

## SMAC-20: Conversation Starter Kit

The *Stop. Make a Change* programme is being run between **10 and 23 October 2020** to coincide with World Mental Health Day and the European Week for Safety and Health. This year we are asking everyone to '**Re-engage with their own Health, Safety & Wellbeing**' and to do this, we are suggesting that everyone engages in a Conversation Starter initiative.

To help get the best out of the discussions we would suggest:

- Put Tools Down & Turn Phones Off
- Gather Colleagues and Find a Quiet Place
- Open Conversation Starter Pack
- Commence Conversation – We suggest 1 hour minimum
- Record Key Comments
- Agree set of Actions
- Implement Changes.

#StopMakeAChange



Stop.  
Make a  
Change.

**SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY**

**Has anyone experienced an accident up close? How did it affect you/others? If not - how do you think people involved and those who saw it are affected?**

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

Would you always step in if  
you saw a colleague doing  
something unsafe?

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

**Who cares for you and  
wants you to come home  
safe every day?**

**Please answer this question yourself, before  
asking others to do the same.**

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

**Would you feel confident  
speaking up if you have  
a concern about safety?  
Do you know how to raise  
concerns?**

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

**What my colleagues do  
is their responsibility,  
not mine. What do you  
think when you hear this  
statement?**

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

Have you ever received a  
compliment for working  
safely, and if so, what was it?

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

What could we do to make  
our company even safer?



Stop.  
Make a  
Change.



SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

**Do you know who our first  
aiders or fire marshals  
are? Or where to find this  
information?**

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

How often do you stand up  
and move around, to avoid  
sitting for a long time at  
your desk or in meetings?

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

**Are you conscious of your posture when sitting? And the risks of having your chair, desk, screen or keyboard in the wrong position?**

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

How do you get down stairs  
when your hands are full?

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

**What is the most hazardous  
safety risk in our/an office?**

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

Do you know where the  
emergency exits are? Have  
you ever checked them? Do  
you brief your visitors?

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

Do you always reverse  
park?

SMAC-20 CONVERSATION STARTER:  
OFFICE SAFETY

**What can we do as a team  
to make our office(s) safer?**