

SAFETY

CONVERSATION

WHAT YOU'RE GOING TO LEARN

In this safety conversation we will talk about what precautions and considerations to take following some time off work to prevent incidents and injury which will help keep you, your colleagues and customers safe.

HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand the importance of readjusting to being back in the work environment
- Know how important it is to check the workplace for hazards, defects and changes that may affect the way you work
- Be reminded of the Safety Behaviours and how these can help us keep safe

WHAT YOU NEED TO KNOW

Whenever any of us have some time off work for whatever reason there is a chance that we will have slipped out of the routine and ways of working that keep us safe at work. In this conversation we are going to consider what we can do to reduce the risk of injury when returning to the workplace and remind ourselves of our Safety Behaviours which are important to maintaining our safety culture.

TAKE TIME

We appreciate it can take time to get back into the routine of work. So, as you start work – **STOP and THINK – Am I Safe?** Accidents can happen when we haven't done a job for a while, if we're distracted or if things have changed, for example, getting used to the routine of shifts and/or early mornings; daydreaming about the recent break; or thinking about getting home to continue something you started during your time off.

REFRESH AND REMIND YOURSELF

It is important to give yourself the opportunity to refresh and remind yourself of the safe systems of work - what is the safe way to carry out the task? No matter how familiar you are with a task, everyone suffers from skill fade whilst away from the job. So always take a moment to review the critical steps and the specific things you must do to stay safe.

CHECK YOUR EQUIPMENT AND PPE

Depending on the length of your break away from work there could have been changes to the equipment in use, its condition or it may not be working at all. It is vital that you take a moment to check the condition, is it working or have there been any changes that you need to be aware of?

This includes your PPE; the condition of it might have deteriorated over time or it may have been misplaced. If you need new PPE highlight this to your supervisor or manager as soon as possible.

OUR SAFETY BEHAVIOURS

Remember we have 3 Safety Behaviours that help to keep us safe every day at work; these are – Speak Out, Be Mindful and Get Involved. If we follow the theme of these every day we will be safer. Let's remind ourselves of these behaviours and the themes;

- **Speak Out** is all about encouraging positive two-way dialogue
- **Be Mindful** is about focusing on worksite hazards and how we control them
- **Get Involved** is about being proactive to help keep safety front of mind

There is more information on each of these Safety Behaviours in the column on the right.

Topic: Back To Work Safely



BACK TO WORK

SPEAK OUT

- Ask questions if you don't understand the task and stop unsafe behaviours being demonstrated by others
- Report incidents, near misses or hazards promptly
- Express any concerns or suggestions for improvement to your supervisor and line manager as soon as possible

BE MINDFUL

- Means being vigilant about hazards, the surroundings, your team members and your fitness for work
- Stay focussed on the task you are doing and look for ways to improve the way it is done
- Take time to plan and focus on how to do the job safely

GET INVOLVED

- Means caring for your team members and encouraging others to work safely
- Do this by contributing to safety discussions, investigations, and meetings
- Share your safety knowledge, experiences, and learnings with others

MORE INFORMATION

- HSE Website
 - Workplace Safety section
 - Training and Awareness – See Care Share