

SPEAK UP **STEP UP**

How to build a strong health
and safety culture





PURPOSE

This document should be used to support the delivery of the ‘Speak up, Step up’ workshop.

It will:

- Help you run the workshop with workers, pointing out what you can do to encourage discussion and run the activities successfully.
- Give you a better understanding of how the workshop can help you build a strong health and safety culture.

Completing the workshop with a group of workers can help you, as a leader, start to build a strong health and safety culture at your work. It will help workers:

- Learn - what a strong health and safety culture can be.
- Improve – make their health and safety culture stronger
- Keep going - keep their health and safety culture strong.

This workshop focuses on how businesses can build a strong health and safety culture. This can be broken down into three practical steps:

- Speak up.
- Step up.
- Be the go-to health and safety person.



CONTEXT

Workplaces in Aotearoa New Zealand should be healthy and safe. No one should be harmed or killed because of work.

WorkSafe is the primary health and safety regulator. Our main role is to influence businesses, and workers, to meet their responsibilities under the Health and Safety Act. We want to help them work in a way that is healthy and safe.

Businesses must talk to their workers about health and safety – it's the law. We call this worker engagement, participation and representation.

Under the act, businesses must:

- ensure that workers' views on health and safety matters are asked for and taken into account, and
- have clear, effective, and on-going ways for workers to suggest improvements or raise concerns on a day-to-day basis.

In practice this means:

- Workers should be involved with identifying risks, making decisions, suggesting ideas, and asking questions.
- Have a way to share their ideas, where leaders can listen.
- Be supported to build trust and think about health and safety.
- support the health and safety representative as far as is reasonably practicable.
- Reinforcing when health and safety is done well.

A strong health and safety culture doesn't just appear – it's built up over time. It needs to always be a focus, so that a good culture can be maintained.

BEFORE YOU START

Do...

- Look at the guidance available about Worker Engagement Participation and Representation - and understanding the act at our website.
- Review the different resources available to help strengthen your health and safety culture
- Check out the videos about how people in New Zealand / Aotearoa speak up, step up and be the go-to health and safety person.

Delivering the workshop

Think...

- Think about the time and place that would be best to talk about health and safety with your colleagues.
- Do you have a regular toolbox talk, tail gate meeting, catch-ups or hui? Where in work do they feel comfortable?

Do...

- Would it be better suited to block out 15-30 minutes to break away from work and focus on this?
- Can it be discussed alongside any other health and wellbeing initiatives you have?

Using your own examples

Think

- Think about if there are any examples you can use from your workplace to support the messages of the workshop better. When have you, or your workers, demonstrated speaking up, stepping up, or getting involved in health and safety?
- Think about what you can do to show you are committed to improving and maintaining a strong health and safety culture.

Revisiting the workshop – what next?

Think...

- The workshop encourages you, and your workers, to think about the things you can do to improve health and safety at your work.
- What changes can you put in place? What actions can you take?

Do...

- Regularly revisit the workshop, and the commitments you make.
- Make sure you maintain anything you commit to and remind your colleagues about this regularly.
- Encourage colleagues to be go-to health and safety people. Can you formally appoint Health and Safety representatives? Consider running Health and Safety Committees and maintaining health and safety registers to keep track of risks, and what you're doing as a workplace to manage them.
- Regularly talk about health and safety at work – how are workers feeling? What feedback can they give?

DELIVERING THE PRESENTATION

You can use these talking points to help you deliver the workshop and start the conversation. Each section matches a slide in the slide pack.

SLIDE 2

What does the workshop cover?

Set the scene for the discussion. Talk about what you want to achieve from the workshop, including:

- Learning (what you are doing today)
- Improving (what steps you commit to making during and after the workshop)
- Keep going (maintaining what you have agreed to, supporting each other, and holding each other accountable).

Think about examples you can use that will work with your colleagues.

What does this workshop cover?



SLIDE 3 - 5

Why is this important? No one should be harmed or killed at work.

Health and safety is important, and it's everyone's responsibility.

