



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

1. Key practices relating to safety performance are identified, discussed and agreed.
2. Safety objectives, standards and targets are set, accepted and achieved for these key practices.
3. We are involved in the setting of safety objectives and safety targets.
4. Safety objectives, standards and targets are concise and unambiguous.
5. We all have the same understanding of safety objectives, standards and targets.
6. How we all will be involved in trying to achieve the objectives is clarified and accepted.
7. Safety objectives / targets are specific, measurable, achievable and realistic.
8. Safety objectives / targets fit into and comply with organisation policies and practices.
9. Other areas whose actions can impact on safety are consulted during the development of safety objectives / targets.
10. Safety objectives / targets are free of jargon, are easy to understand, are communicated and documented where required.
11. The appropriate resources to achieve identified safety objectives / targets are provided.
12. A budget which will support the desired safety objectives / targets is provided, if necessary.
13. Safety priorities receive constant focus and compliance is measured regularly.



14. We measure whether safety objectives / targets have been achieved and take remedial action where necessary.
15. We check that work group / team and individual performance is aligned with the safety objectives.
16. We check and confirm that the work group / team is able to achieve its identified safety objectives and targets.
17. Safety performance is a key performance indicator and documented in business plans and job/position descriptions.
18. Safety performance is featured in performance agreements and performance appraisals.
19. How the work group / team will monitor its safety performance is agreed and executed.



Clarifying Safety Roles and Functions

1. The benefits of having individual safety roles and functions clearly defined are discussed and agreed.
2. The safety role, functions and what is expected from us regarding our safety performance are clarified and applied.
3. The key risks and hazards for each job are identified.
4. We all contribute in the continual identification of hazards and risks.
5. The work group / team leader's safety role and functions and work group / team expectations of that role are clarified and accepted.
6. Tasks are allocated fairly and in relation to competence to ensure that the workload is not contributing to unsafe work practices.
7. The required safety standards and expectations of each position within the work group / team are clarified and accepted.
8. The safety role for each position is documented and discussed with and agreed by each work group / team member.
9. 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.
10. All work group / team members are aware of the safety role of other positions.
11. 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.
12. We have the required resources, support, knowledge, skills and motivation to perform required tasks safely.
13. We agree the importance of safety roles being carried out to the agreed safety standard and work to those standards.



14. We have people performing the roles of OHS committees/representatives/officers, first aid attendants, emergency response work group / teams as required.
15. The duties, responsibilities and authority of these people are defined and they are effectively trained in the performance of these roles.
16. Our health and safety committee has the right mix of people and is able to influence the achievement of safety outcomes.
17. Our health and safety committee is an effective forum for creating and maintaining a safe work environment.
18. Senior management do what needs doing to support the clarification of safety roles and functions.



Emergency response and fire safety

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



Empowerment and Safety

1. We communicate expectations of safe behaviour within our work group.
2. We are empowered to perform our work safely.
3. If mistakes occur, we encourage learning and improvement with no threat of punishment.
4. Our expressed opinions help other people to improve their safety behaviour.
5. We openly discuss our attitudes and beliefs about safety in our workplace.
6. We regularly assess our assets and liabilities as safe workers and apply remedial action.
7. We have a safe work environment in which to function.
8. People are clear on the non-negotiable safety behaviours expected of our work group.
9. We encourage people to be responsible for the consequences of decisions they make about safety.
10. We encourage people to find resolutions to safety problems they are capable of resolving.
11. We avoid sarcasm and putting others down when people are attempting to improve safety.
12. We challenge negative group-talk about issues affecting safety of the work group.
13. We feel empowered to say “No” where appropriate.
14. We feel empowered to identify and raise safety issues.
15. We feel empowered to suggest improvements to safety.
16. We feel empowered to always follow correct/safe procedures (no pressure to cut corners).
17. We are appropriately consulted and involved in decisions making affecting our safety.
18. We are trusted to make decisions on safety and act appropriately within the



scope of our role.

19. We are clear about where and in whom authority is vested.
20. The safety information we need to work safely is received and applied.
21. We are aware of our own safety accountabilities and the safety accountabilities of other work group / team members.
22. We respect the safety accountabilities of health and safety representatives through our support.
23. We take responsibility for safety outcomes.
24. The outcomes of incidents are advised to all work group / team members.
25. We are given opportunities to develop our safety skills and knowledge.
26. 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

1. The reasons for and the benefits of improving communication about safety are agreed.
2. We explore where, how, when, with whom and why communication about safety is breaking down.
3. The nature, format and timing of our communication requirements about safety issues are agreed and followed through.
4. We consult with other areas to agree our and their communication requirements in relation to safety issues.
5. Ways to improve communication about safety within our work area are explored and followed through.
6. Ways to improve communication about safety with other areas that affect the way we do our work are explored and followed through.
7. Instances where communications about safety issues are untimely, inaccurate or insufficient are identified and resolved.
8. Pending issues or changes affecting safety are discussed as soon as we are aware of them.
9. 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.
10. Formal lines of communication about safety issues between other relevant areas are established and followed.
11. 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.
12. We check to see what safety actions or safety information are required to assist our day-to-day operations.
13. We consult with others about safety decisions which will affect them before the decision is made.

Improve Safety



14. We ask questions to obtain information about safety issues.
15. The communication processes required to enhance safety are clarified and employed effectively.
16. New and better ways to improve safety communication are implemented and followed through.