



COOL TOOL™ VOTE FOR SAFETY™ PROCESS

In order to make the motto “Safety First” a reality in an organization, employees must be empowered (and know they are empowered) to make a difference in safety. One of the ways to empower people is to give them “Einspruchsrecht” – the right to partake in decisions which affect them, including safety.

COOL TOOL™ VOTE FOR SAFETY™ is a registered process by means of which management provides all employees with the opportunity to add value to safety efforts. It starts with engaging the SHE Reps to draw up the ballot paper, a poster campaign and culminates in a voting day where all employees cast a vote for safety.

The technique used in this facilitated process not only enables the harvesting of ideas and suggestions and raises safety excitement and awareness, it also, in the best democratic tradition, offers feedback about the company’s safety issues and culture. Furthermore, it empowers the SHE Reps to become active safety employees. The outcome of the voting lays a powerful foundation to develop a set of non-negotiables and / or for input into a safety improvement program / strategy.

The **COOL TOOL™ VOTE FOR SAFETY™ Process** has the following key components which makes it effective:

- Election Materials – banners, flags, posters, rosettes, buttons, polling boxes, ballot papers, vests for election officials, etc, fully customized to the company’s safety slogans, logos and core safety values.
- Actual process, of which the Ballot Paper design and content is critical to the outcome of the voting process.
- Training of election officials.
- Facilitation of the voting process on the day.
- Collection of the ballot papers, as well as collation (capture, summarizing, analyzing) of the results and comments.
- Feedback to the EXCO of the company with recommendations.

“The Full Monty”

I do the whole job for the client:

- Design, print and deliver to site ALL election materials and ballot papers
- Design the ballot paper and voting process
- Train the election officials and facilitate the voting process on voting day
- Handle the ballot papers (capture, summarizing, analyzing) and provide feedback & recommendations to EXCO

MY SAFETY GOSPEL

These three: ‘Systems equipment and people – but the greatest of these is people.’

“The DIY Version”

I only get involved in the core (critical elements) of the process:

- Design, print and deliver to site ALL election materials and ballot papers.
- Design the ballot paper and voting process.
- Supply instructions / process outline, or, if preferred, train the election officials, subject to an additional consulting fee.

The Process

It is important that this process is followed in order to ensure a ROI, but at the same time have FUN and make it a memorable day:

1. Brief the management about the concept of “voting for safety” and ensure their buy-in. This includes the need for them to take this effort seriously, for absolute transparency and their unconditional acceptance of the results of the voting (see item 5 below for safe guard).
2. Set an election date and ensure that people are given time to go and vote on that day.
3. Brief all employees about voting for safety: what is the purpose and management’s commitment to the process – WHY, WHAT, WHERE, WHEN, WHO and HOW.
4. Appoint a champion / owner who must assemble a team of election officials, observers, etc. and thus drive the process This is best done by empowering the SHE Reps to elect the “Chief Safety Election Officer” and “Safety Election Officials”. The safety officers should take up the “Safety Election Observer” / advisor role.
5. The ballot paper is critical to the voting process. Agree on the outcome of the voting process and how to structure the ballot paper. Get the She Reps to involve all employees upfront to obtain their input into what is important or non-negotiable in safety and use that to configure the ballot paper. The “Chief Safety Election Officer” (She Rep) should present this to management for sign off.
6. Design ALL election materials with symbols, logos and colors and get sign off.
7. Print and display the banners announcing the voting day.
8. The chief election officer and his/her team of “Safety Election Officials” are also responsible for:
 - working out the logistics of WHAT, WHERE, WHEN, WHO and HOW
 - defining roles and responsibility (training is minimal).
9. Print and supply a sample of all election materials for sign off.
10. Supply ALL election materials and print the voter’s role.
11. Organize “rallies” to campaign for the elements on the ballot paper.
12. Organize an “election debate” in a talk show / quiz / Q & A session with the top leaders of operations, maintenance, worker / SHE reps. and safety. This should include the CEO / MD sharing his / her “I have a (safety) DREAM” speech. Record this debate on a video and share throughout the company, before the election.
13. Consider other requirements, like inviting VIP’s from head office / community to witness the process. Arrange for a photographer and / or consider making a video of the day for publishing in a newsletter, posting on website, etc.
14. A week before voting day put up posters at the gate, offices and safe walkways.

15. VOTING DAY and thereafter:

- Get up early for voting day and set up polling stations.
- Collect and collate the ballot papers, using the observers and the team.
- Verify the election results and give feedback to all employees.
- Decide on what action will be taken to implement the outcome of the voting for safety.