

Action Note 2020 – 03/02 : Chapter 10 Operational Training

Purpose:

This action note is to inform all field staff of the need to change induction protocols for OVs and MHI's

Background:

Previously POV's, OV's and MHI's had substantial induction periods in plants before being deployed operationally. Given our current deployment prioritisation, this is not practical to maintain.

Procedure:

With immediate effect;

Lead OV's to draw up or review existing plant daily/weekly protocols, (Including MHI offline duties) and ensure that there is a copy in the plant "Plant Administration" Sharepoint folder clearly named as "Plant (NUMBER) Daily & Weekly Protocols"

Field Operations Coordinator with SMHI's to ensure that the FSS plant induction documents, Safe Systems of Work, Inspection Point Risk Assessment and Generic Plant Risk Assessment are in the Health & Safety folders.

POV's/ PMHI's who have completed only the theoretical part of the OV course will require to spend one day in each type of plant with a full OV/MHI. (Red meat SH, White meat SH, GHE).

The POV's must make themselves aware of the plant protocols where possible, by accessing this document and by contacting the plant lead OV in the first instance for any plant specific requirements.

(In the absence of the lead OV, contact the SOV or FVM to request any additional information.)

They should also access the plant specific Risk Assessments and Inspection Point Risk Assessments (IPRAs) in the plant Health and Safety folder and the Plant Daily & Weekly protocols in the Plant Administration folder.

MHI's & OV's Who have not worked in a specific plant, should also make themselves aware of the plant protocols where possible, by accessing these documents and by contacting the plant lead OV/SOV/FVM in the first instance for any plant specific requirements.

OM's – when deploying OV's MHI's for the first time to a plant:

Please identify a member of FSS staff to attend prior to start time to carry out the initial H&S walk round. Please make sure that the individual to be deployed has this person's name and contact number.

All staff when deployed to a plant for the first time will receive a mandatory plant H&S tour with the named individual prior to commencement of work. This must then be recorded on the appropriate form in the plant and in the daybook.

Field Staff are required to:

Note the contents of the action note, Lead OV to ensure that the Action note is read by all FSS staff and this is noted in the day book.

Save the action note on their laptop for reference alongside a downloaded copy of the SMOC. Where necessary, print a copy for the plant file.

Operations admin are required to:

Upload to the Action Note Live Folder and Operation tracker log.

Forward to Website mailbox (website@fss.scot) for publication on the website in publications.

The action note will remain live until either incorporated in the SMOC, or revoked.

Operations Admin will maintain copies of the live and revoked action notes.

Comms will add a link to action notes in the relevant portion of the SMOC.

<u>Action note drafted and agreed by</u>	<u>Published</u>	<u>Revoked</u>
Vikki Halliday 13/3/2020	16/3/2020	