



All employees will have their performance measured in the area of safety by the following metrics appropriate to their position:

- A. Did you perform your assignments in a manner that will not endanger yourself or your fellow employees?
- B. Have you adhered to established safety policies, programs and procedures?
- C. Have you utilized safety equipment in a proper manner?
- D. Have you reported unsafe conditions, work related injuries or illnesses and near misses to your supervisor?
- E. Have you promptly sought medical attention if injured on the job?
- F. Have you worked with your supervisor to establish a required training program for your job and have you taken said training?
- G. Is the work area that you and your employees occupy consistently kept clean and free of hazards?

In addition to the above, each employee should be asked to perform a self-evaluation and list the areas in which he/she excels and areas that could use improvement. This should include such items as identifying barriers to safety in the workplace and how those barriers can be overcome. This is also a good time for each employee and his/her supervisor to work together to establish a training program for the following year.

If you are a supervisor or manager, some or all of the following additional metrics will be considered in your performance evaluation:

- A. Have you established a safety training program for each of your employees and required them to participate?
- B. Have you consistently held "Tailgate Safety Meetings" as required in Section V of the Safety Manual?
- C. Are you consistent in requiring your employees to wear personal protective equipment when necessary?
- D. Is the work area that you and your employees occupy consistently kept clean and free of hazards? Did you inspect the area on a regular basis?
- E. Are Safety considerations always incorporated into the scheduling process in order to complete the job properly?



- F. Have you required employee compliance with safety requirements and rules, and stopped work if there is non-compliance?
- G. Have you recognized and reinforced safe behaviors, and corrected unsafe behaviors when first observed?
- H. Have you made safety and health a part of job standards and procedures?
- I. Did you request safety and health technical assistance when necessary?
- J. Did you report and investigate accidents and take appropriate corrective actions?
- K. Did you establish emergency procedures for your employees and their work area?
- L. Have you asked all of your employees to do a department or area safety evaluation in which employees identify barriers to good safety practices, and then followed up to correct those barriers?

The above listing is not designed to be all-inclusive, but a minimum. Additional metrics may be added from time to time depending on accident rates and other factors.