

PERSONAL COMMUNICATION

TOTAL POSSIBLE POINTS =250

AUDIT MEASUREMENT

6.1	TRAINING IN PERSONAL COMMUNICATIONS TECHNIQUES (35 Points)	Yes/No	Score
**	6.1.1. Are personal communications techniques included in supervisory development training? (XO-35)		
6.2	JOB ORIENTATION (55 Points)	Yes/No	Score
*	6.2.1. Is there an initial formal job orientation for new and transferred employees? (XO-30)		

*	<p>6.2.2. Indicate which of the following subjects are covered in the orientation of each new and transferred employee: (3/15)</p> <ul style="list-style-type: none"> ● Safety ● Occupational Health ● Fire ● Security ● Other 		
****	<p>6.2.3. Is there at least one follow-up session for orientation given in the first month of new employee's assigned? (X0-10)</p>		

6.3	JOB/TASK INSTRUCTION (115 Points)	Yes/No	Score
***	<p>6.3.1. Is there a standard* requiring management to give task instruction with each new or different task assigned? (X0-50)</p>		

*****	6.3.2. Is this standard* requiring management to give job instruction in written form? (XO-15)		
*****	6.3.3. What percentage of supervisors have been trained in how to give task instruction? (%-35)		
****	6.3.4. Have supervisors been provided with written guide to giving task instruction? (XO-15)		
6.4	PLANNED PERSONAL CONTACTS (35 Points)	Yes/No	Score
**	6.4.1. Is there a written standard* requiring that planned personal contacts be made with employees? (XO-15)		
	6.4.1.1. Does the standard also include key safety and health/loss control tips to be given? (X0-10)		
***	6.4.2. How often are planned personal contacts be made? (Indicate the one most frequent, 10 points maximum) <ul style="list-style-type: none"> ● When assigning a new critical job, and, at least, daily (10 Points) ● Weekly 		

6.5	EVALUATION OF PROGRAM EFFECTIVENESS (10 Points)	Yes/No	Score
*****	<p>6.5.1. How often is periodic random sampling done to verify that employees are receiving task instruction?</p> <ul style="list-style-type: none"> ● Every 6 months (10) ● Yearly (5) ● Not done (0) 		
<p style="text-align: center;">TOTAL POINTS SCORED for PERSONAL COMMUNICATIONS =</p> <p style="text-align: center;">TOTAL POSSIBLE POINTS = 250</p> <p style="text-align: center;">Percentage Score for PERSONAL COMMUNICATIONS =</p> <p style="text-align: center;">Total points scored divided by total possible points multiplied by 100. Figure nearest 1/10 of 1%.</p>			