



### **Scope**

This policy<sup>1</sup> 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 fully 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 the Manager of Loss Control Services and contracted Loss Control service providers are engaged in service delivery at member sites, on telephone conversations about various issues, and in electronic email correspondence to individual members or to all members. However, this outreach will also occur formally in the following methods:

- Active solicitation by the Manager of Loss Control Services to each Trust member for suggestions on specific topics or safety challenges.
- Interviews and work sessions with Trust member employees as part of training opportunities at each member location.

### **Member-Level Responsibilities**

Members also need to seek involvement from their employees on a formal and informal basis. This involvement 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.

It is strongly recommended that each member establish at least two methods by which communications can occur both from and to employees. The Manger of Loss Control Services will work with all members to encourage this activity. See examples on the next page.

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<sup>1</sup> 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

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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-mail blasts 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 planned by the member, and solicit feedback. The members of the committee act as employee group representatives to facilitate communication of these ideas and topics with the entire workforce.
5. Each department holds weekly “tailgate” or “toolbox” meetings to disseminate information.

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

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