



## Factors driving safety performance

- Safety objectives and targets
- Clarifying safety roles and functions
- Emergency response and fire safety
- Empowerment and safety
- Communication about safety

## 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?



## Safety objectives and targets

- Key practices relating to safety performance are identified, discussed and agreed.
- Safety objectives, standards and targets are set, accepted and achieved for these key practices.
- We are involved in the setting of safety objectives and safety targets.
- Safety objectives, standards and targets are concise and unambiguous.
- We all have the same understanding of safety objectives, standards and targets.
- How we all will be involved in trying to achieve the objectives is clarified and accepted.
- Safety objectives / targets are specific, measurable, achievable and realistic.
- Safety objectives / targets fit into and comply with organisation policies and practices.
- Other areas whose actions can impact on safety are consulted during the development of safety objectives / targets.
- Safety objectives / targets are free of jargon, are easy to understand, are communicated and documented where required.
- The appropriate resources to achieve identified safety objectives / targets are provided.
- A budget which will support the desired safety objectives / targets is provided, if necessary.
- Safety priorities receive constant focus and compliance is measured regularly.
- We measure whether safety objectives / targets have been achieved and take remedial action where necessary.
- We check that work group / team and individual performance is aligned with the safety objectives.
- We check and confirm that the work group / team is able to achieve its identified safety objectives and targets.
- Safety performance is a key performance indicator and documented in business plans and job/position descriptions.
- Safety performance is featured in performance agreements and performance appraisals.
- How the work group / team will monitor its safety performance is agreed and executed.



## Clarifying safety roles and functions

- The benefits of having individual safety roles and functions clearly defined are discussed and agreed.
- The safety role, functions and what is expected from us regarding our safety performance are clarified and applied.
- The key risks and hazards for each job are identified.
- We all contribute in the continual identification of hazards and risks.
- The work group / team leader's safety role and functions and work group / team expectations of that role are clarified and accepted.
- Tasks are allocated fairly and in relation to competence to ensure that the workload is not contributing to unsafe work practices.
- The required safety standards and expectations of each position within the work group / team are clarified and accepted.
- The safety role for each position is documented and discussed with and agreed by each work group / team member.
- We agree who performs key safety functions, who is consulted, who is advised of the result, who provides the information and who makes the decision.
- All work group / team members are aware of the safety role of other positions.
- We review safety roles on an ongoing basis - each time a new employee is appointed, new jobs are allocated, people leave, people take leave, restructuring occurs, new strategic plans are developed or every 6 months as a minimum.
- We have the required resources, support, knowledge, skills and motivation to perform required tasks safely.
- We agree the importance of safety roles being carried out to the agreed safety standard and work to those standards.
- We have people performing the roles of OHS committees/representatives/officers, first aid attendants, emergency response work group / teams as required.
- The duties, responsibilities and authority of these people are defined and they are effectively trained in the performance of these roles.
- Our health and safety committee has the right mix of people and is able to influence the achievement of safety outcomes.
- Our health and safety committee is an effective forum for creating and maintaining a safe work environment.
- Senior management do what needs doing to support the clarification of safety roles and functions.



## Emergency response and fire safety

- We have an emergency response and control plan.
- We have an emergency evacuation plan.
- Emergency preparedness and response procedures are reviewed and revised after the occurrence of incidents, injuries or emergency.
- We are trained and prepared in the event of an emergency.
- We know what we are required to do in the event of various types of emergency.
- We hold appropriate fire and emergency response drills.
- Fire wardens and / or fire-fighting teams are appointed.
- Fire exits are clearly marked and not blocked or locked.
- Fire alarms are installed, serviced and checked.
- Fire extinguishers are accessible with clear usage instructions, serviced and checked.
- Precautions are taken to reduce the risk of fire (e.g., inflammable materials properly stored).
- Emergency authorities are consulted and informed of our emergency response plans.
- All legislative requirements are complied with.
- Inspections are conducted appropriately.



## Empowerment and safety

- We communicate expectations of safe behaviour within our work group.
- We are empowered to perform our work safely.
- If mistakes occur, we encourage learning and improvement with no threat of punishment.
- Our expressed opinions help other people to improve their safety behaviour.
- We openly discuss our attitudes and beliefs about safety in our workplace.
- We regularly assess our assets and liabilities as safe workers and apply remedial action.
- We have a safe work environment in which to function.
- People are clear on the non-negotiable safety behaviours expected of our work group.
- We encourage people to be responsible for the consequences of decisions they make about safety.
- We encourage people to find resolutions to safety problems they are capable of resolving.
- We avoid sarcasm and putting others down when people are attempting to improve safety.
- We challenge negative group-talk about issues affecting safety of the work group.
- We feel empowered to say “No” where appropriate.
- We feel empowered to identify and raise safety issues.
- We feel empowered to suggest improvements to safety.
- We feel empowered to always follow correct/safe procedures (no pressure to cut corners).
- We are appropriately consulted and involved in decisions making affecting our safety.
- We are trusted to make decisions on safety and act appropriately within the scope of our role.
- We are clear about where and in whom authority is vested.
- The safety information we need to work safely is received and applied.
- We are aware of our own safety accountabilities and the safety accountabilities of other work group / team members.
- We respect the safety accountabilities of health and safety representatives through our support.
- We take responsibility for safety outcomes.
- The outcomes of incidents are advised to all work group / team members.

# Improve Safety



- We are given opportunities to develop our safety skills and knowledge.
- Concepts related to safety that may be unfamiliar to work group / team members are discussed and agreed, e.g. we are all 'safety inspectors', mutual concern, cause and effect, the impact our behaviour has on the safety of others, etc.



## Communication about safety

- The reasons for and the benefits of improving communication about safety are agreed.
- We explore where, how, when, with whom and why communication about safety is breaking down.
- The nature, format and timing of our communication requirements about safety issues are agreed and followed through.
- We consult with other areas to agree our and their communication requirements in relation to safety issues.
- Ways to improve communication about safety within our work area are explored and followed through.
- Ways to improve communication about safety with other areas that affect the way we do our work are explored and followed through.
- Instances where communications about safety issues are untimely, inaccurate or insufficient are identified and resolved.
- Pending issues or changes affecting safety are discussed as soon as we are aware of them.
- We include those people who are less able to articulate their thoughts about safety issues or uncomfortable about expressing their views in a group situation.
- Formal lines of communication about safety issues between other relevant areas are established and followed.
- The positive and negative consequences of the methods used in our workplace to communicate about safety issues - both formally and informally – are discussed and used to make improvements.
- We check to see what safety actions or safety information are required to assist our day-to-day operations.
- We consult with others about safety decisions which will affect them before the decision is made.
- We ask questions to obtain information about safety issues.
- The communication processes required to enhance safety are clarified and employed effectively.
- New and better ways to improve safety communication are implemented and followed through.