

# SAFETY

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Meeting Date

Employees Present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUBJECT OF THE MONTH: WRITTEN PERSONNEL POLICIES

Clearly written employee policies can aid you and your workers in several ways. One of the most important from a safety view point is that limiting your workers' confusion and frustration regarding your procedures and practices can help prevent work related accidents. The article on the back of this page gives some guidelines for developing written personnel policies.

## CHECKLIST ITEMS

\_\_\_\_\_ Electrical Cords Checked & GFCI's to protect employees

\_\_\_\_\_ Required Jobsite Postings:

(Emergency Phone #'s and "Safety & Health Protection on the Job" Poster

\_\_\_\_\_ Fall Protection

\_\_\_\_\_ Emergency Medical Plan

\_\_\_\_\_ Fire Protection/Prevention

\_\_\_\_\_ Hazard Communication Program

\_\_\_\_\_ Tool Guards

\_\_\_\_\_ First Aid Kit

JOBSITE REVIEW: Inspection Notes/Concerns/Action Plan

\_\_\_\_\_  
\_\_\_\_\_

Company Safety Officer: \_\_\_\_\_

## NOTICE OF RESPONSIBILITY

The Oregon Building Industry Association's Central Safety Committee's purpose is to provide safety guidelines, information and resources to help our members work more safely and reduce jobsite accidents.

Full and active monthly participation in safety meetings using the Central Safety Committee's agendas, topics and checklists will only meet safety committee requirements. It remains your responsibility to comply with all aspects of safety rules and regulations.

0408

## WRITTEN PERSONNEL POLICIES

Submitted by Shirlene Binek, Management Consultant

Putting work practices into a written policy can help manage human error, avoid lawsuits and, in the long run, might improve the pricing of workers' compensation insurance.

Having work rules and company policies down in black and white eliminates the possibility of assumption, and reduces judgment errors and disputes. If legal action does occur, a written policy can be strong supportive evidence for the employer or business owner. And insurance underwriters work from facts, so written policies can help build a case for reducing premium rates.

An employee handbook or company policy can provide many different kinds of information, but should include some of the following topic areas:

**SAFETY:** Fire procedures, hazardous materials and equipment, first aid, accident/injury reporting, radio/headphones policy, early return to work/light duty

**WORK RULES:** Appearance and dress codes, drug and alcohol policies, attendance and tardiness, smoking policy, lunch and breaks, visitors and use of telephone, weather related problems, harassment and unacceptable behaviors

**VEHICLES:** What to do during breakdowns, private use of vehicles, driving records, operating/maintenance procedures

**PAY POLICY:** Hours, time cards, advances on wages, shift differentials, incentives, overtime, severance pay

**BENEFITS:** Who qualifies, when and for what benefits, leave of absence, holidays, sick pay, pregnancy policies, family leave

**EMPLOYMENT POLICIES:** Trial period, conditions of employment, discipline/documentation, chain of command/supervisors, equal opportunity/non-discrimination, performance reviews and job evaluation, training, promotions, layoff/reinstatement, terminations and confidentiality policies

A good employee handbook will clearly define all of these factors. The handbook need not be limited to these, of course, and each business should include needs special to that business.

Developing employee policies and a handbook need not be an overwhelming or costly procedure. If you choose a qualified consultant who can help develop and write them for you.

Employee policies and handbooks are useful management tools. If you do not already use them in your company, now's the time to give them some consideration.

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