



Factors Driving Safety Performance

- Leadership and safety
- Legislation, policy and standards
- Planning and implementing safety requirements
- Monitoring, adjusting and reporting safety performance
- Investigating and reporting non-conformance

Process

- Review the actions for each factor.
- Identify three things we do well and three things we could do better.
- In relation to the things we could do better, ask – what needs to happen? What do I need to initiate?



Leadership and safety

- The boundaries or limits within which we can operate and make safety decisions are defined and accepted.
- We express and explore all perceptions about safety issues in a balanced, objective and factual manner.
- The background and the reasons behind safety decisions that affect the ways we do our work are explained and accepted.
- We show commitment to safety decisions and we follow through on those decisions.
- There are no repercussions (overt or covert) if we speak honestly and openly about unsafe work conditions, procedures, practices or behaviours.
- We facilitate conformance with the safest work practices where there are conflicting opinions.
- Safety decisions that need to be made are made even though they may not please all work group / team members.
- Decisions that have an adverse effect on safety are reversed or modified.
- Both the positive and negative consequences of planned safety changes are discussed openly.
- Background issues that may be a root cause of unsafe behaviour at work are identified and resolved.
- In relation to new safety initiatives or safety changes, we clarify what the work group / team will do and why.
- Clear direction on safety issues is provided to the work group / team and individuals when the situation requires it.
- Support in relation to safety issues is provided to the work group / team and individuals when the situation requires it.
- We challenge unsafe conditions, systems and work practices in the light of changing circumstances and new awareness.
- We identify blockages to better safety performance and act to eliminate or modify them.
- Safe work practices are not compromised by workload and production demands.
- Unsafe attitudes and behaviour detrimental to safety are identified and resolved.
- When required, people receive adequate counselling, training, coaching or mentoring related to safety behaviour.
- We identify and acknowledge examples of behaviour that contribute to a safe working environment and the achievement of our safety objectives and targets.

Improve Safety



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- We constantly focus on and measure the achievement of desired safety outcomes.
- We actively listen when discussing issues that affect safety.
- We demonstrate the safety behaviours we expect of others.
- Clear direction and expectations are provided when delegating safety responsibility and safety accountability.
- Delegated safety tasks are completed to the required standard.
- New and better ways to improve safety are encouraged, explored and followed through.



Legislation, policy and standards

- We know what is required of us in relation to safety legislation, company policy, practices and standards.
- The reasons why legislation, company policy, practices and standards exist are clarified and accepted.
- Complex documents relating to health and safety are summarised into meaningful information.
- Relevant health and safety information is communicated effectively for all team members.
- We understand and apply the information provided.
- The legal duties and company expectations of a supervisor / team leader are clarified and executed.
- The legal duties and company expectations of team members to maintain a safe workplace and environment are clarified and executed.
- The implications and consequences of an unsafe workplace and environment are clarified and accepted.
- We assess what team members know in relation to legislation, company policy, practices and standards.
- We understand, accept and apply our duty of care for the safety of ourselves and others.
- Changes in legal and other requirements are assessed and their impacts communicated to affected persons and incorporated in policy, system and practice changes.
- Necessary changes are made to policy, systems and procedures.



Planning and implementing safety requirements

- Work practices to ensure compliance with safety legislation and safety standards are planned and implemented.
- Relevant people are consulted during the planning stage.
- Key safety issues needing to be considered during the planning stage are identified.
- The hazards and risks associated with the conditions under which we work are identified.
- The hazards associated with tasks likely to cause injury, damage or harm are identified.
- We are aware of the most common types of injuries.
- Control strategies to minimise the risk of injury, damage or harm are planned and executed.
- We know and execute the safety strategies and safety requirements.
- The people who make the necessary adjustments to hazardous conditions are suitably qualified.
- We comply with legislation and safety performance standards.
- The consequences of not complying with the plan are clearly explained and accepted.
- The rights and responsibilities of individuals during the implementation of safe work practices are clearly discussed.
- We identify where individuals are unsure about their rights and responsibilities in relation to safety.
- People who need assistance in managing their rights and responsibilities are coached or mentored.
- Regular inspections are made of workplace layout, conditions, equipment, facilities and machinery, and hazards or risks are identified and resolved.
- Each job is broken down into components and movements to determine the location of any risk.
- Procedures are followed to ensure safety of new plant, processes, operations or materials.
- Senior management do what needs doing to support the implementation of safety practices



Monitoring, adjusting and reporting safety performance

- Actual and potential safety problems are identified, reported promptly and are rectified.
- Hazards are managed so that risks are minimised.
- We have identified the most common types of incidents with the potential for injury.
- The causes of health and safety problems and deficiencies are identified and resolved.
- Corrective or preventative actions are taken to eliminate the causes of actual or potential incidents appropriate to the size of the problems and the potential risk.
- The legislative and organisational requirements in relation to recycling, reduction and disposal of waste are clearly explained.
- Waste is re-cycled, reduced and disposed of within legislative and organisational requirements.
- The reasons for reporting incidents and conducting investigations are discussed and accepted by team members.
- Workplace inspections for health and safety risks and hazards are conducted effectively.
- People are informed of the results of improvements in safety performance.
- The recording and reporting procedures required are identified and applied.
- Information on safety issues and performance is reported and recorded in accordance with legislative and organisational requirements.
- Team members monitor, adjust and report safety performance.
- Those team members who require assistance to monitor, adjust and report performance receive training, coaching or mentoring.
- Systems, records and reporting procedures are maintained according to legislative requirements.
- The records and statistics (e.g. accident frequency and incident rates, compensation claims, or incident/accident reports) we keep are effective.
- Records and statistics are analysed effectively and used by the appropriate people
- Risk assessment and control records are kept effectively.
- Risk assessment and control records are followed through effectively.
- Our records incorporate a cost analysis technique.
- Time comparisons to track safety / incident trends are maintained effectively.
- Statistics are analysed, communicated effectively and follow up action to improve safety applied, where necessary.
- Incident reports are kept in an appropriate form and used to improve safety.

Improve Safety



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- Monitoring data for safety and health is recorded to track performance towards achieving objectives and targets.
- Changes resulting from corrective or preventative action are made to documented procedures to avoid repetition.
- Changes in the documented procedures resulting from corrective or preventative action are followed through with the relevant people.



Investigating and reporting non-conformance

- The reasons for investigating and reporting non-conformance are discussed and accepted.
- The consequences of non-conformance are discussed and accepted.
- How non-conformance will be dealt with is discussed, agreed and followed through.
- We resolve non-conformance issues.
- Near misses, hazards and incidents where non-conformance is evident are investigated and reported.
- Appropriate reporting formats and procedures are established and executed.
- Ways to make improvements to comply with legislative and company requirements are implemented.
- We identify where non-conformance is neither investigated nor reported but should be.
- Senior management do what they need to do to assist with investigating, reporting and dealing with non-conformance.
- Procedural changes are implemented to ensure non-conformance is not repeated.
- Counselling and remedial steps to rectify non-conformance are implemented.
- Ways to improve conformance with the designated person / groups are discussed and implemented
- Training, coaching and mentoring in investigation techniques and reporting procedures to meet legislative requirements are provided to those who need it.
- We know the conditions and circumstances that determine which incidents will be investigated.
- The best qualified people conduct investigations.
- We follow set procedures for investigating incidents / hazards.
- Accident / incident investigation reports are reviewed by the appropriate people.
- Effective warnings are issued for serious non-conformance.
- The penalties applied and / or the recommendations of enquiries into incidents are appropriate and effective.
- Action to prevent a recurrence of the incident / hazard is followed through.