

## SMAC-23: Conversation Starter Kit

The *Stop. Make a Change* programme is being run between **9 and 20 October 2023** 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-23 CONVERSATION STARTER:  
OFFICE SAFETY

What is the most hazardous  
safety risk in our office?



Stop.  
Make a  
Change.

SMAC-23 CONVERSATION STARTER:  
OFFICE SAFETY

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



Stop.  
Make a  
Change.

SMAC-23 CONVERSATION STARTER:  
OFFICE SAFETY

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



Stop.  
Make a  
Change.

SMAC-23 CONVERSATION STARTER:  
OFFICE SAFETY

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



Stop.  
Make a  
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SMAC-23 CONVERSATION STARTER:  
OFFICE SAFETY

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



Stop.  
Make a  
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SMAC-23 CONVERSATION STARTER:  
OFFICE SAFETY

How does feedback work in  
this office?



Stop.  
Make a  
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SMAC-23 CONVERSATION STARTER:  
OFFICE SAFETY

What could we do to make  
our office even safer?



Stop.  
Make a  
Change.