

| Worksheet # | | | | |
|-------------|----|----|----|----|
| 1a | 1b | 1c | 2a | 2b |
| 3a | 3b | 4a | 4b | |

Communicate Your Commitment to a Safety and Health Program

Take some simple steps to show your commitment to a safety and health program:

1. Build your case for a safety and health program (Worksheet 1a).
2. Write a safety and health policy (Worksheet 1b).
3. Share your safety and health policy (Worksheet 1c).

To-Do

- Assess the reasons your business needs a safety and health program.
- Form a small team of “safety champions”—people who can help you form your safety and health program and drive change in your business.

Build your case for a safety and health program

Safety and health programs are a proven way to prevent workplace injuries, illnesses, and deaths. They only work, though, if everyone in a business understands *why* improving safety and health is important.

How can you build this understanding throughout your business? Begin by choosing a team of “safety champions”: a few people, or one person if you are a small business. (Note that some organizations have safety and health committees which serve this purpose.) You’ll work with them to build your case for a safety and health program and carry the message to everyone else. They should be people who can help you drive change within the business. You’ll need to learn about motivations for improving safety at every level. This means you should consider choosing people, both workers and managers, who represent different areas of the business, shifts, and facilities.

Team Members:

Why should the business—or any person in your business—use time, energy, and resources to improve safety and health? Meet with your team to assess the reasons your business needs a safety and health program. If your business is very small, consider including everyone in this activity.

The table on the next page starts with some motivations that are important for many companies. There are blank rows at the bottom of the table—those are for motivations your team adds. Once you’ve got everything that seems important listed in the table, work as a group to rank the motivations by importance to your business. Note whether you have any examples or data to support your ranking. For example, if you give a high rank to “Lower our workers’ compensation and other costs from injuries and illnesses,” note what costs to your business support that ranking.

Different people will likely rank motivations differently. That’s only natural. In fact, this range of opinion will help you plan for change and communicate in ways that reach everyone.

Motivations for Improving Safety and Health

| Motivation | Importance for your business (1 the most important, 2 the next most important, etc.) | (examples or data) |
|---|--|--------------------|
| Prevent suffering and hardships from work-related injuries and illnesses | | |
| Make sure we can all go home safely to our families every day | | |
| Prevent injuries or illnesses that could harm our quality of life outside the workplace | | |
| Lower our workers’ compensation and other costs from injuries and illnesses | | |
| Avoid business disruptions from safety incidents (turnover, down time, etc.) | | |
| Meet legal requirements | | |
| Improve workers’ morale and job satisfaction | | |
| Boost our company’s reputation | | |
| Improve our processes, products, and services | | |
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After working on the individual rankings and motivations, review what you've identified as a group and come to a consensus on the top three reasons for a program to improve safety and health at your business. These will help guide you as you write your safety and health policy and set goals for your program.

Pro Tip

Dollars and cents matter, but when it comes to safety and health, your message needs to ring true for everyone. Find out what matters most to people throughout your business. Use this assessment to help drive change.

Top Three Reasons for a Safety and Health Program at Our Company:

1. _____
2. _____
3. _____

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