



## SAFETY DISCUSSION

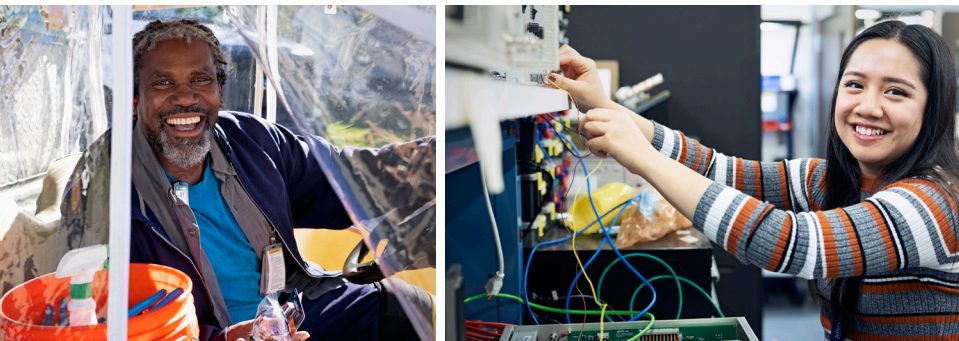
### *For Managers and Supervisors*

*The purpose of conducting regular safety discussions at the lab is to create meaningful conversations between management and workers.*

*This guide provides examples of ways to approach a management safety discussion and the benefits of doing so through the use of helpful tools and connecting with your staff.*

## Benefits of Safety Discussions in Management

- Encourages regular knowledge exchange between managers and employees.
- Promotes a shared understanding of operational safety procedures and implementation.
- Enables clarifications in policy interpretations when it comes to safety.
- Cross-divisional observations and discussions allow management to view the assignment with a fresh pair of eyes.



## Step 1: Identify an Activity for a Management Safety Discussion

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Here are a few examples:

- Participate in the daily MCC 8 a.m. meetings to revisit site activity details\* for situational awareness.
- During the SAD, check the SAD calendar for activity details\*.
- Ask the DSO about activity details\*, review current (T)OSPs and reference the SME for specific hazard categories.
- Query ePAS for Permits to Work that are in the “On Issue” state.

*\*site activity includes the location, relative hazard level and other important information about work being performed.*

## Step 2: After the Activity is Selected, Enact the Following

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- Approach the worker(s) conducting the activity carefully using appropriate safety precautions.
- Identify yourself and tell the worker(s) that you are conducting a management safety discussion. Verify their availability.
- Request a description of the work activity.

The work activity description should include location conditions, systems or components being worked on, worker position, tools involved and/or what PPE is being used. Information like whether this work is routine, diagnostic or emergent should also be shared.

Here are a few prompts that you can use to learn more about the work being performed:

- *What are the standards of procedures for this assignment?*
- *What are the difficulties involved with this task?*
- *What gets in your way and are there any workarounds?*
- *How do you know things are going right?*
- *What are possible cues that the process may be drifting?*
- *How would you explain the safety details to those unfamiliar with this task to prevent or address missteps?*
- *What do you do when a lack of resources limits your ability to work?*
- *How do you manage competing priorities, such as scheduling pressure?*
- *What are some best practices for problem-solving on-site work as a remote employee?*

• If not already addressed, discuss potential human performance safety concerns such as task demands, individual capabilities, work environment or personal work tendencies.

• Always acknowledge good safety work practices during these conversations.

## Step 3: Utilizing the Management Safety Discussion Tool

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Supervisors can detail their Safety Discussion by using this helpful tool on the HPI Page.

Connect directly via mobile by using the QR code or web browser found here: [misportal.jlab.org/hpi](https://misportal.jlab.org/hpi).

This tool is customizable and is linked to the former safety observation database.



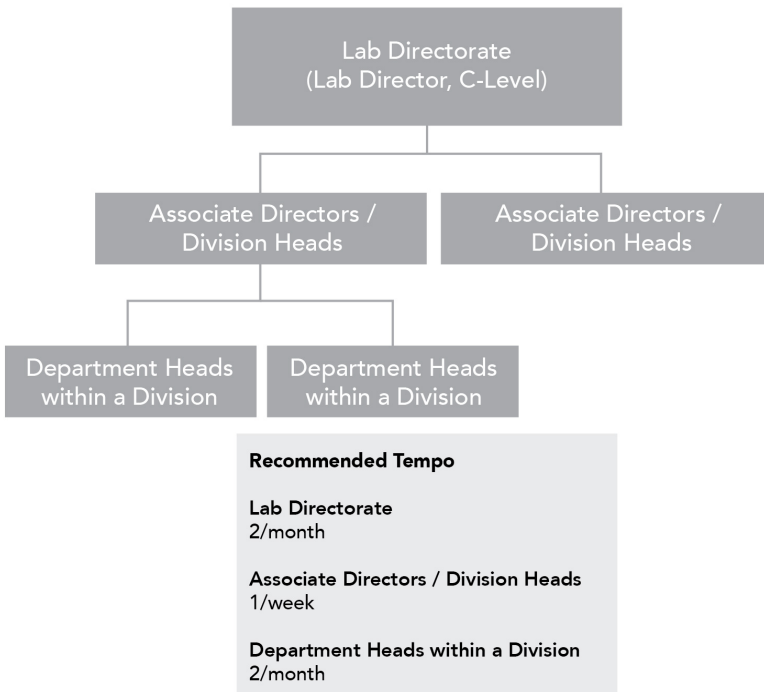
To place a shortcut on your mobile device:

- Go to <https://misportal.jlab.org/hpi>.
- Log in using your CUE username and password.
- Create a link on your device's home screen.

Change management can be difficult and uncomfortable, so you may encounter some hesitation when initiating these discussions.

Additional tips can be found under the FAQs section of the ES&H website: [jlab.org/eshmgtsafety](https://www.jlab.org/eshmgtsafety).

## Guidelines for the Frequency of Management Safety Discussions



*This chart gives guidelines for the frequency of Management Safety Discussions based on level of management. The frequency of discussions are determined by the Associate Director and Division Safety Officer after consultation with the division/department management team.*