Interoffice Memo

Date: May 5, 2010

To: All employees

From: Sarah Garneau

Subject: Safety Audit

At Baker Brothers we pride ourselves on our safety record. Recently, though, a few more accidents than usual drew the attention of the Ministry of Labour and they have consequently required us to perform a safety audit.

The safety audit occurs in two sections. The first is a report describing in detail what safety measures we have in place. This report is the responsibility of the office personnel. Kailani and George do most of the research and writing and will report to me.

The second part of the audit is a visit by a Ministry inspector. He or she will visit our office and randomly select two or three job sites to visit. The inspector will be looking to see that we comply with all the workplace safety codes.

We all need to help make this audit a success. I will be sending specific details as they become available about what needs to be done. However, there are some basic things that we can do daily to make the process go smoothly. Supervisors, you can pull and label any equipment that you find that may not comply with code; you can gather your first aid certificates and other tickets that have to do with safety and have them ready when we need them. Office personnel can make sure signage is up-to-date and can clear away clutter in the office. Everyone can keep their eyes open for actual or potential problems and report them.

No one wants to see anyone injured on the job; we need to make our workplace as safe as it can be, not just for this audit, but for ourselves. We need to make it less likely that “accidents will happen.”