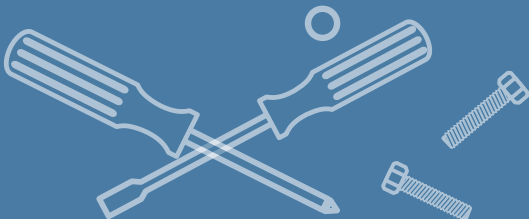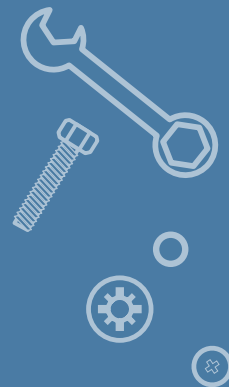# 6c Toolbox Talk
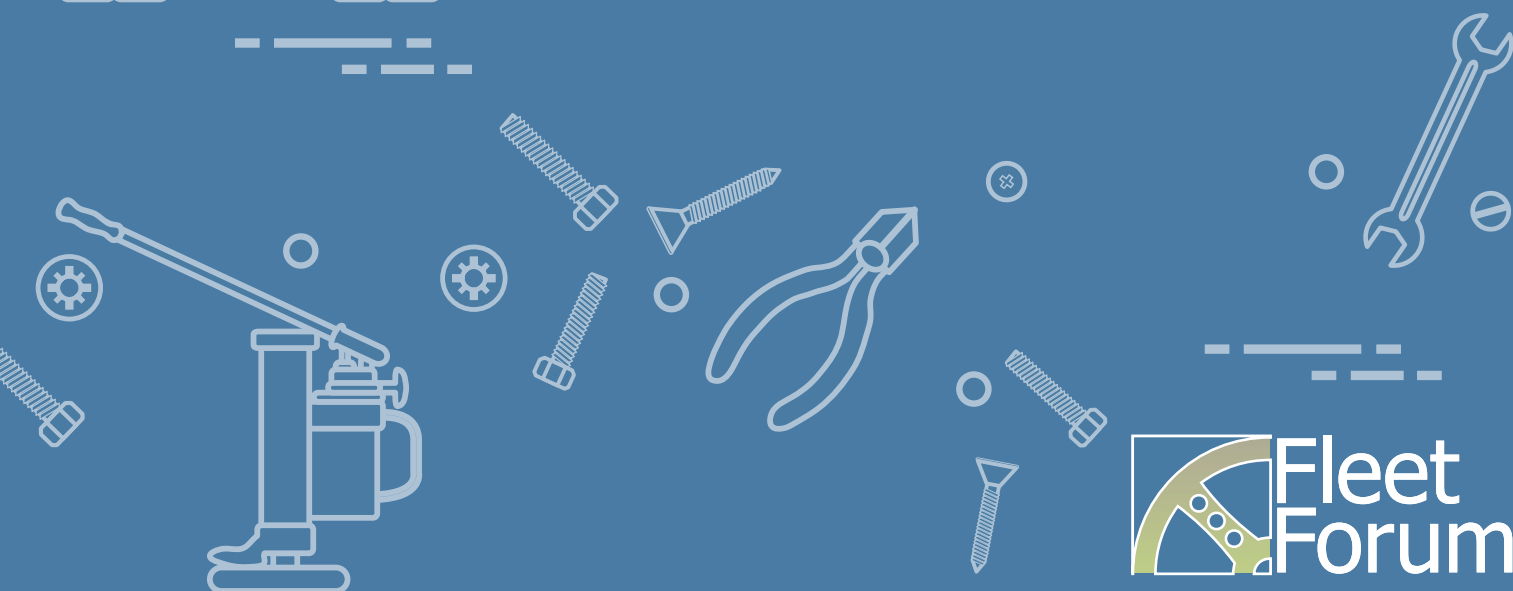## Reporting Good Catches:
A Key to Crash Prevention

A Toolbox Talk is a short briefing or presentation to staff. This Toolbox Talk is an example of how to engage staff in the importance of reporting a Good Catch.

A good catch is when someone recognises an unsafe condition or poor-quality work, and proactively acts to prevent something bad from happening. Examples include:

► You are on your way to the field in a vehicle. You notice that it has been 2.5 hours since the driver started his or her shift. You kindly ask the driver to stop at the next safe rest stop, where he or she can pause for 15 minutes.

► While looking out the office window you notice that one of the vehicles, which is about to leave, has a malfunctioning taillight. You signal to the driver to stop the vehicle in order for it to be repaired before it is used.

When someone steps in or speaks out to correct a potentially dangerous situation that is an example of a Good Catch.

1. A Good Catch occurs.

2. The employee identifies the incident by completing a Good Catch Report form.

3. The employee submits the Good Catch Report form to his or her supervisor.

4. The person (or unit) responsible investigates the Good Catch and takes corrective action(s) to prevent re-occurrence.

5. The person (or unit) responsible follows-up with the employee regarding corrective actions (if a contact name is listed on the form).

6. The person (or unit) responsible processes the Good Catch Report form and tracks the organisation's incident trends.

Completing the Good Catch Report form

The form requires basic information, such as the location and description of the Good Catch. The employee may also describe the suspected cause and/ or suggested corrective actions to prevent re-occurrence. The form can be completed and submitted anonymously, if preferred.

Good Catch!

Name: (only if you want to share)
Date:
Situation: What happened Where and When?
Assessment: Why do you think this happened?
Intervention: What was done to prevent a crash?

Fill in and submit to <insert responsible unit> OR Fill in online on the <insert your organisations online tool>

Discussion

To generate a discussion about Good Catch reporting, ask staff questions such as:

- ► How does Good Catch reporting help to improve overall safety?
- ► Are you able to provide an example of witnessing a Good Catch situation?
- ► How does Good Catch reporting keep employees safe?

Good Catch Reporting Toolbox Talk

Location	Date	Presented by

Attendee Name	Job Title	Signature