



Safety Onboarding: The Opportunity to Grow Your Safety Culture, One Person at a Time

Session 1B. February 27

Cathy Hansell, SMS, CCSR, MS, JD - Breakthrough Results, LLC

1

Learning Objectives

- ✓ Design the onboarding process with Safety (SHE) messages, as a critical component of welcoming new hires. Partner with HR
- ✓ Define your safety messages, aligned with business and per audience
- ✓ Plan optimum delivery method and timing per audience

One Chance to Make a Good First Impression...Safety is a core business value and everyone has a role.



2019 INDIANA SAFETY AND HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

2

On Boarding

Definition

- Process of providing the right resources and information to a new hire to help him or her integrate seamlessly with a company and its culture, including safety culture.

Objectives

- Increase probability of retention, lower turnover.
- Facilitate a smooth integration experience into culture.
- Accelerate performance results.
- Establish company trust, credibility and organizational commitment.
- Clearly understand roles, responsibilities and expectations.



2019 INDIANA SAFETY AND
HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

3

STEP 1 – Partner with Human Resources

- WHO? Process Owner of New Employee On-Boarding
 - Leadership
 - Employees
 - Resident Contractors
- WHO? Procurement
 - Non-resident Contractors
- WHAT? Seek to understand their processes
- Share your safety messages, to whom and why



2019 INDIANA SAFETY AND
HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

4

HR On-Boarding Process Best Practices-4C's

1. **Compliance** is the lowest level and includes teaching employees basic legal and policy-related rules and regulations.
2. **Clarification** refers to ensuring that employees understand their new jobs and all related expectations.
3. **Culture** is a broad category that includes providing employees with a sense of organizational norms— both formal and informal.
4. **Connection** refers to the vital interpersonal relationships and information networks that new employees must establish.



2019 INDIANA SAFETY AND
HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

5

Basic On-Boarding HR Process

- Pre-Boarding
 - Plan, Cross-department team
 - Contact Prior to Day 1
- Day 1 Welcome
 - Introductions, Tour
 - Culture
 - Job Function Readiness
 - Mandatory Training and Policies
- Week 1
 - Deep Dive into Job Functions
 - Check-in
- 30-60-90 Days Actions and Follow-up



2019 INDIANA SAFETY AND
HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

6

Safety On-Boarding Planning Matrix Sample

Timing	Topic	Local Leader (LL)	Functional Leader	Supervision (SUPR)	Hourly Employees
Pre-Hire	Speaker	HR	HR, LL	HR	HR
	Message	CORE 1	CORE 1	CORE 1	CORE 1
	Method HOW	Personal (P)/ Systems, Info	P and Systems, Info	Systems, Info Packet	Systems, Info Packet
Day 1 Welcome	Speaker	TEAM-Safety	TEAM-Safety. LL, Supr	TEAM-Safety LL, Supr	TEAM-Safety Supr, Peers, LL
	Message	CORE 2	CORE 2	CORE 2	CORE 2, T/OTJ
	Method	P, Actions	P, Actions	P, Actions	P, Actions, Sys
Week 1-2	Speaker	Safety	Safety, LL	Safety, LL	Safety, Supr, LL Peers, "Buddy"
	Message	CORE 3	CORE 3	CORE 3	CORE 3
	Method	P, Engaged	P, Engaged	P, Engaged	P, Engaged/OTJ
Week 3+	Safety	Coach, Assist	Coach, Assist	Coach, Assist	Talk, survey



2019 INDIANA SAFETY AND HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

7

On-Boarding Content...Driving Culture

CORE Safety

Content

- CORE 1
 - Company Culture, Safety Culture/Value within Company. Mission, vision and values. Safety goals, expectations of all. Safety basics.

- CORE 2
 - CORE 1 and Roles, Responsibilities, Actions, Accountabilities, Contacts, Reporting, Basic Procedures.

