

Safety accountabilities

Not sure how to measure accountability?

This handout describes ways employees, supervisors, and managers can demonstrate their commitment to accountability at all levels. These examples are specific to safety and have been successful at preventing workplace injuries when implemented at other organizations.

You can use this as a checklist to evaluate accountability and use the suggested performance measurement numbers below to help with annual performance appraisals.

Employee accountabilities

The employee's main safety accountability is carrying out the activities defined below.

Required activities:

- Participate in job-specific weekly safety meetings
- Discuss safety, quality and production at all meetings
- Give appropriate input during weekly safety inspections
- Interact with and be accountable to supervisors regarding work behaviors, safety knowledge, and skills
- Aid in accident analysis as needed
- Set example for safe behavior
- Show commitment to safety and wear the proper personal protective equipment
- Follow all applicable safety and health guidelines
- Report all unsafe conditions and activities
- Practice good housekeeping

Supervisor accountabilities

General

The front-line supervisor and manager's key accountability is to carry out the tasks defined below.

Tasks

- Conduct scheduled safety meetings with all employees
- Discuss safety issues in all group meetings
- Inspect department weekly and correct problems
- Conduct one-to-one employee contacts regarding safety each week

- Analyze injuries and accidents within 24 hours
- Two observations per week
- Provide at least one positive comment to each employee following an observation of good safety performance

In agreement with department head:

- Report on these activities weekly
- Select at least two other tasks from a provided list and agree on what measurable performance is acceptable

Weekly staff report

The front line supervisor shall prepare and distribute a first-level manager’s weekly safety report.

Measure of performance

Successful completion of tasks

Reward for performance

Safety will be listed as one of the key measures on the accountability appraisal forms.

Department or operations manager accountabilities

Accountabilities

- Assure supervisors’ performance by receiving and evaluating report
- Audit performance through spot checks
- Maintain departmental budget
- Participate in safety programs – list actions
- Develop safety management knowledge and skills in direct reports
- Two observations per week
- Engage in self-defined tasks that can be seen by the workforce to show commitment to employee safety

Optional activities

- Participate in facility audits
- Participate in inspections
- Initiate one-to-one contacts
- Attend safety committee quarterly
- Support recognition programs

Performance measurement:

- 25–50% numbers
- 50–75% audit and activities

Performance weighting:

20% of total performance appraisal