





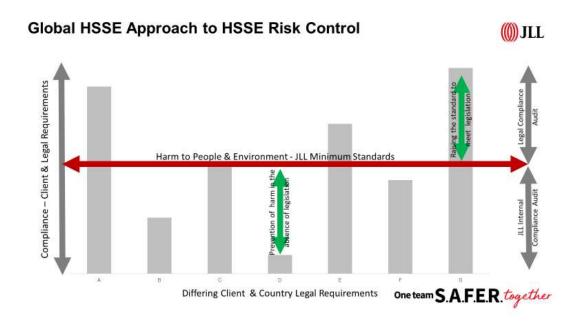
# MANAGING HUMAN FACTORS FOR MULTI EMPLOYER WORKSITES

#### **Session Presenters**

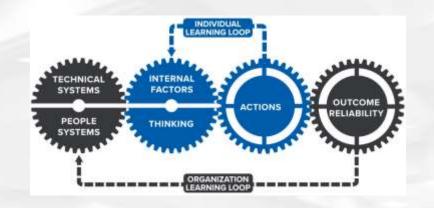
Kristen Egan – JLL Americas HSE Lead Chad Carlson - JLL HSE Director Tim Page-Bottorff – Senior Consultant, SafeStart

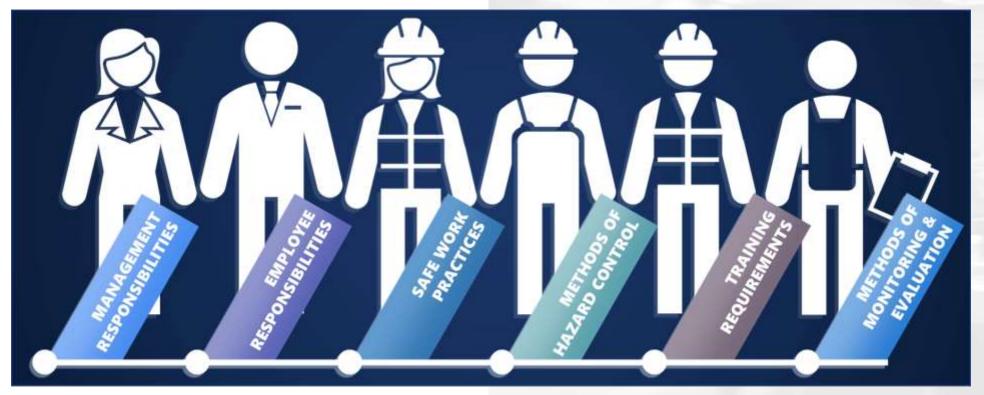
# THE COMPLEXITY OF MULTI-EMPLOYER WORK SITES

What does that mean from a holistic approach?



# THE COMPLEXITY OF MULTI-EMPLOYER WORK SITES





https://hardhattraining.com/new-product-health-safety-programs/





# HSE MANAGEMENT – JLL GLOBAL SAFETY WEEK



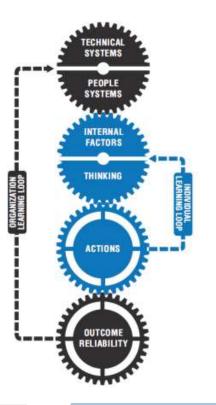
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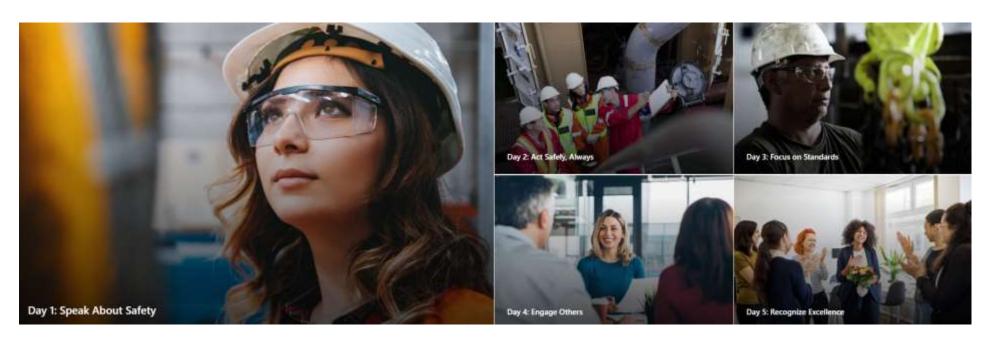


