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Texasafe

A Guide to
Total Safety
Culture

Accountability Safety Guide

Safe Guard

Content provided by

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Insurance Company

Texasafe

A Guide to
Total Safety
Culture

Accountability:

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Purpose of Safety Accountability

When there are no well-defined and understood responsibilities for employees (accountabilities,) performance suffers.

Management will define what employees do, explain how they will be held accountable, and measure and reward employees' actions and performance toward promoting a total safety culture.

Accountability defined:

- Every employee is responsible for making the safety process successful.
- Every employee must clearly understand his/her responsibilities.
- Management will evaluate employees on how they perform their responsibilities.
- The company will develop a system to reward or recognize employees on how well they demonstrate a commitment to accountability.

Goals & objectives of accountability:

- Fewer injuries
- Less severe injuries
- Higher production & quality
- Higher operating profits

Accountability Model

Organizational Commitment

Ideal

- Safety accountability is assigned to all levels
- Behavior-based safety spells ownership
- Incidence rate less than industry average
- These companies have strategically thought out how their safety programs should be employee-centered
- Focus on claim management

Good

- Basic safety programs and administrative controls
- Accountabilities clearly understood and practiced
- Accident investigation process in place to help identify root cause(s)
- Incidence rates equal to or less than industry average

Fair

- Basic safety programs that barely meet regulatory requirements
- Accountability assigned for activities
- Root cause analysis weak
- Incidence rate inconsistent

Poor

- Minimum resources devoted to safety
- Lack of management involvement and follow-through
- Incidence rate higher than industry average
- Safety activities treated as a burden

Safety Process

1. Poor accountability

Companies that display the lowest level of safety accountability devote the minimum amount of resources to their safety efforts. Management sees safety as a hindrance, not as a benefit. The organization lacks any additional controls, and its incidence rate is higher than the industry average. Behavior-based safety is not yet an option for this type of organization since it lacks the basic framework of safety accountability.

- ⑨ Minimum resources devoted to safety
- ⑨ Lack of involvement and follow-through by management
- ⑨ Incidence rate higher than industry average
- ⑨ Safety activities treated as a burden

2. Fair accountability

Companies that devote enough resources to support a basic safety program that barely meets regulatory requirements display fair accountability. These companies assign accountability for safety activities. Many times, they improperly identify root cause as "employee error." They do not thoroughly investigate underlying system problems that contribute to accidents. They usually do not scrutinize employee selection, training and motivating processes as possible root causes. They may or may not follow up on corrective actions. The incidence rate in these organizations tends to be inconsistent. Incidence rates might be under control one year, but they tend to rise over time. Behavior-based safety is not yet an option for these companies.

- ⑨ Basic safety programs that barely meet regulatory requirements
- ⑨ Accountability assigned for activities
- ⑨ Root cause analysis weak
- ⑨ Incidence rate inconsistent

3. Good accountability

Organizations that have basic safety programs, administrative controls and some level of overall risk control display good safety accountability. Employees clearly understand safety accountability and activities at each level of the organization. These companies analyze incidents to determine system and behavior root causes. They assign accountability for system correction and behavior improvement. These organizations may or may not practice aspects of behavior-based safety. These organizations have typical incidence rates for their industries.

- ⑨ Basic safety programs
- ⑨ Accountability clearly understood
- ⑨ Accident investigation process in place
- ⑨ Incidence rates equal to or less than industry average

4. Ideal accountability

Companies that strive for optimal safety performance display the highest level of organizational safety accountability. In these companies, everyone understands that they are accountable for safety. The newest, entry-level employee has the same commitment to excellence as management. These companies have strategically thought out how they will get employees involved in their safety programs. By using a behavior or value-based safety approach, these companies have broken down the barriers that prevented them from achieving an integrated safety accountability system in which employees take ownership of their daily activities. These companies usually see additional payoffs in terms of **quality and production**, which often accompany low and stable incidence rates.

- ⑨ Safety accountability is assigned to all levels
- ⑨ Behavior-based safety creates ownership of the safety process
- ⑨ Incidence rates less than industry average
- ⑨ Payoff in quality, production, and incidence rates

Defining/Assigning Management Accountability

Organizations must define accountability for each level of management. Depending on the size of the organization, there may be front-line, middle, and senior management levels. By understanding what job tasks each level is responsible for, an organization can begin to develop measures that track specific activities. These measures then feed into a **management reward system**. By implementing this system, organizations begin to actively manage process activities and measures, integrate safety into all aspects of the operation, and make all employees individually responsible for safety.

