

Safety and Health Communication

Communicating with Employees on Safety and Health Issues

Communicating with employees regarding health and safety issues must be a two way street. It must consist of both employer-to-employee and employee-to-employer communications. Employees will be trained through the formal Safety and Health program, new employee orientation, and training specific to new or current job assignments and/or hazards.

Reporting of Safety and Health Hazards:

Lightning Electric Inc. has a system for the employee to report a hazard or unsafe condition. The form on the next page will be used for reporting and documenting such hazards. The employee should also notify his/her immediate supervisor verbally of such hazard or condition. The Safety Suggestion Form will be sent to the employee's supervisor or designated Safety Manager. A prompt and thorough investigation will be conducted of the situation.

Postings:

As a routine part of the Safety and Health Program, postings required by state and federal law (for example, Safety and Health protection on the Job, state OSHA citations and responses, etc...) will be prominently displayed in employee areas.

Training:

Lightning Electric Inc. has training requirements designed to instruct each employee on general safety procedures as well as safety procedures specific to the employee's job. These training requirements are described in greater detail in the chapter entitled SAFETY AND HEALTH TRAINING.

Employee Safety Handbook:

All Employees will be provided with an Employee Safety Handbook before they are to begin work and at the time of orientation. (Management will photocopy pages 17 through 28 of this manual, staple the pages together, and give it to every new hire). They are to read the handbook and acknowledge its receipt by filling out the second page of the handbook. This page will be removed from the handbook and placed in their personnel record.

Safety Committee:

The Safety Committee will be composed of rank and file employees. The President will appoint the Safety Committee Chairperson. The Safety Committee will function as an advisory body to develop and recommend to Lightning Electric Inc. Management matters of policy and procedure affecting administration of Lightning Electric Inc. Safety and Health Program.

The Committee will meet at a mutually convenient time, at the request of a member of the Committee, but not less than once every two months. The Committee is responsible for:

- Reviewing statistical data, records and reports of safety matters to determine the effectiveness of overall accident and loss prevention efforts and to develop recommendations for improvement.
- Reviewing and analyzing accident and property loss investigation reports for:

Accuracy and completeness (recommending follow-up investigation if necessary).
Provide recommendations for corrective action and provide consistency throughout Lightning Electric Inc. operations.

Identification of accident problem or trend and determination of what order they should be given attention.

- Reviewing safety and property inspection reports, job safety analyses, supervisor's safety observation reports, and employees' suggestions for:
 - Possible changes in work practices or procedures.
 - Need for safety procedures.
 - Need for protective device or equipment.
 - Need for training.
- Developing practical safety and property inspection procedures, and assisting in making inspections when requested by the Safety and Health Manager.
- Keeping Managers informed of the progress of the Safety Program and informed as to the safety records of employees or other segments of Lightning Electric Inc.
- Assisting in developing the records and statistical data necessary to provide an accurate picture of Lightning Electric Inc. safety problems.
- Identify unsafe work practices and conditions and suggest appropriate remedies. Ensure that employees and others (visitors, contactors etc...) are informed about safety policies, training programs, injury risks and causation, and other health and safety-related matters.
- Maintain an open channel of communication between employees and management concerning occupational and environmental health and safety matters.
- Provide a means by which employees can utilize their knowledge of workplace operations to advise management in the improvement of policies, condition, and practices.

[SAFETY SUGGESTION FORM \(click to download\)](#)