# JLL GLOBAL SAFETY WEEK - OCT 10-14, 2022

Global Safety Week at JLL is a time to reflect on and recommit to health and safety in the workplace.

- Daily videos
- Activities
- Webinars

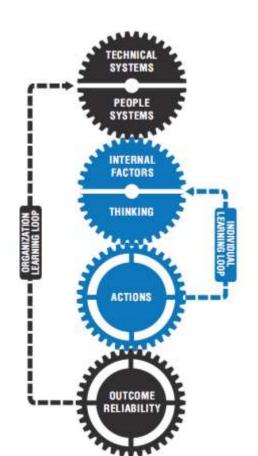




# SAFESTART HUMAN FACTORS

# **HSE MANAGEMENT APPROACH**







Improved HSE performance and increased client satisfaction



Reduced risk and financial penalties







Ensure competency to do work safely and compliantly



Account-specific HSE program management



Understand and manage requirements



Thoroughly report and investigate incidents



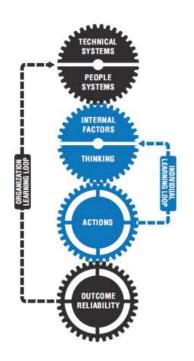
Follow, evaluate, and enforce the rules

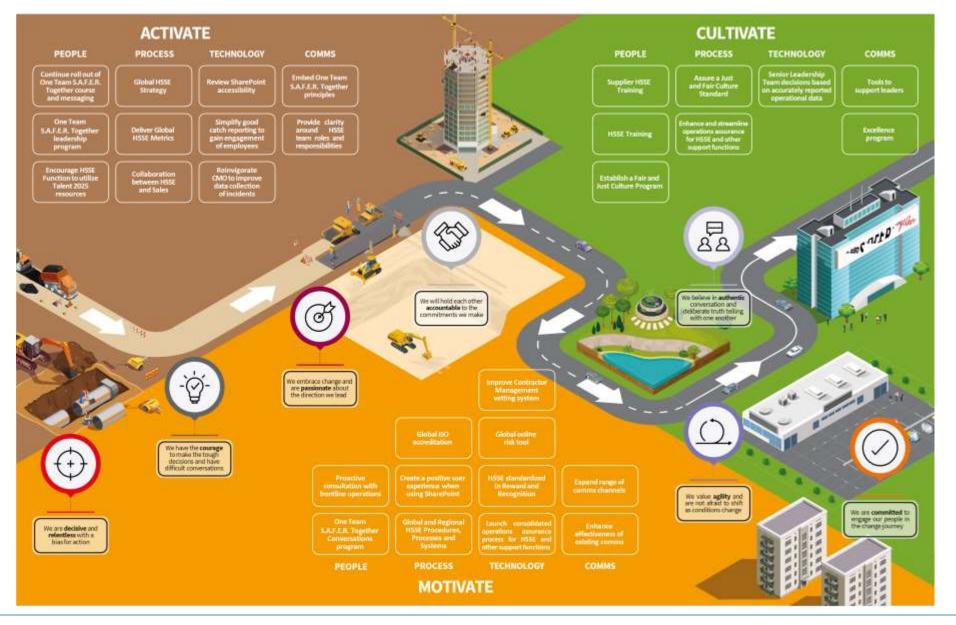


**Identify and assess risks** 



# JLL'S BEHAVIORAL ROADMAP









#### Create a clear platform for change

- Activate is about planning, research and analysis and the early engagement with leaders in the culture change program.
- This is the stage we are in now.







