



Regular Safety And Health Communication Is Informative

Safety communication is a two-way process between employer and employees. Many traditional safety programs emphasize top-down communication and virtually overlook communication from the bottom up. To establish an effective safety program, you must incorporate a bottom-up communication process. Encouraging employees to identify and report obstacles to safe work without fear of reprisal. It is crucial that you nurture a system of open and honest communication for a proactive safety culture to evolve.

Soliciting employee participation on workplace safety issues will do more than simply help the organization communicate more effectively. Encourage employees to share their ideas and concerns on safety matters. Involving employees in the decision-making and problem-solving process will contribute to more successful outcomes. This type of empowerment can also result in higher morale and productivity.

Whatever communication strategies you use, employee concerns and suggestions must receive timely and appropriate responses. Employees must feel they are being heard and that their opinions matter. The following program ideas may help to enhance your safety communication processes:

One-on-one discussion: The supervisor or team leader sits down with each employee on a scheduled basis to solicit safety concerns, suggestions or ideas. Dialogue can last from 10 minutes to one hour.

Informal discussion: Inform employees that the safety coordinator, supervisor or team leader is available to confidentially discuss their safety suggestions.

Suggestions: Establish a safety suggestion program. Install a safety suggestion box in the work area and ask employees to contribute their comments and suggestions. Consider providing a form for employees to use when submitting their suggestions.

Group discussion: Provide the opportunity for executives, supervisors, team leaders and employees to discuss safety issues at employee business gatherings. Regularly schedule meetings to share information and seek input. Meetings can be formal or informal, held in a conference room or at the job site.

Written communication: Communicate key information, which can be motivational, developmental or informative.

In-house publications: A company newsletter will provide timely incident-prevention information on a regular basis.

Safety and health booklets: Provide various types of safety awareness information to employees at work or mail to their homes.

Safety alert notices: Inform employees of the root cause of serious injuries and collisions and how they can avoid a recurrence. Discuss the notices with employees, post notices on the safety bulletin board or send them to individual employees.



Memoranda: Distribute information on performance goals and expectations, and give feedback regarding safe work performance.

Safety bulletin boards: Use for posting safety-related policies, notices, articles, safety committee minutes, etc.

Safety signs: These are constant visual reminders of safe work practices, dangerous conditions and precautions. Safety signs are often posted as reminders near entrances to the work or high-hazard areas.

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