Zero Code Huddle Card

This huddle card has been designed to help you engage your teams with Zero Code. Use it to talk to your team about what Zero Code means to them and how they can personally apply it to their everyday tasks.

Before you start your team briefing

- Make sure you're familiar with the content of this huddle card

- Watch the Zero Code film.
  To view, go to *amey.co.uk/zerocode*

- A Five Whys Exercise and a PowerPoint with more detail on Zero Code are also available for you to use if you wish. Go to *amey.co.uk/zerocode* to access.

- Huddle boards should be in place in all work locations. Use this area for team discussions and write ideas on the board so they can be followed up. The boards are available to buy if needed. Look at the Zero Code Catalogue for details - this can be found at *amey.co.uk/zerocode*.

Checklist of team talk points

- Introducing Zero Code

- The four principles

- Shout Out!

- Zero Code film.

Lead a discussion

Read the below to your team and show them/discuss the Zero Code graphic.
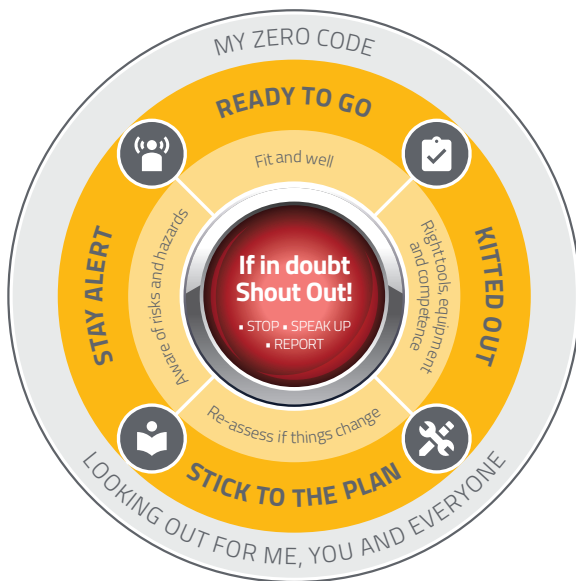
Introducing Zero Code

Zero Code, Looking out for me, you and everyone is a simple framework that highlights the key actions we must all take to protect ourselves and others from harm.

By making a personal commitment to Zero Code and focusing on the correct and safe behaviours in the workplace we can be more aware of and remove potential issues that can harm, kill or seriously injure someone.

Zero Code has four simple principles that we all need to adopt to help us think about safety at every stage of a task:

- Ready to go

- Kitted out

- Stick to the plan

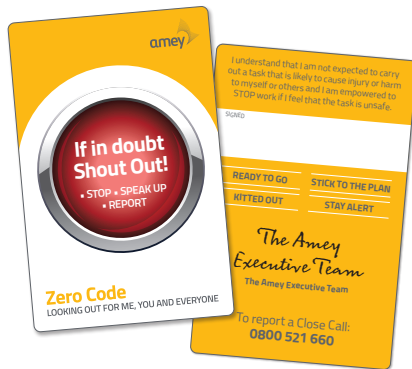- Stay alert.

Turn over for more detail.

Zero Code
LOOKING OUT FOR ME, YOU AND EVERYONE

amey

Shout Out!

Zero Code has been designed to empower you to Shout Out! if you see conditions which are not acceptable or safe.

Shout Out cards were issued to all operational employees with the June/July 2022 edition of HUB magazine which was sent to home addresses. There is space for individuals to sign their name to confirm their personal commitment and this is also signed by the Amey Executive Team.

- For information on how to order extra Shout Out! cards, please email *internalcommunications@amey.co.uk*.

Lead a discussion

Ask your team to share examples of when they think a Shout Out! card could be used.

TEAM TALK

- Ask everyone to sign their card and encourage them to carry it at all times

- Carry your own card and use it constructively.

Lead a discussion

Watch the Zero Code film (to view, go to amey.co.uk/zerocode) with your team.

TEAM TALK

Questions to generate a discussion:

- What did you think of the film?

- Do you understand the purpose of Zero Code?

- How is Zero Code relevant to us as a team and you as an individual?

- Does anything concern you about Zero Code?

- Ask why might people be afraid to speak up about safety concerns (worried will get into trouble, labelled a 'grass', don't want to 'interfere')

- Explain how they will always be supported.

Lead a discussion

Read through the below and ask your team to share examples in their day-to-day work that the code applies to.

TEAM TALK

READY TO GO

- I will attend work, drive vehicles and operate equipment knowing that I am fit and well

- I will always make sure risks have been assessed and that I understand them

- I am clear on what my role is and the value I add to my team.

KITTED OUT

- I will only use the tools and equipment provided and approved for the task

- I will only carry out tasks that I am trained and competent to do

- I will always wear the appropriate personal protective equipment for the job.

STICK TO THE PLAN

- I will make sure I know and understand the plan

- I will always check that I am following processes and safe systems of work

- If things change I will re-assess and only start work again when it is safe to do so.

STAY ALERT

- I will always make sure I am in the safest working position

- I will remain alert to what is happening around me and react accordingly to stay safe

- I will 'Shout Out!' if anything is unacceptable, to keep myself and others around me safe.

All materials and resources can be found on **amey.co.uk/zerocode**