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What you need to know to lead
successful Safety Week activities
and help build a safer organization





FAQs FOR ACTIVITY FACILITATORS



On January 22-26, 2024, we will be hosting Safety Week, dedicated to strengthening our safety culture. During this week, we are asking you to lead daily 15-minute activities with your team. Learn more about Safety Week and your responsibilities below.

Why are we having Safety Week?

At PG&E, we are strong and unrelenting advocates for the safety of our coworkers, contractors and the public. We recognize that health and safety risks are inherent to our business. We must proactively plan, control and manage these hazards to deliver industry-leading safety performance.

Safety Week reminds all of us of our important responsibilities around safety. It also provides tangible, actionable ways in which coworkers can increase their safety on the job and helps embody our stands that, “everyone and everything is always safe” and “catastrophic wildfires shall stop.”

Our goal is to inspire everyone to own their safety by always protecting themselves and each other, moving from safety compliance to safety commitment.

What are my Safety Week responsibilities?

Each day of Safety Week, you will be responsible for leading a 15-minute activity with your team. Each day’s activity will center on two Human Performance tools contained in the SIF Prevention Field Guide.

For each activity, you will guide your team through watching a short video from a PG&E leader on the day’s Human Performance tools, participating in an interactive exercise and answering a few short discussion questions. We ask that you record and share feedback you receive on each activity and its effectiveness so we can continue to improve future Safety Weeks (details on how to share feedback are included in the activity guides discussed below).

How should I prepare for Safety Week?

In preparation of Safety Week, please review the Safety Week activity guides (available in this toolkit) for each activity and confirm you have all the supporting resources identified on the first page of each day’s guide. You may want to print the guide or download the mobile-friendly PDF version on your PG&E cell phone to ensure you have the activity guides handy while leading the exercise. Please also confirm you have access to the five short leader videos which

you will play to kick off each Safety Week activity (also available in this toolkit). You will need to have a way to show these videos (e.g., your PG&E laptop or iPad, if leading activities in-person outside of an office). If you manage a remote team, a large group or a team that works 4-10s, please see the questions below for additional instructions.

Further, we invite you to view Safety Week as an opportunity to reflect on safety, generally, with your team. You may want to review key safety messages so you can easily share them throughout the week.

When should I conduct the activity each day of Safety Week?

We recommend conducting Safety Week activities in the morning when coworkers are most engaged. Taking the time usually dedicated to a Safety Moment before beginning work may be one option. You can discuss with your leader if these activities should be part of your DOR or tailboards. Timing is ultimately left to you as the expert on what will work best for your team.

How should I facilitate these activities if my team is partially or fully remote?

If you manage a team that is entirely remote, Safety Week activities can be conducted virtually over a Microsoft Teams meeting. For a partially remote team, you can conduct an in-person meeting that your remote team members are able to join via Teams, similar to how hybrid teams generally conduct DORs.

Please have any team members joining remotely turn their camera on, if possible, to encourage active participation.

I manage a medium or large team. Does this change how I should facilitate Safety Week activities?

The optimal size for a Safety Week activity group is 5-8 people. This small group size means everyone has time to speak up and make themselves heard during the exercise. If you manage a larger team, explore breaking your team into small groups for these activities. You can delegate other members of your team to lead these additional activity sections, you'll just need to provide them with the materials and activity guides ahead of time to help them prepare. Discuss with your leader how to best divide your team for these activities. Safety Week is a time for each of us to take greater ownership of safety and this can be an opportunity to engage folks who don't often lead.

Although dividing into smaller groups may work well for some teams, we recognize this will not be feasible in all circumstances. If your team needs to do the activities as a larger group, do the best you can to engage the entire group and modify the activity as needed (e.g., asking folks to type responses into the chat function in a large remote Teams meeting, rather than speaking one at a time).

Safety Week includes five days of activities, but my team works 4-10s instead of 5-8s. How should I lead these activities?

We recommend having two activities in one day to accomplish all five activities during a four-day work week. To avoid losing engagement, we recommend having the two same-day activities spaced out (e.g., having one first thing in the morning and one directly after coworkers' afternoon break).

I have other ideas or materials I want to incorporate into an activity, or I want to skip something that doesn't feel pertinent to my team. May I deviate from the engagement steps and discussion questions in the provided activity guides?

Yes! The activity guides are just that: guides. Your ownership and personalization of the activities provided for Safety Week is critical to engaging your team. The crux of the materials are the Key Messages and Purpose. If you modify activities to increase your team's active engagement, be sure to still hit the Key Messages and Purpose.

What happens if I can't or don't deliver an activity?

Whenever possible, deliver each activity to every member on your team. You are giving them a crucial opportunity to improve their own safety and speak up within PG&E. However, we recognize the realities of the workday may make participation in daily activities difficult for some, so use your best judgement. The goal of Safety Week is to engage with each and every coworker.

Who should I contact if I have questions?

Please submit questions to Amessagefromsafetyexcellence@pge.com

TALKING POINTS FOR DORs



PG&E will host its bi-annual Safety Week Jan. 22 - 26. It is important that we leaders lead by example and make time for Safety Week. You can use these talking points in a DOR ahead of Safety Week to provide context and answer questions regarding preparation, structure, etc.

 **Hi everyone. As you may know, PG&E will be hosting our third January Safety Week, January 22nd-26th.**

- At PG&E our stands are that “everyone and everything is always safe” and “catastrophic wildfires shall stop.” We are hosting Safety Week as part of our ongoing effort to meet this commitment.

 **Each day of Safety Week, I will be guiding you through a 15-minute activity focused around two of ten Human Performance Tools:**

- This will be a time for us to demonstrate to each other our safety commitments and have an open dialogue.
- The commitment we are making across the organization this week is significant.
- I want each of you to engage fully with each activity to the greatest extent practical.
- These short activities will help us become more safety focused.

 **Done right, Safety Week will help each of us own our role in protecting ourselves and each other.**

- While we will never be able to eliminate accidents from occurring, and we rely on our essential controls to build capacity to safely recover when an accident occurs, these human performance tools help reduce human errors.
- When used effectively, these tools can also help ensure essential controls remain in place and do not break down.

 **If you have any questions about Safety Week, let me know.**