## INJURY AND ILLNESS PREVENTION PROGRAM FOR HPEVS

**COMMUNICATION**
The following is our system of communication, designed to facilitate a continuous flow of two-way (management, supervision and employees) safety and health information in a form that is readily understandable to and between all affected site personnel:

* New worker orientation, including a discussion of site-specific safety and health policies and procedures.
* Follow-through by supervision to ensure effectiveness.
* Workplace-specific safety and health training.
* Safety meetings held at least every 1. Daily by the foreman to assess and possible changes 2. Bi Weekly to address any new or changed hazards which might arise. 3. Every 2 months to provide review of major issues and/or near accidents. – more frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
* Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
* Posted and distributed safety information.
* A system for workers to anonymously inform management about workplace hazards. This is accommodated by 1. All hazards may be reported to supervisors and it will be kept confidential. 2. Any input can be sent to our Safety Website. 3. Information will be passed on to the Safety Director.
* Vehicle and site-specific codes of safe work practices.
* Other means we use to ensure communication with employees include: 1. New worker induction including discussions of safety and health policies and procedures. 2. Receipt for having read IIPP Manual . 3. Tailgate meetings 4. Posting, distributing safety information 5. Accessing our Safety Website 6. Bulletin board for ease of access to current information