**Safety Walkabout Checklist**

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| **Safety Walkabout Checklist**  Communicate to staff that safety walkabouts will be conducted (date and time) and communicate expectations to “carry on with work as usual.”  Choose your walkabout location  Ensure the work location is populated by a number of staff members for potential conversations.  Introduce yourself. Remind staff at work site that you’re there conducting a walkabout for safety reasons; put staff at ease. Stay positive throughout the entire process.  Observe work and work area in an informal, non-intrusive, hands-off manner so not to intimidate staff. Walk through department casually and maintain a fault-free attitude.  Demonstrate that safety matters to YOU!  Adhere to all rules and posted safety signage.  Deal with any ‘quick fixes’. Be aware that staff is watching you engage in any direct actions to resolve safety issues or hazards.  PRAISE STAFF – use positive reinforcement in EVERY situation you can when you observe staff working safely.  Only when necessary, if clear and present danger presents itself, stop work and rectify the situation. Maintain your fault-free attitude and demonstrate concern for staff safety. Do not use this situation to reprimand staff.  If you see hazards, in a casual, informal manner, ask staff questions to probe for further information.  Thank staff for participation  Try not to make notes in front of staff members. Make mental notes throughout walkabout about:  Location(s)  Positive findings including names of staff who were working safely  Any hazards or issues for improvement  In an isolated area, record brief notes on ‘Safety Walkabout Record’.  Executives OR Middle Managers:  Have a discussion with any directly responsible supervisors or managers of the observed area.   * Share positive findings including worker names * Share any noted safety issues or hazards in need of corrective action   Ask the responsible supervisor to report back to you upon implementation of corrective action.  Frontline Supervisors:  Report any critical findings that require additional resources for resolution to your supervisor.  Implement any or all corrective actions in a timely manner.  Communicate implemented corrective actions to staff as well as any delays or progress in implementing resolutions.  Follow up on floor ensuring implemented corrections are effective.  Revise all associated Hazard Assessments to reflect any newly identified hazards or implemented controls. | **Things to remember when asking staff questions:**   * **Phrase questions with the goal of keeping your discussions fault-free and casually demonstrate your concern for staff safety.** * **Ask open ended questions focusing attention on hazards rather than on staff. Probe for more information about safety-related opinions encouraging greater staff participation.** * **Demonstrate that you are an approachable leader, especially regarding safety issues.** * **During informal staff safety conversations, frequently gauge staff’s level of comfort. Refrain from any intense questioning especially if staff is exhibiting signs of unease. Your goal is simply to introduce yourself, show that safety indeed matters to you and to open up the lines of safety communication to build relationships of trust.** |
| **Sample Safety Walkabout Questions:**   * Is that cord always draped across this resident’s floor like that? Are there any other safety issues around here that you feel need attention? * Do grocery deliveries often take place at this entrance? Do any deliveries come to the other door? Which do you prefer from a safety perspective? * If safety problems continue arising in this department, how do you and your co-workers go about getting things fixed or resolved? What steps do you take? * Do you have any other safety suggestions or ideas to improve staff safety in this department? * What part of your job do you consider the most hazardous? * What is the worst thing that could happen if something went wrong as a result of this work? * Have you (or someone you know) ever experienced an injury, or near miss, performing this work? * What, if anything, about this job needs additional safety attention? * How do you resolve safety problems when they arise? * Why are safety rules and/or procedures violated (if violations were observed)? * Which rules or procedures do you find difficult (or hazardous) to use? * What training (including safety training) have you received to perform your job? * What changes would you implement to make this job safer if you had the authority to do so? |