



Australian Government

Comcare

PUTTING YOU *FIRST*

You can create an effective workplace safety culture through leadership, communication and training using systems, symbols and behaviours.

Commit to action using consultation, partnership and feedback.
It's the way you do things around your workplace that matters.

SENIOR MANAGEMENT

LINE MANAGEMENT

EMPLOYEES

Senior managers:

- value wellbeing, health and safety as much as productivity and financial outcomes
- make your commitment to health and safety visible in the workplace
- effectively communicate your concerns for health and safety through active listening and consultation
- connect with your employees to understand the health and safety issues in your workplace.

Line managers:

- ensure that safety as an outcome is included in business planning
- demonstrate your commitment to safety using actions and words
- drive risk management and effective safety systems
- proactively identify, report and take action on health and safety risks.

Employees:

- constantly reinforce and influence safety behaviours in your workplace
- regularly communicate and report on health, wellbeing and safety issues
- work with management to identify safety problems and find solutions
- take ownership of safety in your workplace.

You need to:

- understand your role
- be accountable as an individual to enhance a culture of safety within your organisation
- take ownership of safety at all levels
- work with your colleagues to promote safety and ensure it becomes a part of everyday business.

It's the way we do things around here.

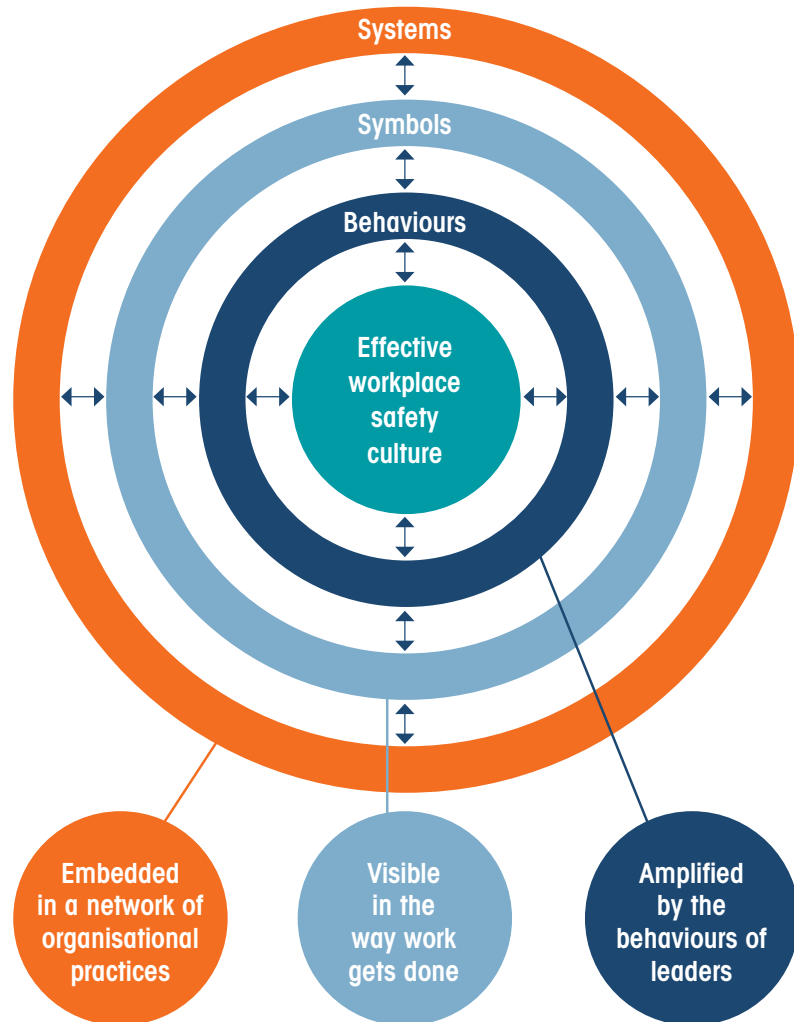


Australian Government

Comcare

PUTTING YOU *FIRST*

SYSTEMS, SYMBOLS AND BEHAVIOURS



| Systems | Symbols | Behaviours |
|--|---|---|
| Health and Safety Management Arrangements | Reward and recognition programs | Demonstrated safe work practices |
| Health and safety policy documents | Continuous improvement | Active engagement in health and safety issues |
| Safe work method statements | Reporting requirements defined and monitored | Bottom-up leadership |
| Job safety analysis | Accountability integrated into performance assessment | Networking with industry |
| HR reporting on absenteeism and OHS performance data | Effective leadership | Proactive incident reporting |
| Internal reporting processes | Visibility and awareness campaigns | Taking responsibility for own safety |
| Data collection and trend analysis | | |

Adapted from Taylor, C 2005, Walking the Talk, Random House, Great Britain.