

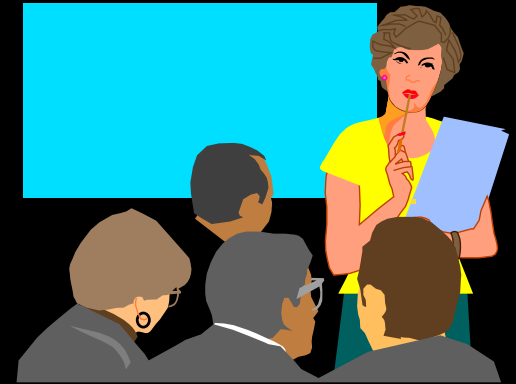
Communication- Safety in the Workplace



Communication

Definition

- An act or instance of transmitting
- A verbal or written message
- A process by which information is exchanged between individuals through a common system of symbols, signs, or behavior



Communication

- Without communication your company could not exist
- All facets of your company's business is promulgated through communication
- Safety is no exception!



Communication

Workplace communication essentials

- Personal
- Safety program, safety manuals
- Safety meetings
- Postings
- Training



Critical Elements

Written and verbal communication

-Clarity

(Must be clear and precise)

-Fairness

(No bias, prejudice)



Critical Elements

Written and verbal communication

-Respect

(Employees must be treated as a professional)

-Evaluation

(Feedback process to assure system is working)

Critical Elements

Written and verbal communication

-Listening skills

One of the most important communication skills

Supervisors must listen and give credence to employee suggestions

Subcontractor Relationships

- Necessary for partnership
- “Two way street” approach
- Documentation critical
- Define objectives before start
- Create open channels



Subcontractor Relationships

Subcontractor

-Needs guidance

Unfamiliar facility

Unfamiliar tools/equipment

Unfamiliar safety regulations

Unfamiliar safety policy



Subcontractor Relationships

Subcontractor

- Generally doesn't have the resources of the Owner or GC
- May not be as educated in compliance issues
- May or may not need intense assistance

Subcontractor Relationships

Communication channels

-Must remain open

Management-sub, Sub-management

-Must be addressed prior to project start

Contacts for both parties



Communicating Safety Requirements

-All safety requirements must be documented and signed by subcontractor management

Safety policy

PPE requirements

Safety meeting (toolbox) requirements

Inspections (daily, weekly etc.)

Other applicable requirements

Communicating Safety Requirements

- The written policies must be verbally addressed between both parties (all documentation explained)
- All subcontractors shall be treated equally

Communicating Safety Requirements

Safety manager duties

-Effectively supervise the subcontractor regarding safety issues

Interact at safety meetings

Perform audits

Facilitate training

Contribute to overall compliance