# **MANAGEMENT RESPONSIBILITIES**



- GLOBAL STANDARDS
- REGIONAL / COUNTRY STANDARDS
- ISO 45001



# JLL GLOBAL HEALTH, SAFETY AND ENVIRONMENT POLICY

\*View the Global Health, Safety and Environment Policy on SharePoint page >>>

# JLL's commitments include:

- Preventing injury, ill health, and adverse environmental impacts by providing, to the extent reasonably practicable, safe, healthy and sustainable working conditions
- Promoting a proactive HSE culture
- Complying with applicable laws and regulations
- Encouraging our top management to engage and consult with our people on HSE matters
- Ensuring all employees, clients, and vendor partners are empowered to intervene should they see unsafe or environmentally unsound conditions



#### Global Health, Safety and Environment Policy

JLL's vision is to be a world-leading property services firm that creates sustainable spaces, buildings, and cities where everyone can thrive. To achieve our ambition, and truly embody our corporate values of teamwork, ethics, and excellence, we aim to prioritize the safety and wellness of people, promote safe and healthy workplaces, protect the environment in which we operate, and work to continually improve our health, safety and environment culture.

Throughout our operations and embodied in all the services and advice we provide around the world, vigilant attention to health, safety and the environment is a constant priority. This unwavering focus sits at the heart of our global sustainability program. I fully endorse this Health, Safety and Environment Policy and the commitments listed below.

#### Christian Ulbrich | CEO JLL

September 2021

#### JLL's Health, Safety and Environment (HSE) Commitments:

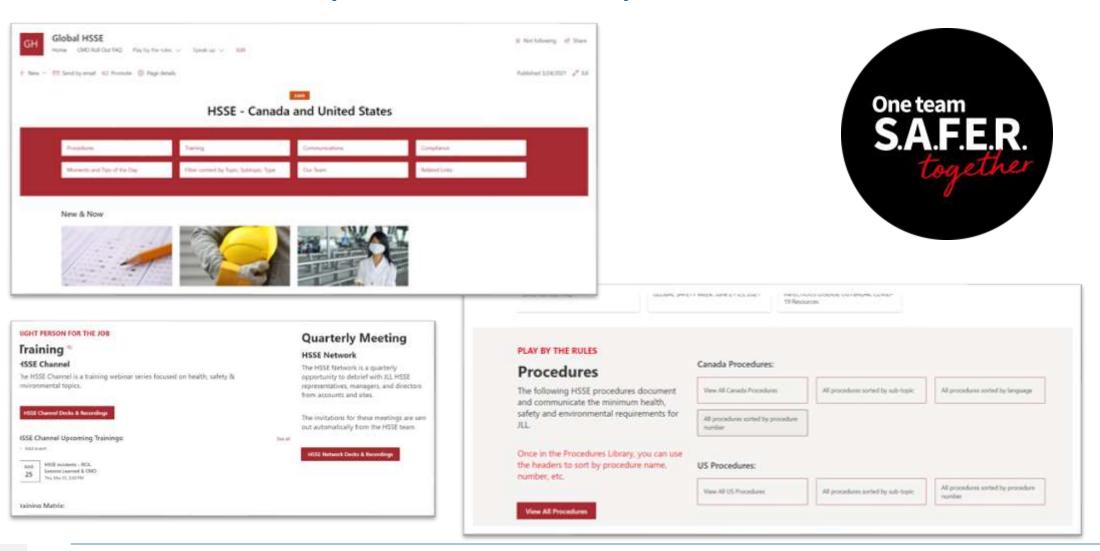
- Establishing a framework to review HSE objectives and targets;
- Preventing injury, ill health, and adverse environmental impacts by providing, to the extent reasonably practicable, safe, healthy and sustainable working conditions;
- Protecting and preserving the natural environment, and promoting sustainable operating principles in the global communities in which we operate;
- Ensuring full compliance with all applicable laws and regulations, and integrating relevant industry and client HSE guidance into our operations;
- Applying risk management principles to identify, and as appropriate, eliminate, control and/or reduce HSE risks relevant to our operations and the services we deliver;
- Developing and distributing structured HSE management systems that are suitable for our business;
- Providing HSE training, instruction, and information to our employees, as relevant to their roles and responsibilities:
- Encouraging our top management to engage and consult with our people on HSE matters;
- Promoting a pro-active HSE culture where our people and vendor partners at all levels work collaboratively to
- Ensuring all employees, clients, and vendor partners are empowered to intervene should they see unsafe or environmentally unsound conditions;
- Fully supporting our employees in their efforts to continually improve health and safety performance;
- Regularly reviewing our HSE systems, in consultation with management and employees, with a view to continual improvement;
- Celebrating the achievements of those who embody our HSE culture and philosophy; and
- Sharing learnings and best practices to promote and support our HSE culture.