Talk about the statistics on the slide. These show the high rates of harm New Zealanders experience at work. Everyone can help their workmates get home safe by taking steps, committing to them and maintaining them. You can all help each other by building a strong health and safety culture.

Why is this important?

No one should be harmed or killed at work.

SLIDE 6 - 7

How? Take time out with your team.

The activities and concepts in the workshop have been created to get the conversation going. It's not a 'one size fits all' approach, and that's okay. Encourage everyone to join in with the workshop and share their ideas. Together, have a chat about what's working, what's not, and what steps you can take to improve – steps that work for you and your team.

How?

Take time out with your team.

Worker Participation Engagement and Representation What is it, and why is it important?

It is a legal requirement for businesses to engage with workers and support their participation in health and safety.

So what does this mean? In practice, it's about involving everyone in health and safety matters.

Talking about health and safety, and taking part, helps make sure everyone gets home healthy and safe.

Worker Engagement, Participation and Representation

What is it, and why is it important?

Worker Participation Engagement and Representation

- Workers need to be involved with identifying risks, contributing to decisions, suggesting ideas, and asking questions.
- Trust and good relationships are key. The more trust people have, the more likely they are to participate in health and safety.
- Workers need ways to share their ideas, and businesses need ways to listen. This supports a strong health and safety culture.
- Studies show that worker engagement, participation and representation reduces fatalities and serious harm.
- Workers who feel healthy and safe at work are more productive and enjoy their job more.
- If health and safety culture important to leaders, it is more likely to be on the minds of all workers.

This helps build a strong health and safety culture, where everyone performs better and looks out for each other.

What does this mean?



Workers need to be involved with identifying risks, contributing to decisions, suggesting ideas, and asking questions.



Trust and good relationships are key. The more trust people have, the more likely they are to participate in health and safety.



Workers need ways to share their ideas, and businesses need ways to listen. This supports a strong health and safety culture.

What can you do to make sure this is happening at your work?

Speak up

Talk to each other about health and safety:

- Discuss the risks at work
- Share information about hazards and near misses
- Have your say on health and safety matters
- Ask questions
- If something could be done better – speak up.

SPEAK UP



SLIDE 13

Video

Play the video in the presentation if you can.



SLIDE 14

How can you speak up?

Encourage everyone to think about how they can achieve the examples on screen. Think about the times when your workplace has done those things – and it has been a success.

Do...

- Set aside time every day to discuss health and safety
- Check in with each other about what could make your work safer
- Tell each other if any decisions about health and safety are made
- Keep each other informed about health and safety decisions.



SLIDE 15

Why is it important?

The *Speak Up* activity helps teams talk about what makes it easier (or harder) for people to raise concerns at work. Speaking up is key to spotting risks early, fixing problems, and building trust. This activity encourages open, honest conversations about creating a culture where people feel safe to share their ideas and concerns.



Activity

Run the Speak Up activity [found here](#).

SLIDE 16 - 17

Step up

Encourage participants to play a part in improving health and safety at work:

- Take part in health and safety training
- Do your work in a way that helps keep you and your mates safe
- Encourage your mates to follow good health and safety practices
- Get involved in decisions
- Look after people's wellbeing.



SLIDE 18

Video

Play the video in the presentation if you can.



SLIDE 19

How can you step up?

Encourage everyone to think about how they can achieve the examples on screen. Think about the times when your workplace has done them – and it has been a success.

Do...

- Contribute to health and safety chats, risk registers and incident logs
- Look out for each others' wellbeing and safety
- Elect Health and Safety Representatives.

How can you step up?

Things work best when you have a mix of formal and informal ways for people to step up.



Contribute to health and safety chats, risk registers and incident logs



Look out for each others' wellbeing and safety



Elect Health and Safety Representatives

Try different ways of stepping up and figure out what helps the most.

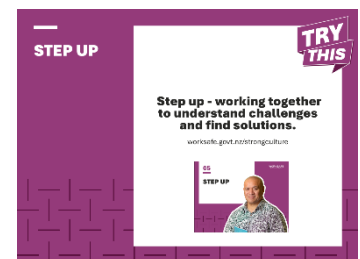
SLIDE 20

Why is it important?

