Safe Over Summer 2026-2027

Facilitator Session and Playbook

1 PURPOSE	This playbook outlines how to prepare, deliver and follow up your SOS toolbox sessions. The attached resources and posters will support your delivery. 
2 WHY SAFE OVER SUMMER MATTERS	Summer is historically the most dangerous period for our workforce. Evidence across the business and broader industry shows: • Incident rates increase sharply from **December to end of February**. • Heat, fatigue, increased workloads and end-of-year pressure heighten risk. • Distraction, rushing, shortcuts and complacency become more common. • In recent years, our serious incidents and near misses have spiked during this period. Program aims • Refocus workers on critical risks during the highest-risk season. • Reinforce hazard awareness and safe decision-making. • Engage workers and partners consistently across all contracts. • Reduce preventable incidents through short, practical toolbox sessions. • Strengthen our safety culture through repetition, visibility and participation.

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3 PROGRAM RESOURCES

Safe Over Summer is a **12-week structured program** designed to keep safety front-of-mind.

Four key resources support team engagement and session delivery. All are available through the SOS website.

1. Weekly toolbox sessions

Sessions cover mandatory and optional critical-risk topics relevant to each contract.

Sessions use:

- Topic PDFs
- Short critical-risk videos
- Scenarios and discussions
- Attendance and active participation

2. Check & Protect poster

- Use the poster at each toolbox session to make the discussion interactive. Encourage workers to print a copy, take it home and involve their families in identifying critical safety controls.

3. Attendance recording in Ideagen (formerly Lucidity)

For every session:

- Record attendance in Ideagen.
- Facilitator feedback will be sought to nominate workers who actively participated for entry into the gift voucher draw.
- Capture all attendance in Ideagen by COB the day the session is ran.

4. Videos

- Week 1 launch video
- 15 short critical-risk videos to open toolbox sessions. Select the risks relevant to your service line; the remaining seven are available to reinforce critical-risk awareness and safe working.

4 TIMING AND SESSION FREQUENCY

The 12-week program runs during the summer risk period:

9 November 2026 – 31 January 2027

(12 weeks total)

Session frequency

- **One toolbox per week**, every week.
- Run additional sessions during shutdown periods where workers are present.
- Sites may adjust dates around public holidays but must complete all sessions.

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5 PREPARING FOR YOUR SESSIONS

Complete the following preparations before running an SOS session.

Session environment

- A location suitable for small group discussions.
- Visibility of the SOS poster (A2) in a common area.
- Enough room for the group to gather around the poster.

Materials and equipment

- SOS Artefact Poster received and installed.
- Toolbox PDFs for your service line printed or accessible on device via ***www.safeoversummer.com.au***
- Access to critical-risk videos via ***www.safeoversummer.com.au***
- A device with internet access to show videos.

Topic selection

- Each Line of Business must deliver the mandatory topics below during the 12-week program.
  Psychosocial Health must be delivered in Week 1.

Defence	Gov & IFM	Health & Education
• Psychosocial Health (Mandatory Week 1) • Working at Heights • Working with Electricity • Mobile Plant & Vehicles	• Psychosocial Health (Mandatory Week 1) • Violence & Aggression • Working at Heights • Aggressive Animals or Working with Electricity	• Psychosocial Health (Mandatory Week 1) • Violence & Aggression • Working at Heights • Working with Electricity

- Select additional topics from the pool of 15, based on the risks most relevant to your site or contract.
- Contact the Health, Safety & Wellbeing team with any questions or concerns.

Systems and attendance setup

- Confirm access to Ideagen (formerly Lucidity).
- If you cannot find the form, log out and log back in.
- Pre-load the SOS Attendance form with the contract, location, date and time.

Participants and facilitator roles

- **Invite all relevant workers:**
  - Frontline employees
  - Subcontractors and SDPs
- **Facilitator must come from site operations.**

  A recognised operational leader—such as the contract leader, supervisor or delegate—must lead the toolbox. Workers engage more when the message comes from their own operational leaders.

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	• **Health, Safety & Wellbeing Business Partners support, not lead.** Health, Safety & Wellbeing Business Partners provide guidance, troubleshoot issues and support consistent delivery. They do not deliver the toolbox on behalf of operations. • **Use subject matter experts where it strengthens the session.** Where technical context would help, invite a subject matter expert to co-facilitate or explain the controls in practice—for example, an electrician for Working with Electricity. **Optional** refreshments • Consider tea, water, lollies or fruit for longer sessions.	
6 DELIVERING EACH SESSION	**4.1 Step 1 – Bring the group together**	• Gather all attendees. • Confirm they are participating in this week's SOS session. • Extend the invite to subcontractors and SDPs.
	Step 2 – WEEK 1 ONLY **Play the launch video**	• Play the intro/launch video. • Explain the purpose of the SOS campaign. • Explain that workers nominated by the facilitator for active participation can enter the gift voucher draw.
	4.2 Step 3 – Select the weekly topic	• Go to www.safeoversummer.com.au • Select the Critical Risk topic for the week. **NOTE: All LOBs must deliver Psychosocial Health (Mandatory Week 1)**
	4.3 Step 4 – Play the critical-risk video	Use the video as an icebreaker to introduce the topic. • Short, frontline-led videos to set context. • Prompt quick reflection: "Where have we seen this risk?"
	4.4 Step 5 – Explore the Check & Protect poster	• Review the poster together and ask workers to identify as many controls as they can for the week's topic.
	4.5 Step 6 – Run the toolbox discussion	Use the toolbox PDF for your service line to guide the discussion. **Cover:** 1. Critical Risk Overview 2. Hazards, Risk and Controls (connect to poster findings) 3. Discussion Question 4. Scenario to Learn From 5. Controls and what "good" looks like 6. Discussion Question **Delivery expectations** • Keep discussion open, simple and practical. • Workers do most of the talking.

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		• Link examples to the current site and task environment.

	4.6 Step 7 – Record attendance	• Open the SOS Attendance form.
		• Either:
		  ○ Enter attendees yourself
		  ○ **Or** pass the phone around for workers to enter details
		
		SICS - Safe Over Summer (SOS) 2026-2027 Attendance Registration

	4.7 Step 8 – Reinforce lessons throughout the week	Leaders are expected to: • Refer to the Safe Over Summer toolbox and poster at pre-starts. • Reinforce controls. • Encourage discussion about hazards or near misses. • Maintain weekly momentum through shutdown periods.
7 WHAT GOOD DELIVERY LOOKS LIKE	• High engagement and open discussion. • Poster interaction completed each week. • Attendance recorded early and correctly. • Mandatory topics covered across all contracts. • Subcontractors and SDPs involved. • Videos played every session. • Visible improvement in hazard, risk and control awareness across the site. • Weekly rhythm maintained for all 12 weeks.	
8 SUPPORT	Ideagen access issues: ***zeroharm.support@downergroup.com*** General SOS queries: **SI Health, Safety & Wellbeing Team**	

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