



CITY OF PHILADELPHIA RISK MANAGEMENT DIVISION
Safety Directive #A-10 Revision #1 February 18, 2006

Title: **Employee Safety Suggestion Program**

Purpose: Describe procedures for a safety suggestion program to solicit and incorporate employee suggestions for workplace safety improvements.

Introduction: Employees of the City of Philadelphia may be exposed to various workplace hazards on their jobs and are knowledgeable about their jobs. This program is to garner information about ways to make City workplaces safer.

A. Safety Suggestion Program Requirements

Each department is responsible for developing and instituting a process for soliciting and reviewing safety suggestions from its employees. Written procedures for this process must be created and communicated to all department employees. Departmental programs should have the elements listed in the following section.

B. Safety Suggestion Program Elements

1. All employees shall be provided the opportunity and means, either by their choice of being known or anonymous, to provide suggestions, ideas, and comments about safety issues and programs.
2. Departmental staff and safety personnel will review the safety suggestions for effectiveness and appropriateness.
3. Ensure that employees are NOT discriminated against for making suggestions under this program.
4. Ensure responses to suggestions are communicated back to employees or published after evaluation.

C. Safety Suggestion Program Evaluation

1. The Department should review the organization and function of the Safety Suggestion program periodically to ensure its effectiveness and efficiency.
2. The Safety and Loss Prevention Unit of the Risk Management Division may evaluate the Department's Safety Suggestion program for effectiveness.