

COMMUNICATION – Example 1

We recognize that open, two-way communication between management and employee on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety' and health information between management and employee in a form that is readily understandable and consists of the following items:

- We will conduct new worker orientation including a discussion of safety and health policies and procedures, as well as our IIP Program.
- An authorized instructor will conduct workplace safety and health training.
- Superintendent will conduct "Tailgate" meetings weekly.
- Posting and/or distributing safety information.
- A suggestion box is available at every jobsite for workers to report hazards, anonymously.

SAFETY COMMUNICATION – Example 2

It is this company's policy to maintain open communication between management and staff on matters pertaining to safety. All input regarding safety is considered important, and employees are encouraged to actively participate in the company safety program. Employees should feel free to express any safety concerns during safety meetings, individually to supervisors or in writing on the Safety Hazard Notice. All safety suggestions will be given serious consideration and each will receive a response.

In turn, the company will provide current safety news and activities, safety reading materials, signs, posters and a bulletin board for easy access to information. Also, regular safety meetings will be held so that all employees have an opportunity to receive safety training and voice personal opinions regarding safety and health matters.