



MAKING SAFETY FUN

EFFECTIVE SAFETY TEAMS

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COMMITTEES AND STANDARDIZED AGENDA

UTILIZATION OF COMMON TOOLS TO BUILD FOUNDATION

PURPOSE: Utilize a standardized committee process to engage team members to assist in building their site foundation for safety excellence.

OBJECTIVES:

- Map out a site minimum committee structure based upon site needs & safety management system requirements.
- Provide a standardized agenda with minimum requirements
- Serve as the site governance body for “all things safety” to ensure consistent application of SMS.
- Work cohesively to encourage employee involvement, empowerment and communication.
- Establish site health and safety goals and develop plans to achieve them



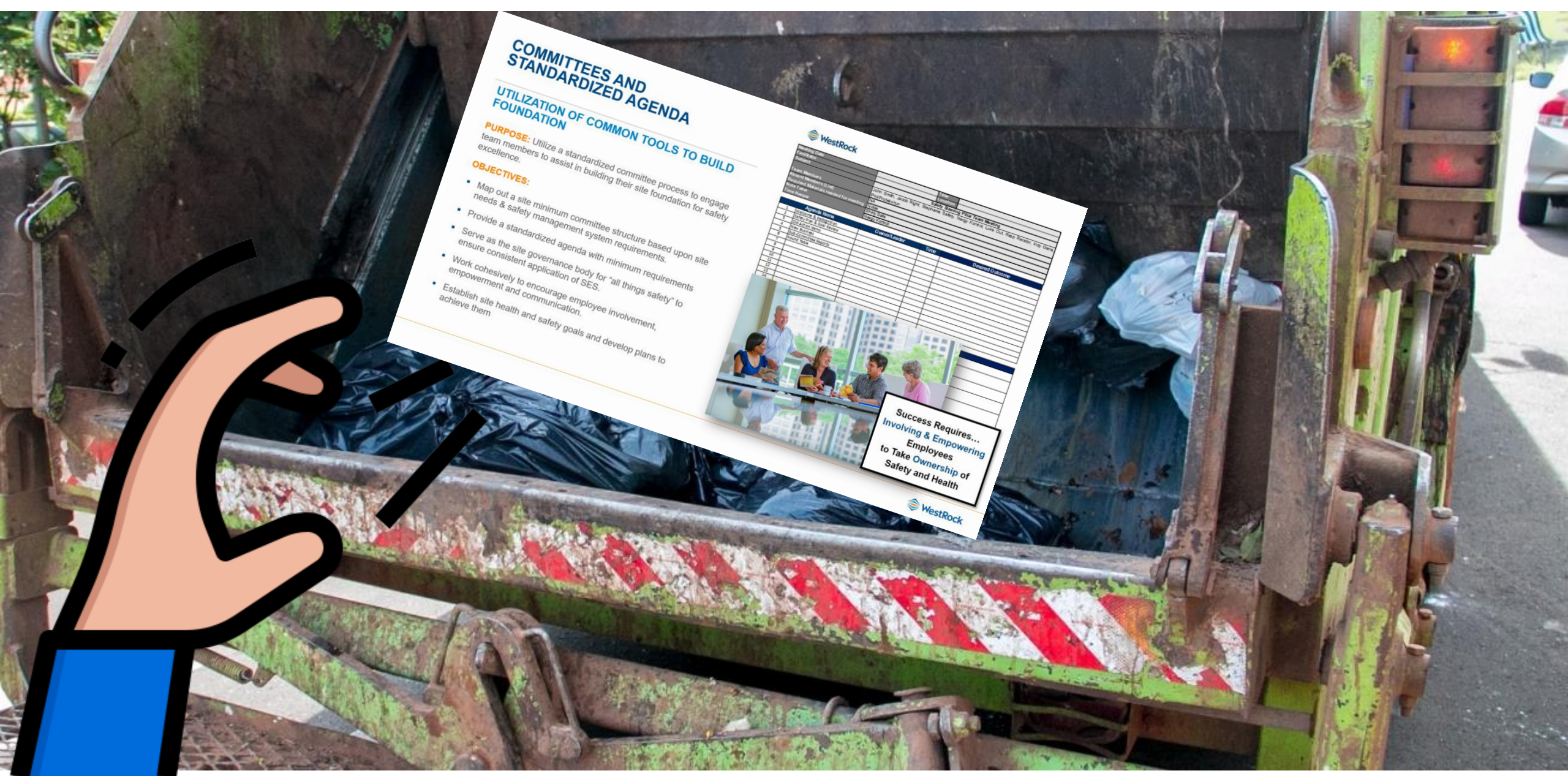
| | | | |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------|----------|--|
| Meeting Date | | Time | |
| Facilitator | | Location | |
| Subject | Safety Steering Pillar Team Meeting | | |
| Team Members | John Smith, Jacob Right, Stephanie Safety, Nergy Kontrol, Luke Out, Resp Rerator, Indy Gene, PhilProtek'shun | | |
| Absent Members (List) | NA | | |
| Required Materials needed for meeting | Notes | | |
| Note Taker | Shirly Safe | | |
| Time Keeper | Nergy Kontrol | | |

