



Toolbox Talk

This script helps project leaders and HSSE teams give a consistent briefing at Safety Shield site launches.

Introducing Wood's Safety Shield

What is it?

A shield is just that – it protects you and anyone who holds one.

Safety Shield is Wood's new **approach** to safety. It will help us communicate, engage and simplify our safety systems, while including the best of our heritage safety programmes, Safety Cocoon and Beyond Zero, which will be retired in 2019.

The Safety Shield has three parts: **prepare, engage** and **intervene**. Each part must be in place for the shield to protect. Experience has taught us that incidents happen because one or more of these elements is weak or missing.

Safety Shield is founded in Wood's values: commitment, care and courage. We need **commitment** to **prepare** properly, **care** to **engage** effectively and **courage** to **intervene** appropriately.

A shield can only protect when it is used properly, and we all have a duty (not a 'choice') to 'raise our Safety Shield', to prepare, engage and intervene.

What does 'prepare' mean?

Preparation starts with a commitment between Wood and its employees. Wood provides the tools and resources to do the job safely and you must use them properly. As a result, we:

- Train for competence to do the task(s) we are asked to do
- Assess the risks of the job and plan a safe method of work
- Follow the right procedures and established controls
- Use the appropriate tools
- Have the appropriate PPE
- Put the right level of supervision in place



What does 'engage' mean?

Engaging means we take the time and effort to make sure our safe systems of work are in place and kept in place all through the job. This means we must:

- Understand the safety tools we have and when to use them
- Take time to know the hazards and understand what could go wrong
- Use our risk assessment tools to assess the hazard risks
- Implement controls to keep the job safe, making sure we communicate with our teams to establish awareness
- Understand and follow our Life Saving Rules – every day, every time
- Know what to do to keep safe
- Make safe choices – that's up to each one of us
- Stop the job if things change
- Look out for one another
- Be accountable

What does 'intervene' mean?

Intervention keeps us on the right track and aware of risks, that's why we need intervention tools to help keep the job safe, check to see that everything is going ok, help us learn and improve and in some cases stop the job if it's unsafe. Doing it right means we:

- Look out for one another by observing and active coaching
- Measure and monitor our performance to watch out for key trends
- Stop the work and report it to our supervisor if something doesn't feel right
- Report all incidents and near misses
- Recognise and reward great performance
- Investigate all incidents
- Learn from our incidents

Why do we need it?

Safety Shield will help us simplify safety management and drive consistency throughout our business. For example, we are consolidating our **Life Saving Rules** from **12 to 9**. This will make them easier to remember and, more importantly, to follow.

We will also use our Safety Shield for awareness and training, organisation and monitoring of our management system, and for recognising individuals.

Everyone every day must raise the Safety Shield to keep us all safe!

Safety Shield and HSSEA training resources

- Group HSSEA Induction – Operator Suite 6 Learning Management system ([click here](#))
- Life Saving Rules Training – Operator Suite 6 Learning management System ([click here](#))
- Further information on HSSEA training and Safety Shield can be found [here](#)