

1ST WORKPLACE HEALTH SAFETY ENVIRONMENT



WPHSE

CONFERENCE & EXHIBITION

SHERATON DAMMAM HOTEL & CONVENTION CENTRE

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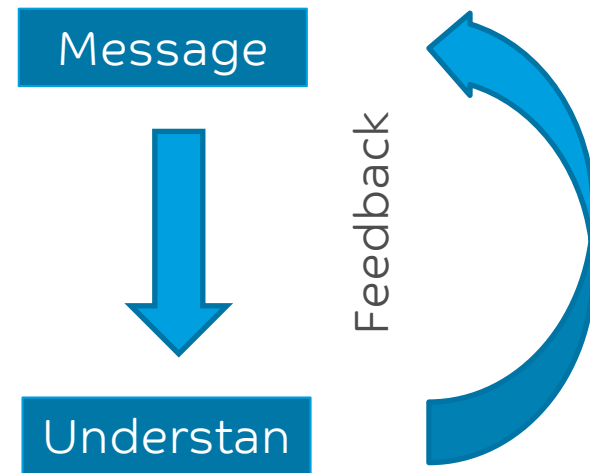
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Abstract:

- Definition of effective communication - Basics of effective communication
- Communication plan - The effect of effective communication on safety behavior
- Definition of Effective teamwork - Characters of effective team member
- The effect of effective teamwork on safety behavior
- Definition of effective decision making - Decision making process
- Obstacles of effective decision making - The effect of effective decision making on safety behavior
- Summary

DEFINITION OF EFFECTIVE COMMUNICATION



Effective communication is:-

Using the approach that is appropriate to receivers' understanding, making sure they receive the information, and provide feedback



Clarity

- Use simple language and easy sentence structures
- Use appropriate, and solid words
- Obviously express problems and questions

Completeness

- Make sure no key information is missing
- The message should be supported by facts, observations, and documents
- It should be well planned and organized



Shortness

- The message should be brief
- It should not include any unnecessary details
- It should underline and highlight the main message

Consistency

- The approach of communication must be consistent



Understanding

- Using the approach that is appropriate to receivers' understanding, help in understanding things from their point of view

Feedback

- The message can be judged through the feedback received from the receiver
- The feedback should be timely and in personal
- It should be specific and not general

The communication plan shall identifies the following:

What information needs to be communicated

Who receives the information
communicates the information

How the information is communicated (e.g., formal, informal)
the information is shared (locally and across the company)

When the information is communicated

Effective communication shall address the following:

- Risk communication
- Theme campaigns
- Pre-job safety orientation
- Communication forum
- Innovation and safety suggestion programs
- Personal contact with employees



DEFINITION OF EFFECTIVE TEAMWORK



Effective teamwork is:-

Group of individuals, well collaboration
between them, work toward shared goals

CHARACTERS OF EFFECTIVE TEAM MEMBER



Organized, well prepared, and proactive

Follow up on messages that required action

Learn from mistakes

Enhance his skills

CHARACTERS OF EFFECTIVE TEAM MEMBER (CONT...)