Safety activities

If management does not make safety part of employees' jobs, they cannot hold employees accountable for safety. You can get a clearer picture of specific safety activities by first looking at the tasks that your employees perform. Refer to the Accountability Activities Worksheet in the Tool Kit at the end of this module for help with listing accountabilities, activity resources, measurements, and rewards.

Clearly defined safety responsibilities, activities, and safe work practices should be considered part of employees' jobs. It is important to involve employees in identifying root causes of injuries in their work areas. Management should also allow employees to help establish standards for safe behaviors, activities, rules and work practices. Employees are responsible for core safety activities such as:

- 9 Demonstrating commitment by wearing protective equipment
- 9 Participating in safety meetings, and discussing safety, quality and production concerns
- 9 Reporting near-misses and safety hazards
- 9 Assisting in accident analysis
- 9 Assisting with safety inspections, and giving feedback
- 9 Setting an example for safe behavior
- 9 Following all applicable safety and health guidelines
- 9 Making observations, and giving feedback
- 9 Demonstrating safe behaviors while performing their jobs
- 9 Practicing good housekeeping

Example Accountability Description for Employee

| Company Name | |
|---|---|
| <i>Safety Accountabilities—Employee</i> | |
| General | Employee's main safety accountability is carrying out the activities defined below. |
| Activities | <p>Required activities are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in job-specific, weekly safety meetings. <input type="checkbox"/> Discuss safety, quality and production at all meetings. <input type="checkbox"/> Give appropriate input during weekly safety inspections. <input type="checkbox"/> Interact with and be accountable to supervisors regarding safe work behaviors, and develop safety knowledge and job skills. <input type="checkbox"/> Aid in accident analysis as needed. <input type="checkbox"/> Set an example for safe behavior. Show commitment to safety, and wear the proper personal protective equipment. <input type="checkbox"/> Follow all applicable safety and health guidelines. <input type="checkbox"/> Conduct observations. <input type="checkbox"/> Practice good housekeeping. |

Supervisors oversee production employees, and they have the most effect on production, quality, and safety within any organization. It is very important that supervisors be consistent in holding employees accountable. They must do it daily, not randomly or once a year during a performance evaluations. Failure to hold someone accountable when you are aware they are not performing adequately or safely is the same thing as telling them that you don't consider safety to be important. Supervisors are responsible for core activities such as:

- 9 Investigating accidents
- 9 Correcting unsafe conditions
- 9 Inspecting and auditing the workplace
- 9 Training employees in safety inspections
- 9 Coaching employees on correct behaviors
- 9 Holding meetings, and following up on employees' safety concerns
- 9 Enforcing rules
- 9 Making observations
- 9 Keeping records
- 9 Acting as a role model

Supervisors are responsible for performing each core responsibility in an acceptable way. Various organizations use a variety of techniques for each core activity. Your organization should develop standard operating practices for these activities. These standard operating practices should detail specifically why the activity is done, who will do the activity, and in what way the activity is to be performed.

The free safety resource center at texasmutual.com has a wide range of information that can help you improve all aspects of your safety program. Visit it often to order and download training materials (many available in Spanish) from our multimedia library, read the latest safety-related hot topics, find out how much accidents cost your business, and calculate your incidence rate and compare it with the national average for your industry. The Tool Kit at the end of this section has an example of "Safety Accountability Descriptions for Supervisors."

Here are two examples of Supervisor Accountability Activities. There is also a Supervisor's Weekly Safety Report following the two forms. Use it to track and measure supervisor activities. Refer to the Tool Kit for an example.