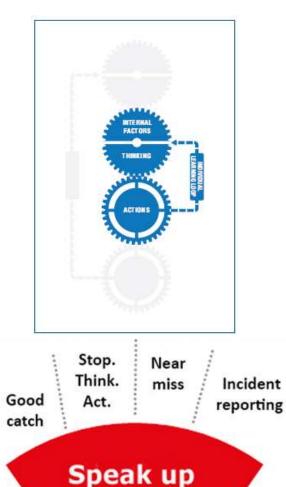
# NORTH AMERICA (CANADA AND U.S.) HSE SHAREPOINT SITE





Speaking up for safety can be very useful to prevent ergonomic related stressors and injuries

- Use the Workplace HSE Assessment tool as a platform to capture ergonomic hazards and track their mitigation
- The Job Hazard Assessment tool can be used for more than non-routine or "high hazard work"
- Engage employees and solicit their input on jobs that create soreness and stiffness in their back, shoulders, wrists and knees
- Use Incident and Near miss reporting as a method to learn about ergonomic stressors and solutioning from the team members performing the job.
- Stop. Think. Act includes performing a Point of Work Assessment Checklist before starting work. This can include review of the JHA or a mental review of the task before starting.
- Stop the job if an employee needs a lift assist or better tool.









Hazard Identification and Risk Assessments should be used to identify task requirements related to:

Reaching Bending

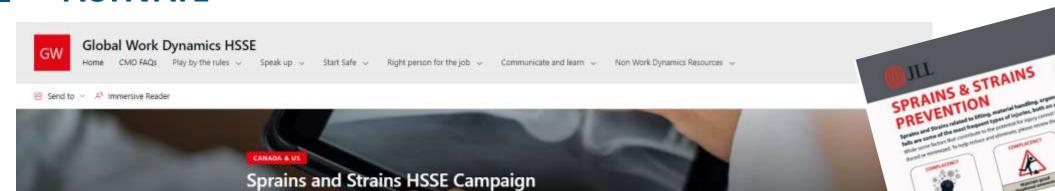
Underlying mental and physical stress conditions, environment factors, prepared for the job

Lifting





Kneeling



# HSSE CAMPAIGN TOOLKIT: SPRAINS AND STRAINS



#### Introduction

Sprains and strains in the workplace are common and costly. A review of JLL injury data showed the following causal factors led to sprains and strains injuries at work:

- Complacency
- · Slips, trips, and falls
- · Ergonomics
- · Repetitive motion
- Manual material handling

Preventing sprains and strains in the workplace requires a simple strategy – reduce all causative risk factors by implementing controls. Fostering a culture of prevention is the best way to achieve excellence. "Act Safely, always" is one of our core behaviors to JLL's One Team S.A.F.E.R. Together vision. By examining and monitoring causal factors, we identify areas to improve and enable safer actions.

The "Sprains and Strains HSSE Campaign" focus is to bring awareness across JLL on ways

#### Goals

- > Leadership commitment and support.
- > Drive greater awareness to help change behaviors.
- > Reinforce safety standards.
- > Reduce the possibility of incidents.









