# Safety Reset coordinator’s guide

The primary objective of the Safety Reset is to stop for safety. You will be stopping work for up to two hours – so make it worth it.

The key message for attendees is simple, if it’s not safe or you’re unsure – stop!You should *See. Stop. Report.*

The Safety Reset pack is provided as a guide. Some content must be included, but each site is encouraged to customise and develop a session that will most effectively engage their people.

The pack is largely based on exploring what that the theme means, why we should, how you can, and the regulatory support to do it.

The pack includes three videos of personal stories that drive home why we need to stop for safety – these can be swapped out for similar site or industry specific videos you may have access to.

The Minister’s video is required.

All the base-pack content and supporting materials will soon be available to [downloaded from our website](https://www.rshq.qld.gov.au/about-us/resources/safety-reset). If you have any other questions or need advice on how to coordinate your site’s Safety Reset, please contact us via [safetyreset@rshq.qld.gov.au](mailto:safetyreset@rshq.qld.gov.au)

## Safety Reset supplied materials

1. *Coordinator’s guide* (this document)
2. *Slide guide* for coordinator and facilitator
3. *Safety Reset PowerPoint pack*:
   1. Open the slide pack in NOTES view to read the facilitator’s speaking notes. These are a guide – customise the content to reflect how you would comfortably speak. The *dot points in italics* are instructional guides, not speaking notes.
   2. The videos in the pack are linked to online videos – if you do not have access to the internet for your session we can send the videos to you on a USB stick (please allow enough postage time if you request this).
4. *A3 customisable poster*
5. Internal *social media tile* that may also be used as intranet tile
6. *Attendees reference sheet* – hand out for attendees
7. Online *Safety Reset Attendee feedback survey* - online
   1. A printable *Offline Attendee survey* version for sites where internet is not available.
8. Online *Safety Reset session report* survey - online
   1. Printable *Offline reporting* template.

## Suggested preparation and planning

Form a Site Coordination Group

* Decide on roles including a facilitator (presenter) and a coordinator (support role) for each session and any other responsibilities for actions.
* Book guests and presenters, rooms and resources you may need including projector, screen, microphones, tables, chairs and camera.
* Review and discuss supplied content and agree on discussion starters, example stories, identify people who will share a valuable experience with the group.
* Refine supplied content, produce extra content if desired, customise to suit your industry and/or site.
* Consider and agree on answers to staff questions relating to attendance, pay and shift starts.

### Invitations

* Confirm presenters and executives are available.
* Send session invites to all employees – we suggest large sites manage RSVPs so attendance numbers are known.
* Create a schedule that can be provided to guests who may ask to attend a session. For example, the Minister for Resources, Scott Stewart MP or his staff, RSHQ Inspectors and staff, Union representatives and organisers.

### Promote sessions

* Customise the *A3 poster template* in Word with your site’s event dates, venue and contact person. Print and display in lunch rooms and other prominent positions on your site.
* Consider hosting a morning tea or something similar prior to the session to encourage a positive environment and attendance.
* Share the Safety Reset schedule on your company’s internal social media and intranet.
* Encourage supervisors to remind staff about the sessions and encourage attendance.

### Practice

* Set up a ‘practice session’ a few days prior to ensure your equipment and materials work.
* Check your internet connection to play video content and access surveys, if not:
  + Download and play the videos directly from your computer.
  + Printout hard copies of the feedback survey and provide to attendees as they enter.
  + Ensure you record information to take back for online reporting purposes.

## Safety Reset day

* Set up the room ahead of the session and use the following check list:
  + Test internet connection to make sure it is working.
  + Set up data projector or other means of displaying slide pack.
  + Set up seating with enough seats for your attendees.
  + Print out materials including *Attendee reference sheet*, *Attendees feedback survey* (if required), and any other site resources you might want in hardcopy.
  + Prepare a survey collection box (like a ballot box to collect hardcopy of surveys).
  + Set up a registration table at the entry to the room to greet attendees and hand out any resources required.
  + Make sure the presenter/s is ready and test microphone (if required).
  + Do a head count to capture how many people attended the session and what their employment type is, you will need this for reporting to RSHQ.

### During session

* Take a few photos to send electronically to RSHQ for reporting purposes.
* We suggest you arrange for a few attendees to proactively start discussions or share stories from within the audience in case no one else volunteers.
* The facilitator and coordinator should also prepare to share a story to engage from the front.
* At the end of the session remind attendees to complete the [Safety Reset Attendee feedback survey](https://www.surveymonkey.com/r/SR-attendee) which helps us improve planning for future events. The survey:
  + is anonymous, but employees can include their details if they would like to.
  + can be completed at the end of the session on mobile phones or devices if your employees have internet access.
  + can also be printed in hard copy if required, filled out quickly and deposited in a collection box as they leave. These will need to be scanned and emailed to RSHQ.

## Follow up

### Reporting

* As per previous years’ Safety Resets, reporting is mandatory.
* This year we have set up an [online Safety Reset session report](https://www.surveymonkey.com/r/SR-SessionReport) for reporting, this will be completed by you, then submitted directly to RSHQ.
  + Please complete this as soon as possible after the session and send to RSHQ no later than Thursday 2 November 2023.
  + If your site is hosting multiple Safety Reset sessions, please complete a report after every session, and ensure the same site name is used for all session reports.
* We have also supplied an *offline reporting template* to be used to record reportable information if you don’t have access to the online survey during the session. Complete this in session and use as a reference to enter the information into the online report later.
* When you complete the survey, please include photographs from the session and have scanned any hardcopy *Attendee feedback surveys* into a PDF.

### Activities

* We have included several slides to generate discussion in your session. These discussions are intended to get attendees thinking and come up with ideas to make practical improvements on your site.
* Make sure any ideas generated in the session are captured.
* The Site Coordination Group can use these ideas to develop a plan after the session on how to use these ideas in a way that engages with the staff who raised the idea or expressed interest in it.
* The Site Coordination Group can implement simple projects to develop and implement these ideas.
* Please include any ideas or new projects your site is implementing in the [online Safety Reset session report](https://www.surveymonkey.com/r/SR-SessionReport).

## Important timings

### Mid-August

* You will receive a [‘heads up’ email from RSHQ](https://app.vision6.com.au/em/message/email/view.php?id=1729593&a=91741&k=nQeU86uoUvpiBmcntTniwtTJ6U-apSp81r4ax4hPkQo) to introduce this years’ Safety Reset.
* Set up your Site Coordinating Group, define roles and schedule key people and resources.

### September

* You will receive a second email from RSHQ with the Safety Reset pack.
* Lock in dates for your Safety Reset sessions no later than w/c 4 September and book rooms and resources required.
* Lock in key roles of facilitator and coordinator for your session.
* The Site Coordination Group can begin customising or refining the slide pack content.
* Start promoting the sessions to your employees. You can use A3 posters, internal social media, intranet and content in newsletters.

### October

* The Safety Resets begin as part of Safe Work Month.
* All reporting must be supplied to RSHQ no later than Thursday 2 November 2023.

### November and beyond

* The Site Coordination Group should meet to plan what and how follow up activities are progressed.

## Links

* Safety Reset web page and download portal: <https://www.rshq.qld.gov.au/about-us/resources/safety-reset>
* Online session report: <https://www.surveymonkey.com/r/SR-SessionReport>
* Attendee feedback survey: <https://www.surveymonkey.com/r/SR-attendee>
* Contact the Safety Reset team via email [safetyreset@rhsq.qld.gov.au](mailto:safetyreset@rhsq.qld.gov.au)

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