| |
|--|
| XYZ COMPANY |
| ACCOUNTABILITIES – SUPERVISOR |
| <p>GENERAL The front-line supervisor and manager's key accountability is to carry out the tasks defined below.</p> <p>TASKS:</p> <ul style="list-style-type: none"> ■ Conduct scheduled safety meetings with all employees. ■ Discuss safety issues in all group meetings. ■ Inspect department weekly, and correct problems. ■ Conduct one-to-one employee contacts regarding safety each week. ■ Investigate injuries and accidents within 24 hours. <p>In addition, in agreement with department head:</p> <ul style="list-style-type: none"> ■ Select at least two other tasks from a provided list, and agree on what measurable performance is acceptable. ■ Report on these activities weekly. <p>WEEKLY SAFETY REPORT The front-line supervisor shall prepare and distribute a First-Level Manager's Weekly Safety Report in accordance with the format shown below. (see page 8)</p> <p>MEASURE OF PERFORMANCE</p> <ul style="list-style-type: none"> ■ Successful completion of tasks. <p>REWARD FOR PERFORMANCE Safety will be listed as one of the key measures on the Accountability Appraisal Form (If there is a formal appraisal system).</p> |

| |
|--|
| ABC COMPANY |
| ACCOUNTABILITIES – SUPERVISOR |
| <ul style="list-style-type: none"> ■ ACCOUNTABILITIES <ul style="list-style-type: none"> — Accident Investigation — Department Inspection — Employee Communications — Employee Training ■ OPTIONAL ACTIVITIES <ul style="list-style-type: none"> — Initiate One-to-One Contacts — Hold Group Meetings — Head-Up Safety Enhancement Teams — Provide Positive Reinforcement ■ PERFORMANCE MEASUREMENT: <ul style="list-style-type: none"> — 100%, Based on Activities ■ PERFORMANCE WEIGHTING: <ul style="list-style-type: none"> — 20% of Total Performance Appraisal |

SUPERVISOR'S WEEKLY SAFETY REPORT

ABC Company

FROM: 2/19/04

TO: 2/23/04

WEEK ENDING: 2/23/04

1. **WORKING GROUP SAFETY MEETING**
DATE: 2/20/04 **SUBJECT:** Personal Protective Equipment

2. **DEPARTMENT SAFETY INSPECTION**
DATE: 2/22/04 **SUBJECT:** Check extension cords

Two extension cords were damaged and removed from service. A third had a ground prong missing, and it was repaired.

3. **ONE-TO-ONE CONTACTS**
- | | | |
|------------------|----------------|----------------------|
| EMPLOYEE: | Bob Jones | DATE: 2/19/04 |
| EMPLOYEE: | Fred Thompson | DATE: 2/19/04 |
| EMPLOYEE: | Ralph Wilson | DATE: 2/20/04 |
| EMPLOYEE: | Tina Smith | DATE: 2/20/04 |
| EMPLOYEE: | Craig Stewart | DATE: 2/20/04 |
| EMPLOYEE: | Claire Roberts | DATE: 2/21/04 |

4. **INJURY STATUS**
- NAME:** Rose Duff **DATE:** 2/19/04
INJURY DESCRIPTION: Rose was carrying a large box of material, and she slipped on a wet spot on the floor.
Corrective Action:

5. **OTHER SAFETY TASKS** **% COMPLIANCE**
- | DESCRIPTION | ACTION | % COMPLIANCE |
|--------------------------|---------------------|---------------------|
| New employee orientation | Trained John Everly | 50 |

REPORT DISTRIBUTION: UPPER MANAGER/HUMAN RESOURCES OR SAFETY DEPARTMENT
(Record Keeper)

Middle management provides key support for the accountability program. Middle management must demonstrate their commitment to safety in order for the accountability program to function. Core activities include:

- ⑨ Ensuring front-line supervisor performance
 - Reviewing supervisor reports
 - Monitoring inspections and audits
- ⑨ Ensuring the quality of front-line supervisor performance
 - Periodically checking quality of the audits and inspections
 - Developing front-line supervisors' safety knowledge
- ⑨ Actively demonstrating commitment to safety
 - Participating in safety recognition programs
 - Directing safety problem-solving activities

