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Creating a Cross-Functional Team for BBS

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Steering Committee



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**Behavioral Safety Steering Committee =
Cross Functional Team ≠
Traditional Safety Committee**

Cross Functional Teams - How It Differs.....



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- Behavioral focus
- Checklist development & generation
- Peer to Peer observations with positive feedback
- Data management (volume)
- Asks more of the members than traditional safety committee

Steering Committee



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Setting up the process for success

- **Coordinator (s)**

- **Cross Functional Teams**

Coordinators - Role



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- **Champion of the process**
- **Operations – not staff**
- **Access to all levels**
- **“Can Do”**
- **Ability, Willingness, Enthusiasm**

Coordinators - Skills



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- **Organizational**
- **Presentation**
- **Analytical**
- **Delegation**
- **Assessment**
- **Communication**
- **Facilitation**
- **Conceptual**
- **Time Management**
- **Mentoring**

Coordinators - Duties



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- Chair cross functional teams
- Link between teams and management
- Plan and oversee process installation
- Obtain resources for team activities
- Monitor and follow up on team observations & recommendations
- Communicate team activities to field
- Organize team meeting schedule
- Keep “the bus” arranged correctly

Cross Functional Teams



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- Independent of Safety Committee
- Team size (10-15)
- Cross Functional means just that
- Team Composition
- Ability, Willingness, Enthusiasm
- Ambassadors for everyone else
- Ground rules set

Cross Functional Teams - Ground Rules



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- Check your title at the door
- What happens in Vegas.....
- Speak freely
- Keep an open mind
- Hear the other person out
- Share ideas
- Don't prejudge solutions
- Work together

Cross Functional Teams - Ground Rules - cont.



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- Take your role as Ambassador seriously
- Meeting attendance (sign in)
- Cell phones & PDA's
- Distractions
- Meeting location
- Show up on time
- Make the Ground Rules visible
- Have fun, but get the job done....

Summary



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- **Not like a typical safety committee**
- **Process driven vs. task oriented**
- **Invest time in coordinator/team formation & selection (early success crucial)**
- **Establish roles, responsibilities, and ground rules**
- **Behavioral checklists & data management**

Thank You!



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