#### **TOOLBOX SAFETY TALKS**

Start meetings with a short toolbox talk or HSE moment. Identify timely and creative topics or reiterate important safety issues.

#### **SUGGESTION / FEEDBACK TOOLS**

A simple and anonymous way to collect feedback. You can also use an online form if you have multiple locations or remote employees.



#### **SURVEYS**

Create a short survey to gauge employees' perceptions. Develop an action plan based on their feedback.

#### **COMMITTEES**

Implement safety committees and encourage employees to join. Focus can range on various topics, such as ergonomics to training.

#### **SAFETY DRILLS**

Prepare your employees for an actual emergency and guide them on participation and teamwork.

#### **SAFETY INITIATIVES**

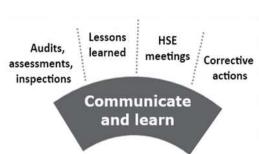
Encourage safety initiatives, such as site walk throughs, team interviews, safety stand-downs, or review of S.A.F.E.R. behaviors. Get creative!

#### **FORUMS**

Bring employees together to share their safety views. It will give them a fresh perspective and instill a sense of community.

# HAZARD & INCIDENT REPORTING

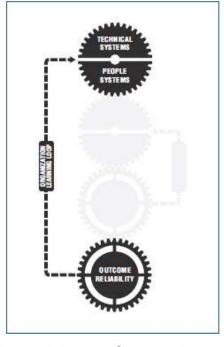






Safety Induction and Training is not only important for My Learning content, but also any account specific training content and additional training regarding:

- New tools and equipment
- Setting up a safe work zone
- Pre-task planning
- Lifting
- Instruction manuals



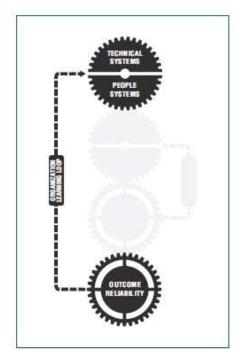






Actively and consistently monitor Safety Performance reports and Key Performance Indicators, recognize HSE compliance issues and understand when to pivot due to regulatory or business changes:

- Global HSE Policy
- HSE Global Standards
- HSE Management System
- Severe Six (Cardinal Rules)
- Legal Register





# 5 SIMPLIFIED CARDINAL RULES THAT PROTECT OUR VISION





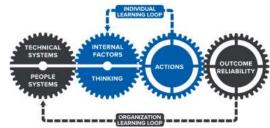
## **MOTIVATE**



## **Nurture the change**

- Motivate is about building momentum by engaging leaders and workforce.
- It's about challenging mindsets and nudging behavioral change at the point of risk.
- We will do this through carefully planned programs and communications to get everyone involved.





#### **HSE MOMENTS**

At JLL, HSE is a core part of our culture. We like to start our meetings with an HSE Moment!

It's not only important to be safe and aware of our surroundings while at work, but in our everyday lives as well. At the end of the day, we want all our employees to go home safe and healthy.

Our HSE Tip of the Day are sent out to get important messages out about trends we are seeing, lessons learned, or reminders to policies and procedures.

Remember to start each of your meetings with an HSF moment!



Each year, approximately 175,000 people were injured on ladders requiring a trip to the hospital.

Safety is everyone's responsibility!

