

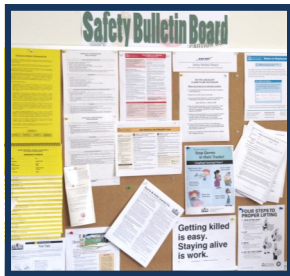
# NBSIA Member Services Safety Bulletin

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## SAFETY COMMUNICATIONS CHECKLIST

To make health and safety a top priority, you need to communicate your commitment to everyone, every day. Here are some ideas for effectively spreading the safety message to everyone in your district.

### From Managers to Workers



The most common and fundamental direction of communication is from the top down. Use these techniques to get the word out from management to workers:

#### **Person-To-Person**

When management establishes a policy or work rule, it should be communicated directly to supervisors who then spread the word to employees.

#### **In Writing**

Policies and work rules can be published on the district website, posted on departmental bulletin boards, in the break room, or on the district's intranet.

#### **By Example**

Examples are one of the most effective demonstrations of safety commitment.

#### **Through Training**

Training is a vital method for communicating safety policies and established safe work practices to workers. Safety training, safety videos and online safety training are all available through NBSIA.

### From Worker to Worker

When workers feel they have a stake in the district's operations, they can more productively participate in them.

#### **Safety Committee Participation**

Workers on safety committees can share ideas with each other and bring ideas from their coworkers to the table.

#### **Mentoring**

Experienced workers can provide on-the-job training and feedback to less experienced workers.

#### **Training Demonstrations**

Let employees share personal knowledge and experience related to the topic during training sessions. They can also participate in how-to demonstrations or demonstrate the safety do's and don'ts of potentially hazardous tasks.

### From Worker to Worker

It's vital that the workers who identify problems can communicate their concerns to management. Be sure to encourage:

#### **Hazard Reporting**

The simplest example of upward safety communication is reporting to supervisors when something goes wrong—needed supplies are running out, tools have broken, or a machine is running erratically or making peculiar noises.

#### **Suggestions for Improving Safety**

A suggestion system in which those most intimately familiar with a certain task are encouraged to propose changes can help the whole organization become safer and more productive.



#### **Surveys**

Surveys allow workers to communicate their opinions about proposed changes and may provide clearer insight into the possible effect of such changes.

### Sources

. "Online Exclusive: Safety Communications Checklist." *Cal/OSHA Compliance Advisor*. Cal/OSHA, n.d. Web. 29 Nov 2012. <[http://www.ca-safety.com/members/Online\\_Exclusive\\_Safety\\_Communications\\_Checklist\\_2.cfm?sd=186](http://www.ca-safety.com/members/Online_Exclusive_Safety_Communications_Checklist_2.cfm?sd=186)>.

### Contact Us

(707) 428-1830

Suzanne Dillman

Jeremy Hatch

Amanda Quiralte

[SuzanneD@nbsia.org](mailto:SuzanneD@nbsia.org)

[JeremyH@nbsia.org](mailto:JeremyH@nbsia.org)

[AmandaQ@nbsia.org](mailto:AmandaQ@nbsia.org)

