

Collection Security Summer School Biblioteca Nacional de España, Madrid 6-8 September 2023

QAT Library in practice

(launch in face-to-face)

& ideas for staff training

Chairman CERL's Security Working Group



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Context

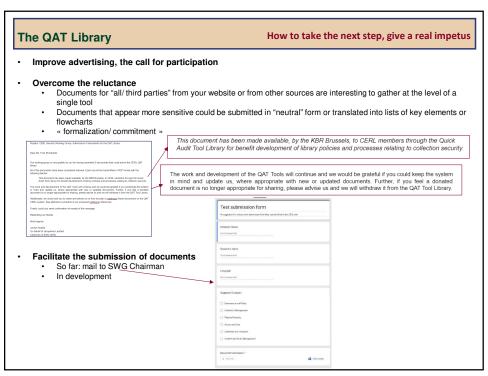
Developing security policies for collections, like all other security/safety policies, is a big challenge

- Time consuming
- Discipline that requires approaching a multitude of aspects
- Constantly evolving (society, the institution, the staff , the techniques evolve constantly)
- Can be felt as not being part of the core -business which can be a brake for putting it effectively into practice
- ...

To achieve this, it is therefore absolutely necessary:

- To avoid to reinvent the wheel → QAT Library could be "the tool
- To ensure the effective implementation without being perceived as boring or worst as a source of stress due to work overload → drawing inspiration from the concept of "toolbox meetings/ talks" would be interesting





Ideas for staff training

Toolbox meetings/talks: something to explore

A toolbox meeting, or toolbox talk, is a short periodical consultation at work intended to make everybody aware of the different safety aspects and dangers at the work site, The purpose of a toolbox talk is to increase safety in the workplace.

Toolbox talks are a way to ensure all workers are participating in safety activities, and have an opportunity to discuss hazards/controls, incidents and accidents.

Toolbox meetings are a great way to ensure everyone is on the same page when it comes to communication and expectations within the workplace. By setting aside time for discussion and education, staff feel valued and appreciated - which improves morale and productivity. Additionally, having a set routine for these meetings helps teams stay organized and get important messages out quickly. This can help reduce any confusion or miscommunication that may arise from mixed signals or not knowing what is expected from one another.

https://www.incidentreport.net/toolbox_talk_meeting/ https://safety4sea.com/cm-key-considerations-for-effective-toolbox-meetings/

https://blog.archisnapper.com/what-is-a-toolbox-meeting/

https://www.sitesafe.org.nz/guides--resources/toolbox-talks/

Keep it short and to the point

A good guideline for the duration of a toolbox meeting is 10 to 15 minutes. Anything longer than this tends to lead to loss of concentration and the main message may get lost

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Questions / answers

Thank you for your attention



