

Identify the Team Purpose and Set Goals

- Identify the team's purpose related to improving the organizational safety process. The purpose may be established as a result of an organizational assessment, because of perceived needs, in response to performance problems or as a result of data reflecting the need to change. Examples might be to improve the communication process, the hazard correction process, etc.
- Develop two to three specific goals for the purpose listed by answering the question, "How will we know when we have made progress toward our purpose?" Developing goals will ensure that everyone on the team is focusing on key issues. This also gives everyone the opportunity to participate in setting direction.
- Completion of all the goals will mean that the purpose will have been met. If one or more goals are not completed, the purpose will not be realized.

Establish the Strategies

- As each goal is developed, define the strategies that will be used to list the activities that will occur to meet that particular goal.
- For example, strategies for improving communication may be to have weekly departmental safety talks, conduct training classes, encourage one-on-one safety contacts or use community bulletin boards.
- In order to be successful, details need to be firmly agreed to by the team. Such things as time lines, responsibilities, task definition, interim milestones, resources, action plans all need to be worked out.

Example:

Purpose:

- To improve communication

Goals:

- Improve perception survey results by 10% in 12 months
- Conduct 100 safety contact opportunities (training, meetings, one on one's) this year

Strategies:

- Conduct survey in January & December
- Conduct weekly safety meetings, quarterly training classes
- Develop accountability system for safety contacts