

Opportunities for Safety Leadership

...a checklist

Here are some examples of leadership practices from companies with exemplary Health and Safety performance. Review the list and make appropriate choices that your current position would allow. Those check marks in 'partially' or 'no' can be your leadership action plan.

| | Yes | Partially | No |
|---|--------------------------|--------------------------|--------------------------|
| Have a Board of Director's Health and Safety committee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Start every meeting with a discussion of safety | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Be present, and supportive, whenever key safety issues are decided...show they are as important as key product and quality decisions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Deliver the safety vision in person to every work team (rather than sending it out in a memo) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hold a monthly company-wide safety meeting where the leader takes questions and addresses safety issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Make it clear that any injury is unacceptable and ask hard questions about every one so people know the leader is really serious about having zero injuries | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have the safety function, where assigned, report directly to senior management | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have any loss incidents reported directly to the safety leader at the time of occurrence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Spend daily time in your company asking people about safety and observing and commenting on issues | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Require a formal health and safety plan from every manager and hold them accountable for results | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Let people see the leader picking up dropped items, moving obstructions i.e. demonstrating and modelling for safety every day | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personally attend safety committee meetings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | Yes | Partially | No |
|--|--------------------------|--------------------------|--------------------------|
| Act every day in a way that makes it clear the leader knows that everyone is watching to see if safety is really a key value | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Empower every employee to do what's right for safety...and support and encourage them to self correct when they make a mistake | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Try progressive and innovative health and safety approaches which fit into the company business strategy/and workplace culture | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personally attend safety training that is being provided to employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Know the facility safety rules...and never violate any one for any reason...and challenge one who does | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Regularly evaluate health and safety programs, give recognition and make improvements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Develop, implement and monitor a return to work plan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure outside contractors' meet health and safety requirements | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure all near misses are thoroughly investigated and recommendations for prevention are carried out and discussed at senior management levels. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| New equipment is checked thoroughly for safety before it is used | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ensure regular workplace inspections are carried out and that oversight is in place to ensure problems are rectified | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Make a commitment to guarantee the Joint Health and Safety Committee is fully supported with training and resources | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Understand your leadership obligations under the Occupational Health and Safety Act or Canada Labour Code | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Through various channels, constantly communicate the message that safety is the key value in the organization | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Involve employees in policy and procedure development | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Celebrate safety successes company-wide. Assign special days throughout the year to raise the profile of health and safety. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Reference: WSIB Publication – Getting Started On Prevention
www.osha.gov/SLTC/etools/safetyhealth/mod4_tools_leadership.htm