

16. Personal and Travel Safety

Overview

This section discusses the following topics:

- Personal Safety
- Travel Safety

References

There are no documents referenced in this section.

Personal Safety

Behavior, thinking, the ability to manage oneself, and understand how people see the world are ALL critical factors influencing safety. Put these together and you have People-Based Safety. This is a human approach to safety. It goes beyond behavior to include things that make people who they are. It's what they think, what they feel, how people act, their attitudes and personalities. People-Based Safety focuses on developing the skills of Acting, Coaching, Thinking and Seeing – and when employees learn them all, they'll gain a strong sense of responsibility to protect themselves and their co-workers. People-Based Safety™ encompasses the best of behavior-based safety and integrates the latest behavioral research findings with a person focused approach – resulting in workers actively caring for the safety of others.

People-Based Safety involves four domains of human dynamics (ACTS)

- Acting
- Coaching
- Thinking
- Seeing

Acting

This section explains the first part of ACTS — Acting.

- When applying Acting, we look at our own behavior and that of others.
- The first step is to pinpoint the critical actions that can prevent or contribute to personal injury.
- The second step is to understand why people perform at-risk behavior and don't perform safe behavior.
- The third step is to improve safety-related behavior by removing the barriers to safe behavior and eliminate factors that activate or motivate at-risk behavior. When an injury happens, simple actions can often be identified that could have prevented it.
- People need to “actively care” and ask the critical questions: “What can I do?” and “What should I not do?”

Coaching

This section explains the second part of ACTS — Coaching.

- Coaching is essential to improving performance.
- The first step in Coaching is to observe the safe and risky actions of a task.
- The second step is to analyze the behaviors observed and environmental factors influencing the behavior.
- The third step is to communicate what you observe to the performer in a way that helps the person improve.

Thinking

This section explains the third part of ACTS — Thinking.

- To improve safety and prevent injury, people need to be aware of what they are thinking: that self-dialogue you have with yourself throughout the day.
- The first step in applying the Thinking part of People-Based Safety™ is to develop a safety mindset through self-talk.
- Everyone talks to him- or herself.
- Use this self-talk to guide your decisions and help you make safe choices.
- People can learn how to direct their thoughts and their actions.

- The second step is to prepare a mental checklist of things to do to prevent injuries.
- People often do a task without thinking about the steps they need to take.
- Or they use negative self-talk, when considering safety-related action.
- A mental checklist can activate positive, safe self-talk.
- The third step is to use your imagination to see yourself working safely.
- Create a movie in your mind of the right way to do a job.
- This helps you focus on safe behaviors.

Seeing

This section explains the fourth part of ACTS — Seeing.

- When people visually scan an area for hazards and rate the risks, they increase their ability to make safe choices.
- The first step in Seeing is to evaluate how exposed workers are to various hazards.
- The second step is to assess how severe an injury could be from taking certain risks.
- The third step is to determine the probability of an injury happening to yourself and others.

Travel Safety

1. Leave a detailed itinerary with the office and with your family.
2. Visit the airline and airport websites for security related information. To avoid unnecessary problems, ensure you understand what is allowed within carry-on luggage.
3. Request an escort to your rental car if the area is dark and/or deserted.
4. Please conduct a complete circle check of all rental vehicles for any damages or defects. Also make sure all seating and mirror adjustments are made prior to moving vehicle.
5. Know how to get to your destination in advance.

6. Be prepared if you get lost. Make sure you only stop in safe, well-lit areas. If environment doesn't look safe – keep driving until you reach a safe area to pull over.
7. If possible, select a hotel which has installed modern electronic guest room locks. Always ensure at check-in that the hotel automatically changes the lock combination with every new guest to eliminate the chance of someone having a duplicate key to your room.
8. Lock the deadbolt or other extra security locks every time you enter the room.
9. Do not use ice or other vending machines if located in isolated area.
10. Be aware of your surroundings and if possible, stay with groups of people.