

# ALL EMPLOYEES

It is not enough for an organisation to have good health and safety management systems, we all have a responsibility for living and working in a way that sees procedures become actions and engaging in behaviour that support a positive safety culture.

	I WILL...	I WILL NOT...
<b>LEADERSHIP</b> <i>We will all lead by example on health and safety matters</i>	<ul style="list-style-type: none"> <li>• Show enthusiasm and interest for good health and safety outcomes</li> <li>• Actively contribute to safety discussions and toolbox talks</li> <li>• Ensure all team members understand the tasks and steps needed to complete the job</li> <li>• Offer safety ideas and improvements when planning a job</li> <li>• Listen to different perspectives from different trades in my work group and encourage the entire team to contribute during the planning stage of a job</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage shortcuts</li> <li>• Disengage from my team</li> <li>• Fail to participate in meetings/toolbox sessions</li> <li>• Be unsupportive of safety standards</li> <li>• Expect others to act in ways that I won't myself</li> <li>• Disregard or disrespect any team members suggestions</li> <li>• Normalise unsafe behaviour</li> <li>• Follow others regardless of the consequences</li> </ul>
<b>RISK MANAGEMENT</b> <i>We will all take steps to identify hazards and control workplace risks</i>	<ul style="list-style-type: none"> <li>• Use a take 5 template where conditions or parameters change to consider how I can do the job safely</li> <li>• Regularly as myself 'am I still doing this safely?' or 'what could go wrong here?'</li> <li>• Be proactive, take time to plan and organise the necessary steps to do the job safely, including reviewing SOPs and JHAs prior to starting the job</li> <li>• Call out unsafe behaviours or procedures when I see them in a respectful way</li> <li>• Explain all risks and use prior knowledge of methods and consequences to help others in the team</li> <li>• Maintain situational awareness of hazards at all times including environment changes</li> <li>• We will consider safety impacts when designing and constructing new items</li> </ul>	<ul style="list-style-type: none"> <li>• Remain silent to raise concerns or give feedback that will improve safety</li> <li>• Hesitate to call a stop to works if an unforeseen hazard arises</li> <li>• Rush to get the job done</li> <li>• Identify hazards and fail to act on them</li> <li>• Day dream or lose sight of the task in hand</li> <li>• Sign a JHA without fully understanding the controls it outlines</li> </ul>
<b>SUPPORTING OUR PEOPLE</b> <i>We will all be active learners and focus on our health and wellbeing</i>	<ul style="list-style-type: none"> <li>• Maintain training and mandatory learning requirements</li> <li>• Adopt a routine on station to keep me fit and healthy</li> <li>• Show care, listening and proactively seeking further support when I need it</li> <li>• Think about and acknowledge fatigue before completing high risk work activities</li> <li>• Wear and use the correct PPE for the task</li> </ul>	<ul style="list-style-type: none"> <li>• Disengage from my health and safety responsibilities to keep myself and others safe</li> <li>• Ignore the advice of the station doctor</li> <li>• Allow a team member to operate equipment they are not familiar or confident with using</li> </ul>
<b>SYSTEMS</b> <i>We will all engage with the health and safety management system to create positive safety outcomes</i>	<ul style="list-style-type: none"> <li>• Engage and participate when asked to consult on the development of health and safety tools (e.g. SOPs, JHAs, checklists etc)</li> <li>• Identify rules and procedures that are ineffective or impractical and suggest improvements</li> <li>• Report hazards, near misses and incidents in a timely manner so that we can learn from our mistakes</li> <li>• Raise ideas for improvement, so we can fix issues and learn across all sites/operations</li> <li>• Make requests of management to support my personal safety concerns</li> </ul>	<ul style="list-style-type: none"> <li>• Fail to give feedback on systems that don't work in the real world</li> <li>• Fail to report hazards, near misses and incidents</li> <li>• Do any task that is unfamiliar or modified in any way without examining the risk first</li> </ul>