
Safety Suggestion Box and Evaluation Procedure

1.0 Objective & Intent

The objective of this Safety Suggestion Box and Evaluation Procedure is to establish a formal, confidential, and transparent system for all employees to submit safety-related suggestions, hazard reports, and improvement ideas. This procedure ensures that every submission is reviewed, evaluated for risk, and either implemented or formally responded to within a defined timeframe. The intent is to foster a proactive safety culture, comply with WorkSafeBC's requirements for worker participation in the Joint Health and Safety Committee (JHSC), and systematically reduce workplace hazards in the cabinet and millwork manufacturing environment.

This SOP mitigates the risk of unreported hazards, worker disengagement from safety programs, and non-compliance with regulatory obligations for worker input. By providing a structured feedback loop, the company demonstrates due diligence and continuous improvement in occupational health and safety.

2.0 Operational Scope

This procedure applies to all employees, supervisors, managers, and contractors working at the cabinet and millwork manufacturing facility. It covers the physical suggestion box locations, the digital submission process (if applicable), the evaluation committee (JHSC or designated safety team), and the record-keeping system for all suggestions. This SOP is active 365 days a year and is reviewed annually by the Joint Health and Safety Committee.

3.0 Hazard Identification & Mandatory PPE

While the act of submitting a suggestion is low-risk, the installation and maintenance of the physical suggestion box involve standard shop floor hazards. Personnel handling the box or its contents must be aware of the following:

- Pinch Points: When mounting or securing the box to a wall or post, keep hands clear of brackets and fasteners.
- Slips, Trips, and Falls: Ensure the area around the suggestion box is clear of debris, cords, or materials. Use a stable step ladder if mounting above shoulder height.
- Cuts and Abrasions: When opening the box for collection, be cautious of sharp edges on the metal box or lock mechanism.
- Ergonomic Strain: Avoid awkward postures when reaching to collect suggestions. Use proper lifting techniques if the box is heavy.

Mandatory PPE for installation, maintenance, or collection activities:

- CSA-Approved Steel Toed Boots
- Safety Glasses with side shields
- Cut-resistant gloves (ANSI A2 or higher) when handling the box or tools
- High-visibility vest if working near forklift traffic or moving equipment

4.0 Required Safety Equipment & Tools

- Lockable suggestion box (metal or shatter-resistant plastic) with a secure hasp and padlock
- Padlock with key (key held only by the JHSC co-chair or designated safety coordinator)

- Pre-printed suggestion forms (paper) with fields for date, description of hazard/idea, and optional name
- Pens or pencils attached to the box with a lanyard
- Mounting hardware (screws, anchors, brackets) compatible with the wall surface
- Step ladder (CSA approved, rated for the user's weight)
- Lockout/Tagout (LOTO) kit (if mounting near energized equipment or moving machinery)
- Digital submission form (optional, e.g., QR code linking to a SafeDesk or internal form)
- Secure filing cabinet or locked digital folder for storing submitted suggestions
- JHSC meeting minutes template for recording evaluation outcomes

5.0 Step-by-Step Safety Procedure

1. **Installation of the Physical Suggestion Box:** Select a well-lit, accessible location away from moving machinery and high-traffic forklift routes. Ensure the box is mounted at a height between 1.2 m and 1.5 m from the floor to accommodate all workers, including those using wheelchairs. Use a step ladder and secure the box with appropriate anchors. Verify the box is stable and the lock engages properly. Do not install near electrical panels or emergency exits.
2. **Communication and Training:** Post a sign near the box explaining its purpose and how to submit a suggestion. Include a QR code linking to a digital submission form. During the next safety tailgate meeting, explain the process: submissions are confidential, anonymous if desired, and will receive a formal response within 30 days. Emphasize that no retaliation will occur for any submission made in good faith.
3. **Weekly Collection of Submissions:** Every Friday at 3:00 PM, the designated JHSC member or safety coordinator will unlock the box using the secured key. Wear cut-resistant gloves when opening the box. Remove all forms and place them directly into a sealed envelope or locked folder. Do not read the contents in public. Lock the box immediately after collection.
4. **Logging and Acknowledgment:** Within one business day of collection, log each submission into the master suggestion log (paper or digital). Assign a unique tracking number. If the submitter provided their name, send a brief acknowledgment email or note confirming receipt and the expected review date. If anonymous, post a general acknowledgment on the safety board (e.g., 'Thank you for the suggestion regarding dust collection – under review').
5. **Monthly Evaluation by JHSC:** During the monthly JHSC meeting, review all logged suggestions. For each suggestion, evaluate the hazard using the risk matrix (likelihood vs. severity). Determine if the suggestion is: (a) Implementable immediately, (b) Requires further investigation, (c) Not feasible (with documented rationale), or (d) Already in practice. Assign an action item with a responsible person and due date for each accepted suggestion.
6. **Implementation and Communication:** For suggestions approved for implementation, the assigned person will complete the action within the agreed timeframe. Once implemented, update the suggestion log with the completion date and a photo or description of the change. Communicate the outcome to all employees via the safety board, email, or tailgate meeting. For rejected suggestions, provide a clear, respectful explanation of why it was not feasible (e.g., cost, regulatory conflict, low risk).
7. **Quarterly Trend Analysis:** Every quarter, the JHSC will analyze the suggestion log for trends (e.g., repeated reports of a specific machine guard issue, or common ergonomic complaints). Present the analysis to management and use it to update the annual hazard assessment and safety program. This data may also be used to prioritize capital expenditures for safety improvements.
8. **Annual Review of the Suggestion Box Program:** Once per year, the JHSC will review the effectiveness of the suggestion box system. Evaluate participation rates, average response times, and implementation rates. Solicit feedback from employees on the process (e.g., is the box accessible? Is the response time acceptable?). Update this SOP as needed and present the review to the management team for approval.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.