- Discussing their support of safety with employees

Here are two examples of upper management activities and measures:

| |
|---|
| <i>ABC COMPANY</i> |
| ACCOUNTABILITIES – DEPARTMENT MANAGER (OR OPERATIONS MANAGER) |
| <ul style="list-style-type: none"> ■ ACCOUNTABILITIES <ul style="list-style-type: none"> — Assure Supervisors' Performance by Receiving and Evaluating Reports — Audit Performance Through Spot Checks — Maintain Departmental Budget — Participate in Safety Programs — Develop Safety Management Knowledge and Skills in Direct Reports ■ OPTIONAL ACTIVITIES <ul style="list-style-type: none"> — Participate in Facility Audits — Participate in Inspections — Initiate One-to-One Contacts — Create Ad Hoc Safety Committees — Support Recognition Programs ■ PERFORMANCE MEASUREMENT: <ul style="list-style-type: none"> — 25—50%, Numbers — 50—75%, Audit & Activities ■ PERFORMANCE WEIGHTING: <ul style="list-style-type: none"> — 20% of Total Performance Appraisal |

| |
|--|
| <i>XYZ COMPANY</i> |
| ACCOUNTABILITES- DEPRARTMENT MANAGER (OR OPERATIONS MANAGER) |
| <p>GENERAL Managers' key accountability is ensuring that the plans and programs of the XYZ Company Safety System are carried out in their area(s).</p> <p>TASKS</p> <ul style="list-style-type: none"> ■ Review reports from their area(s) on task accomplishments, follow up, and act accordingly. ■ Evaluate subordinate managers' task performance, and provide feedback as appropriate. ■ Engage in self-defined tasks that can easily be seen by the workforce to show commitment to employee safety. ■ Develop safety management knowledge and skills in direct supports. ■ Make one-to-one safety contacts with hourly employees. ■ Participate in department safety inspections. <p>MEASURES OF PERFORMANCE</p> <ul style="list-style-type: none"> ■ Safety audit results for area(s) of accountability. <p>REWARD FOR PERFORMANCE</p> <ul style="list-style-type: none"> ■ Safety will be listed as one of the key measures on the Accountability Appraisal Form. |

Top management is accountable for the organization's leadership and vision. They are responsible for such activities as communicating safety values throughout the organization, making sure middle management is performing their activities in an acceptable way, and visibly demonstrating safety as a top priority of the organization. Senior management must ensure that the safety accountability process is a high priority in the organization. Core activities include:

- 9 Monitor reports
- 9 Attend safety meetings
- 9 Visibly demonstrate support for safety efforts
- 9 Lead by example
- 9 Participate in all safety activities

Implementing/Applying Safety Accountability

After an organization assigns accountability to each management level, they must develop activity measures and integrate safety accountability into the performance system.

Develop safety measures

That which gets measured gets done. If the organization doesn't develop valid safety measures, safety accountability usually fails. Developing valid measures allows organizations to recognize and reward individual safety accountability. It also drives the total safety culture to the next level of safety performance.

Some criteria for creating activity measures for **Employees** are:

- ⑨ Number of safety meetings attended
- ⑨ Participation in safety meetings
- ⑨ Percentage of safe behaviors and work practices
- ⑨ Correction of unsafe conditions
- ⑨ Reporting of near-misses

Some criteria for creating activity measures for **Supervisors** are:

- ⑨ Measure the performance of the task, not the outcome
- ⑨ Specifically address the activity to be measured
- ⑨ Provide recognition for employees' efforts
- ⑨ Consider safety activity in promotions
- ⑨ Provide immediate feedback to supervisors regarding activities measured

