

Engage for Excellence (E4X)TM

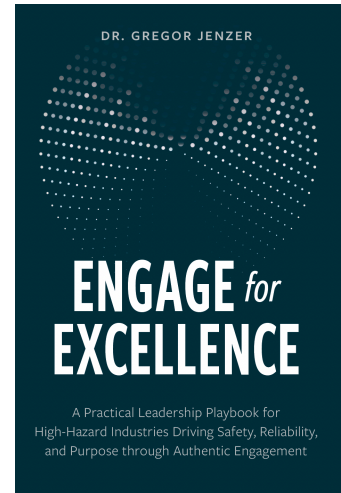
A Practical Leadership Playbook for High-Hazard Industries

Driving Safety, Reliability, and Purpose through Authentic Engagement

*What if the key to safer, more reliable operations
isn't another rule—but the way leaders show up?*

E4X Weekly TOR (Threats & Opportunities Review)

A short, weekly forum to keep hazards visible and momentum high.



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Agenda

Purpose (30–60 min)

Review operational **threats and improvement ideas**, assign proportionate actions, and close the loop before risks escalate. This isn't another meeting—it's the **heartbeat of continuous improvement**.

Who attends (lightweight)

Facilitator · Scribe · Pilot Lead(s) · Hazard Champion(s) for open items · Sponsor (or delegate) when escalation is needed.

Inputs

- Latest **4W** entries (bow-tie) and open items.
- Any “Dark-Corners” signals captured this week.
- Trend snapshots (closure time, repeats) from the micro-pilot.

Outputs

Updated, visible **TOR Log** with owner + due date per item.

Time-boxed agenda (lean & action-oriented)

1. **Welcome & Safety Insight** (3–5 min) — quick reflection or best practice.
 2. **Review Open Items** (10–15 min) — progress since last week; unblock.
 3. **New Entries** (10–15 min) — capture briefly, **triage** at a high level.
 4. **Assignment & Escalation** (5–15 min) — each item gets an **owner + due**; escalate only what warrants sponsor attention.
 5. **Close & Reflection** (1–2 min) — “**What got better this week?**”
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TOR Rules of the Road

- 1) **Keep it short.** Aim for **30–60 minutes** weekly, not a marathon.
- 2) **Clear roles.** Name a **Facilitator**, a **Scribe**, and a **Hazard Champion** for each open item.
- 3) **Visible board.** Track items on a **TOR board or digital log** everyone can see.
- 4) **No blame—solve.** Keep the tone no-blame; focus on proportionate fixes.
- 5) **Three-step triage discipline:**
 - **Identify** the issue and check if there's credible cause to believe it's real.
 - **Assess** likelihood and impact to gauge risk level.
 - **Mitigate** with actions **proportionate** to that risk (avoid chasing noise; keep true risks in view).
- 6) **Escalate crisply.** When a hazard spikes into an **incident**, shift to crisis mode: investigate cause, assure safe operations, repair/restore quickly.
- 7) **Close the loop.** Each item must have: **owner, due date, interim mitigation** (if needed), and simple evidence at closure.

Feeding TOR: Bring this week's **4W** sheets; they're designed to plug straight into the forum.

TOR Action Log (central register — print or digital)

Use this table in your board/SharePoint. Keep fields lean and auditable.

ID	Title	Description where, symptoms	What could happen? Top event	Why could it happen? Root cause	Risk dimensions & rating S/E/P/R, Severity, Likelihood	Interim mitigations owner, due	Final action/ Barrier owner, due	Status	Escalation
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Tip: Mark progress visibly; initials or a quick note prevent “vanishing actions.”
