10 ESSENTIAL TIPS (FOR)

⚠ Workplace Safety

FOR ALL TEAM MEMBERS:

1. Contribute to a respectful workplace in which everyone feels comfortable raising a concern, problem or idea.

2. Report unsafe conditions to a manager or safety leader immediately.

3. Ask for help or call a stop to the work when you perceive an imminent danger or need help to safely complete a task.

4. Talk with each other about how to make— or keep—the work as safe as possible and help co-workers when asked.

FOR CO-LEADS AND SPONSORS:

5. When a team member raises a safety concern, listen with interest, respond promptly and follow through.

6. Focus on hazards, not just incidents. Engage your team in identifying workplace hazards, determining if a hazard is adequately controlled, and deciding how to reduce or eliminate it.

7. Look for system improvements and root causes of problems, rather than focusing on symptoms or blaming individuals.

8. Track each hazard raised by team members, incident reports, safety audits, rounding, huddles. Create a plan to investigate and address each one.

9. Report back to the team monthly on the status of every safety issue or action plan until each one is resolved. Escalate when necessary.

10. When rounding, ask individual workers about their safety concerns and build trust by addressing them promptly.

Every Kaiser Permanente worker, manager and physician—and every patient—has the right to a safe and healthy place to give and get care. Frontline teams across KP have worked hard to eliminate the causes of work-related injuries and have shown that an open, engaged and accountable work environment is essential to building safety into day-to-day work. Here are 10 practices that have helped high-performing teams across Kaiser Permanente achieve their results.

For more information, visit **LMP**artnership.org/workplace-safety

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