| | Agenda Items | Owner/Leader | Time | Desired Outcome |
|----|---------------------------|--------------|------|-----------------|
| 1 | Welcome & Redognition | | | |
| 2 | Safety Plan & Goal Review | | | |
| 3 | Old Action Items | | | |
| 4 | New Business | | | |
| 5 | Sub-Committee Reports | | | |
| 6 | Round Table | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |



**Success Requires...
Involving & Empowering
Employees
to Take Ownership of
Safety and Health**





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| Committee Name | Chair | Members | Frequency |
|-------------------------------|-------|---------|-----------|
| Safety Committee | | | |
| Environmental Committee | | | |
| Health & Safety Committee | | | |
| Emergency Response Committee | | | |
| Site Security Committee | | | |
| Waste Management Committee | | | |
| Community Relations Committee | | | |
| Other Committees | | | |

| Agenda Item | Owner/Leader | Time | Desired Outcome |
|------------------------|--------------|------|-----------------|
| 1. Safety & Health | | | |
| 2. Environmental | | | |
| 3. Emergency Response | | | |
| 4. Site Security | | | |
| 5. Waste Management | | | |
| 6. Community Relations | | | |
| 7. Other | | | |
| 8. Action Items | | | |
| 9. Meeting Minutes | | | |
| 10. Other | | | |
| 11. Open House | | | |
| 12. Other | | | |
| 13. Other | | | |
| 14. Other | | | |
| 15. Other | | | |
| 16. Other | | | |
| 17. Other | | | |
| 18. Other | | | |
| 19. Other | | | |
| 20. Other | | | |

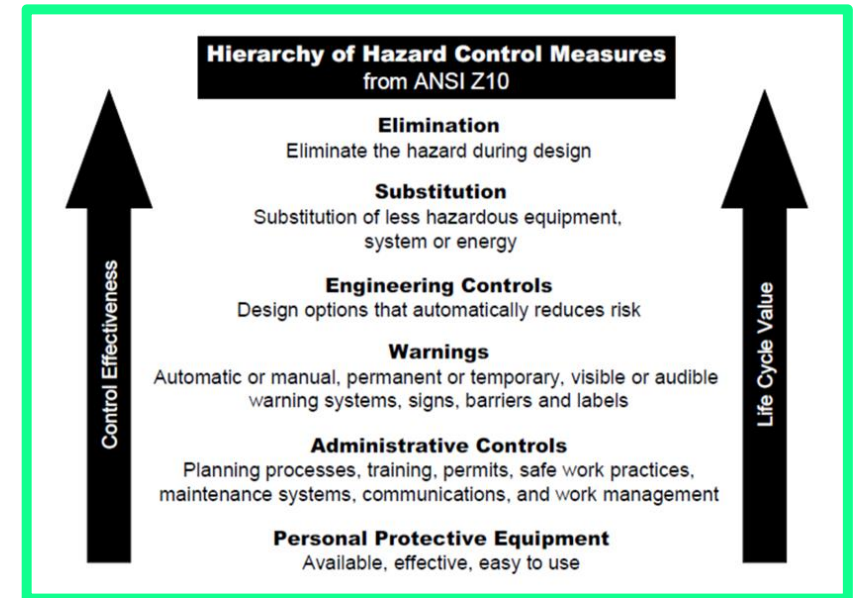


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TEAM STRUCTURE

- Adopt at minimum the following goals:
 - **Build on competencies**, education and training
 - **Take action to fill gaps/lower risk (have the courage to tackle high risk)**
 - **Engage teammates** by promoting a safe and healthy quality of life!
- Critical tactics:
 - Learning (Data, Training, Sharing, Networking)
 - Goals, Strategy, Prioritizing risk
 - Executing to lower risk...utilization of the Hierarchy of Controls
- How do you keep the momentum going:
 - Solid action plans with a **balance of functions**
 - Field/Operational area activities
 - Benchmark (take a field trip)
 - Meet/Greets, Team Meetings, Monthly Town Halls – get in front of teammates with a targeted message
 - Positively recognizing any way you can!



WHY DO TEAMS FAIL?



