



Scope

This policy¹ applies at the Trust level and the member level.

Purpose

For the Trust to seek feedback from its members and for members to solicit suggestions from their employees regarding safety issues.

Trust-Level Responsibilities

The Trust is committed to the engagement of members in the development and implementation of AIPP. The Trust recognizes that its members provide important feedback and suggestions on the overall AIPP components and in how they are implemented and will seek input on an ongoing basis. Some of the outreach will be informal and will occur when PennPRIME and a contracted Loss Control service providers are engaged in service delivery at member sites, on telephone conversations about various issues, and in email correspondence to individual members or to all members. This outreach will also occur formally in the following methods:

- Active solicitation by PennPRIME to each Trust member for suggestions on specific topics or safety challenges.
- Interviews and work sessions with member employees as part of training opportunities at member locations.

Member-Level Responsibilities

Members also need to seek input from their employees on a formal and informal basis. This input not only assures that employees are engaged in the AIPP, but also assists the AIPP Coordinator. It is also important to ensure communication is effectively occurring not only from employees, but back to them as well.

Each member should establish at least two methods by which communications can occur both from and to employees. PennPRIME will assist members in encouraging this activity. See examples on the next page.

¹ The content of this policy is based upon the following regulations:

- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter D §129.452; Group Self-Insurance Fund's AIPP Requirements
- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter F §129.1005; Workplace Safety Committee Responsibilities
- PennPRIME Workers Compensation Amended Agreement of Trust 2013; Article 5, Section 5.7



Element 6 – Employee Suggestion and Communication Program

Examples of employee suggestions and communication:

In the list below, circle all that apply to your entity

1. Member newsletter identifying safety topics and initiatives.
2. Regularly scheduled safety “roundtable” discussions designed to discuss topics, concerns and ideas in an open forum.
3. Regular e-mails to employees identifying safety initiatives, goals, and measurements as well as other relevant topics.
4. Dedicated time during safety committee meetings to discuss safety topics and initiatives and solicit feedback. The members of the committee act as employee representatives responsible for communicating these ideas and topics with the coworkers in their department.
5. Each department can hold daily, weekly, or monthly “toolbox” meetings to disseminate information.

Below, list other ideas generated by your entity regarding employee suggestion and communication.
