

## GUIDE FOR SUPERVISORS

‘Working safely together, YOU make the difference! – Accidents are more than just statistics’

This is the guide to the safety day, for which you are the coach!

The safety day is different than in previous years. This year we will be playing WAVE Bingo on this day!

Based on 12 questions, dilemmas and statements, we discuss how YOU can make a difference as a safety leader.

We will play Bingo using Bingo cards and a PowerPoint presentation. Just like an actual game of Bingo, a number appears each round. Anyone with the matching number on their Bingo card can cross it out. If all numbers in a horizontal or vertical row are crossed out (or if the entire card is crossed out), you can call out **BINGO!** Of course, this should include a (modest) prize or small presentation during which the employee is put in the spotlight.

After the number is shown, a statement/question/dilemma appears on the screen. The colleagues who have crossed out the matching number must answer this question. They are allowed to discuss the answer among them. The goal is to gain insight together into how YOU can make a difference as a safety leader.

### WHAT DO YOU NEED?

You can view the presentation on any screen. A laptop or tablet suffices when working in small groups. Internet access is not required, as the presentation containing the videos is available offline.

**Important** is that this presentation is downloaded before the safety day. Check in advance that sufficient storage space is available. The presentation requires approximately 100 Mb of storage space.

### EXPLANATION

(BEFOREHAND)

- Choose the ‘indoors’ or ‘outdoors’ version of the PowerPoint presentation.
- The PowerPoint presentation consists of 12 bingo numbers, followed by 12 topics.
- The topics concern our WAVE values and some topics include Brain Based Safety.
- The presentation ‘outdoors’ is available in multiple languages.
  - Dutch
  - English
  - German
  - Polish
  - Bulgarian
  - Portuguese
  - Romanian
  - Turkish



The presentation 'inside' is available in the languages Dutch, English and German.

You hold a discussion with a group of up to twelve participants and one coach. Do not limit this to internal and external employees only. You can also involve our subcontractors for example.

The tools can be consulted via the following link:

[https://www.volkerwessels.com/veiligheidsdag\\_2024](https://www.volkerwessels.com/veiligheidsdag_2024)

**Test** the presentation together with a number of colleagues **before 27 March**, so that you know how it works.

#### **START OF THE SAFETY DAY**

- Open the PowerPoint presentation and hand out the bingo cards to all participants.
- Once you have completed the presentation, 3 cards will have bingo. The other cards will have no bingo.
- The 3 winning cards contain a subtle reference, so that they can be recognised by the game leader. These cards have a dot next to VolkerWessels Safety Day 2024 at the bottom of the card, whereas the other cards do not.
- The maps are made available for download as one file of 15 maps in total. Is the group smaller or larger than 15? In that case, make sure you remove/add cards **without a dot** next to 'VolkerWessels safety day 2024' at the bottom of the map.
- Think about who will kick off the safety day at the location. This is a good opportunity for the person responsible for the location or workplace to re-emphasise the importance of safe working.
- Play the presentation in full screen by selecting '**slide show**' mode. You can do this at the top of the PowerPoint application, under 'Slide show', by selecting 'Play from beginning'.
- The presentation starts with an introductory animation about the safety day.
- Continue to click through the presentation to start with the first number and topic.
- Colleagues whose number matches the number on the screen can cross it off their bingo cards.
- Now a question/statement/dilemma will appear on the screen for the first topic.
- The colleagues with the matching number on their cards can now answer the question/statement/dilemma, during which it is the intention that they discuss the answers with each other. Three minutes is a suitable amount of time to spend per question.
- After the question/statement/dilemma, a video/picture appears (on the screen) that is related to the topic. Briefly pay attention to this.
- **Colleagues who have completed a horizontal line, vertical line or a full card will receive a prize or other form of reward of your choosing.**
- The presentation ends with a closing animation.
- The presentation last up to 60 minutes.

#### **TIPS FOR THE COACH**

- The coach is in charge and takes charge. Make sure that everyone actively participates and that everyone gets a turn or at least is involved in the discussions.
- There are no right or wrong answers.
- People without the matching number on their cards are still allowed to speak.
- After showing the number (in the presentation in the group), ask who has the matching number on their card. This gives you an idea of who can speak.
- Ask open-ended questions to keep the conversation going. These are questions starting with 'what', 'why' or 'how'.
- Is the time up and you haven't answered all the questions yet? No problem. Just remember to always end with the last closing animation in the presentation.
- Although this year we've chosen a bingo format to initiate the dialogue with colleagues, the content and quality of the conversations remain central. So feel free to continue a little longer if the discussion proves fruitful.

#### **QUESTIONS?**

If you have any technical questions about the presentation, you can contact Recognize by calling 074-760 0260 during office hours or by sending an e-mail to [support@recognize.nl](mailto:support@recognize.nl).

If you have questions about this guide and/or the tools, please contact Bas Roordink ([veiligheid@volkerwessels.com](mailto:veiligheid@volkerwessels.com)). Please do this as soon as possible.