

September 22nd, 2004

Facilitated by Mike Stuhldreier and Gene Semchych

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|-----------------------------------|-------------------------------|-------------------------------------|---|---|------------------------------------|---|--------------------|--|
| FOSTER SAFETY CULTURE A | Lead by example | Stress importance | Participate | Eliminate barriers to participation | Eliminate barriers to reporting | Celebrate and reward success | Promote rules | Manage change |
| | A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 |
| COMMUNICATE B | Adapt to change | Achieve buy-in | Respect confidentiality (FIPPA, PHIA, etc.) | Assume responsibility for health and safety | Display accountability | Prioritize health and safety professional development | | |
| | A9 | A10 | A11 | A12 | A13 | A14 | | |
| TRAIN C | Document | Write | Communicate verbally | Read | Interpret policy / rules to others | Listen actively | Record | Report |
| | B1 | B2 | B3 | B4 | B5 | B6 | B7 | B8 |
| PLAN STRATEGICALLY D | Identify audience | Select communication modes | Issue alerts | Explain to others | Stay positive | Use technology | Make presentations | Raise awareness of due diligence requirements |
| | B9 | B10 | B11 | B12 | B13 | B14 | B15 | B16 |
| PLAN STRATEGICALLY D | Demonstrate | Present information | Assess competency | Assess needs | Plan | Identify outcomes | Select mode | Assess learners |
| | C1 | C2 | C3 | C4 | C5 | C6 | C7 | C8 |
| PLAN STRATEGICALLY D | Identify learning styles | Assess effectiveness of instruction | Identify gaps | Address language barriers | Deliver instruction | Coordinate delivery | Develop material | Develop and / or select / evaluate curriculum |
| | C9 | C10 | C11 | C12 | C13 | C14 | C15 | C16 |
| PLAN STRATEGICALLY D | Select trainers / instructors | | | | | | | |
| | C17 | | | | | | | |
| PLAN STRATEGICALLY D | Include safety in budget | Forecast compliance requirements | Keep current with code | Set performance objectives / indicators | Prioritize activities | Set timelines | Set goals | Allot time for health and safety staff development |
| | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 |

**PROTECT SELF AND OTHERS FROM HAZARDS
E**

| | | | | | | | |
|---------------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------------|--|--------------------------|----------------------|
| Identify hazards E1 | Assess / evaluate hazards E2 | Correct hazards E3 | Establish working rules E4 | Develop safe work procedures E5 | Follow safety rules and procedures E6 | Work within rights E7 | Report hazards E8 |
| Identify and recommend controls E9 | Inspect workplace E10 | Follow best practices E11 | | | | | |

**INVESTIGATE INCIDENTS / ACCIDENTS
F**

| | | | | | | | |
|-------------------------------------|-----------------------------|--------------------------------------|--|---------------------------|---|----------------|---------------------------------|
| Establish reporting protocols F1 | Interview others F2 | Compile statistics F3 | Analyse statistics / information F4 | Collect information F5 | Identify and use appropriate technology F6 | Research F7 | Access external expertise F8 |
| Report at appropriate level F9 | Make recommendations F10 | Draw conclusions (I.D. cause) F11 | Summarize F12 | Collaborate F13 | | | |

**MEET LEGISLATIVE REQUIREMENTS
G**

| | | | | | | | |
|--|--------------------------------------|------------------------------|------------------------------------|---|-----------------------------------|-----------------------------|--|
| Draft policy G1 | Establish policy G2 | Develop policy G3 | Identify needs for policy G4 | Assess health and safety program status G5 | Minimize liability exposure G6 | Enforce rules G7 | Manage / minimize risk G8 |
| Manage safely G9 | Access applicable legislation G10 | Interpret legislation G11 | Consult with safety officer G12 | Identify and access resources G13 | Problem solve G14 | Audit safety program G15 | Implement plans, policies, etc. G16 |
| Maintain an effective health and safety committee G17 | | | | | | | |

**ACCESS A VARIETY OF TRAINING
H**

| | | | | | | | |
|---|--------------------------------------|---|---|---|----------------------------------|----------------------------------|---|
| Access first aid training H1 | Access CPR training H2 | Access WHMIS training H3 | Access forklift safety training H4 | Access fire marshal training H5 | Access ergonomics training H6 | Access harassment training H7 | Access dealing with workplace violence training H8 |
| Access personal protection training H9 | Access working alone training H10 | Access working from heights training H11 | Access working in confined spaces training H12 | Access hearing conservation training H13 | | | |