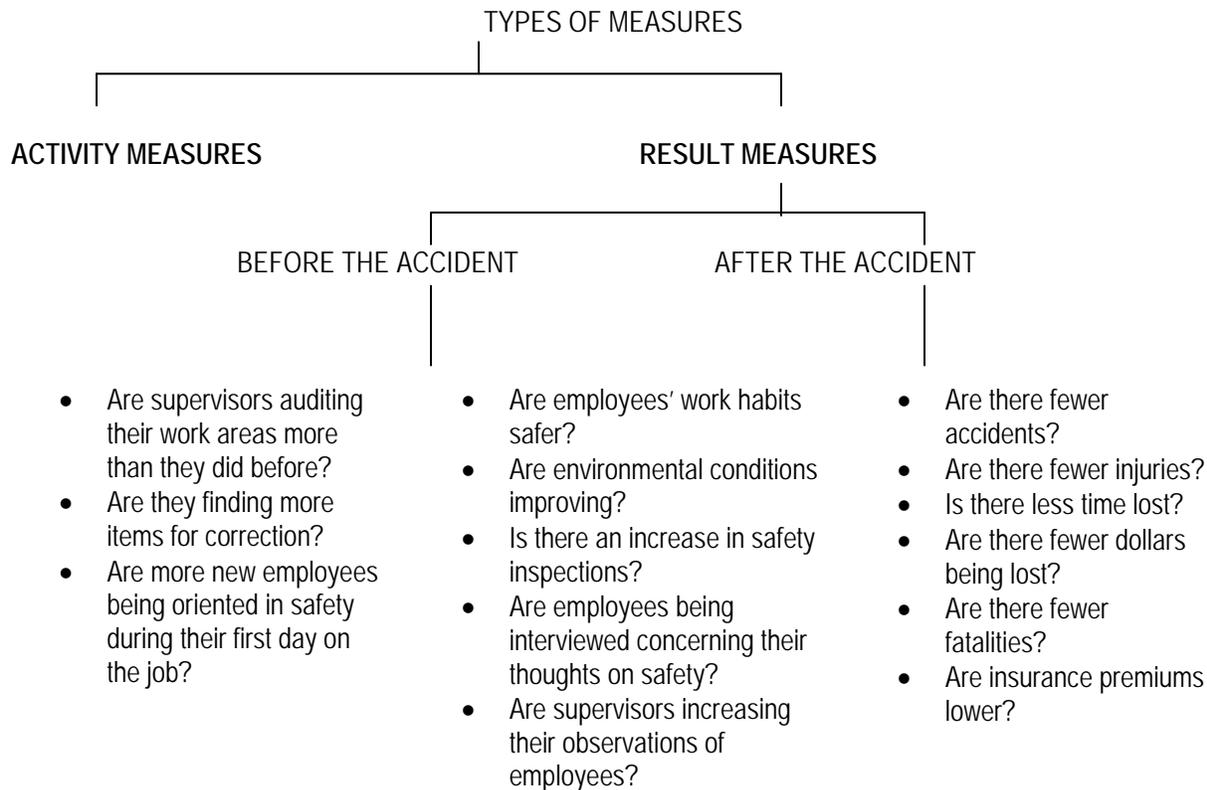
Examples of activity measures to incorporate for **upper or middle management** are:

- ⑨ Measure the performance of the task and the outcome. Both measures could be weighted to give a combined score. For example, 60% for performance and 40% for outcome.
- ⑨ Specifically address the activity to be measured.
- ⑨ Provide recognition for subordinate's efforts.
- ⑨ Consider safety activity in promotions.
- ⑨ Provide immediate feedback to subordinates regarding safety activity.
- ⑨ Allow for creativity in addressing safety.

Top management's guidelines for safety accountability measures differ from middle and front-line managements' measures because they have different goals. Since top management's goal is to assess how well the organization is doing, their measures should show progress toward desired results. Activity measures include:

- ⑨ Be statistically reliable
- ⑨ Be quantifiable
- ⑨ Be results-orientated, not task-driven
- ⑨ Be meaningful to management

Here are some examples of different types of measures:



Performance rewards and safety accountability

Most organizations measure employees' performance against their set goals and reward their efforts when appropriate. This is a true test of the Safety Accountability System.

The connection between the reward and the effort required to attain it is a key factor in safety accountability. If the effort required to gain a small reward is too great, most employees won't strive to complete it.

Rewards don't have to be monetary. As you can see in the "Tool Kit" example (page 14), there are many types of rewards employees can strive for.

TOOL KIT

Types/Kinds of Rewards (Employee Recognition)

Case Studies in Accountability

Steps to Develop an Accountability Process

Accountability Activities Worksheet

Example Description Accountability Activities (Supv & EE)

Types/Kinds of Rewards (Recognition)

| <i>Contrived On-the-Job Rewards</i> | | | <i>Natural Rewards</i> |
|---|---|--|---|
| <i>Handouts</i> | <i>Status</i> | <i>Financial</i> | <i>Peer Rewards</i> |
| <ul style="list-style-type: none"> • Desk accessories • Awards • Company car • Watches • Trophies • Commendations • Rings/tie pins | <ul style="list-style-type: none"> • Office with a window • Radio • Redecoration of work environment • Private office | <ul style="list-style-type: none"> • Money • Stocks • Stock options • Profit sharing | <ul style="list-style-type: none"> • Friendly greetings • Informal recognition • Formal acknowledgement of achievement • Invitations to coffee/lunch • Solicitation of suggestions • Solicitation of advice • Compliment on work progress • Verbal or nonverbal recognition or praise • Job with more responsibility • Job rotation • Work on personal project on company time • Use of company machinery or facilities for personal projects |

To ensure that your Safety Accountability Process works, you must include safety in the organization's performance numbers. Most organizations have a defined set of numbers that they look at daily to judge the health of the organization. By including safety performance numbers into the mix, upper management is sending a clear indication to all levels of management that safety is important. Employees are motivated by the recognition they receive when they reach target numbers. Adding safety accountability measures to your performance system allows for merit increases and the possibility of promotion, both of which are good reasons to strive to perform to the optimum levels.

