

Foundations for Safety Leadership

Leadership Self-Assessment & Personal Action Plan



SELF-ASSESSMENT ON THE 5 LEADERSHIP SKILLS

How often do you....

	Always	Sometimes	Never
1. Lead by example			
Maintain a positive attitude about safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the safety implications of all your decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set high expectations for team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk the talk – always follow safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate with your team that everyone owns safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Engage and empower team members			
Engage team members in daily safety meetings or morning safety huddles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Request input from team members about safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encourage team members to identify and report safety issues such as hazards, concerns, injuries, and near misses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Actively listen and practice 3-way communication			
Treat team members with respect when communicating with them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively listen to team members when they speak to you	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice 3-way communication with team members to ensure your directions are understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Develop Team Members Through Teaching, Coaching, and Feedback			
Teach and coach members in a respectful manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus on the problem rather than judging the person when you give feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make sure team members know how to do a new task before actually doing it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Recognize Team Members for a Job Well Done			
Say “good job” or “thank you” to team members who go above and beyond to create a safe jobsite	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use positive recognition of team members to encourage jobsite safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total number of checks for each column

ACTION PLAN

Based on your self-assessment and your knowledge of the 5 safety leadership skills, answer the questions below to create your action plan – what steps will you take in the next few months to further develop your skills as a safety leader? Be specific.

1. In which of the 5 skill areas are you doing very well? (Checked “Always” for the majority of the questions)

2. Which skill areas do you need to work on or improve? (Checked “Sometimes” or “Never” for the majority of the questions)

3. Which skill area(s) will you work on *first*, in the next 3 months, and what steps will you take?

4. Which skill area(s) will you work on *next*, in 3 – 6 months, and what steps will you take?

Follow up and track your progress:

At the 3-month and 6-month point, check to see if you have taken the steps to becoming a more effective safety leader. Ask yourself:

- What is working well?
- If you haven’t taken the steps, what is preventing you from doing so?
- Who can help you or give you the support you need?

Check your success

You can check to see how well you are doing at putting the 5 skills into action by paying attention to how often your team members are:

- Following safety procedures
- Helping each other be safe
- Reporting any hazards they see and making suggestions for solutions
- Reporting near misses when they occur
- Reporting injuries when they occur

The more they are doing these things and others like them, the more likely it is that you are being an effective safety leader and are creating a strong jobsite safety climate!

Good luck on your leadership journey!