Safety Communications

**Agenda**

1. Hazards
2. **Safety Rules** and Control Measures
3. Accountability
4. Training
5. Inspections
6. Accident Investigations
7. Control Measures
8. Written Notices
Safety Communications

Outline

Instructions (for presenter): Cover the following topics and objectives. Document acknowledgement on a roster or meeting sign-in sheet.

Hazards
(present in this work area)

☐ Communicate hazards TO employees by identifying the hazards present in the work area (or review the Hazard Assessment, Job Hazard Analysis (JHA), or PPE Hazard Assessment Certification).

☐ Get communication of hazards FROM employees by asking, “Would anyone like to report injuries, or unsafe work conditions?” and/or encouraging them to complete an (anonymous) report of hazard.

Safety Rules
and Control Measures

☐ Review health and safety policies, SOPs, plans (such as the IIPP, EAP, FPP), and tasks that need prior authorizations / approvals.

☐ Discuss protective measures that employees must adhere to (e.g., signs and labels, safety equipment, Personal Protective Equipment (PPE) that must be worn and when, etc.)

Training
and Information

☐ Review course(s) that need to be completed and retraining requirements (if applicable)

Inspections

☐ Discuss results of recent inspection(s) and hazard corrections taken.

Accident Investigations

☐ Discuss investigations of accident and incidents (including “near-misses”) as “lessons learned” and preventive actions taken.

Written Notices

☐ Review recent postings of injury logs, serious concealed dangers, and/or safety accountability Reports and Metrics.