The *Step Up* activity may help workers and leaders take shared responsibility for health and safety. It encourages teams to reflect on how they think, feel, say, and do; when it comes to keeping themselves and others safe. Where there are differences, this activity challenges the group to think differently about what you hear and look for positive changes that work for everyone. This pulls teams together, creating the opportunity for turning insights into powerful practical actions for good.

Activity

- Run the Step Up activity [found here](#).



Be the go-to health and safety person

Health and Safety Representatives (HSRs) are a good example of how you can create a strong health and safety culture.

HSRs provide workers with a formal, visible way to have a say in work health and safety.

- HSRs represent their workmates, making sure their voices are being heard in day-to-day work
- It's not a separate job – HSRs are everyday people
- The best HSRs are people who want to support their mates and keep them healthy and safe.

Trained HSRs have more legal power than those in informal roles.

More information about having an HSR at your workplace can be found on the WorkSafe website: <https://www.worksafe.govt.nz/managing-health-and-safety/health-and-safety-representatives/>



Video

Play the video in the presentation if you can.



Be the go-to Health and Safety Person

Encourage everyone to think about the information on screen. Ask if anyone is interested in the role?

- Businesses with HSRs are found to be healthier and safer
- HSRs have legal power to make sure work is healthy and safe
- HSRs influence how work is done.

More information about having an HSR at your workplace can be found on the WorkSafe website: <https://www.worksafe.govt.nz/managing-health-and-safety/health-and-safety-representatives/>



Improve

Do...

Talk about what steps you can agree on to improve your health and safety culture.

Discuss the ideas below and how they might make a difference in workplace:

Do leaders?

- Think and act safely.
- Share their values.
- Anticipate unsafe events.
- Prioritise removing risks and hazards.

Can everyone show leadership?

- By being honest and open about issues.
- Having a plan and long-term goals for health and safety.
- Investing in health and safety, with time and resources.
- Encouraging accountability

Build a strong health and safety culture.

Take Notice

Do...

Agree to hold each other accountable. Discuss that this needs to be a two-way conversation between managers and workers. Challenge yourselves to see these things over the next month.

- Workers and managers talk to each other about health and safety.
- Risks are being identified by everyone.
- People are comfortable speaking up and stepping up.
- There are go-to health and safety people or groups.
- Hazards are escalated and resolved quickly.
- Wellbeing is a focus at work.

Take notice

Are these things happening at work? What can you do to improve your health and safety culture?



Workers and managers are talking to each other about health and safety



Risks are being identified by everyone



People are comfortable speaking up and stepping up



There are go-to health and safety people or groups



Hazards are escalated and resolved quickly



Wellbeing is a focus at work

Keep going

Do...

Agree to keep health and safety at the forefront of your work. Encourage workers to think about:

- Health and safety training
- Health and safety registers and monitoring
- Processes for identifying hazards and risks – and putting controls in place
- Ways to acknowledge improvement
- Electing go-to Health and Safety Representatives
- Wellbeing time - to encourage better health.

Once you have agreed what to do, think about setting a goal that is achievable and has a timeframe.

- Think about doing this workshop again in a few months to think about how you have improved and talk about the benefits of building a strong health and safety culture.

Keep going

Health and safety isn't just a box to tick - it's about always learning, and always improving.



You can lead health and safety front and centre by having:

- Health and safety training
- Health and safety registers and monitoring
- Processes for identifying hazards and risks – and putting controls in place
- Ways to acknowledge improvement
- Electing go-to Health and Safety Representatives
- Wellbeing time - to encourage better health

How WorkSafe can help?

There's lots of information and services available to help you to improve health and safety at your work:

- Build a strong health and safety culture webpage
- SafePlus assessment
- Guidance for business owners
- Puataunono 'Come Home Safely'
- Requesting a site inspection or to talk to a member of our team.

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