



The Unit Safety Huddle

Overview

The Unit Safety Huddle is a proven method, used across KentuckyOne, by managers as they meet daily with employees in person to identify potential safety problems. The purpose of the Unit Safety Huddle is to:

- Voice priority actions.
- Review status of last huddle's priority.
- State roadblocks.
- Introduce relevant information.
- Voice concerns.
- Forward issues for inclusion in the facility's Safety Check-in.

Expectations

The Unit Safety Huddle happens **every** shift and every day throughout KentuckyOne in every department and unit. It is led by the manager or designee when he or she isn't available.

- The huddle lasts no more than 10 minutes.
- The huddle starts on time.
- Meetings are face-to-face, unless it is a weekend or holiday.
- Every staff member should attend and be prepared to contribute.
- There is no problem solving during the huddle. Problems are assigned to an owner who will be accountable for solving the issue.
- Each person is given no more than two minutes to contribute.

How to Conduct a Unit Safety Huddle

The Unit Safety Huddle should be held in the same place and at the same time every day. Most managers prefer to hold Unit Safety Huddles at the beginning of the shift. Others prefer the 10 minutes at 10 o'clock approach. It is up to managers to determine what works best for their particular situation.

The standard Unit Safety Huddle agenda is:

1. **LOOK BACK** – Significant safety or quality issues from the last 24 hours/last shift
2. **LOOK AHEAD** – Anticipated safety or quality issues in next 24 hours/next shift
3. **FOLLOW UP** – On Start-the-Clock Safety Critical Issues

Unit Safety Huddle Tips for Managers

- **Be open to change.** The Unit Safety Huddle may take longer initially, or you may need to adjust the time or format based on your organization. That's okay.
- **Be transparent.** When leaders begin to share key information, the entire team learns and benefits.

Please direct questions to your SafetyFirst Team Lead.