

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

- Share your safety and health policy with all workers and managers—and explain what you want to get done with it.
- Listen for feedback and concerns (now and in the future).
- Make sure everyone knows they will play an important role in the program.

Share your safety and health policy

Once you've developed your policy, share it with everyone in the business. This includes workers and management at all levels. Let them know that the policy will guide the safety and health program, but you won't put the program in place overnight. You'll take small steps and adjust along the way.

Every leader, manager, and supervisor should keep the policy in mind as they make decisions and carry out their duties. Let workers know that they, too, should keep the policy in mind in their everyday activities. They are an important part of the safety and health program you're building. Make it clear that you welcome (and need) their input and expertise.

Ask your team of safety champions to spread the message about the policy, why it's needed, and why everyone's voice needs to be heard. Your team can help you get feedback and find out any concerns or discomfort with new roles, responsibilities, and expectations.

Here are some ways you can communicate your policy. Check off the ones that you will use, and add any others that apply.

- Announce the policy and ask for feedback (now or in the future) at an all-hands meeting.
- Give out copies of the policy and discuss it at company meetings.
- Send out the policy in a company-wide email.
- Feature the policy in a print or electronic newsletter.
- Display the policy (on posters or electronically) in public areas that all workers can use—for example, break rooms, lobbies, and other common areas.
- Other: _____
- Other: _____



Consider using your safety and health policy as a screensaver for computer screens, tablets, or other information screens.

Be sure to treat your policy as a living document, subject to change with the input you receive. People are much more likely to buy into the policy if they have a hand in crafting it.

Feedback and concerns you receive about the policy: