

SMAC-21: Conversation Starter Kit

The *Stop. Make a Change* programme is being run between **11 and 22 October 2021** 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



CANCER
RESEARCH
UK



Stop.
Make a
Change.

SMAC-21 CONVERSATION STARTER:
OFFICE SAFETY

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



CANCER
RESEARCH
UK



Stop.
Make a
Change.

SMAC-21 CONVERSATION STARTER:
OFFICE SAFETY

**Are you comfortable with
the COVID-19 controls in
the office? Do you know
who the key personnel are?**



CANCER
RESEARCH
UK



Stop.
Make a
Change.

SMAC-21 CONVERSATION STARTER:
OFFICE SAFETY

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



CANCER
RESEARCH
UK



Stop.
Make a
Change.

SMAC-21 CONVERSATION STARTER:
OFFICE SAFETY

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



CANCER
RESEARCH
UK



Stop.
Make a
Change.

SMAC-21 CONVERSATION STARTER:
OFFICE SAFETY

What impact do you think a serious accident within this office would have on you and your colleagues?



CANCER
RESEARCH
UK



Stop.
Make a
Change.

SMAC-21 CONVERSATION STARTER:
OFFICE SAFETY

How does feedback work in
this office?



CANCER
RESEARCH
UK



Stop.
Make a
Change.

SMAC-21 CONVERSATION STARTER:
OFFICE SAFETY

What could we do to make
our office even safer?



CANCER
RESEARCH
UK



Stop.
Make a
Change.