

VISION ZERO

A guide for OSH trainers





Accidents at work and occupational diseases are neither determined by fate nor unavoidable – they always have causes. By building a strong prevention culture, these causes can be eliminated and work related accidents, harm and occupational diseases be prevented.

“Vision Zero” is a transformational approach to prevention that integrates the three dimensions of safety, health and wellbeing at all levels of work.

The ISSA’s Vision Zero concept is flexible and can be adjusted to the specific safety, health or wellbeing priorities for prevention in any given context. Thanks to this flexibility, Vision Zero is beneficial to any workplace, enterprise or industry in all regions of the world.



7 Golden Rules for Vision Zero

1. Take leadership – demonstrate commitment
2. Identify hazards – control risks
3. Define targets – develop programmes
4. Ensure a safe and healthy system – be well-organized
5. Ensure safety and health in machines, equipment and workplaces
6. Improve qualifications – develop competence
7. Invest in people – motivate by participation

Safety and health pay

Safe and healthy working conditions are not only a legal and moral obligation – they also pay off economically. Investments in safety and health at workplaces avoid human suffering and protect our most valuable asset – our health and our physical and psychological integrity. Importantly they also have a positive impact on the motivation of employees, on the quality of work and products, on the company's reputation, and on the satisfaction levels of employees, managers and customers and thus on economic success.

International research on the return on investment in prevention prove that every dollar invested in safety and health generates a potential benefit of more than two dollars in positive economic effects. Healthy working conditions contribute to healthy business.

Safety and health require leadership

Improving safety and health in your enterprise does not necessarily mean increase spending. More important is that management acts with awareness, leads consistently and builds a climate of trust and open communication at every level in the company. Implementing the Vision Zero prevention strategy requires the active contribution and participation of many different actors at company level. One thing is clear: the success or failure of implementing the Vision Zero strategy will ultimately be determined by dedicated employers and executives, motivated managers and vigilant employees.



How this guide was developed

The Vision Zero guide for OSH trainers was developed by the ISSA's International Section on Education and Training for Prevention with contributions from other ISSA sections.

This guide aims to support occupational safety and health trainers and practitioners to deliver training workshops or facilitate conversations in enterprises who may be interested in understanding the benefits and implementing a Vision Zero prevention strategy.

This practical tool has been developed by experienced trainers who have been providing Vision Zero training for many years, in various countries. It proposes a flexible methodology, with lesson plans in an interactive workshop style, which can be adapted to suit the needs and demands of your audience, country, organization, and industry.

How to use this guide

The guide provides a basic workshop plan that is divided into three sections (steps to follow before, during and after a workshop). A workshop plan is included, divided into a number of lessons or parts, complete with learning outcomes, and suggested teaching resources or reference materials that can be accessed on the Vision Zero website. Trainers can use this guide to prepare workshops or training for companies about the effectiveness and benefits of implementing Vision Zero as a prevention strategy.

It is hoped that trainers can confidently facilitate sessions about Vision Zero with a participatory approach, where participants are able to recognize Vision Zero as a beneficial prevention strategy for their organizations, and to develop their own Vision Zero action plan.

It is advisable that trainers have a clear understanding and feel confident in explaining Vision Zero as a prevention strategy as well as actual good practice examples, before delivering sessions on Vision Zero.

Join the campaign

If you are using this guide, you may already be part of our global community of Vision Zero trainers. Alternatively, you are invited to consult the Vision Zero website (www.visionzero.global) to sign up online and to access further resources and good practice examples.



Basic workshop plan

In this section of the guide for trainers, you will find steps to guide you in the preparation and delivery of a Vision Zero workshop. An outline workshop plan is proposed, divided into three sections: before, during and after the workshop. The middle section comprises eleven parts or lesson plans designed to help you engage participants and maximize their understanding of Vision Zero and the 7 Golden Rules, by making use of the already available Vision Zero resources. For more flexibility, the different parts of this training can be delivered as part of one workshop, or divided into shorter, individual sessions.

Finally, remember that this plan is only a proposed course of action – as an experienced trainer, you may need to adapt your plan to suit your specific group's needs. It is suggested that any changes are captured in a revised plan so that you or colleagues know what is likely to work best for your participants.