TEAM FAILURES

- Lack of structure
- Nothing gets done
- Gripe fest
- No value to the individual
- No goals
- Self interests
- Improper motivation
- Failure to compromise
- Lack of management support
- No funding/resources
- No fun!
- **NO FUNCTIONAL BALANCE**



Argument



Aggressive



Messy Communication



Missing in Action



Everyone Else is Late

BALANCE ACTUALLY CREATES EXCITEMENT AND ENTHUSIASM...



PLANNING

STRATEGY +



= SUCCESS



EXECUTION

RISK
REDUCTION



LEARNING

COMPETENCY +

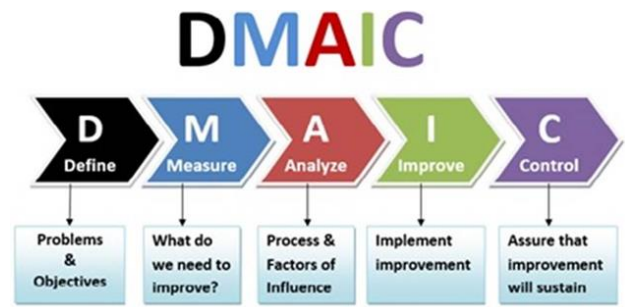
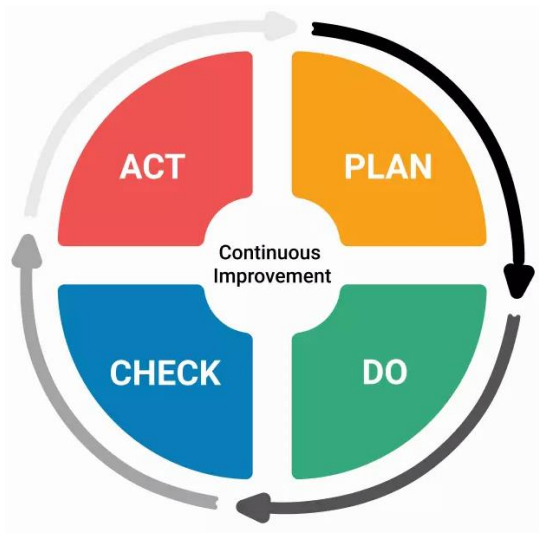
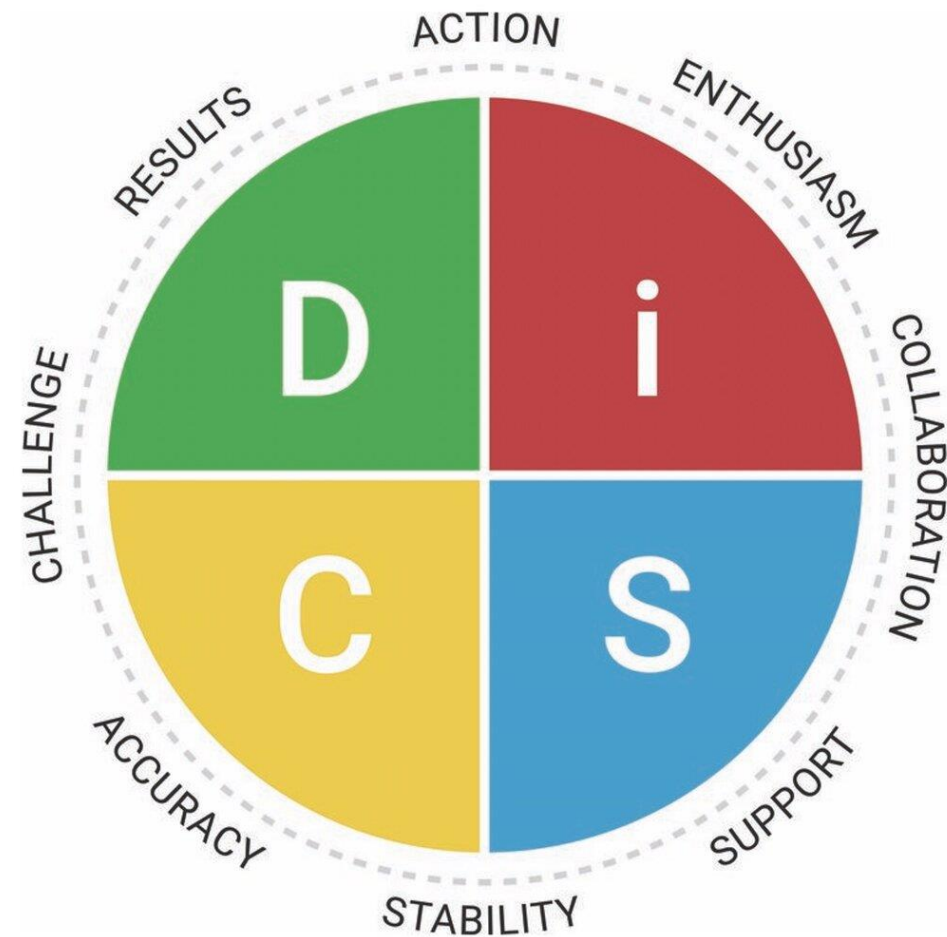
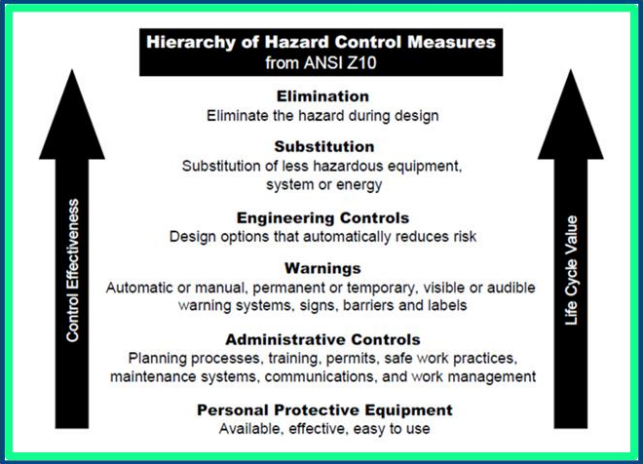
NETWORKING

