

Concept Paper for XYZ Chemical Company

Absolute Safety, 365

The following information outlines a behavior-based safety training process to change and develop a **Absolute Safety, 365 culture** within XYZ. This process builds the 100% buy-in and commitment that is needed from all levels of personnel for the achievement of an injury-free work environment.

Executive Review

Core Values Review

Communications Review

Performance Systems Analysis

With a strong **foundation of integrity** within the XYZ organization, the culture of safety starts with a clear belief and statement that **all personnel can work injury-free**. This core value is reinforced in all safety communications throughout each level of management. Management must also clearly model doing the right thing for the right reasons **100% of the time**.

Phase I

Beliefs about Safety

At-Risk Behaviors

Risk Tolerance

My Reasons for Staying Safe

Keeping One Another Safe

XYZ's behavior-based safety training process rolls out in three phases. **Phase One (I Make A Difference In Safety)** is focused on developing a common conceptual framework and language for safety through all levels of the plant. Personnel explore and learn the difference between their personal beliefs about safety verses only complying with safety, awareness of their own at-risk behaviors, and personalizing why they want to work safe and stay safe. Participants will understand the impact of their behavioral choices and the need for commitment from all levels of management, department personnel and support services in order to create an injury-free workplace.

In Phase One, personnel will review the use of existing safety tools (VPP), have opportunities to identify what the objectives are and determine how will they be achieved, what the obstacles to a safe work environment are and who will be needed to reach the desired goal. Phase One success **requires all personnel** to attend a multi-day (1½ to 2 days) training session.

Phase II

Understanding Work Styles

Performance Systems Analysis

Leading Change

Giving Feedback

Empowering Performance

Phase Two (Developing Excellence In Leadership) will be designed for XYZ plant supervisory personnel and will prepare them to a) exercise safety leadership and b) successfully implement and deliver **Phase Three** support. Phase Two will teach Coaches and Supervisors proven tools for addressing different personalities, improving motivation, providing feedback, and helping recalcitrant employees take accountability for their behaviors and get on board. Each supervisor will receive personalized feedback and coaching as they develop and practice the **newly learned skills of effective leadership** and will develop **individual action plans** customized for the specific needs of their departments. These sessions will prepare them to **become better motivators and trainers** for their department personnel as they move forward in the behavior-based safety initiative that was created in Phase One. The second phase will require all supervisory personnel to attend a multi-day (1½ to 2 days) training session.

Phase Three (Coaching To Zero) is a series of 2 hour monthly internal training modules designed to have the coaches/supervisors ***review, reinforce and redirect behaviors*** that are contributing or becoming obstacles to achievement of an injury-free culture of safety. These scheduled sessions are held in each department and function as a planning and feedback opportunity, which ***continues support for long-term goal achievement***.

Through each of these phases, management must have an active and visual presence that will assist all personnel in acceptance of change and the belief that, as a whole, we can achieve an injury-free culture of safety.

Phase One: I Can Make A Difference In Safety

- Message From Plant Management
- XYZ Chemical Co. Core Values Alignment
- My Beliefs About Safety
- Causes Of Injuries – At-Risk Behaviors
- Understanding My Behavior
- This Is How I Communicate
- Risk Tolerance And It's Consequences
- Feedback On My Behavior (Safety Feedback Conversation)
- Obstacles To An Injury-Free Culture Of Safety

Phase Two A: Developing Excellence In Safety Leadership

- Understanding My Leadership Strengths
- Personal Accountability
- Performance Systems Analysis
- Leading Change And Avoiding The Pitfalls
- Giving And Receiving Feedback
- Coaching To Success – (Performance Feedback Conversation)
- Powers Of Motivation
- Solving Problems As A Team
- Rewarding Progress And Celebrating Success

Phase Two B: Train-the-Trainer

- Systematic Learning Approaches
- Facilitating Dialogue
- Coaching Session Content Review
- Participant Delivery and Feedback

Phase Three: (Coaching To Zero)

- Review The Team Plan
- Giving Feedback On Progress
- Recognize and Reinforce Changed Behaviors
- Redirect At-Risk Behaviors
- Coaching Effective Conversations
- Rewarding And Success
- Setting New Team Goals