

## Appendix #8

### Example of Safety Language for Employee Performance Reviews

#### ***Failure to meet performance standards:***

***Employee*** – Does not follow established safety rules. Does not always promptly report incidents. Work practices endanger self and co-workers. Does not attend safety training  
***Supervisor*** – Does not effectively communicate safety information to employees. Cannot be relied upon to investigate accidents. Has not successfully the EHS class titled Safety Management for Supervisors

#### ***Meets some performance standards:***

***Employee*** – May or may not promptly report hazards found in the workplace. Follows safety rules only when reminded.  
***Supervisor*** – Informs employees of safety rules, but no enforcement. Investigates incidents, but fails to follow through with corrective actions. Has successfully completed the EHS class titled Safety Management for Supervisors.

#### ***Meets most performance standards:***

***Employee*** – Follows safety rules and reports hazards. Participates in most training programs when requested.  
***Supervisor*** – Takes corrective measures when incident occurs. Periodically trains employees on department safety requirements and enforces them. Has successfully completed the EHS class titled Safety Management for Supervisors.

#### ***Fully meets performance standards:***

***Employee*** – Follows all departmental rules of safe work practices. Participates in incident investigations and safety committees if requested.  
***Supervisor*** – Sees that employees follow established work practices and holds routine meetings to insure that rules are understood. Has successfully completed the EHS class titled Safety Management for Supervisors.

#### ***Exceeds performance standards:***

***Employee*** – Follows established work practices and actively participates in safety committee work. Volunteers for incident investigations.

**Supervisor** – Arranges on-going training in occupational safety and health issues. Sees that employees have equipment and knowledge to work safely. Involves employees in establishing and revising work safety rules and enforces them. Has successfully completed the class titled Safety Management for Supervisors.

**Greatly exceeds performance standards:**

**Employee** – Follows established work practices and actively participates in safety committee work. Volunteers for safety audits and training in job safety and health.

**Supervisor** – Arranges on-going training in job safety and health. Sees that employees have equipment and knowledge to work safely. Involves employees in establishing and revising work rules and enforces them. Recognizes and rewards safety accomplishments. Has successfully completed the EHS class titled Safety Management for Supervisors.