Treats people with good morals

Concentrates on positive aspects

Volunteers to help others when needed

Listen thoughtfully

Speak frankly

Stop unsafe work



Focus on safety





Solve safety problems better

Share safety experience & ideas easily

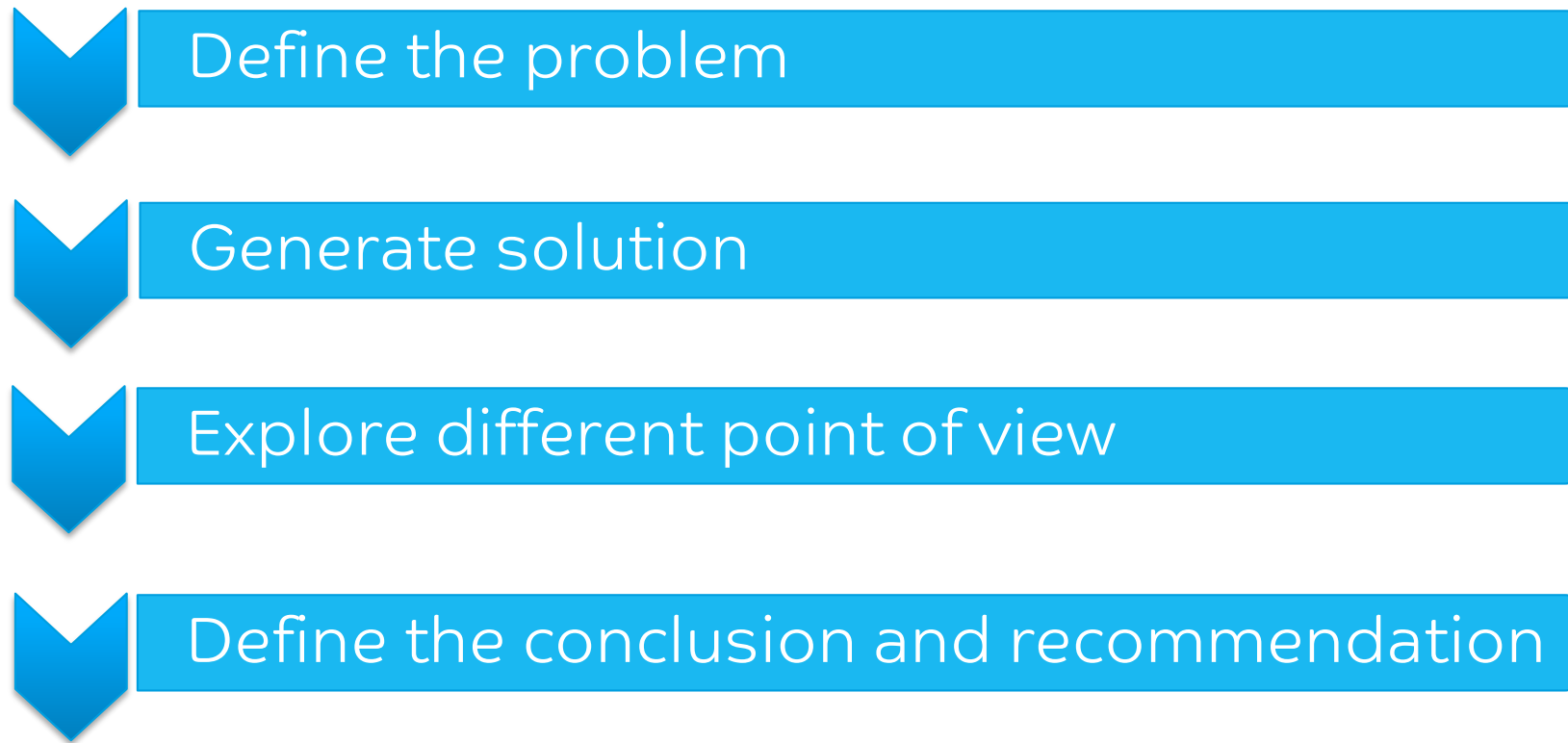
Avoid or reduce risks while completing tasks



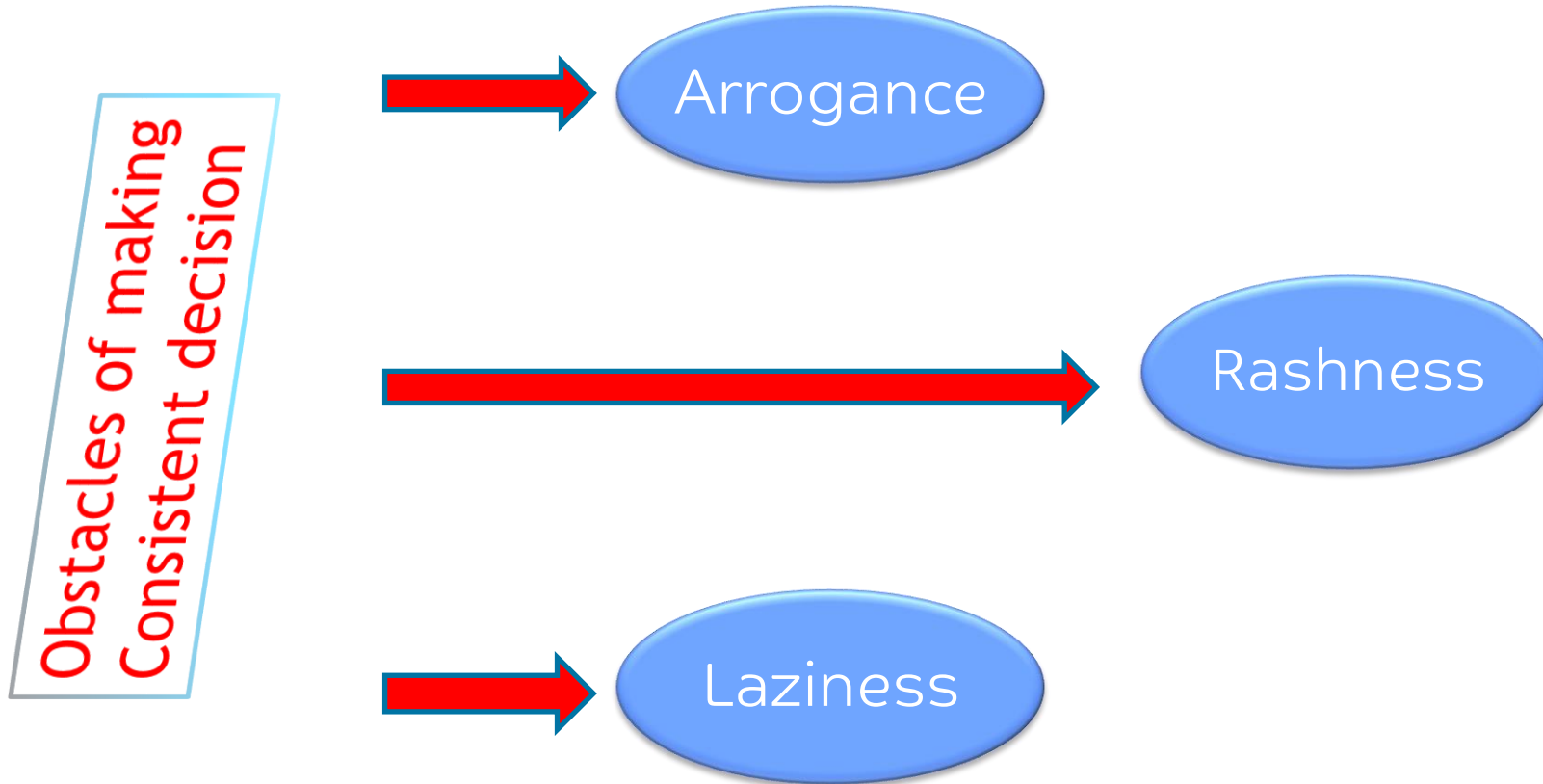
Effective decision making is:-

Understanding and evaluating information, in order to reach to the best suitable option, that achieve the required objectives

DECISION MAKING PROCESS



OBSTACLES OF MAKING CONSISTENT DECISION



Identify the cause of the incident

Develop practical solutions for the incident identified, in timely manner

Identify action plan to prevent the incident from reoccurring

Share lesson learned

Effective communication

- Clarity
- Completion
- Shortness
- Consistency
- Understanding
- Feedback

Effective teamwork

- Treat people with good morals
- Focus on safety
- Stop unsafe work
- Volunteers to help others
- Concentrate on positive aspects
- Organized, well prepared, and proactive
- Enhance his technical, and business skills

Effective decision making

- Define the problem
- Generate solution
- Explore different point of view
- Define the conclusion and recommendation

