



Safety Alert Process

1. A significant event occurs in our organization, or Corporate Safety is made aware of significant risk that may affect our organization. *Safety Alert* is drafted.
2. Safety Coordinator and General Manager receive the *Safety Alert* from Corporate Safety
3. GM and SSC review the *Safety Alert's* content with all facility leadership. During the review, warning signs and ways to prevent the same type of incident from occurring at your facility are discussed.
4. Where applicable, the *Safety Alert's* content should be used to devise and implement action items from discussions.
5. A stand up meeting should be held with all associates, covering the event and ways to prevent it from happening at your facility.
6. The *Safety Alert* is posted at the facility in an area where Associates frequent, for a period of no less than 30 days. (the exact date you may take down will be notated on the form)
7. After *Safety Alert* has been removed, it is placed in a "*Safety Alert Binder*" and keep in an area Associates frequent, so they may review on their spare time.