

# ACTION ITEMS

**SMS WEBINAR WEEK 9 - HOW TO ENGAGE EMPLOYEES IN THE SAFETY MANAGEMENT SYSTEM**

Identify your current Employee Engagement activities (check all that are currently implemented)

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Employee Safety Concern Reporting Process</li> <li><input type="checkbox"/> Safety Committee</li> <li><input type="checkbox"/> Safety Task Forces</li> <li><input type="checkbox"/> Job Hazard Analyses</li> <li><input type="checkbox"/> Safety Inspections</li> <li><input type="checkbox"/> Safe Behavior Observations</li> <li><input type="checkbox"/> Incident investigations</li> <li><input type="checkbox"/> Hazard Identification Inspections</li> <li><input type="checkbox"/> Safety Procedure Development</li> <li><input type="checkbox"/> Safety Recognition Plan Development</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Other (please list)</li> </ul> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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For each Employee Engagement activity listed above, evaluate its effectiveness.

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Does the program or plan have an established charter, goals and objectives?</li> <li><input type="checkbox"/> Does the program have a written policy or procedure that clearly communicates the plan and its desired outcomes?</li> <li><input type="checkbox"/> Are employees provided the necessary resources need to achieve the plan goals?</li> <li><input type="checkbox"/> Are employees provided training and education that enables them to effectively participate?</li> <li><input type="checkbox"/> Are employees provided sufficient time in the workday to effectively participate?</li> <li><input type="checkbox"/> Are there any barriers that prevent employees from participating?</li> <li><input type="checkbox"/> Is the Employee Engagement activity meeting its intended mission, goals and objectives?</li> <li><input type="checkbox"/> Is the Employee Engagement activity adding value to the overall Safety Management System?</li> </ul>
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For each Employee Engagement activity listed above, identify any improvements that can be made.


Identify any additional Employee Engagement Activities that you would like to implement.
