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SAFETY LEADERSHIP: *An Essential Safety Element* **(Concise)**

**Leader's Guide, Fact Sheet
& Quiz**

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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

4853 SAFETY LEADERSHIP: *An Essential Safety Element (Concise)* **FACT SHEET**

LENGTH: 8 MINUTES

PRODUCTION YEAR: 2017

PROGRAM SYNOPSIS:

Every successful safety program is built on a foundation of essential elements. One such element is "Safety Leadership." Safety Leadership can be defined as "the influence of a person's words or actions on the safety decisions made by others." In this program, we will see how good safety leadership helps everyone make better safety decisions, while also illustrating how poor safety leadership can quickly undermine the entire safety process. Human nature tempts us to make a job easier or faster by making unsafe choices. The consistent presence of positive safety leadership helps all workers make wise safety decisions. It's important to note that safety leadership comes from everyone, including the newest employee, the experienced worker, the front line supervisor and even the plant manager. Safety leaders speak up and do not condone unsafe acts, nor do they take shortcuts to simplify or hasten a job. Effective safety leadership must also include discipline and consistent rules enforcement from managers and supervisors. It's also important to understand that Safety Leaders don't have to be vocal. The quiet leadership exhibited by workers who always follow the safety rules also has a powerful effect.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- What challenges are presented by our human nature;
- Why the consistent presence of good safety leadership is so important;
- Why discipline and consistent rules enforcement are required for effective safety leadership;
- Why it is important to set good safety examples;
- What the traits of a good safety leader are.

PROGRAM OUTLINE:

THE CHALLENGES OF OUR HUMAN NATURE

- Our human nature presents a constant challenge when it comes to safe behavior. Each day, we are faced with multiple choices and decisions.

Quotes from Workers:

- "This procedure is going to take forever. I'm never going to get out of here today."
- "These steel-toed boots are so ugly. It's ridiculous to have to put them on to spend five minutes out on the shop floor."
- "Man, it's hot! I don't want to put that gear back on."
- "You got that right, man. This is not designed for comfort that's for sure."
- Our human nature tends to lead us towards choices that are faster, easier and more immediately pleasurable.
- This presents a particular challenge when it comes to making safety decisions because the safe choice is typically not faster, not easier or more pleasurable. In other words, choosing safety often seems to go against our basic human instincts. This is why, in the absence of positive safety leadership, it is more likely that we will make unsafe choices.

Co-workers' Conversation:

- "You know what? I'm not going to do it. I'm going without," a worker says in regards to his PPE.
- "Yeah, you know what? Me too, what's the worst that's going to happen?"
- "We're probably safer not wearing it anyway. Maybe we won't get a heat stroke this way."
- "You got that right."
- "It's ridiculous to have to put them on to spend five minutes out on the shop floor," says a worker talking about wearing steel-toed boots.
- "Yeah, plus by the time you put them on, you could have already gone out there and come back."
- "That's a good point. I think it's more efficient not to wear them."
- "I'm never going to get out of here today. I know what I'm doing. I'm just going to get it done and get out of here," a worker says in reference to performing a lockout procedure.

THE CONSISTENT PRESENCE OF GOOD SAFETY LEADERSHIP

- Fortunately, the pitfalls of our base instincts can be overcome by the consistent presence of good safety leadership. This is why safety leadership is so important and why the safety culture is greatly improved when all workers learn how to become

good safety leaders.

Co-workers' Conversation:

- “Whoa, whoa, whoa, hey where’s your gear?”
- “Man, it’s hot! We’re good without it.”
- “Yeah, it’s going to be fine. Nothing’s going to happen; nothing ever happens.”
- “Hey man, it only takes once for something to go bad.”

WILLINGNESS TO SPEAK UP

• One important example of safety leadership is when a co-worker is willing to speak up to directly stop an unsafe act.

Co-workers' Conversation:

- “Look, we’re all grown men we can make our own decisions.”
- “I know you’re grown men. I also know that you’re both pretty smart. That’s why I know you’ll make the right call and put your gear back on.”
- “Well, I guess it’s not that hot.”
- “Right. Come on, gear up. Don’t forget your face shield and your gloves.”

