

Safety Performance Counseling

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Annually departmental managers of member school corporations request information and guidance on dealing with staff incurring multiple injuries. As a manager, it can be frustrating and difficult to address these issues with your personnel.

There are, however, tools and processes available to address improving staff safety performance. Using these tools will reduce risk to individuals and the potential for future losses.

Safety performance counseling is designed to engage employees in injury prevention using a “participant action plan”. The objective of the process is to eliminate future staff injury through dialogue and agreement, recognition of potential safety hazards, retraining and coaching. Safety performance counseling will reduce the number of claims, escalating costs, employee injuries/illnesses and lost productivity.

The attached form has a five-step process to follow to improve staff safety performance:

Step 1 - Identify the Issue

What are the actual performance and the desired performance? Identify the gap between the two. What is the desired safety performance and what is the actual performance? Is employee aware that he/she is in need of improvement? If not, what will be accomplished to make him/her aware?

Step 2 - Analyze the Severity of the Issue

Describe the potential impact of the safety issue on fellow employees and the organization. What are the consequences for the employee if the safety issues not addressed? What is a pattern of past performance safety issues? Are there be other causes for poor safety performance that need to be investigated (vision changes, medical changes, etc.)?



Step 3 - Discuss the Issue with the Employee

Before meeting with the employee create a positive opening statement and describe the safety performance gap, as you will with the employee. List any ideas you may have to resolve the issue before hand.

Maintain a positive meeting with the employee using the opening statement, discussion of the performance gap and ideas you have to resolve the issue. As for their agreement and specifically what they will do differently to improve their performance. Ask if there are obstacles preventing them from doing what they agreed to.

Step 4 - Document the Discussion

Document the facts of the discussion along with staff comments on areas of agreement or disagreement and steps toward resolution.

Step 5 - Follow-up and Monitor Results

Establish, and document, agreed follow-up meeting dates within 30 then 60 and 90 days. During meetings, identify and document any continuing gaps in desired versus actual results. Meet out disciplinary actions as needed.