

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Safety Communication Plan</i>					
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Safety Communication Plan

Management

Upon receipt of this safety program, an orientation kick-off meeting shall be scheduled with all management and supervisory personnel.

The objectives of this meeting are:

- To eliminate uncertainty and confusion of management and supervisory employees regarding their respective roles in the safety program.
- To promote personal involvement of all employees in the safety program.
- To encourage employee cooperation with and feedback to the safety officer.

Employees

- Immediately following the management/supervisory orientation kick-off meeting, a safety policy memorandum shall be distributed.
- Each employee shall receive job safety indoctrination prior to the start of his/her work activity. Safety rules shall be adhered to by employees and enforced by management.
- Any unsafe practice or condition reported by an employee will be placed into an employee safety recommendation system. These recommendations will receive appropriate follow-up and prompt corrective action(s).
- Employees will attend weekly safety meetings. (Tool Box Talks).
- Superintendents will receive additional training on a monthly basis.
- Project manager will receive additional training on a quarterly basis.
- Employees will receive an annual review of the Safety Program.