

Garmong Construction Services					
<i>EMPLOYEE SAFETY POLICY HANDBOOK – Employee Safety Recommendations</i>					
Last Revised:	February 7, 2012	By	Douglas Mahurin, MS, CSP	This Copy Printed:	2/7/2012 4:24:00 PM

EMPLOYEE SAFETY RECOMMENDATIONS

The purpose of the employee safety recommendations is to provide employees with a method of reporting unsafe conditions and processes that are identified during the normal course of their work. Additionally, this encourages direct participation in the safety program by employees. This allows unsafe conditions and processes to be corrected as they are noted.

The employee submits a process suggestion on the safety form to his immediate supervisor. The supervisor will discuss the recommendations with the employee. If the recommendation can be corrected, it should be taken care of as soon as possible. If the Equipment Shop, or an outside contractor needs to be involved, the recommendation should be forwarded to the Safety Director for further action.

A copy of all employee safety recommendations should be sent to the Safety Director. The Safety Director will review the status of employee recommendations at each meeting.



EMPLOYEE RECOMMENDATION FORM

DATE:

TIME:

LOCATION:

DESCRIBE THE UNSAFE ACT OR CONDITION:

CORRECTIVE MEASURES NEEDED:

EMPLOYEE SIGNATURE: _____

.....

SUPERVISORS SECTION

DATE RECOMMEDATION RECEIVED:

CORRECTIVE MEASURES TAKEN

	<u>DATE</u>	<u>CORRECTIVE ACTION</u>
1.		
2.		
3.		