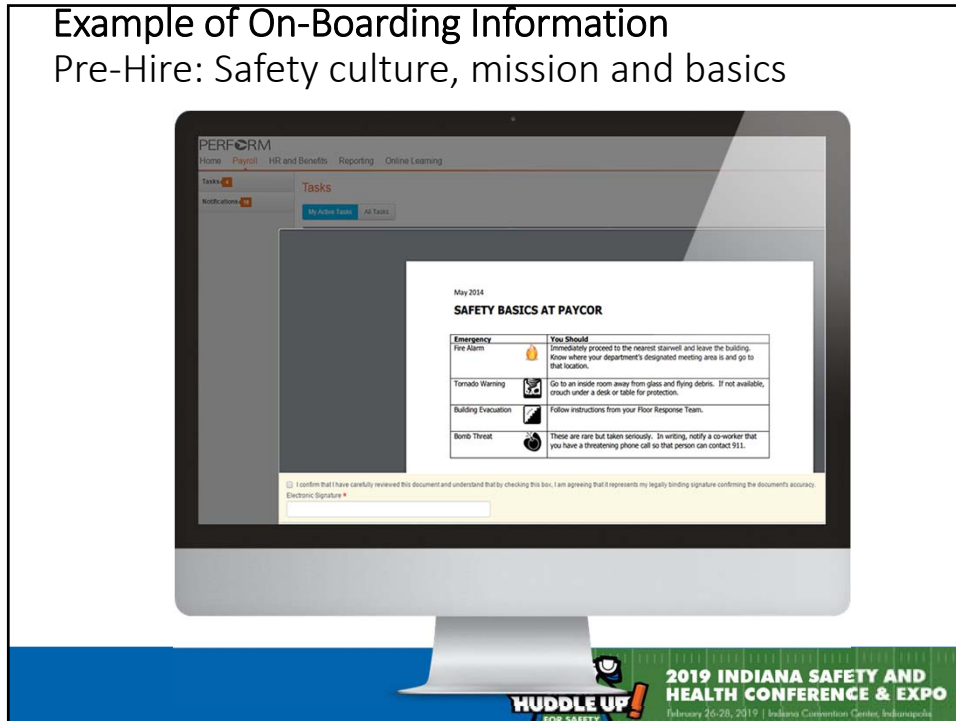
- CORE 3
 - CORE 2 and Engagement, Teams; Assistance (Coach, job buddy, peers)
 - Reinforces and demonstrate value and Commitment;
 - Organized, credible and build trust



2019 INDIANA SAFETY AND HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

8

Example of On-Boarding Information Pre-Hire: Safety culture, mission and basics




9

Example CORE 1 The Mission at American Standard




10

Example CORE 1 The Values at American Standard



We are driven by customers



We recognize the importance of our people



We operate with integrity



We strive for excellence

We deliver on our promises

✓ We are committed to creating a **workplace that is safe**, a workplace where diversity is valued, and a workplace that thrives on teamwork and leadership.

Stated as the “principles by which we live” by Fred Poses, Chairman and CEO

11

Example CORE 1 Clear Expectations

American Standard
Safety Commitment

AMERICAN
STANDARD
COMPANIES

Safety Commitment

Our Safety Vision

Building American Standard to be the best place to work by creating, together, a safe and healthy workplace.

Our Mission

To create a safe and healthy work environment by:

- Creating individual ownership and responsibility,
- Building a process focused on prevention of injuries and illnesses, and
- Integrating safety and health into all business activities and processes.

Our Safety Principles

- We strive to prevent all incidents which may lead to injuries and illnesses.
- We expect and require all employees to work safely.
- Working safely is a condition of employment.
- Leadership must create and support the environment to prevent all injuries and illnesses by:
 - Providing a safe and healthy work environment,
 - Training all employees,
 - Immediately reporting, investigating and resolving all unsafe conditions and acts, and
 - Regarding safety as a business value, and equal to production, quality and cost control.



12

On-Boarding Content Examples

CORE Safety

Content

- CORE 2
- CORE 1 and Roles, Responsibilities, Actions, Accountabilities, Contacts, Reporting, Basic Procedures.



2019 INDIANA SAFETY AND
HEALTH CONFERENCE & EXPO

February 26-28, 2019 | Indiana Convention Center, Indianapolis

13

On-Boarding Content Examples

CORE Safety

Content

- CORE 3
 - CORE 2 and Engagement, Teams; Assistance (Coach, job buddy, peers)
 - Reinforces and demonstrate value and Commitment;
 - Organized, credible and build trust



2019 INDIANA SAFETY AND
HEALTH CONFERENCE & EXPO

February 26-28, 2019 | Indiana Convention Center, Indianapolis

14

Our Preparation

Safety

- Safety messages
- CORE Materials ready
- Time allotment , Volunteers
- Helpful tool sets ready
- Hourly training/OTJ/Buddies
- Buy-in from Leadership, HR and operations
- Be ready to coach

HR

- Partnership
- Collaborate on timing
- Collaborate on content

Leadership

- Roles to participate
- Time allotment
- Agree on messages
- Provide help
- Other ideas for personal communication and reinforcement?
- Support collaboration with HR



2019 INDIANA SAFETY AND
HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

15

Thank you. Questions?

Cathy Hansell

chansell@breakthroughresults.org

888-609-6723

In order to receive your continuing education certificate(s) for this program, you must complete the online evaluation. The link can be found in the continuing education section at the front of the program guide.



2019 INDIANA SAFETY AND
HEALTH CONFERENCE & EXPO
February 26-28, 2019 | Indiana Convention Center, Indianapolis

16