The KEY here is what YOU are doing to involve yourself in OHS. Answers such as "we have OHS person and it's his responsibility" is neither sufficient nor what an auditor is looking for.**

# MELA Best Practices – OHS Ways of working

CU UK / LMI OHS best practices, highly recommended to be implemented across all countries	Fulfilled (yes/no)
Monthly CU / Country Head LT OHS meetings ONLY FOCUSING ON OHS	
Monthly country NMSD Head LT meetings	
LT / line manager Legal Awareness Training	
OHS Quarterly Employee Committee meetings, chaired by a local senior manager. Members of the committee should be: Head of country manager, REFM, HR, OHS, LD, Sourcing, PMs	
OHS SME meetings (local Head of OHS & Project Specific OHS SME's).	
Executive Site Visits (Internal & Customer)	
Person in Charge of Works (PICW) Passport Scheme	
Ms SMS Risk Assessment Tool	
Incident Reporting Analysis (statistics and trends) and management / incident closure	
Annual ASP Audit Schedule for high risk ASP's	
Common F2F on-boarding / induction of new employees and ASP's	

# Incident Reporting Tool –(TIA tool, GIRT)

When a health and/or safety incident or near miss has occurred, it is important that it is reported and managed properly in order to remedy the damage and prevent recurrence.

## **Employee:**

Report the incident to your manager immediately by using email or phone. Go to **My Support and Requests** , click on OHS and report the incident in the system. [Video - How to report an OHS incident \(01:56 min\)](#)

## **Manager:**

[This is your incident reporting responsibility as a manager \(Quick guide\) \(doc\)](#)

[Training - Incident training for line managers \(Ericsson Academy\)](#) Training - Incident training for line managers (Ericsson Academy).

**Incident:** An undesired occurrence which causes or creates a personal injury or damage to property, materials or equipment.

**Near miss:** An undesired occurrence which under slightly different circumstances could have resulted in an incident.



# Where to find more information

[Global OHS web page](#)

[MELA OHS web page](#)

- [RF OHS web page](#)



Health & Safety

- > MELA OHS
- > Roles & Responsibilities
- > Organization
- > Governance
- > Funding guideline
- > Targets & Results
- > Training Plan
- > Ways of Working
- > OHS Incident Reporting
- > OHS Country information
- > SharePoint site

Add subpage

## MELA Occupational Health & Safety

by: [Eugenio Colon](#), MA Europe & Latin America | Jan 9, 2019

[Details](#) ▾

We exist as a business in order to serve our customers and help them achieve their targets and address their needs. An appropriate and efficiently administered Occupational Health and Safety (OHS) system serves as an assurance for our clients that we act as a responsible employer, and that our products and services are produced and delivered in a safe and competent environment.

Occupational Health and Safety (OHS) is an integrated part of the Ericsson Group Management System (EGMS) and aims at identifying and managing risks, performing training and auditing in effective ways. In simple terms there are five reasons why OHS is vital for Ericsson:

1. To ensure we act as a responsible employer and corporate citizen.
2. To protect life, health and safety of our employees in relation to our operations.
3. By investigating incidents we can ensure corrective actions and improvements are made to prevent recurrence whilst communicating the lessons we have learned.
4. To protect the commercial interest of Ericsson and our customers.
5. To protect the Ericsson brand.

