

Safety Hour Framework

Safety Hour is based on taking time away from the day-to-day tasks to have an engaging discussion around safety. The framework is not set in stone, the aim is to provide a good foundation when hosting a session.

Despite being called the Safety ‘hour’ – it is the value of the discussion that is most important. Some teams choose to host one one-hour session per week, whilst others will have four fifteen minute sessions in a week.

An example agenda for a one-hour Safety Hour is shown below;

Example Agenda	
<p>Review last Safety Hour’s actions</p> <p>10 minutes</p>	<p>Review last Safety Hour’s actions</p> <ul style="list-style-type: none"> • Have they been completed? • What was the outcome? • Is there a good news/best practice story that could be shared and recognised to help others?
<p>Local safety updates</p> <p>15 minutes</p>	<p>Possible discussion points</p> <ul style="list-style-type: none"> • Close Call statistics • Safety Bulletins, alerts or notices • Safety moment – any recent incident, near miss etc. that a member of the team would like to discuss • Review of work plans, anything of concern or to be challenged • Looking for solutions – is there anything we can do to make a difference?
<p>Topic your choice</p> <p>20 minutes</p>	<p>Possible sources for content</p> <ul style="list-style-type: none"> • Centrally produced discussion packs available on Safety Central • Safety bulletins, alerts or notices • Occupational Health managers • Team members • Safety Central resource library
<p>Commitments and actions</p> <p>15 minutes</p>	<p>Record any actions and commitments that are being taken away along with timeframes for feedback to be given to the team where appropriate</p>