SAFETY LEADERS DON’T HAVE TO BE VOCAL

• Safety Leaders don’t have to be vocal. The quiet leadership exhibited by workers who always follow the safety rules also has a powerful effect.

Worker's Thoughts:

- “What am I doing? Johnny’s doing his lockout, like always. Where’s that lock?”
- “I really wanted to get out of there a little bit early, you know, but when I saw Johnny doing his lockout, it really reminded me that I needed to do mine. Of course, I’ll never tell him that.”

DISCIPLINE AND CONSISTENT RULES ENFORCEMENT

Co-workers' Conversation:

- “Whoa, whoa, Veronica. You’re not coming out here with those fancy shoes on.”
- “But I’m only going to be out here for just a minute, promise.”
- “No, no, no, you’re not even going to be here that long. Because you’re going to go back to your cubicle, putting your steel-toed boots on.”
- “But it’s more time effective if I just come out here.”
- “No, I don’t care about whatever excuse you’ve concocted to convince yourself it’s okay; it’s not okay.”
- “But I’ve...”
- “And you’ve been warned!”
- Effective safety leadership must also include discipline and consistent rules enforcement from managers and supervisors.
- “Or I will see you at a disciplinary conference with your supervisor and the plant manager.”

AVOIDING NEGATIVE CONSEQUENCES

• Wishing to avoid negative consequences is also a powerful influence on human behavior.

Worker Quote:

- “When he called me out in front of everybody else, mostly I was embarrassed. I brought it on myself. It’s his job to keep everybody safe and he did his job, but I’ll never make that mistake again.”
- We have just seen three examples of good safety leadership that works with human nature to encourage safe behavior.
- Speaking up to co-workers about unsafe acts triggers our instinct to want to please others and to also receive positive reinforcement for our actions.
- When supervisors provide immediate corrective action to rule violations, it plays directly into our desire to avoid negative consequences.
- When other workers consistently set good examples, it creates an environment where safe behavior is the norm, allowing peer pressure to help shape positive safety choices.
- It’s important to understand that we all set examples for others by our actions, good or bad. When it comes to safety leadership, our actions always speak louder than our words.

SETTING GOOD SAFETY EXAMPLES

• Once unsafe acts and poor safety examples take root, they can quickly spread to others and destroy the safety culture. All workers can help prevent this by striving to always set a good safety example and make sure their actions match up to the safety words being used.

- Remember, all workers, including you, are safety leaders because your actions influence others. Make sure your actions support the safety message.
- “You finish up here. I’ll go get my PPE.”

TRAITS OF A GOOD SAFETY LEADER

- All workers should learn and then emulate the traits of good safety leaders. Good safety leaders practice what they preach. Their actions match their words.
- Good safety leaders put a stop to unsafe acts right away. They do not look the other way.
- Good safety leaders do not compromise safety to save time or make a job easier, but remember, you don’t have to be outspoken to be a powerful safety leader.
- The quiet influence of everyday workers consistently following safety rules creates an environment where safety is the norm and other workers more easily follow suit.
- This is why safety leadership is so important and why the safety culture is greatly improved when all workers become good safety leaders.

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ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. b

4. b

5. a

6. a

7. b

8. b

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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. Choosing safety often seems to go against our basic human instincts.
 - a. True
 - b. False

2. In the absence of positive safety leadership, we are more likely to make unsafe choices.
 - a. True
 - b. False

3. The pitfalls of our base instincts cannot be overcome by the consistent presence of good safety leadership.
 - a. True
 - b. False

4. Safety leaders must be vocal to have a powerful effect on those around them.
 - a. True
 - b. False

5. Effective safety leadership must include discipline and consistent rules enforcement from managers and supervisors.
 - a. True
 - b. False

6. Speaking up to co-workers about unsafe acts triggers our instinct to want to please others and to also receive positive reinforcement for our actions.
 - a. True
 - b. False

7. When it comes to safety leadership, our words always speak louder than our actions.
 - a. True
 - b. False

8. The quiet influence of everyday workers consistently following safety rules doesn't help to create an environment where safety is the norm and other workers more easily follow suit.
 - a. True
 - b. False