



Courage to Care Conversations (Office Based)

At KBR, Zero Harm means a culture in which we make safety conscious decisions that are governed by our personal values. We make a personal choice to work safely and to look out for each other in a true interdependent culture. A Zero Harm culture embraces the courage to care through willing intervention and engagement in safety related conversations with our colleagues.

The purpose of Courage to Care Conversations is to eliminate unsafe behaviours and prevent a colleague becoming ill or injured. It is not to single out a colleague for punishment. Never compromise your own safety in order to conduct a Courage to Care Conversation.

5 Steps to conduct a Courage to Care Conversation

- 1 Make a **Personal Decision**
- 2 **Stop** near to an individual
- 3 **Observe** their behaviour carefully
- 4 Take **Action** to correct the situation
- 5 **Record** the conversation

By failing to correct a colleague's behaviour, I condoned the unsafe act.

Courage to Care Conversation Record

IDENTIFY THE APPLICABLE KEY OFFICE BEHAVIOURS



Emergency Arrangements



Driving



Stairs/
Escalators



Health



Situational Awareness



Site Visits



Environment



Manual Handling



Ergonomics



POSITIVE



NEGATIVE



OTHER

ACTS OBSERVED

IMMEDIATE CORRECTIVE ACTION

ACTION TO PREVENT RECURRENCE

NAME

LOGIN ID

PROJECT/BUILDING

DATE/TIME