



1. PLAN

Think about safety before you start work. Ask for the resources you need to work safely. Think out of the box, suggesting improved ways to work that will improve health and safety.

| | YES | NO | ONLY PARTLY OR INFREQUENTLY |
|---|-----|----|-----------------------------------|
| GET INVOLVED IN PLANNING | | | |
| 1. Do you actively provide feedback regarding planning of work. | | | |
| 2. Do you share ideas you have about how you could make things safer? | | | |
| IDENTIFY AND CLARIFY RESPONSIBILITIES | | | |
| 3. Do you know if others around you know what roles and responsibilities everyone has onsite before you start work? | | | |
| 4. Do you ask your site supervisor if you are not sure what your responsibilities are or what they expect of you? | | | |
| RESOURCING | | | |
| 5. Do you ask your site supervisors for the resources and training you need to be safer? | | | |

2. Motivate

Be an example to others. Take responsibility for yourself and those you work with, this includes fellow workers, contractors and management. Use your voice and let people know when they have good ideas or do something that improves health and safety, and also when they could do something safer.

| | YES | NO | ONLY PARTLY OR INFREQUENTLY |
|---|-----|----|-----------------------------------|
| BE SEEN ON SITE | | | |
| 6. Do you demonstrate, role-model behaviour on site by; | | | |
| a. Following site safety requirements and standards? | | | |
| b. Telling others when they are working in a way that may harm themselves or Others? | | | |
| c. Telling about health and safety when you have discussions with others about work loads, schedules and time pressures? | | | |
| COMMUNICATE | | | |
| 7. Do you discuss the risks involved in your work with everyone you are working with, including workers, managers and contractors? | | | |
| 8. Do you attend the toolbox/tailgate meetings and contribute to safety discussions at them? | | | |
| CALL IT OUT | | | |
| 9. Do you interact with workmates positively regarding work safety? | | | |
| 10. If someone tells you that you are working in way that could be unsafe, do you acknowledge this? | | | |
| BE A CHAMPION | | | |
| 11. When you are given the opportunity, do you help to develop the health and safety plans, safe work method statements, task analysis and other health and safety related processes? | | | |

| | YES | NO | ONLY PARTLY OR INFREQUENTLY |
|---|-----|----|-----------------------------------|
| 12. Do you offer to a health and safety representative onsite (including undertaking any necessary training for this role) | | | |
| 13. Do you volunteer for opportunities to develop your understanding of safe practice (including attending industry forums and Charter workshops and events)? | | | |

3. Build

Develop your own understanding, knowledge and skills, sharing your experience and abilities with those you are working with so that they can develop. Provide your managers, contractors and workers with information that will improve working safely together.

| | YES | NO | ONLY PARTLY OR INFREQUENTLY |
|---|-----|----|-----------------------------------|
| KNOW YOUR LIMITS | | | |
| 14. Are you honest about what you know and what you don't know and don't try to do something unless you are confident you can do it safely? | | | |
| 15. Do you identify gaps in your knowledge and skills and take action by; | | | |
| a. Asking for training and including this in your performance development plan? | | | |
| b. Asking for advice and talking it through with someone who has the knowledge and skills to do the job so that you can learn? | | | |
| SUPPORT OTHERS | | | |
| 16. Do you work with your team to identify the skills needed to do a job safely? | | | |
| 17. Do you get involved with developing the site plans so that risks you have identified can be included? | | | |
| SHARE YOUR THOUGHTS | | | |
| 18. Do you tell your site supervisor what you think about how health and safety is managed on sites you work on? | | | |
| REPORT | | | |
| 19. Do you report any accidents or incidents you have had or have seen happen? | | | |
| REFLECT | | | |
| 20. Do you talk with people you work with to help identify any risks there are in the work that you are doing? | | | |

“Your idea might be the difference between someone getting hurt and everyone working safely together.”



**Canterbury
Safety Charter**

WORKING SAFELY TOGETHER

www.safetycharter.org.nz