

SAFETY

CONVERSATION

Thursday: Contributor Safety

SEE CARE SHARE WEEK

Welcome to day 4 of See Care Share Week across the business. Contributor Safety is the 3rd stage in psychological safety, this means being able to participate as a member of the team, contribute ideas and suggestions and raise opportunities to improve our working environment and for the management to listen to those contributions and act upon them and give feedback back down the line.

WHAT YOU NEED TO KNOW

Contributor safety means individuals feel safe to contribute, to make a difference, and to participate in the value contribution process without fear of being embarrassed, marginalized, or punished in some way. Contributor safety satisfies the basic human need to contribute and make a difference.

The more we contribute, the more confidence and competence we develop. When we create contributor safety for others, we empower them with autonomy, guidance, and encouragement in exchange for effort and results. What can you do differently in your workplace to create an environment where people feel safe and comfortable enough to contribute to safety in the workplace?

In today's activity we are going to get you as a team to do a safety walk and use your learnings from yesterday in the hazard observation activity, to put those learnings into practice. If you are a small team, then you could go together and do a walkthrough of your kitchen, storage or front of house service areas, that may be food service, cleaning, or any other service. If you are part of a bigger team, maybe you will split into smaller groups and look at a different location to your normal working location as a fresh set of eyes.

We want you to work together in your teams to look at the environment, structure, equipment and see if you can spot areas for improvement and then at the end of your safety walk ensure that anything raised is feedback to the relevant parties. This is your opportunity to contribute and to make a difference, you can do this every day as part of your daily routine, we all need to play our part in looking out for each other.

Please also remember to post images and videos on Workplace of the activity to promote what you are doing and enjoy yourselves.



SPEAK OUT

- You will ask questions if I don't understand and stop unsafe behaviours being demonstrated by others
- You will report incidents, near-misses, or hazards promptly
- You will express any concerns or suggestions for improvement to your Supervisor and Line Manager as soon as possible

BE MINDFUL

- You will be vigilant about hazards, the surroundings, team members and your fitness for work
- You will stay focussed on the task I am doing and look for ways to improve the way it is done
- You will take the time to plan and focus on how to do the job safely

GET INVOLVED

- You will care for your team members and encourage others to work safely
- You will contribute to safety discussions, investigations, and meetings
- You will share your safety knowledge, experiences, and learnings with others

YOUR COMMITMENT

- Play your part, contribute to your team's safety.
- Use your training and learnings to make a difference.
- If you have an idea for improvement speak out and share it with the team.

MORE INFORMATION

Please visit the See Care Share Week page on the HSE Website for more information on this week and the See Care Share page on the HSE Website for more information on See Care Share in general.

SEE CARE SHARE WEEK 2023
THURSDAY ACTIVITY - SAFETY WALK
MANAGEMENT INFORMATION

Activity: Thursday Activity - Safety Walks
Type: Individual and Group Activity

Instructions:
Take a short Contributor Safety and other operational location of hazard walking tools to the perfect site to get out in your job with your team and conduct a Safety Walk. Below is a guide that we issue as part of the See Care Share programme to help conduct more effective Safety Walks. Share this guide with your team and agree a time to conduct your Safety Walk.

Safety Walks can be completed individually, in pairs or in groups. Complete the attached worksheet to ensure that all findings are captured, remember that other hazards are identified these must be reported and actioned appropriately. We will share a photo of your activity and the completed worksheet on Workplace tagging it with #see careshare23

What is a Safety Walk?
The Safety Walk is an opportunity to walk the Shop floor to observe and interact with our colleagues working within their environment, and to reaffirm good safety practices and behaviours.

Observe colleagues working in their home environment

SEE

Help and assist in making the workplace safer place

SHARE

Understand how their jobs performed 'see', 'care' and 'share' position behaviour

CARE

SHARE

The Process of the Safety Walk:

PREPARE What is the current Safety Focus, is it safe? How are you and your team doing? Have you any previous safety incidents recently?

SEE How are the tasks being done, is it safe? Remember that adaptation is positive when it's done safely.

CARE Speak to team members and understand what makes their tasks safer and what are the barriers?

SHARE Promote a positive attitude to safety within our business, reaffirm the positive behaviours the people and teamwork are the exception.

SEE CARE SHARE WEEK 2023
THURSDAY ACTIVITY - SAFETY WALKS

Complete your own Safety Walk using the Hazard Spotting skills from yesterday's activity.

Please record any specific feedback observed during your walk around the site, this can be both areas of improvement and positive observations. Look at safety practices, such as manual handling, equipment safety and also look at food safety records.

Did you spot any hazards, defects or infrastructure issues? Make sure to report them as appropriate to get them repaired, rectified or removed but also list them here.

Engagement is key to Safety Walks, so stop and take time to engage with other team members, is there something that can be done better or safer? By speaking to others about safety on a regular basis we can promote the safety culture. Detail who you spoke to and what you discussed here.

What barriers or impediments did you take away from this Safety Walk, what can be done better safer or more effectively? Detail any learning here.

Remember to consider these elements during your Safety Walk:

- Site Trips and Walks
- Working Environment (Lighting, Confined)
- PPE Obligations
- Cleaning/Washing (Washing Hands)
- Equipment (Defective or Not Used Correctly)
- Storage Areas
- Load and Balance (Walkway, Conditions)
- Exposed Lighting
- Working Practices
- Use and Storage of Chemicals

Why not share this activity on Workplace and tag it with #see careshare23

