

Employee Awareness

Being aware of what our company's policies are can keep you and the organization as a whole safe from hazards and unnecessary fines. The Department of Labor, which includes the Occupational Safety and Health Administration (OSHA) and the Wage and Hour Division (WHD), frequently inspects companies like ours.

During these inspections, it is their job to make sure that we are compliant in the regulations that they set, but in addition, they want to make sure that we are operating a safe and hazard free workplace. A main part of that includes being able to answer any questions that may be asked of us. The purpose of this training is to make sure that if you were asked certain questions today, that those questions could be answered immediately and correctly. When we do not know how to respond correctly, then that can open us up to receiving citations and hefty fines. In fact, fines can be so high that we can be forced out of business.

In order to keep that from happening, we should take the time to review some frequently asked questions.

These questions include:

- Do we have an employee handbook?
- Where is our employee handbook located?
- What happens if there's a change to a policy?
- Do we have a Written Safety Plan or Company Safety Manual?
- Where is the Written Safety Plan or Company Safety Manual located?
- Do we have a Compliance Center?
- Do we use any materials requiring Safety Data Sheets (SDS)?
- Where are your SDS located?
- How often do we attend company safety meetings?
- Who is our Designated Safety Officer?
- Do you have a first aid kit?
- Where are our employment posters and safety notices kept?
- How are accidents documented and dealt with?

These are by no means the only questions that can and will be asked by an inspector, but these are likely places that they may start. Here are the answers! [<review each question by using the employee handbook/safety manual>](#)

Review any/all applicable policies from the company safety manual with the team at this point.

SAFETY TAKE-AWAY:

Working safely on the job is not only in each employee's best interest, it is also key to our survival as a company.