

# Toolbox talk:

## reporting and challenging for safety

Your safety, health and wellbeing are a priority. That means being aware of risks, hazards or safety issues that could harm you, teammates or others. It also means knowing what to do if you come across them.

Consider these scenarios:

### Scenario 1

**There is an immediate risk. Something could cause harm imminently - reporting it can't wait.**

Tell your supervisor before it hurts someone. You might be ok, but the next person might not be so lucky. How would you feel if someone was hurt because you didn't report it?

When the right people know about an issue, they can make sure everyone is aware and take steps quickly to make it safe or to prevent it being an immediate risk.

**Do you know how to report any dangerous, immediate risks at work?**

**Who should you tell? What sort of things would you consider to be an immediate risk in your workplace?**

### Scenario 2

**You might see a colleague doing something unsafe. Or see someone asked to do a task they are not trained for, or which they don't have the right equipment for.**

**Would you be comfortable challenging your colleague?**

**Would you challenge anyone asking someone to do something unsafe?**

It is always best to challenge in the moment, either to a colleague or to your manager or supervisor.

If you are challenged, accept it with an open mind. Be prepared to discuss any concerns. If someone is raising a challenge, they are doing so with good intent and because they care about your safety.

Look at the tips to challenge and discussion points on this handout.

### Scenario 3

**You see something that looks unsafe - or which could be unsafe - but there is no immediate risk.**

Do you say something, or nothing? It is always best to report anything that seems unsafe, even if you aren't sure that it is or what the issue is. If you don't, there could be consequences that hurt someone. By sharing your concern, you could prevent a future accident.

You could tell your line manager or supervisor.

You could use any of your employer's internal reporting channels, which might include a close-call system if appropriate.

If you prefer to report confidentially, with your identity protected, you could use the CIRAS confidential safety hotline (ciras.org.uk). You can come directly to CIRAS without reporting elsewhere, and you can also use it to report issues to a company that isn't your employer. Do not use CIRAS when a safety issue is an immediate safety risk (see the first scenario).

**What reporting channels are available to you? When might you use them?**

## We find safety in listening

0800 4 101 101 (UK) / 1800 239 239 (ROI)

Freepost CIRAS

[www.ciras.org.uk/raise-a-concern](http://www.ciras.org.uk/raise-a-concern)

Get the CIRAS reporting app:



# Tips for challenging

You may not feel comfortable challenging others or may not know how.

Try these tips:

- Always be respectful and polite.
- Think about what your concern is. Raise it immediately if possible.
- Be specific about what you are challenging. Be clear that it is your opinion.
- Have confidence and try to provide solutions.
- Listen carefully to the response.
- If needed, get support.

## Challenge discussion points

Ask yourself and colleagues:

- What sort of unsafe acts, behaviours and working conditions would you challenge?
- Who would you challenge?
- Would you be less likely to challenge some people? Why?
- When would you challenge?
- How would you challenge?
- What else might stop you challenging someone? Can you do anything about this?
- If your challenge is not dealt with and things still seem unsafe, what could you do then?
- What might happen if you choose not to challenge?

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