

Revised goals 3-26-09

1. Education/Training for employees

- Finding safety information on the webpages (added)
- Training on safety requirements
- Training program on basic safety practices (Safe Work Practices & Lessons Learned)
- Drills & Lessons Learned

(LT) Outline for training video

2. Safety Evaluation Process

- Ergonomics (chairs, workstations, Workspace evaluation, etc.)
- Moving/Work planning

(ST) Develop SOP for moving procedure/checklist to all employees to include call-in number to have items picked up. Supervisor obligation to ensure space is safe for employees. Include employee checklist for employee health considerations.

- Assessments (Self-initiated & formal)

3. Communication

- Articles on ergonomics/what you can do in your own workspace
- Lack of communication needs to be addressed
- Include transparent concerns tracking system and place on the web so everyone can see what concerns have been raised and what has been done to address those concerns
- Webpage established for employees to raise safety/health concerns about problems after supervisors have had the opportunity to address the concern.
Employee → Supervisor → Website

(ST) Pop-up box safety messages with links included

(ST) Feed info to HSS Managers' Safety Meeting

4. Employee involvement

- Job safety How to report unsafe instances?
- Provide a process to empower and encourage workers to identify and eliminate hazards in their own workspace
- Committees – recommend the establishment of a Standing Safety and Health Committee

(ST) Training on safe practices and development of positive rewards system for Safe Work Practices (Money, pen, Attaboy letter from HS-1, recognition at All-Hands meeting, etc.)

(ST) Complete employee checklist for employee health considerations for moves (from #2 above)

5. Facilities Management

- Heating Clean/inspect/measure air flow and quality
- Electrical program to open/inspect outlets, switches check grounding tighten screws
- Water monitoring program check water fountains
- Asbestos
- Clutter