The following case studies illustrate the success your company can achieve when using a Safety Accountability Process.

Case Studies in Accountability

Case study 1

This construction company had 25 employees with three supervisors who reported directly to the owner. The company had been experiencing quite a lot of injuries. The owner believed he could address the issue by giving supervisors ownership of the safety program and holding them responsible for their employees' safety performance.

The owner identified each safety activity the supervisors would be accountable for. He then met with them to get a mutual agreement, and they put the activities in writing. Exhibit 1 below shows one supervisor's activities.

EXHIBIT 1

Safety Accountability

Supervisor _____

Manager _____

1. Inspect my shop/jobsite for physical hazards once a week, using the checklist.
File the checklist in the shop or at the jobsite.
2. Contact each employee individually at least once a week, and discuss a safety issue relevant to his or her job.
3. Provide at least one positive comment to each employee following an observation of his or her safety performance – one per employee per week.
4. Conduct one shop/jobsite safety meeting per month.
File sign-in sheet in the shop or at the jobsite.

The owner met with each supervisor once a month and reviewed his or her progress. If the supervisor completed the four activities every month for six months, the owner treated the supervisor and his or her spouse to dinner.

The company achieved a 65% reduction in claims its first year, a 35% reduction the second year, and a 20% reduction the third year.

Case study 2

This company had 150 employees spread over three sites. There were three superintendents and ten supervisors.

Management chose to pick the performances they considered essential to achieve their safety goals. They believed that the following items were things that they needed supervisors to do on a regular basis:

- ☞ Inspect and improve their work areas.
- ☞ Train their employees in safe work behaviors.
- ☞ Investigate accidents for root causes.
- ☞ Make one-on-one contact with each worker regarding safety.
- ☞ Hold monthly safety meetings with employees.
- ☞ Provide safety orientation for new employees.

They believed that some of these items were more important than others, so they decided to assign point values to each of these safety activities. Table 1 below illustrates how the company assigned the points.

Table 1

| Item | Points |
|-------------------------|--------|
| Department inspections | |
| Training | 25 |
| Accident investigations | 25 |
| Individual contacts | 20 |
| Meetings | 20 |
| Orientations | 5 |
| Total | 5 |
| | 100 |

Using the form shown in Exhibit 2, the company gathered data from supervisors' weekly reports. Management then generated a weekly report (Exhibit 3) that showed the overall safety performance for each department's supervisors for that week.

EXHIBIT 2

| | |
|---|--------|
| Department _____ Week of _____ | Points |
| (1) Inspection made on _____ # corrections _____ | _____ |
| (2) 5-minute safety talk on _____ # present _____ | _____ |
| (3) # of accidents _____ # investigated _____ Corrections _____ | _____ |
| (4) Individuals contacted: Names _____ _____ _____ | _____ |
| (5) Monthly employee safety meeting held on _____ | _____ |
| (6) New employees (names) and date oriented: _____ _____ _____ | _____ |

EXHIBIT 3

| Week Of: | | | | | | | |
|------------|-----------------|--------------------------|-------------------------------------|--------------------------------|----------------------------|----------------------------|------------------------|
| Department | Activity | | | | | | |
| | Inspect (25) | 5 – min talks (25) | Accident* Investigations (20) | Individual Contacts (20) | Monthly Meetings (5) | Employee Orient. (5) | Total Rate (100) |
| A | 25 | 15 | 20 | 15 | 5 | 5 | 85 |
| B | 5 | 10 | 20 | 5 | 5 | 5 | 50 |
| C | 25 | 10 | 5 | 5 | 5 | 5 | 55 |
| D | 15 | 25 | 20 | 20 | -- | 5 | 85 |
| E | 10 | 5 | 0 | 0 | 5 | 0 | 20 |
| F | 20 | 20 | 15 | 5 | -- | -- | 60 |
| Average | 17 | 14 | 13 | 8 | 3 | 3 | 58 |

* Maximum points are awarded if there are no accidents to investigate or no new employees to orient.