# Best account quality Good Catch - 2022 Quarterly North America (Canada & U.S.) competition



#### Reward Program Process Each quarter, the Team will select the best quality Team will select a winner from the Good Catch. The winning submission will be "Monthly Good Catch KPI Report based on the below quality criteria: link" for the "Best account quality Identify monthly Good Catch" competition Improves any one of our top categories of risk: top good catch contact with hazard; ergonomics; slips, trips trend Winners will be announced during and falls; or struck by or against the HSE Community of Practice calls Creates a safer, healthier or environmentally sustainable workplace Enter data into the Identify monthly "Monthly Good Catch Identifies and minimizes risk to staff, facilities corrective KPI Report link" and operations action Prevents losses and protects JLL and Client staff, facilities, assets, and reputation NAM HSSE Team uses data in the Enhances the personal health and productivity Identify the "Monthly Good Catch account's best KPI Report link" for the of JLL staff "Best account quality quality good catch Provides proof of an implemented corrective Good Catch" for the month competition action team S.A.F.E.R. together

# LESSONS LEARNED - SLIP, TRIP, FALL RECORDABLE INJURY

Location: United States	Area: Client Site
Date of Incident: 2022-03-25	Ref: xxx
Date LL Completed: 2022-04-12	Incident Type: Recordable Injury

Description: The injured employee was exiting the aisle way between moats 6 and 7 in the Plating Shop basement where a client-managed project is in progress. The entrance to the project work area is covered in plastic to contain dust and debris. The employee became entangled in plastic containment bunched up on the floor causing him to trip, fall forward and hit his head on an overhead duct. The employee sustained a strain to his neck, requiring treatment with prescription medication and physical therapy.



#### **Immediate Causes:**

Congested work area
 Trip hazard

#### **Underlying Causes:**

Vendor work area improperly staged
 Improperly installed containment by the vendor

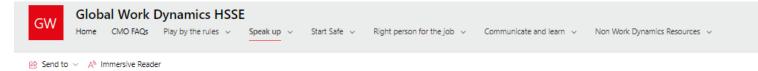
#### Lessons Learned and Corrective Actions:

Client vendor notified of the improper installation of containment material
 Excess plastic rem

Excess plastic removed and caution signs installed



# JLL GLOBAL PORTAL



SPEAK UP

#### **Incident Reporting**

At JLL, a Responsible Person/Line Manager **must ensure** all work-related accidents, environmental incidents and near misses relating to JLL staff, JLL contractors, or occurring as a result of activities or condition of premises/sites under JLL control are recorded in the JLL Accident Reporting System within 24 hours of the incident occurring.

\*Applies to all JLL employees globally as well as employees working for JLL vendors and supply partners.

#### UPDATE - 6 Apr 2022

 New video on How to assign an incident investigation on the CMO Training Video Channel and in MyLearning

#### UPDATE - 31 Jan 2022

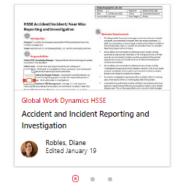
 Updated video on Managing Open Events on the <u>CMO Training</u> <u>Video Channel</u> and in <u>MyLearning</u> (to document completion)

#### СМО

CMO is a under license agreement to JLL from a third-party software provider. It is available in 14 languages and is accessed via single sign-on. In phase one, CMO will allow globally consistent HSSE incident management, investigation and escalations, Later phases of implementation at JLL will include engineering incidents and internal audit functionality.



## Global Standard (scroll for other languages)





# **CULTIVATE**



#### **Sustain the change**

 Cultivate is about continuing to engage people, communicating and reinforcing the key messages and the enabling tools to create sustainable change.







