

Foundations for Safety Leadership

Self-Assessment & Personal Action Plan



SELF-ASSESSMENT: 5 SAFETY LEADERSHIP SKILLS

How often do you....

	Always	Sometimes	Never
1. Lead by example			
Maintain a positive attitude about safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the safety implications of all your decisions - at work and home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remind or encourage others to work safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk the talk – always follow safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate & understand that everyone owns safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Engage and empower team members			
Regularly include safety in work planning discussions; look for safer solutions together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speak up or stop work when things are unsafe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage others and make sure to identify and report safety issues such as hazards, concerns, injuries, and near misses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Actively listen and practice 3-way communication			
Treat others with respect and seek to improve, not place blame	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively listen without distraction and ask questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make safety a safe and serious topic - at work and home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Develop self and others			
Have the courage to speak up on the spot about unsafe acts, equipment or training needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Get defensive when coached out of care for your safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Show others how to work safely & watch for understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Recognize others			
Thank others who go above and beyond to create a safe workplace for themselves & others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Let others know when you appreciate them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total number of checks for each column

ACTION PLAN

Based on your self-assessment and your knowledge of the 5 safety leadership skills, answer the questions below to create your action plan – what steps will you take in the next few months to further develop your skills as a safety leader? Be specific.

1. In which of the 5 skill areas are you doing very well? (Checked “Always” for the majority of the questions)

2. Which skill areas do you need to work on or improve? (Checked “Sometimes” or “Never” for the majority of the questions)

3. Which skill area(s) will you work on *first*, in the next 3 months, and what steps will you take?

4. Which skill area(s) will you work on *next*, in 3 – 6 months, and what steps will you take?

Follow up and track your progress:

At the 3-month and 6-month point, check to see if you have taken the steps to becoming a more effective safety leader. Ask yourself:

- What is working well?
- If you haven’t taken the steps, what is preventing you from doing so?
- Who can help you or give you the support you need?

Check your success

You can check to see how well you are doing at putting the 5 skills into action by paying attention to how often others around you are:

- Following safety procedures
- Helping each other be safe
- Reporting any hazards they see and making suggestions for solutions
- Reporting near misses when they occur
- Reporting injuries when they occur

The more they are doing these things and others like them, the more likely it is that you are being an effective safety leader and are helping to create a strong safety culture!

Good luck on your SAFETY leadership journey!