Vision Zero training resources and reference materials

The guide also provides suggestions and links to supporting resources, reference material and documents which can be used in preparation for and during the sessions.

The resources include banners, posters, invitation letters, sample presentations for each golden rule, worksheets, feedback forms, attendance certificates and a number of useful reference materials.

All of these can be downloaded for free from the Vision Zero website (visionzero.global/become-vision-zero-trainer-special-documents) and printed for your Vision Zero training workshop.

Section 1 – Before the workshop

Preparation of the workshop

When preparing to deliver a workshop on Vision Zero, please consider and assess the following:

Setting the stage:

- **A good learning environment:** positive, appreciative learning atmosphere; conference drinks; catering and so on. A room with natural light and ventilation, and allowing ample space amongst participants, with space for presentation materials and posters, name plates for participants, and so on.
- **Technical support:** PC, projector, ability to play Videos, internet, possibly audio system, and so on.
- **Supporting materials:** adequate pinboards and/or flip charts, presentation cards, pens, tape.

Suggested course of action:

- **Estimated workshop duration:** 16 learning units (LU) (45 minutes per unit). Although, this can be adapted to suit your specific needs
- **Recommended number of participants:** 15 to 20

Resources:

- For further reference, we recommend accessing ISSA's complementary guide: *Training the trainer: Adult education methods: Training methods for Vision Zero workshops – A tool for trainers* (visionzero.global/sites/default/files/2017-12/2-VZ-Adult-Education-Methods.pdf)
- In addition to the Vision Zero workshop materials you may also want to consult the ISSA's complementary occupational safety and health publications on a wide range of OSH topics (www.issa.int/en_GB/topics/occupational-risks/issa-publications)

Invitation to the workshop

Purpose:

- Prepare participants for the workshop
- Participants familiarize themselves with topics and content
- Participants will be informed about workshop contents, organization and general conditions

Suggested course of action:

- Send an invitation to participants in advance (this can be sent either by the employer or the trainer)
- Provide a link to the Vision Zero website and to the 7 Golden Rules publication (visionzero.global/Guides)
- Participants are asked to reflect on their personal goals for the workshop, with the intention of:
 - identifying and bringing together typical risks and situations they (or their colleagues) are faced with at work
 - identifying core interests and objectives of the participants attending the workshop

Resources:

- Draft invitation letter (visionzero.global/become-vision-zero-trainer-special-documents)
- Vision Zero logos and visual identity guide (visionzero.global/visual-identity)

Section 2 – During the workshop

Part 1: Welcome and introduction to training on Vision Zero

Purpose of this part of the workshop:

- Welcome, introduction, desires and objectives for the workshop

Objectives:

- Introduction
- Participants and trainer get to know each other
- Create a good participatory atmosphere
- Participants share their personal goals

Overview of activities:

- Present the workshop
- Presentation of ISSA and all sections for prevention
- Invite participants to introduce themselves:
 - My name is ...
 - I work for ...
 - My job is ...
 - My goals for this workshop/ training are ...
 - My hobbies are ...
 - What I know about VZ ...

Suggested instructional methods or components to be used in this part:

- Structured query
- Partner interview
- Collection of goals

Resources:

- Workshop description
(visionzero.global/sites/default/files/2017-12/3-Workshop%20Description.docx)
- Flip chart/Poster “Workshop structure”
(visionzero.global/sites/default/files/2017-12/6-Poster-Workshop%20Structure.docx)
- Flip chart/Poster “Welcome poster”
(visionzero.global/sites/default/files/2017-12/4-Poster-Welcome.docx)
- Flip chart/Poster “Getting to know each other”
(visionzero.global/sites/default/files/2017-12/5-Poster%20Getting-to-know-each-other.docx)

Part 2: Personal Action Plan

Purpose of this part of the workshop:

- Structure of the workshop and personal action plan

Objectives:

- Participants know the structure of the training

Overview of activities:

- Presentation of the structure
- Each participant gets their own personal Vision Zero action plan
- The use of the action plan – to document notes, ideas, suggestions – will be explained

Suggested instructional methods or components to be used in this part:

- Teaching
- Conversation

Resources:

- Flip chart/Poster “Workshop structure”
(visionzero.global/sites/default/files/2017-12/6-Poster-Workshop%20Structure.docx)
- Vision Zero Personal Action Plan
(visionzero.global/sites/default/files/2017-12/13-Personal%20VZ%20Action%20Plan.docx)

Part 3: Vision Zero strategy

Purpose of this part of the workshop:

- Vision Zero strategy

Objectives:

- Participants are familiarized with Vision Zero and can explain its background

Overview of activities:

- Explain the background and development of Vision Zero
- Explain the goals and objectives of Vision Zero
- The tools of Vision Zero – the 7 Golden Rules

Suggested instructional methods or components to be used in this part:

- Presentation

Resources:

- ISSA Vision Zero trailer (visionzero.global/videos)
- ISSA Vision Zero movie (visionzero.global/videos)
- Presentation: Vision Zero manager training introduction (visionzero.global/sites/default/files/2017-12/8-Vision%20Zero%20Manager%20Training%20introduction.pptx)

Part 4: Vision Zero Golden Rules

Purpose of this part of the workshop:

- Vision Zero Golden Rules

Objectives:

- Participants can name and explain the 7 Golden Rules and interpret their statements

Overview of activities:

- Marketplace with posters, distributed throughout the room; one poster per rule: only headings
- Posters and each of the 7 Golden Rules will be briefly presented by the trainer (statement: all rules are necessary)
- Each rule will be briefly presented:
 - Form groups (3 to 6 participants)
 - Each group discusses all 7 rules, collects ideas and examples on pinboards (time for each rule may be 5 minutes; trainer sets the time limits)
 - Ask the group to:
 - ▷ share several ideas per group and per rule
 - ▷ note down ideas in flip chart
 - Meanwhile, the trainer is available as a coach
- Presentation of the collected ideas in the plenary: each group presents one rule – others comment
- Reflection and comparison with the principles of each 7 Golden Rules by uncovering the further details
- Introduce and distribute the Vision Zero guide

Suggested instructional methods or components to be used in this part:

- Gallery walk
- Teaching
- Group work
- Plenary work

Resources:

- 7 Golden Rules banner
(visionzero.global/sites/default/files/2017-12/0.0_7GR%20Banner_0.pdf)
- 7 pinboards
- Moderation cards
- Pencils
- Worksheets: Golden Rule 1–7
(<http://visionzero.global/sites/default/files/2017-12/11.1-Worksheet-%20Golden%20Rule%201.docx>
<http://visionzero.global/sites/default/files/2017-12/11.2-Worksheet-%20Golden%20Rule%202.docx>
<http://visionzero.global/sites/default/files/2017-12/11.3-Worksheet-%20Golden%20Rule%203.docx>
<http://visionzero.global/sites/default/files/2017-12/11.4-Worksheet-%20Golden%20Rule%204.docx>
<http://visionzero.global/sites/default/files/2017-12/11.5-Worksheet-%20Golden%20Rule%205.docx>
<http://visionzero.global/sites/default/files/2017-12/11.6-Worksheet-%20Golden%20Rule%206.docx>
<http://visionzero.global/sites/default/files/2017-12/11.7-Worksheet-%20Golden%20Rule%207.docx>)
- Additional reference materials: PPTs on each of the 7 Golden Rules
(<http://visionzero.global/sites/default/files/2017-12/9.1-Rule%201%20.ppt>
<http://visionzero.global/sites/default/files/2017-12/9.2-Rule%202.ppt>
<http://visionzero.global/sites/default/files/2017-12/9.3-Rule%203.ppt>
<http://visionzero.global/sites/default/files/2017-12/9.4-Rule%204.ppt>
<http://visionzero.global/sites/default/files/2017-12/9.5-Rule%205.ppt>
<http://visionzero.global/sites/default/files/2017-12/9.6-Rule%206.ppt>
<http://visionzero.global/sites/default/files/2017-12/9.7-Rule%207.ppt>)*Eque quam potis, nonium cus,*

Part 5: Benefits of Vision Zero as a prevention strategy

Purpose of this part of the workshop:

- Discussing arguments, motivation, and benefits about the concept of Vision Zero

Objectives:

- Participants fully understand the concept of Vision Zero and 7 Golden Rules and can convince others
- Recognize the benefits of Vision Zero and 7 Golden Rules

