



# Practical Tips

## INCORPORATING SAFETY INTO PERFORMANCE REVIEWS

A key tool to monitoring employee commitment to safety is including a safety/health evaluation as a part of the employee's performance review.

The following are some suggested areas to consider including in the review:

**Safety Policies:** Does employee demonstrate knowledge and understanding of the company safety policy?

**Leadership:** Does employee offer suggestions to improve safety/health? Give examples. Does employee take initiative in correcting safety/health problems as they arise?

**Housekeeping:** Does employee keep his/her work area clean and orderly? Does employee take ownership of other areas not directly under his/her care?

**Use of Equipment:** Does employee understand proper use, care, cleaning, maintenance, and storage of company equipment?

**Personal Protective Equipment:** Does employee wear required protective equipment and apparel properly? How often? If they do not—why not?

**Personal Risk:** Does employee take the required care when using hazardous equipment or materials?

**Training:** What safety/health training has the employee completed in the past year? How often do they have training? On what subjects? What sort of training is included in new employee orientation?