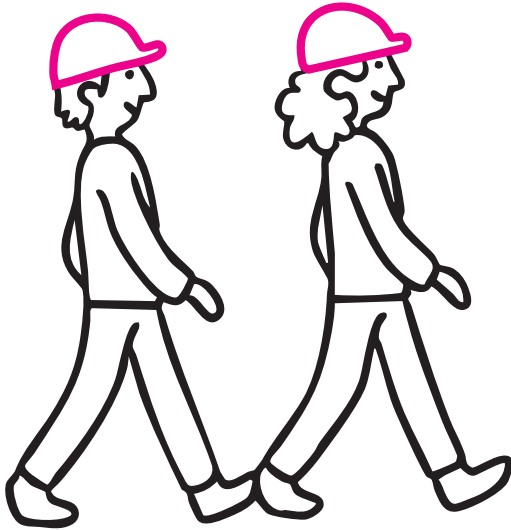


Safety INSPECTION

A safety inspection is a proactive examination of a workplace, equipment, or processes to identify potential hazards and ensure compliance with safety standards.

- ✓ Familiarize yourself with the equipment you will inspect.
- ✓ Ensure you have enough time to do the inspection.
- ✓ Bring your checklist to guide you through the points.
- ✓ Ask someone from safety to join you in case of questions.
- ✓ Make the report promptly and share feedback on your observations.
- ✓ Remember to record the outcome of your inspection in **Benchmark Gensuite Inspection Tool app**. Ask your safety manager if you don't know how to access.



SAFETY WALK and OBSERVATIONS

A **safety walk** requires a plan to focus on specific topics and always includes hazard identification (snake hunting). It can deliver commitment from the leader and the employees involved on the walk for actions to be accomplished.

When doing a safety walk, always:

- ✓ Identify what is safe.
- ✓ Identify what is at risk.
- ✓ Provide feedback.

Safety observations are essential to contribute to people's safety. A safety observation can be positive or an opportunity to improve. It requires you to have knowledge of the agreed standard to give a fair feedback.

Consider the following tips:

- ✓ We should observe both employees and contractors.
- ✓ Focus on quality and not quantity of observations!
- ✓ Be curious. Ask open questions.
- ✓ Ask people what risk they notice.
- ✓ An observation – feedback takes no more than 15 mins.
- ✓ Always finish the feedback with an agreement.
- ✓ Remember to record the outcome of your observation in **Benchmark Gensuite Safety Observation app**. Ask your safety manager if you don't know how to access.

SAFETY WALK and OBSERVATIONS

SAFETY FEEDBACKS

When giving safety feedback

DO:

- ✓ Be clear in your mind what to achieve by giving the feedback.
- ✓ Start with the positive.
- ✓ Explain the situation and verify that the other person understands you.
- ✓ Be timely, respectful and polite.

DON'T:

- ✓ Be delayed in giving feedback.
- ✓ Give feedback when you are angry, take some time to calm down first.
- ✓ Don't rush in the conversation.
- ✓ Avoid handling multiple issues in the same conversation.

When receiving a safety feedback

DO:

- ✓ Be humble.
- ✓ Listen actively.
- ✓ Seek clarification and verify your understanding.
- ✓ Think about the feedback and use it to improve next time.

DON'T:

- ✓ Defend yourself or justify.
- ✓ Get angry or take the feedback personally.
- ✓ Deny what you know is true.
- ✓ Nod your head and agree to everything you hear.

ACTIVE LISTENING

When someone address you to communicate issues, concerns or news about safety follow this tips:

Listen

- ✓ Look interested and keep eye contact.
- ✓ Involve yourself by responding.
- ✓ Stay focused and don't be distracted.
- ✓ Test your understanding, by responding to the other person.
- ✓ Evaluate the message.
- ✓ Neutralize your feelings and don't judge or jump to conclusions.

For people to feel comfortable to communicate and share all details of the situation it is necessary to also show good body language and take actions/ reflections after the conversation.