SHARING

= ENGAGEMENT



WHY BALANCE...BUILDS A HEALTHY, ENGAGED AND MOTIVATED TEAM





WESTROCK SAFETY EXCELLENCE SYSTEM



PEOPLE LEAD WITH SAFETY

Strengthen our culture through safety leadership and engagement.

- Leadership actively involved and championing health & safety initiatives and committees.
- Team members and contractors engaged in proactively identifying exposures in every task.
- Training that instills leadership principles, actions and establishes a strong safety foundation for all.



PROCESS SYSTEM FOCUS

Build foundation through the execution of a sustainable health & safety system.

- Management systems focused on common policies, performance standards, tools & auditing.
- Hierarchy of controls are prioritized and considered.
- Standardize data management system for reporting, tracking and analyzing data to drive exposure reduction.



PREVENTION REDUCE EXPOSURES

Assess and control exposures through continuous improvement, innovation & closure

- Focus on activities that target high-risk task exposures and eliminate life changing events.
- Track and trend exposures with emphasis on closure.
- Identify and assist focus sites with the development of target improvement plans.



PERFORMANCE RESULTS

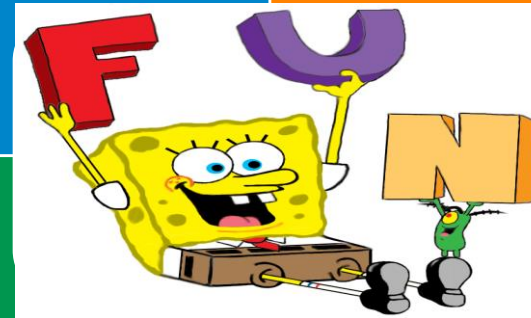
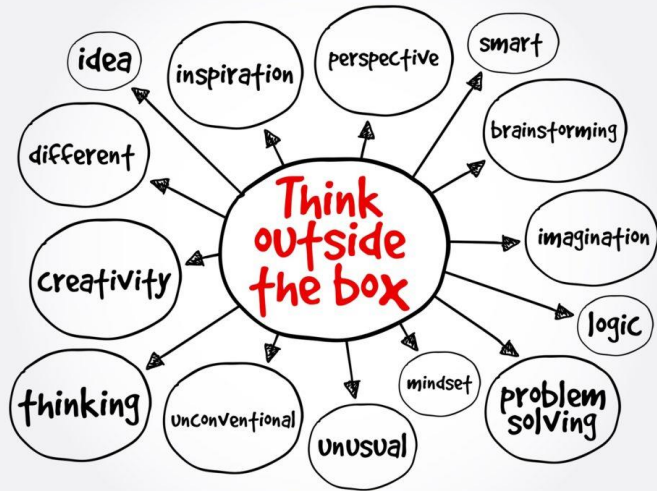
Drive engagement & improvement progress through proactive KPIs.

- Communicate and reward KPIs that ensure key safety metrics correlate with improvement initiatives and engagement.
- Communicate best practices and significant injuries with a focus on learning.

DO SOMETHING DIFFERENT...IF IT WORKS...KEEP IT!

PLANNING

RISK
REDUCTION



LEARNING

SHARING

?

