



# PROTECT ONE DAY PROGRAMME

For  
Frontline People Leaders  
at  
Fletcher Building



# PROTECT ONE DAY

## PURPOSE



The PROTECT ONE DAY programme supports front-line leaders build a healthy and safe workplace by using the PROTECT tools with their teams. It enables them to develop the skills, knowledge and behaviours to develop their Environmental, Health and Safety [EHS] leadership.

## AUDIENCE

This course is for Fletcher Building front-line people leaders; team leaders and other supervisory staff should be a priority. The description for this role will vary but could include: Leading Hand, Supervisor or Team Leader.

## WHY THIS PROGRAMME IS IMPORTANT

Across the organization we need to improve how we manage EHS risk. Front-line leaders are a key to making this improvement.

- ✓ Leaders need to role model the PROTECT behaviours.
  - ✓ Leaders need to develop their teams to apply EHS risk management practices consistently.
  - ✓ Leaders need to encourage all individuals to play an important role in managing risk in their business.
  - ✓ Safety matters and Fletcher Building is responsible for providing practical tools and techniques to enable safety to be confidently managed.
  - ✓ Managing EHS risk has the additional benefit of higher productivity and efficiency.
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## LEARNING OBJECTIVES

At the end of this programme the participants will be able to:

- 1 Describe the PROTECT initiative and explain why Fletcher Building has launched PROTECT.
- 2 Demonstrate leadership and ownership when implementing PROTECT.
- 3 Apply the Golden Rules in their part of the business.
- 4 Plan for, and conduct, a PROTECT WALK, demonstrating good questioning, listening, providing feedback and basic coaching communication skills.
- 5 Run an effective SHARE meeting in a way that ensures staff contribute and are engaged.
- 6 Understand their responsibilities in CARING for their staff.
- 7 LEARN how to continuously reduce risk with their staff.



## LITERACY AND NUMERACY

The programme is made up of a mix of activities. We have focused on practical workshop activities which support a wide range of listening, reading and writing levels. We have structured the course design to reflect the wide range of literacy and numeracy levels across Fletcher Building.

## DELIVERY

This programme is delivered by experienced external facilitators contracted to the Fletcher Building Learning Academy. They have been selected on their ability to demonstrate the following:

- Environment, Health and Safety facilitation experience and skills
- A broad base of business based Environment, Health and Safety experiences
- Leadership facilitation skills.

Local facilitators are used to deliver workshops where possible.

## PROGRAMME STRUCTURE

This programme contains 3 parts and all must be completed.



Part:	Activities:	Supporting processes:
<b>1: Online Learning</b> (2.5 hours)	<p>The Learner must:</p> <ul style="list-style-type: none"> <li>• Complete Product Fundamentals</li> <li>• Watch the FB EHS Standards Video Library:               <ul style="list-style-type: none"> <li>- <i>Walk</i></li> <li>- <i>Share</i></li> <li>- <i>Care</i></li> <li>- <i>Learn</i></li> <li>- <i>Risk Management at Fletcher Building</i></li> <li>- <i>The Fletcher Building Golden Rules</i></li> </ul> </li> </ul>	<p>Accessing the learning:</p> <ul style="list-style-type: none"> <li>• PlaceMakers and Higgins - Via <a href="http://fbprotect.co.nz/learning/">http://fbprotect.co.nz/learning/</a></li> <li>• All other business Units - Via Aspire</li> </ul>
<b>2: Workshop</b> (1 day)	<p>Topics:</p> <ul style="list-style-type: none"> <li>• Environmental health and safety leadership</li> <li>• WALK</li> <li>• Golden Rules</li> <li>• Communication</li> <li>• SHARE</li> <li>• CARE</li> <li>• LEARN</li> </ul>	<p>To register on a workshop:</p> <ul style="list-style-type: none"> <li>• PlaceMakers and Higgins – email the Learning Academy at <a href="mailto:ProtectLearning@fbu.com">ProtectLearning@fbu.com</a></li> <li>• All other Business Units – Register on a course date via Aspire</li> </ul>
<b>3: Application at Work</b> (2 hours)	<p>To complete the PROTECT One Day programme the participant's manager will need to sign off that the participant has completed the following actions:</p> <ol style="list-style-type: none"> <li>1. Conduct a WALK (with a genuine two-way conversation).</li> <li>2. Plan and deliver a SHARE meeting that engages team members and delivers an outcome.</li> <li>3. Review a recent safety alert or a near miss and identify what you can LEARN from it (You may choose to do this at a Share meeting).</li> </ol>	<p>To register on a workshop:</p> <ul style="list-style-type: none"> <li>• PlaceMakers and Higgins – email the Learning Academy at <a href="mailto:ProtectLearning@fbu.com">ProtectLearning@fbu.com</a></li> <li>• All other Business Units – Mark off activities as complete in Aspire.</li> </ul>

## LEARNER SUPPORT AND ENGAGEMENT

For the frontline leaders to develop and sustain their abilities, their manager's support is essential.

Their manager will need to:

- 1 Register the learner into the PROTECT ONE DAY programme in Aspire.\*
- 2 Meet with the attendee prior to the training to discuss:
  1. The purpose of this training,
  2. Learning outcomes,
  3. The programme structure,
  4. How the learner can maximize the opportunity to LEARN,
  5. Their site EHS risk register (if one exists).
- 3 Complete the Learner/Manager commitment document in Aspire.\*
- 4 Meet with the attendee after to the training to:
  1. Observe and provide feedback to learner when they complete the Application at Work tasks.
  2. Complete the PROTECT ONE DAY Programme sign off process in Aspire.\*



- \* If unable to access Aspire, more information is available on [www.fbprotect.com](http://www.fbprotect.com) or email the Learning Academy at [ProtectLearning@fbu.com](mailto:ProtectLearning@fbu.com).

## COST

For Fletcher Building employees, the cost of attending this course is managed by The Learning Academy. This excludes travel and accommodation costs which remain the responsibility of the attendees Business Unit.

The Learning Academy is committed to offering this programme but reserves the right to cancel workshops, if there is sound reason, up to 10 days prior to the course date.

## CANCELLATION POLICY

By registering on a workshop date you have committed to attend.

In the event of a registered participant cancelling less than 10 working days before the course date or not attending a course, their Business Unit will be charged the full course fee unless there is a significant explanation.

## FURTHER INFORMATION

For more information on the PROTECT LEADERS programme please contact:

<b>Australia</b>	<b>Phillip Downward</b>
<b>Building Products</b>	<b>Alex Koppenaar</b>
<b>Concrete</b>	<b>Kevin Beardshall</b>
<b>Construction</b>	<b>Wendi Croft</b>
<b>Distribution</b>	<b>Anthony Mitchell</b>
<b>Residential and Land Development</b>	<b>Wendi Croft</b>
<b>Steel</b>	<b>Debra Fitzsimmons</b>
<b>Learning and Development Manager: Environment, Health &amp; Safety</b>	<b>Toria Putwain</b>

For bookings, process and Aspire support, please contact the Learning Academy at [ProtectLearning@fbu.com](mailto:ProtectLearning@fbu.com)