

SAFETY PAGES

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 viewpoint 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. Please see Page 2 for details on this subject that you can share with your employees.

MONTHLY ITEMS TO DISCUSS WITH YOUR CREW

- _____ Electrical Cords Checked & GFCIs to protect employees
- _____ Required Jobsite Postings: (Emergency Phone #'s, "Safety & Health Protection on the Job", etc. Posters)
- _____ Fall Protection
- _____ Hazard Communication Program (MSDS)
- _____ Emergency Medical Plan
- _____ Power Tool Guards
- _____ Fire Protection/Prevention
- _____ First Aid Kit
- _____ Personal Protective Equipment
- _____ Driver Safety

JOBSITE REVIEW: Inspection Notes/Concerns/Action Plan

Company Safety Officer

NOTICE OF RESPONSIBILITY

The Oregon Home Builders Association 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 OHBA 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.



Safety Committee

This page is one of an ongoing series of pages, which will be provided each month to Oregon Home Builders Association members. Please use this page to add to (or start) either a Safety Committee file or manual for your company.

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/nondiscrimination, 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.