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Safety Week Toolbox Talk

Safety Basics & Safety Leadership

How to use this pack

Target audience: Leaders and their teams, including contractors.

Purpose of the Toolbox Talk Pack:

- Reinforce what strong safety leadership looks like.
- Promote the value of leaders spending time in the field doing quality Field Leadership.
- Questions are included on some slides to prompt a leader to discuss with their team.
- Leaders are to use the toolbox talk pack as a communication tool to support conversations with their teams by either talking to the pack or by reinforcing the key messages in existing routines (e.g. pre-start meeting/ MOP routine).

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Our safety basics

Everyone, every day, every task

01

Plan the work

- Understand the task before starting.
- Identify hazards and critical controls.
- Make sure everyone involved understands the plan and their role in supporting it.

02

Manage the risk

- Verify controls are in place, effective and enough to keep everyone safe.
- Follow procedures and agreed controls.
- Speak up if something is unclear or does not seem right or feels unsafe.

03

Stop if things change

- Recognise when work conditions change and/or work is unable to be done as planned.
- Reassess hazards and controls.
- Do not continue until risks are understood and managed by verifying the presence of effective controls.

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Reinforcing a culture of chronic unease

The habit of continually looking for what could go wrong before it does and seeking to understand ways to learn and improve work.

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Strong Safety Leadership means living our values in the way we show up every day.

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Safety leadership in action

Do what's right | **Seek** better ways | **Make** a difference

Connect



- Identify TTT opportunity and connect with care
- Build rapport, actively listen and effectively communicate

Ask



- Be curious
- Explore the 4Ds: Dangerous, Difficult, Different and Don't Understand

Learn



- Be humble, reflect on learnings
- Show gratitude for all feedback received
- Discuss and capture any improvements

This **Safety Week**, and every day, let's keep our values front and centre and use the Take Time Talk approach (Connect, Ask and Learn) to guide how we engage with our workforce to have meaningful safety conversations.

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How leaders can strengthen our safety culture

We must renew our focus on culture, and getting these basics right, all the time, to prevent fatalities or serious injuries.

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How leaders can strengthen our safety culture

Time-in-field



Leaders must be in the field, getting the basics right and disciplined in their approach to:

- reinforcing standards
- connecting with the workforce to understand what conditions influence how work is performed
- empowering people to identify hazards, manage risk and check the required controls are in place and effective
- enabling safe work through control verification.

Where weak signals, gaps or unsafe conditions are evident, we must act immediately to eliminate risk and strengthen the control environment.

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How leaders can strengthen our safety culture

Acting with discipline



We have good processes in place to learn from everyday work through our safe systems of work and Global Field Leadership program.

We can help change the risk profile in the business by getting more disciplined at acting on what we learn with the level of rigour that will allow us to prevent repeats.

Our Field Leadership goals are not focused on activity completion, but quality outcomes that reduce risk through learning and improvement.

How leaders can strengthen our safety culture

Strengthening accountability



Everyone is accountable and has a role to play in the way we achieve safe work outcomes, from leaders to the frontline.

As leaders, we are accountable for making it feel safe for our workforce to speak up so that we can learn about the reality of work.

A strong safety culture requires strong leadership from all of us.

Leaders must hold ourselves and our teams to a higher standard to eliminate fatalities from our organisation.

As accountable leaders, we must be disciplined in the standards we set, the controls we verify, and the actions we take to learn and improve work together.

The standard we walk past is the standard we accept.

How leaders can strengthen our safety culture

Chronic unease



We must foster a mindset of chronic unease.

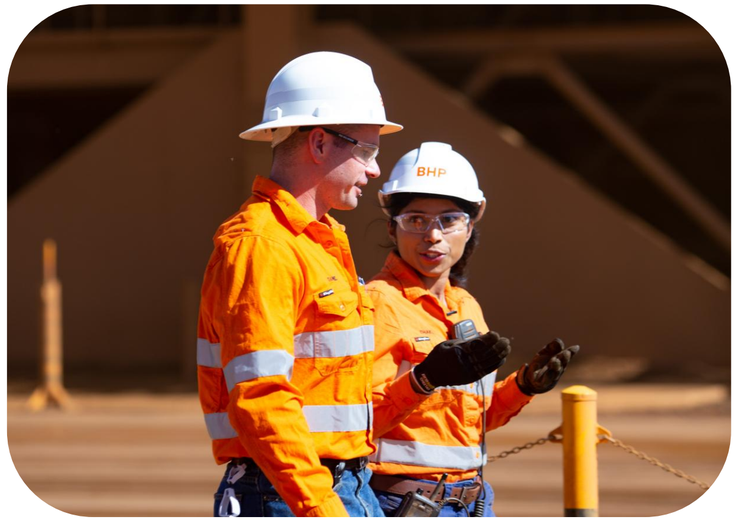
It is the habit of staying alert to what could go wrong, even when things appear to be going well.

It involves continually looking for signs that critical controls may be weak or vulnerable, and recognising that the absence of incidents does not necessarily mean work is safe.

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How leaders can strengthen our safety culture

Plan the work, work the plan



Planned work is safer than unplanned work, until something changes.

We must recognise that work is dynamic and conditions change.

Be diligent in reinforcing the safety basics:

Plan the work, **manage** the risk, and **stop** if things change

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