



# BEST SAFETY PRACTICES

These best safety practices were developed as a joint effort during a round-table event of the Safety & Health Councils of AGC Oregon-Columbia Chapter (AGC) and National Utility Contractors Association of Oregon & SW Washington (NUCA) on February 13, 2009

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## Human Resources

1. Utilize “Corrective Action” with benefits prior to discipline.
2. Continued employee improvement after review.
3. Termination language versus layoff clarify rehire request.
4. Clear job descriptions: essential functions, qualifications, performance expectations (performance and behavior).
5. Add performance requirements to job description to ensure that you have the best employees/performers.
6. Offer employment contingent on passing post-offer physical, or at least with reasonable accommodations. That way you can make sure that people can perform the job functions before hiring.
7. Work performance review forms: change your standards to you best needs.
8. Set expectations, coach them, and enforce them.
9. Investigate immediately for unsafe behavior.
10. Refer to own clinics first.
11. Modify job instead of accommodate.
12. Put burden on the employee to meet expectation
13. Make sure that you have job descriptions.
14. For poor performance be sure to have a performance standard that the employee is measured uniformly.
15. An electronic media storage file should be separately located in the media storage. Reason if it is installed in one file, an attorney can obtain the whole file rather than just one area. i.e.: drive file. Be sure to have separated off site media storage.
16. Employee Free Choice Act – if non-union watch DC for change.