

Kick-off

The short film for this “Responsibilities” toolbox talk can be accessed at:

<https://www.youtube.com/watch?v=CTB51vkceg&feature=youtu.be>

Discussion

Question 1 to group: This film illustrates (in a deliberately exaggerated and humorous manner) different ways that a worker could choose to behave on site. What types of behaviours did we see?

Behaviours that the group might identify include: being daft, messing up a job, not wanting to get involved in a problem on site, not taking responsibility, having an argument.

Question 2 to group: What point is the film making?

KEY MESSAGE 1: The film is making the point that we all have a **responsibility** to take action if we see situations on site in which someone might be being treated *unfairly*

Question 3: What responsibilities does your employer have to you, on site?

Examples of points that the group might make are: to pay us, not to work us like slaves, to work us as hard as they need to, to get the job done, to promote health and safety

KEY MESSAGE 2: Your employer on site has responsibility to you to:

- Protect your health, safety and wellbeing; including providing welfare facilities suitable for men and women and time and space for religious observance wherever possible.
- If you have any kind of disability or impairment, make “reasonable adjustments” in the workplace

A “disability” is:	An “impairment” is:
A physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect.	A problem in body function or structure ¹

- Protect you from bullying, harassment and victimisation

“Bullying” means:	“Harassment” means:	“Victimisation” means:
Unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time.	Conduct that violates an individual’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that individual	When an employee is treated less favourably than another because they have made or supported a complaint or raised a grievance, or they are expected to do so.

- Not discriminate against you on the basis of your age, any disability, your sex (gender), your race, your religion or belief (if any), your sexual orientation, your marital or civil partnership status and factors related to maternity and pregnancy and transitioning from one gender to another
- Fairly consider any request for flexible working (short or longer term) that you make

Question 4 to Group: For your employer to meet its responsibilities to you, what do you have to do?

Examples of responses that the question might generate are.

¹ <http://www.who.int/topics/disabilities/en/>

Responsibilities Toolbox Talk: Trainer Script

- Report close calls and any incidents
- Respect other people
- Tell someone if I am being bullied, harassed, victimised or treated unfairly – or we see anyone else being
- Tell someone about my bad back
- Make sure my colleague doesn't pretend he can understand safety notices if he can't

Your group is very likely to be familiar with the concept of working together to protect health and safety and so many responses might relate to that. Move the discussion on to the other responsibilities so that you can deliver the key messages:

KEY MESSAGE 3: To enable your employer to meet their responsibilities to you, you have a responsibility to

- Take action to promote the fair treatment of everyone on the site - just as you take action to promote health and safety
- Tell your manager or supervisor about any disability or impairment that you have, so that they can make reasonable adjustments
- Tell your employer if you have any temporary wellbeing issues. For example, that you are fasting for religious reasons, feeling unwell or have changes in personal circumstances which may impact upon your ability to work effectively

KEY MESSAGE 4: Exactly how *anyone* in the group can report bullying, harassment or victimisation or any other forms of unfair treatment.

Question 5 to group: Why is it important that we all take these responsibilities seriously?

KEY MESSAGE 5: When we respect everyone on site and their individual needs:

- We work better and safer
- The job gets done more easily
- *Everyone* goes home happier at the end of the shift

Wrap- Up

Question 6 to group: What's one thing are we each going to do differently, as a result of thinking about this film?

Examples of commitments include:

- Have a word with Dave, when he's shouting at people just because he's in a bad mood
- Explain to Mike that I find some of his comments rude and offensive
- Tell the gaffer about my bad back
- Avoid using complicated words in site notice

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