

## Developing Excellence in Health and Safety Communications

### Useful Ideas and Action Planning Checklist



Health and Safety Communications - Ideas and Example(s)	Being done? Yes or No	Use?		
		High	Medium	Low
The CEO communicates expectations about Health and Safety performance throughout the company.	Y or N	High	Medium	Low
Newsletters (with input and articles from employees)	Y or N	High	Medium	Low
Posters – created by a team of management and employees or their families. Poster competition.	Y or N	High	Medium	Low
Orientation Sessions	Y or N	High	Medium	Low
Monthly Safety Meetings (conducted by employees from time to time)	Y or N	High	Medium	Low
Monthly Safety Themes (use employee input)	Y or N	High	Medium	Low
Corporate Annual Report	Y or N	High	Medium	Low
E mail bulletins on safety incidents	Y or N	High	Medium	Low
Updating your health and safety bulleting board	Y or N	High	Medium	Low
Posting results of inspections, surveys and audits on the bulletin board	Y or N	High	Medium	Low
Safety teams or the JHSC or rep are used to ensure that all levels within the organization can communicate regularly on health and safety issues.	Y or N	High	Medium	Low
Top management asks questions about health and safety when visiting shop floors or operational areas i.e. safety concerns or issues. Relevant questions for each department are prepared in advance.	Y or N	High	Medium	Low
A safety communication program is developed to heighten awareness among employees. Campaigns recognize individuals, groups or departments with excellent safety performance.	Y or N	High	Medium	Low

