

## **Step Two of the Ten Step Business Plan**

### **Employee Involvement and Recognition.**

Employee involvement and recognition programs afford employees opportunities to participate in the safety management process. By encouraging and enabling your employees to participate, they begin to take ownership of the safety role and can be valuable by providing more “eyes” for recognizing hazards and implementing controls.

Things you can do:

- Establish safety committees or teams with representatives from both management and operations.
- Train employees in hazard recognition
- Involve employees in conducting department assessments.
- Provide a system for employees to report safety concerns.
- Allow employees to conduct accident investigations
- Develop a recognition program that encourages accident prevention

Set reasonable goals for safety improvement and encourage your employees to become part of the safety program. Some things you to document include:

- Agenda or minutes of Safety Committee meetings
- Accident or near miss investigation reports with recommendations on preventing similar future accidents
- Outline results of safety survey
- Your safety incentive program and tracking of its effectiveness.