Overview of activities:

- Group discussion
 - Why is Vision Zero the only real strategy? ("According to the latest ILO figures, 2.78 million workers die each year as a result of occupational injuries and illnesses. Of those, approximately 2.4 million are linked to work-related diseases and 380,000 to occupational accidents. The total cost of illnesses, injuries and deaths is estimated at 3.94 percent of the global GDP, or 2,990 billion USD. Is this acceptable?")
 - Why can Vision Zero contribute to a healthy and motivated workforce?
 - What are your experiences with Vision Zero and the 7 Golden Rules?
 - Do you think Vision Zero is achievable?
 - What are the benefits of Vision Zero and the 7 Golden Rules?
- Collecting ideas
 - Adding the advantages of Vision Zero and 7 Golden Rules
 - Introduction of ISSA's 7 Golden Rules, e.g. healthy and motivated employees are prerequisites for economic success, the quality of products, fewer disturbances, image, less defective production, better corporate culture

Suggested instructional methods or components to be used in this part:

- Plenary discussion with teaching
- Plenary work: hold ideas on cards or flip chart

Resources:

- Pinboards/flip charts

Part 6: Consolidation and assimilation

Purpose of this part of the workshop:

- Consolidation and assimilation phase:
 - expanding on the most important rules
 - self-reflection, self-assessment of your personal situation

Objectives:

- Participants intensively discuss the most important rules and internalize them
- Participants reflect on their own situation concerning one Golden Rule in comparison to the already formulated objectives

Overview of activities:

Group work:

- Participants with interests in the same topic choose one rule and discuss it in the group (timing: 30 mins)
- Key questions:
 - Where do I stand?
 - How do things look in my enterprise?
 - What are the relevant action situations for me?
 - Where do I see potential for improvement in my enterprise?
- Results are visualized on pinboard or flip chart
- Results are represented by the working groups
- Where do I see the greatest potential for improvement?
- Prioritizing the focal points: voting of participants by sticking dots (3 dots per participant)

Suggested instructional methods or components to be used in this part:

- Group work
- Plenary work
- Teaching
- Allocation of points

Resources:

- Vision Zero interactive guide (http://visionzero.global/sites/default/files/2017-10/ViZe_Leitfaden_ISSA_engl_neues_Layout_interaktiv_v07-r.pdf)
- Pinboard

Part 7: Implementation and sharing good practice

Purpose of this part of the workshop:

- Implementation of the measures and good practices discussed among the group on the basis in the previous part

Objectives:

- Participants develop their own ideas for the respective action situations
- Participants learn from each other

Overview of activities:

Guiding questions:

- What are the best measures to improve the previously developed improvement potential?
- What do you expect will have the fastest and best effect?
- What exactly do I need?
- Who can help me? (Functions within the company, authorities, associations, ISSA, etc.)
- Sharing experience and solutions among group participants
- Share examples of possible solutions

Suggested instructional methods or components to be used in this part:

- Teaching conversation
- Collection of suggestions on pinboards or flip chart
- Peer-to-peer exchange
- Individual work, then presentation of examples and group discussion
- Collegial counselling

Resources:

- Vision Zero interactive guide (http://visionzero.global/sites/default/files/2017-10/ViZe_Leitfaden_ISSA_engl_neues_Layout_interaktiv_v07-r.pdf)
- Pinboard

Part 8: Transfer phase

Purpose of this part of the workshop:

- Transfer phase – completion of the personal Vision Zero action plan

Objectives:

- Participants complete personal action plans on the basis of previously elaborated priorities and measures

Overview of activities:

- Participants develop three (realistic) solutions for their personal action plan (20 minutes)
- Depending on the group, trainer can decide whether:
 - results can be discussed with one or more partners
 - some participants can present results for the whole group
 - whole group can discuss and give feedback

Suggested instructional methods or components to be used in this part:

- Individual work, then presentation of examples and group discussion
- Peer-to-peer conversation

Resources:

- Vision Zero Personal Action Plan
(<http://visionzero.global/sites/default/files/2017-12/13-Personal%20VZ%20Action%20Plan.docx>)

Part 9: (Inter)national support

Purpose of this part of the workshop:

- Presentation (inter)national support

Objectives:

- Participants discover other (inter)national support

Overview of activities:

- Moderator explains (inter)national regulations, support assignments, etc. in relation to the questions
- Support through ISSA and its prevention sections, events and available materials

Suggested instructional methods or components to be used in this part:

- Teaching

Resources:

- Link to Vision Zero supporters' page
(<http://visionzero.global/companies>, <http://visionzero.global/vision-zero-partners>)

Part 10: Networking

Purpose of this part of the workshop:

- Networks

Objectives:

- Participants will find partners from the plenary on their own action plan
- Networking with ISSA
- Encouraging the participants to become:
 - member of the ISSA (if the organization deals with social security issues, incl. OSH) or
 - member of the ISSA Prevention Sections (open for OSH organizations and companies)

Overview of activities:

- Participants make connections with other participants for mutual exchange/ assistance within a certain period of time
- To do:
 - exchange contact information
 - schedule appointments, make an agreement, who will report to whom
 - agree on possible exchange questions, e.g.:
 - ▷ What has been done so far?
 - ▷ How far are you?
 - ▷ Has the goal been achieved?
 - ▷ Where were the problems/ challenges?
 - ▷ What were the resistances?
 - ▷ Who could help?
 - ▷ What are the next steps?
- The trainer has to support the networking of the participants, depending on individual requirements

Suggested instructional methods or components to be used in this part:

- One-to-one exchange
- Networking as a group – establish liability
- Teaching
- Trainer support

Resources:

- Social networks (e.g. Facebook, LinkedIn, WhatsApp group, etc.)
- ISSA LinkedIn group: “Vision Zero Global”
- ISSA website: become an ISSA member www.issa.int/join
- ISSA section websites: www.issa.int/communities/tc-ap/about
 - ➔ Click on the respective prevention section
 - ➔ Then click on “Membership”

Part 11: Evaluation of the workshop and closing

Purpose of this part of the workshop:

- Evaluation of the workshop and closing

Objectives:

- Participants evaluate the workshop, the documents and the information provided and give the organizer feedback
- Emotional finale

Overview of activities:

- Each participant provides one sentence per question, e.g.:
 - What am I taking away from today?
 - What did I like?
 - What can be improved?
- Participants complete feedback forms
- Presentation of attendance certificates
- Group photo
- Giveaway for every participant (optional)

Suggested instructional methods or components to be used in this part:

- Quick round of collection participants' opinions (one sentence per question, preferably no discussion)

Resources:

- Final round poster
(<http://visionzero.global/sites/default/files/2017-12/14-Poster%20Final%20Round.docx>)
- Feedback form
(<http://visionzero.global/sites/default/files/2017-12/15.1-Feedback%20form-%20participant%20satisfaction.doc>)
- Attendance certificates
(<http://visionzero.global/sites/default/files/2017-12/16-Attendance%20Certificate.docx>)

Section 3 – After the workshop

Feedback from trainers

- If you have delivered a training workshop on Vision Zero based on this guide, ISSA would welcome your feedback about using this training guide, as well as any suggestions you may have.
- A feedback form is available on the Vision Zero website at <http://visionzero.global/sites/default/files/2017-12/15.2-Feedback%20form-%20trainer%20satisfaction.docx>.
- To access the resources available to Vision Zero trainers, please visit <http://visionzero.global/become-vision-zero-trainer-special-documents>.
- You are also invited to join the Vision Zero LinkedIn group to exchange with other members of the Vision Zero community. (<https://www.linkedin.com/groups/13525936>)
- We wish you every success!

Join the Vision Zero campaign today!

www.visionzero.global
#visionzeroglobal



The Vision Zero Guide for OSH trainers has been prepared by the International Social Security Association (ISSA) and its Special Commission on Prevention in consultation with other organisations and experts.

While care has been taken in the preparation and reproduction of the data published herein, the ISSA declines liability for any inaccuracy, omission or other error in the data, and, in general, for any financial or other loss or damage in any way resulting from the use of this publication.

This publication is made available under a Creative Commons Attribution-NonCommercial-NoDerivs 4.0 Unported License (CC BY-NC-ND 4.0).

Version published in 2018.

© International Social Security Association, 2018