# **SUSTAINING A STRONG HSE CULTURE**



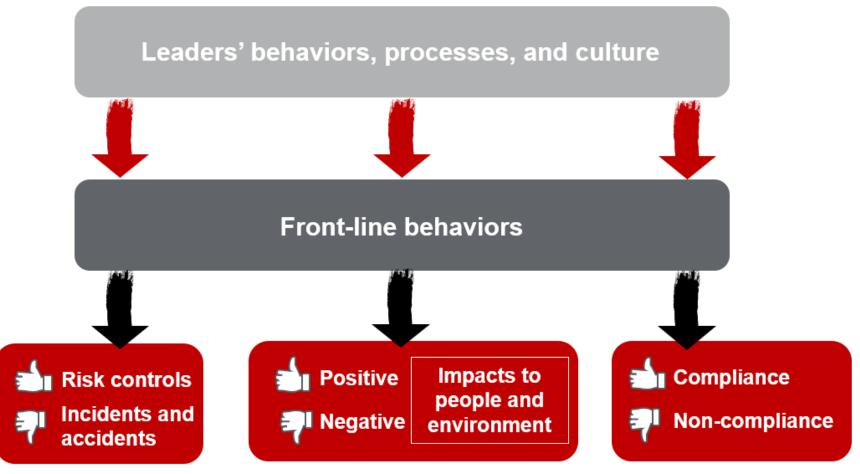
# Sustaining a strong HSE culture

- All incidents/accidents will be avoided
- Every job will be done safely
- Safety and welfare are the responsibility of everyone
- Safety is part of the core values and culture
- There is a positive mindset and attitude towards HSE

SAFESTART HUMAN FACTORS

# PROMOTING A PROACTIVE HSE CULTURE



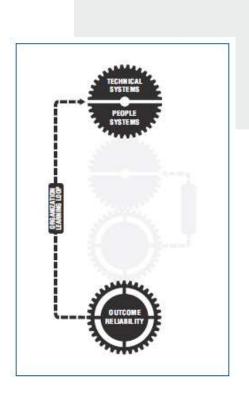


# JLL "SPEAK UP" SITE



#### SPEAK UP

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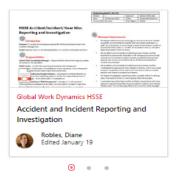
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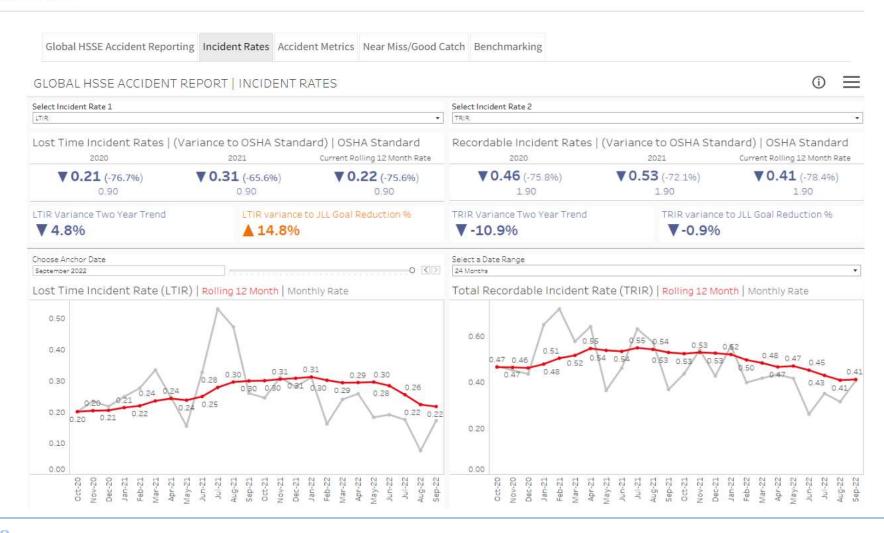
## **JLL'S FAIR & JUST CULTURE**

- Remember to always report hazards to either your supervisor, your HSE manager, or through your reporting system.
- When investigating and understanding the root cause, it is important to embrace the concept of "Fair and Just."
- This is an environment of fairness and trust where it is safe to report and learn from mistakes and system flaws without fear of retaliation. It is where we are clear about the difference between human error in complex systems and intentional unsafe or reckless acts.



#### **JLL HSE TRENDS**

**(III)** Global Work Dynamics Operations Portal



JLL is....



# One team S.A.F.E.R. together

The Global HSE CoE (Center of Excellence) will develop Global HSE standards and tools to support regional HSE leads and operational team, monitor our CS overall HSE performance and ensure the global consistency and excellence our clients and shareholders demand and our people deserve.

One team S.A.F.E.R. together

# SAFESTART HUMAN FACTORS





# **THANK YOU FOR ATTENDING!**

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