



Communicating Safety Concerns

Reason for Talk

It is important to share information about safety concerns. Who knows? The life saved could be your own!

Main Discussion Point

Communicating Safety Issues could save lives! Make it a priority to report all safety issues! Help create and maintain a safe work environment for you and your fellow employee-partners.

Discussion Questions

1. Why is it important to communicate safety concerns?
2. What are some barriers that prevent someone from speaking up about safety concerns?
3. Are there any safety concerns that anyone wants to bring up right now?

Accidents result from unsafe acts or unsafe conditions. Safety meetings serve as a preventative measure against unsafe acts by educating employees on how they can do their job safely. It is also a time for sharing concerns about safety issues and conditions.



Often people do not report concerns or near misses for fear of being viewed as a troublemaker or a tattletale, but it is always in everyone's best interest to share safety concerns.

Sharing information about concerns, near misses, and accidents can prevent:

- **DEATH** – The ultimate unwanted result. Where does this leave your loved ones?
- **PAIN AND SUFFERING** – An obvious detriment that no one desires.
- **DISABILITY** – A life changing experience. Now you're not able to do what you use to do.
- **LOST INCOME** – Who pays the bills? Are you the sole income producer in your household?
- **YOUR PARTNER'S SAFETY** – You and your fellow employee-partners have been working together for a while now. Chances are you spend more waking hours with your coworkers than your own family. Watch out for their safety too!





Department: _____ Shift: _____

Attendees:

Signature

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Facilitator Tip Sheet

1. Engage Employees

- a. Lead Employees – Do not Read to Employees
- b. Make Eye Contact
- c. Be in close proximity of your audience (Ex: Huddle)
- d. Eliminate any distractions (Ex: Noise, other communications)
- e. Position the group around you, but not behind you
- f. Project your voice, in order for the furthest person to hear you
- g. Use Props and Visual Aids when possible
- h. Rotate employees or other leaders to conduct meeting. This will help promote ownership in Safety

2. Ask open ended questions

- a. Ask – Don't tell. Never tell them something, that they can tell you.
- b. The more information employees can tell you, the more they take ownership of that information.
- c. Don't ask questions that can have a yes or no or short response reply.
**Example of Closed Ended Question – "Is everyone going to work safely today?"*
**Example of Open Ended Question – "John, you are working in the press department, what are you going to do today to work safely?"*

3. Verify that employees comprehend and retain the information

- a. Verify they are listening to you and not just hearing you? They must be engaged by the speaker to be really listening to what is being said. Give them reason to listen by relating to them.
**Example: "John, who do you have at home relying on you to return safely from work?"*
- b. Ask, Show and Do (Ask the right questions, show a visual aid, do a hands-on demonstration with a volunteer(s).
- c. Providing hands on engagement leads to the information being driven into the long term memory.
- d. Get feedback of understanding and comprehension. Ask an open ended question.
**Example: "John, can you quickly summarize what we talked about today?"*

Communicate



Engage



Seek
Feedback



Improve