

SMAT (Yard Delivery)

(Behavioural Coaching)

(Appendix 2)

Safety Management Audit Training is about **observing behaviours and providing feedback through conversations**. It is a vital part of improving our safety culture. The purpose is to promote safe behaviours through the positive reinforcement of safe acts and to help identify and remove occurrences of unsafe acts. Additional guidance is on the SHE intranet pages.

Date	Start Time	Length of SMAT (minutes)	Coach

Safe Act Coaching Conversations

What safe behaviour did you talk about – who and where?	Potential injury type that has been avoided by this behaviour

Unsafe Act Coaching Conversations

What unsafe behaviour did you talk about – who and where?	Potential injury type that could result from this behaviour	Action Required	Complete?

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You must ensure that any actions identified during your SMAT are provided to the action owner(s) and tracked to completion. This form should be locally stored securely in line with business policy. The SMAT must also be entered online.

Extra Notes Section:

Yard (Delivery)

Safe Act Conversation	Number	Unsafe Act Conversation	Number
Equipment - following SSOW/using correct equipment for task		Equipment - not following SSOW/not using equipment provided for task	
Footwear - compliant/suitable/sufficient		Footwear - not compliant/suitable/sufficient	
Housekeeping - area tidy (no slip, trip, environmental hazards/obstructions)		Housekeeping - untidy (slip, trip, environmental hazard/obstruction)	
Pedestrians - clear of moving vehicles/MHE		Pedestrians - in the path of moving vehicles/MHE	
PPE Hi viz – compliant		PPE Hi viz - not compliant/not used	
Vehicle - driver paying attention		Vehicle - driver not paying attention	
Vehicle - no in cab distractions or mail on front seat/good visibility		Vehicle - in cab distractions/mail on seat/windscreen obstructions	
Vehicle - PDA, Sat Nav, Phone not in use/safely secured when driving		Vehicle - PDA, sat nav, phone in use/not in cradle when driving	
Vehicle checks fully and effectively completed		Vehicle checks - not fully or effectively completed	
Vehicle loading /unloading using good MH technique		Vehicle loading /unloading using poor MH technique	
Vehicle reversing - Get Out and Looked (GOAL) applied before reversing		Vehicle reversing - Get Out and Look (GOAL) not used	
Vehicle seatbelts - wearing it		Vehicle seatbelts - not wearing it/belt pre-engaged	
Vehicle speed - appropriate for road/conditions/yard		Vehicle speed - too fast for the conditions/road or yard	
Vehicle -safely and securely parked/positioned		Vehicle-not safely or securely parked/positioned	
Visitor access - controls in place and managed on site		Visitor access -inadequate controls in place/unauthorised access	
Yard rules - adhered to		Yard rules - not adhered to	
COVID-19 hygiene measures complied with		COVID-19 hygiene measures not complied with	
COVID-19 social distancing adhered to		COVID-19 social distancing not adhered to	