

# SAFETY

# CONVERSATION

## WHAT YOU'RE GOING TO LEARN

In this safety conversation we will talk about how to **Speak Out** in the workplace which can prevent incidents and injury and will help keep you and your colleagues safe.

## HOW IT WILL HELP YOU IN YOUR JOB

Following this conversation, you will:

- Understand how your voice can help prevent incidents from occurring
- Know how important it is that you report hazards, near misses and incidents
- Understand that it is always better to ask if you are uncertain about performing a task, using equipment or chemicals
- Know who to raise safety concerns to within your unit

## WHAT YOU NEED TO KNOW

Your **voice** is a very useful health and safety tool and we want to encourage you to use it to reduce incidents and injuries in your workplace and across the business.

### ASK

There is no such thing as a stupid question. If you don't understand how to perform a task, don't know how to use a piece of equipment or are in any other way unsure about what you are doing, **ask for clarification**. If you need help with a task or if having an extra pair of eyes or hands would make it safer – **ask for help**.

Muddling your way through to save embarrassment from asking a question or asking for assistance is a sure-fire way to increase the likelihood of someone getting hurt.

### STOP

If you see one of your colleagues displaying **unsafe behaviour**, talk to them. Politely tell them what they should be doing to perform the task safely. This might be a bit uncomfortable, but the chances are they will be grateful that you took the time and showed you care about the safety of others.

### REPORT

- If you see a **hazard**, stop what you are doing and **remove the hazard** if that is possible. If that isn't possible, make the hazard safe and **report it** to someone who can remove it.
- The difference between a **near miss** and an incident is often just luck. Don't think about what happened, but about what **could have happened**. Every near miss is an **opportunity** to take steps to prevent an incident – but only if you speak out and report it.
- All **incidents** must be reported promptly. By reporting an incident, you are sharing your experience with your unit and other units, giving all your colleagues the opportunity to learn from the incident. It also helps us identify trends or common incidents across the business.

### CONTRIBUTE

If you have general health and safety concerns or have ideas how we can make our processes safer, please share your ideas with your supervisor or line manager. Your experience and knowledge are of great value. By sharing concerns or ideas, you can help develop realistic and effective ways of protecting yourself and your colleagues.

## Topic: Speak Out



## BE MINDFUL

- Be aware of how people around you are working
- Think about how your experience can help protect your colleagues from injury

## SPEAK OUT

- If you spot a hazard, stop what you are doing and take appropriate action
- If a colleague is not working safely you should politely let them know and let them know how to complete the task safely

## REMEMBER...

- Report incidents promptly when the details are fresh in your mind
- The sooner you report a hazard, near miss or incident, the sooner steps can be taken to prevent potential incidents
- A near miss is an accident waiting to happen

## YOUR VALIDATION

- What should you do if you are not sure how to perform a task?
- Why is it important to report a near miss, even though there was no harm of injury?
- Who should you talk to if you are worried about health and safety?

## MORE INFORMATION

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

