



HSELIFE NL 
Management System for a safer and healthier workplace

Onscreen group presentation

PEOPLE ALWAYS COME FIRST!

Your opinion, your advice, your experience is not only important for your colleagues,
but also for your organization!

An OPEN AND HONEST CONVERSATION:
together, we can create a safer and healthier workplace.

YOU, WE & I
CARE

An open and honest conversation

Introduction

What are your views about work safety? Is there a space for improvement? What things would you like to be done differently?

By involving every relevant party with the preparations and execution of the work, we ensure that we get to know the risks better, and that we can recognize and manage them.

An open and honest discussion, at the place of work itself, makes a significant contribution to raising risk awareness and therefore to work safety.

What does an **OPEN AND HONEST CONVERSATION** involve?

- Emphasis on people and the open and honest conversation.
- Clarity about the roles of conversation partners.
- Simple and uncomplicated.
- Implementation is very important, as it enables us all to communicate and receive the same message.

What do we seek to achieve?

- Actively bringing conversation partners together so that everyone can gain a better understanding of the company as a whole, and so that the company itself can be improved.
- A simple methodology.
- The emphasis lies on implementing the improvements or changes.
This is very important, as it enables us all to communicate and receive the same message. Thanks to informal and open conversations of this kind, we are able to implement improvements and changes that will benefit the quality and safety of our work.
- Give feedback of findings and discuss trends during consultations.

How are we going to do this?

We are very much in favour of an integrated approach when preparing an activity. This means that all parties involved must be engaged from the very first moment up to the execution of the task, must evaluate it and can learn from it. We indicate in **five steps** to **inform, observe, discuss & fill-in, implement, evaluate & communicate** from and about this process. It is essential to be involved and have an open and honest conversation with all parties involved, in the office and at a workplace.



1

INFORM

We start with this presentation, so that everyone involved is familiar with this approach, how we are going to do it and what do we expect. For more information use the available GUIDE.

2

OBSERVE

Take time to observe and write down your thoughts, ideas and suggestions. Use the ON-THE-SPOT CHECKLIST for it.

3

**DISCUSS
& FILL-IN**

Talk with the conversation partner about your findings, discuss the possibilities and fill-in the conclusions in the REPORT FORM together.

4

IMPLEMENT

Based on discussing findings and action points, an **implementation plan** can be written (use the IMPLEMENTATION FORM). This also means making clear agreements about actions, responsibilities and time planning.

*Once the implementation plan is ready and everyone is aware of the expectations, actions and responsibilities, **the agreed improvements can be implemented**. By defining the improvements as a team, in which everyone's opinion is equally valuable and important, involvement is high. Ideas of the man/woman at the workplace can lead to improvements that can be implemented organization-wide.*

5

EVALUATE &
COMMUNICATE

An evaluation will take place after the implementation period. **What steps have been taken? What have we improved? What have we learned? What more can be done? What are the next steps?** It is important that answers to these questions are communicated back to all involved in the process (use the printable COMMUNICATION UPDATE Word document template).



We wish everyone good luck in improving
their working environment by having an
OPEN AND HONEST CONVERSATION!