The company based its performance appraisal system solely on the average of the supervisors' weekly scores. The company had traditionally based its incentives on financial bonuses. The supervisors' average weekly score impacted the size of their bonus. To get supervisors' attention, the company based a large percentage of the bonus on safety for the first year. Once habits were set, the company reduced the bonus percentage.

Middle management's role was to evaluate supervisors' forms and occasionally spot-check the quality by performing their own inspections and talking to employees. Management discussed the results, in detail, during weekly and monthly management meetings. In the first year of implementation, the company reduced claims by 50 percent. In

the second year, it reduced claims by 40 percent. In the succeeding three years, claims continued to decrease by an average of 25 percent per year.

Steps to Develop an Accountability Process

1. Define Accountabilities
 - a. Senior management
 - b. Middle management
 - c. Front-line supervisors
 - d. Employees
2. Implement Safety Accountabilities (define specific management activities)
 - a. Senior management
 - b. Middle management
 - c. Front-line supervisors
 - d. Employees
3. Develop Safety Activities
4. Develop Performance Rewards and Safety Accountability

Accountability Activities Worksheet

Name _____ Date _____

| My Accountabilities | Training/Equipment/Resources/Support are required for this activity | Training/ Resource needs met | This measurement will determine success | This is the reward for success |
|---------------------|--|------------------------------------|---|-----------------------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |

Example Accountability Description for Supervisor

| Company Name | |
|--|---|
| <i>Safety Accountabilities- Supervisor</i> | |
| General | This supervisor's main safety accountability is to carry out the activities defined below. |
| Activities | <p>Required activities are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct job-specific, weekly safety meetings with all employees. <input type="checkbox"/> Discuss safety, quality and production at all meetings. <input type="checkbox"/> Conduct weekly department inspections, with employee input, and write safety work orders as needed. <input type="checkbox"/> Interact one-on-one with employees weekly to discuss safe work behaviors and develop their safety knowledge and skills. <input type="checkbox"/> Conduct accident investigations with root cause determination. <input type="checkbox"/> Set an example for safe behavior. Show commitment to safety, and wear the proper personal protective equipment. <input type="checkbox"/> Report on these activities weekly. <input type="checkbox"/> Conduct observations. <input type="checkbox"/> Provide regular communication on safety issues with all employees. |

Example Accountability Description for Employee

| Company Name | |
|---|--|
| <i>Safety Accountabilities—Employee</i> | |
| General | Main safety accountability of employee carryin out the activities defined below. |
| Activities | <p>Required activities are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Participate in job-specific weekly safety meetings. <input type="checkbox"/> Discuss safety, quality and production at all meetings. <input type="checkbox"/> Give appropriate input during weekly safety inspections. <input type="checkbox"/> Interact with and be accountable to supervisors regarding safe work behaviors, and develop safety knowledge and job skills. <input type="checkbox"/> Aid in accident analysis as needed. <input type="checkbox"/> Set an example for safe behavior. Show commitment to safety, and wear the proper personal protective equipment. <input type="checkbox"/> Follow all applicable safety and health guidelines. <input type="checkbox"/> Conduct observations. <input type="checkbox"/> Practice good housekeeping. |

SUPERVISOR'S WEEKLY SAFETY REPORT

FROM: _____ TO: _____ WEEK ENDING: _____

1. WORKING GROUP SAFETY MEETING
 DATE: _____ SUBJECT: _____

2. DEPARTMENT SAFETY INSPECTION
 DATE: _____ SUBJECT: _____

3. ONE-TO-ONE CONTACTS

| | |
|-----------------|-------------|
| EMPLOYEE: _____ | DATE: _____ |

4. INJURY STATUS
 NAME: _____ DATE: _____
 INJURY DESCRIPTION: _____

| 5. OTHER SAFETY TASKS DESCRIPTION | ACTION | % COMPLIANCE TO GOAL |
|--------------------------------------|--------|-------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

REPORT DISTRIBUTION: STAFF II MANAGER
 EMPLOYEE RELATIONS MANAGER