



Workforce Engagement (WFE) – Course Outline

Introduction

This program is designed to advance the WHS skills, knowledge and abilities of participants. This course is relevant for anyone participating as a team member with associated workplace health and safety responsibilities.

Learning Outcomes

Participants will:

1. Understand the SafetyCircle safety culture program and language and be confident to interrupt unsafe acts.
2. Understand the need to personalise WHS and interpret their own reason for wanting to be safe and well.
3. Understand the role that changing the fundamental motivation for WHS has in changing WHS performance.
4. Understand the role choice plays in WHS systems and processes.
5. Understand dynamic risk assessment and apply the concept in a limited, practical context.
6. Understand the principles of continuous improvement and 5S (a system for organising spaces so work can be performed efficiently, effectively and safely)

Personal and Organisational Outcomes:

As a result of the Workforce Engagement Course Leaders are engaged, committed, aligned and accountable with respect to WHS and SafetyCircle thinking. They believe the direction of the WHS culture is possible and achievable and know how to make an impact.

- Team members are **engaged and committed** to a common goal and gain alignment on what's possible, and personally embrace the SafetyCircle thinking.
- Workforce Engagement **creates genuine belief in and alignment with** the home safe and well today and everyday goal.
- Team members **acknowledge and accept personal accountability** for participating in a positive health and safety culture in their team.
- There is **genuine belief** that this is possible and achievable. Team members are interrupting unsafe acts and participating in Risk Relevant Circle Conversations

Alignment with BSB30719 Certificate III in Work Health and Safety

The training product has been mapped to BSB30719 Certificate III in Work Health and safety. This training product provides evidence of competency for the following core units: BSBWHS309 Contribute effectively to WHS communication and consultation processes BSBWHS Contribute to WHS issue-resolution processes and BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes.

Program Structure

- One 6.5 hour workshop
- Participants will have approximately 60 minutes of pre-work to complete before each module.
- Submission of inputs into the project will be via the online Learning Management System, Coassemble.

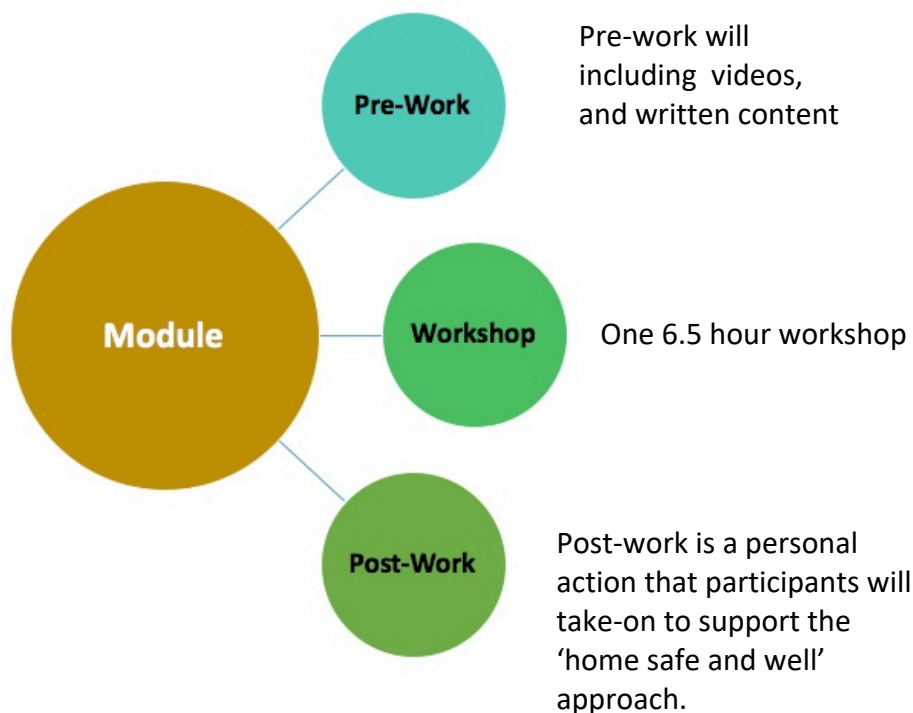


Diagram of Program Structure

Course Summary

Session Name	Session Overview
Philosophy and Participation	Introduces participants to the key philosophies/principles of SafetyCircle and outlines how people are required to participate during the day and the role of participation more broadly in WHS
From 'Have to' to 'Want to'	Explores the fundamental motivation that underpins health and safety and where this has gone wrong. Looks to reset that motivation powerfully and positively
SafetyCircle is Simple	Introduces participants to the language and thinking of SafetyCircle through explanation and a story about a situation where WHS goes wrong.

Personal Choices and Consequences	Participants explore less-than-perfect choices they have made before, recognise how normal and human these choices are, and therefore the need to wrap a team around every workplace risk.
Reasons Why WHS Drops Out	Participants use the SafetyCircle to identify when and why they have made choices that didn't manage risk well in the workplace.
Life is not safe. Stop, Think, Choose, Act.	Demonstrates through logic that we can never make workplaces 100% safe – so we must manage risks well. To do this we need to make effective choices inside the SafetyCircle. Participants are introduced to the Stop-Think-Choose-Act heuristic – a decision making rule of thumb that supports dynamic risk assessment.
Equipment, Systems and People	Breaks down safety management systems into 3 understandable components for participants to see the value and interconnectedness of these components.
Participation Agreement	Participants agree to a series of actions they will take in order to support each other to go home safe and well.
Continuous improvement	Participants are introduced to the role continuous improvement plays in WHS performance and the connection between this concept and lean thinking.
5-S	Participants are introduced to the concepts of Sort, Set, Shine, Standardise and Sustain as approaches that support improvement.
Interruptions	Participants explore the concept of interrupting and its fundamental role in changing unacceptable to acceptable risks.
Interruption Exercises	Participants learn how to effectively and respectfully interrupt someone in an unsafe situation and then practice these skills through a series of role-plays.
Bird's pyramid and rolling the dice	Participants explore Bird's pyramid of consequences and use a video of an incident to mock-up a 'Circle Meeting' that applies a risk-based problem solving approach using the SafetyCircle.
Rope Activity	Participants publicly state actions they will take to make a difference to WHS and 'stay inside the circle'.
Reflections and Summary	Participants identify positives and opportunities for improvement in the session (part of the QA process) and a one-word summary.