

Resource Library –
**Employee Safety
Communications**

EMPLOYEE SAFETY COMMUNICATIONS

SAFETY MANUALS

Few things are more important than employee safety. However, communicating all relevant safety information in a digestible way can be a daunting task. This is especially true for organizations looking to provide safety information as one, all-encompassing resource.

In order to clearly and effectively communicate safety concerns, policies and procedures, businesses need a strong employee safety manual. Our safety manuals, which are broken down by industry, provide organizations with the tools they need to develop a strong workplace safety culture.

SAMPLE RESOURCES

- **Construction Employee Safety Manual:** This resource is a customizable employee safety manual for those in the construction industry. It features safety policies and procedures that support a safety-conscious work environment.
- **Manufacturing Employee Safety Manual:** This resource is a customizable employee safety manual for those in the manufacturing industry. It features safety policies and procedures that support a safety-conscious work environment.
- **Transportation Employee Safety Manual:** This resource is a customizable employee safety manual for those in the transportation industry. It features safety policies and procedures that support a safety-conscious work environment.



SAFETY FOCUSED NEWSLETTER

Workplace safety is critical across all industries and helps organizations reduce on-the-job injuries and safeguard the health and well-being of employees. However, to promote a strong safety culture, businesses need the right resources for continued education. One tool that can help organizations improve risk management initiatives and hazard awareness is our Safety Focused newsletter—a monthly employee-facing resource designed to educate workers on two safety topics.



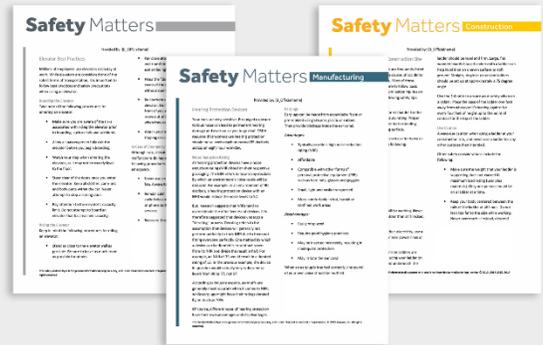
SAFETY MATTERS "TOOLBOX TALKS"

Toolbox talks and similar safety meetings are some of the best ways to communicate relevant workplace risks to employees and prevent accidents from occurring in the first place. In addition, these meetings encourage safety discussions between managers, supervisors and workers.

Our Safety Matters series can help guide these safety meetings by providing in-depth, employee-facing information on real on-the-job risks. These documents cover topics across a variety of industries and can help businesses of all kinds educate their employees and reduce costly injuries.

SAMPLE RESOURCES

- **Construction Safety Matters: Ladder Safety at the Construction Site:** This document provides construction workers with fall protection precautions to take while on the job site.
- **Manufacturing Safety Matters: Hearing Protection Devices:** This document highlights the number of different types of hearing protection devices employees can use to protect themselves when performing manufacturing work.
- **Safety Matters: Elevator Safety:** For employers with elevators in the workplace, this Safety Matters flyer can be used to reinforce elevator safety and remind employees about best practices for using an elevator.



TARGET ON SAFETY

In order to maintain a safe and productive workforce, businesses need to regularly educate employees on key safety topics. While safety meetings provide direct, one-on-one opportunities for guidance, employees need resources they can take with them and review as needed. That's where our Target on Safety series can help.

These in-depth articles cover a variety of general and industry-specific topics, giving employees direct access to helpful safety information they can reference when they need it most.

SAMPLE RESOURCES

- **Target on Safety: Ergonomics Overview:** This document can be used to educate employees on the proper ergonomic safety practices necessary for preventing workplace injuries.



- **Warehousing Target on Safety: Common Warehousing Hazards:** This resource is designed to educate employees on the various dangers that lurk in the warehouse.
- **Health Care Target on Safety: Hazard Communication in Our Facility:** This document can be used to educate employees on hazard communication programs, which in turn can keep them safe from chemicals they may handle on the job.

PLAYING IT SAFE

Every industry has its own unique risks—risks employees need to be aware of if they are to remain safe and injury-free. Our Playing It Safe series covers industry-specific topics and provides employees with common safety best practices to consider when performing their daily duties.

SAMPLE RESOURCES

- **Construction Playing It Safe: Roadside Worker Apparel:** This flyer helps roadside construction workers remain safe by providing clothing and personal protective equipment (PPE) suggestions.
- **Financial Institution Playing It Safe: Keeping Cash and Customers Safe:** This flyer is meant to educate or remind employees about safe cash-handling procedures.
- **Restaurant Playing It Safe: Serving Food the Safe Way:** This flyer provides easy-to-implement tips that can help keep servers safe on the job.



BE PREPARED

The Be Prepared series provides a short summary of workplace-related hazards. These documents cover a number of critical safety topics and include short, employee-facing risk management tips.

SAMPLE RESOURCES

- **Be Prepared: Driving Alone:** Provide employees safety suggestions for driving solo with this bulletin.
- **Be Prepared: Workplace Violence:** This bulletin provides advice on what employees should do if they encounter violence in the workplace.



SAFETY QUIZZES

These quizzes can be used as part of continued employee training. They cover a variety of workplace safety topics and can be used to supplement traditional safety training practices.

