

## 10 Questions to Ask:

1. How does it work here? How does the day start? How are daily safety meetings conducted? What is discussed?
2. What are the top 3 things that Summit should focus on or fix?
3. What are the main hazards to this operation or site / location and how well do we mitigate them?
4. How would you describe Summit's safety culture to your coworkers/family/friends – would you encourage people to work for Summit?
5. Do you, your crew or site believe that Summit is fully committed to putting people's safety before profits?
6. When was the last time you / we intervened at this site? How comfortable is everyone with intervention?
7. What are you proud of at this site?
8. Make it personal. Start conversation – How long with Summit? Family? Hobbies?
9. Do you believe you have support to STOP work or refuse unsafe work?
10. Is there a short service worker program in place? Does it work? Competency process?



### Signs of a great site tour:

- You have included a member of the work crew in your tour, not just management or client
- You made it personal – you know the crew by their names and hobbies
- You know you have been respectful, sincere, honest and focused
- You have walked the work site, met our people, observed operations, understood the hazards, risks and controls
- You have listened more than you have talked
- You personally thanked someone or the crew for being a safety leader and recognized that person / crew before you leave the site
- You have a clear picture of the follow-up conversation with the executive group or peers following the visit. Be prepared to talk at weekly or monthly meetings about your site visit
- You have sent a "Thank-You" email or message and detailed your key findings, both positive take-aways and opportunities for improvement
- You plan to visit again to follow up



## Meaningful Site Tour

Safety,  
Environment,  
Compliance





### Tour Etiquette: Plan for Success

#### A FEW SUGGESTIONS FOR A SUCCESSFUL SITE TOUR:

- Identify a point of contact person before the tour
- Double check any additional safety training requirements. (i.e. H<sub>2</sub>S, Standard First Aid etc.) or visitor status
- Plan for a minimum of two hours
- Carry the latest safety communication, monthly reports, etc.
- Plan for more listening than talking
- Ensure you have the correct PPE
- Be aware of Summit's current safety performance
- Try to attend a key event (morning tailgate, shift handover, etc.)
- Ensure you provide feedback and follow-up
- Carry some "spot recognition" items



## Conducting Your Tour

Others Included: 321  
Summit Representative: Form Loco  
Location: 321  
Date: 2022-07-23

### THINGS TO DO/CHECK

Site Orientation Complete

Attend a Daily Safety Meeting / Toolbox Talk

Site tour (2 hrs)

Site tour with worker

Complete/review and discuss FLHA/JSA, HA ect.

Positive intervention/recognition

Engage with contractors

✓ Housekeeping inspection

Complete BBO

Hold an open discussion with the team

Share a recent "Safety Alert" verbally if required

✓ Provide feedback and follow-up

✓ Participate in a formal audit/inspections if available or applicable

Positive Observations  
test1

Opportunities for Improvement  
test2

Summary of Feedback  
test3

Supervisor  
Alvin

Date Signed  
To be determined

## Messages

to: Alvin

date: 7/23/2022

3: 24: 02 PM

from: Form Loco

message: Meaningful site tour completed for 321