

Safety Alert

Everyone. Every workplace.

Issue Date: 16 July 2018

In line with the recent **Worksafe Victoria Campaign – *Everyone. Every workplace***, Property Services wants to open the discussion about positive HSE (Health, Safety & Environmental) behaviours at RMIT. Further supporting this campaign, the **RMIT Code of Conduct** outlines the standards expected from our people and others working at RMIT. This includes: respecting others; behaving professionally; and using University resources, facilities, equipment and processes efficiently.

Have you ever thought what might be considered positive or negative HSE behaviour? Have you ever thought how your behaviour and actions impact safety? What about if you forget to wear your PPE? Or if you tell a story about how you once cut corners to get the job done? ...what's this telling others about your thoughts on safety?

Behaviours are often reflective of an organisations culture. At RMIT we want to promote and reward positive HSE behaviour and confront behaviours that are not acceptable.

We expect all our people: employees, contractors and service providers to:

- be innovative and mindful in the way they identify and manage risk
- act professionally and pursue excellence
- respect others and build trust through open communication, with RMIT personnel and other stakeholders
- work as one team, remembering we are all working towards a common goal
- people that are passionate about getting involved in building a better and safer workplace



Photo 1. Worksafe – Everyone. Every workplace: Safety Campaign

Positive actions to be encouraged:

- Regularly identifying and rectifying issues
- Listening to and acting on concerns raised by the workforce
- Being courteous, honest and fair when dealing with others and making decisions
- Intervening to correct unsafe or unprofessional behaviour
- Proactively raising issues with suggestions for improvements
- Respecting those you work and interact with

Actions to be corrected/discouraged:

- Undermining team discussions with disrespectful and negative comments
- Rushing into an activity without recognizing hazards and implementing controls
- Implying that action is more important than due diligence
- Accepting non-compliance by others
- Breaking HSE standards, procedures or rules
- Downplaying concerns or shooting the messenger when issues are raised

So what's next? Property Services ask you to get involved in the following ways:

- Read and share this Safety Alert with all team members, perhaps display on your team/project notice board
- Use 'Safety Suggestion' boxes next to the RMIT Contractor sign-in kiosks across our campuses, these will be anonymous and we encourage everyone to make suggestions on how Safety can be improved at RMIT
- Provide suggestions/feedback directly to Property Services Safety team via email contractorsafety@rmit.edu.au
- Participate in 'HSE @ RMIT' surveys. We will be asking for your feedback on what we do well and any ways you may think RMIT can improve safety
- Proactively encourage positive HSE behaviour and be consistent in our approach to unwanted and unsafe actions

Be mindful, follow rules, speak up and be involved!!!

Ultimately our goal is for everyone to feel comfortable to speak-up, reward positive actions and to feel comfortable in correcting unwanted and unsafe actions.