

Video script name: *Advancing Our Culture of Safety*

Participants: Jane Smith, SVP, HR, ABC Company

Purpose: Follow up video to *Our Culture of Safety* hosted by EVP & COO, John Brown which explains the lost-time injury reporting system, refocuses the team on safety and highlights safety changes for FY18.

Audience: All team members at ABC Company

Location: ABC Company World Headquarters, Production Studio B

- Hello everyone, I'm Jane Smith, Senior Vice President of Human Resources at ABC Company.
- As John Brown, Executive Vice President & Chief Operating Officer shared with us recently, ABC Company promotes a culture of safety where safety is *always* our main priority.
- How do we know how we're doing, and just how safe we are?
- First, let's examine some statistics on lost-time injuries.
- Lost-time injuries are those injuries where a team member was not able to work.
- In fiscal year seventeen, ABC Company worked over 5 million hours with only 5 lost-time injuries.
- If you take our number of injuries times 200,000 (the equivalent to 100 full-time employees) divided by the total amount of hours worked, you'll discover our overall injury rate for FY16 was .2.
- According to available public injury data, the average rate of injury for our industry is 1.6, so you can see ABC Company is already doing quite well, but I know we can continue to improve.
- You might be surprised to find out most of our injuries could have been prevented.
- In fact, our two main contributors for lost-time work hours are slips, trips and falls, and ergonomic issues.
- Having slips, trips and falls as a top contributor to our injury rate is really a reminder to all of us to watch our step as we move about our work locations.
- We can all help contribute to a safer work environment by doing the small things, such as pushing in a chair, quickly and thoroughly cleaning up spills, wearing sensible shoes in inclement weather, putting down our phones while walking or simply closing a filing cabinet when done, and I could keep going...
- These seemingly small actions add up!
- In addition, to reinforce what John stated, safety is our (MOTION FROM YOU TO THE AUDIENCE) joint responsibility: if you see something unsafe, report it.
- Tell your manager, your local Human Resources Representative, the Global Safety team, report it via the Alert Process or relay it to your local Safety Continuous Improvement team, knowing our company will not tolerate any retaliation for doing so.

- Shifting our focus to ergonomics as another main cause of injury, I want to remind our team we have guidelines on how to set up your workstation for optimal use and comfort, just visit the Safety intranet page under the Ergonomics section or under the Safety Tips section for more information.
- You can also find proper lifting techniques and other safety practices in the Employee Safety Handbook located on the Safety intranet.
- As a team, we have to embrace and advance our culture of safety, and part of this includes continual safety awareness through reminders.
- That's why you see a variety of safety messages delivered in many different ways, via the intranet, on posters, digital signs, banners and more.
- Managers will also go through an upcoming training course on available safety resources, and in early 2019, all team members in the U.S. will take a safety course called *Managing Safely*, which covers basic safety training.
- We've also added lost-time work injury reporting signs to each of our warehouse locations.
- Beginning at the start of calendar year eighteen, these signs will be kept up-to-date by the Global Safety team and the highest-ranking member of management at each facility.
- Posted on the wall of each warehouse, these signs now act as a safety scorecard for everyone to see how we're doing.
- After all, safety is everyone's business.
- It is our collective responsibility to ourselves and to one another to think safety, act safely and be safe.
- Together we can work toward lowering our injury rate ever further, and helping ensure everyone, returns home to their loved ones at the end of their shift.
- And remember, *always* report unsafe practices.
- We want everyone to return home to those they love.
- I thank you for your attention to this serious topic and your cooperation in helping us advance our culture of safety at ABC Company.