REACH RESPONSE CARD

Unsure act [ ] Safe act [ ]
Unsure condition [ ] Safe condition [ ]

What does the act/condition relate to:

Health [ ] Environment [ ]
Safety [ ] Quality [ ]
Security [ ]

Name (optional): [ ] Date: [ ]
Location: [ ] Time: [ ]
Department: [ ]

Act/condition: [ ]

Intervention or preventive/corrective action taken: [ ]
Helpful hints and tips.

• Ensure that the area is safe before you approach the worksite.

• When raising an observation, firstly introduce yourself and explain what you are doing and why you are doing it. Be friendly and show respect.

• When discussing your observation, use open questions (who, what, when, why and how) to lead the conversation. Avoid questions that will receive a yes / no answer – encourage participation, facilitate a good conversation.

• Listen to the views of the person / people who you are sharing your observation with. Work together to resolve any issues that may need to be addressed.

• Close the conversation only when an agreement has been made regarding next steps – what will happen as a result of your observation?

• Record the conversation as it is taking place. Then, pass your notes on to your supervisor.

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