**Mandatory Program Elements Requiring Communications**

All of the mandatory program elements require some form of periodic communications with employees and management. The following chart is intended to provide a quick reference regarding the minimum required annual or periodic communications. The chart indicates the frequency and a recommendation when communications should be sent.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | New  Employees | All  Employees | Designated Employees | Managers/ Supervisors | Senior  Management | Frequency of  Communication |
| A. | Yes\* | Yes |  |  |  | Annual (Jan. or July) |
| B. | Yes\* | Yes |  |  |  | Annual or make available to all employees. |
| C. |  |  | Yes |  |  | Upon assignment of duties and periodic refreshers. |
| D. |  |  |  |  | Yes | Annual (July) |
| E. |  |  |  | Yes | Yes | Based on inspection frequency. |
| F. | Yes\* |  |  | Yes |  | At least every two years. |
| G. | Yes\* | Yes |  |  |  | Annual or as necessary based on services. |
| H. | Yes | Yes | Yes | Yes |  | Training provided upon hire and according to policy / job duties. |
| I. | Yes\* | Yes | Yes |  |  | Annual (November) |
| J. | Yes\* | Yes |  |  |  | Annual (Jan. or July) |
| K. |  |  | Yes |  | Yes | Monthly or Quarterly |
| L. | Yes\* | Yes |  |  |  | Annual (Jan. or July) |
| M. | Yes\* |  |  | Yes |  | Upon hire or assignment of duties. |
| N. | Yes\* | Yes |  |  |  | Annual (Jan. or July) |
| O. |  |  |  |  | Yes | Annual (July) |
| P.9. | Yes\* | Yes |  |  |  | Annual (Jan. or July) |

\*Information provided during new employee orientation training.

1. Safety Policy Statement
2. Designated A&IP Program Coordinator
3. Assignment of Responsibilities for Developing, Implementing, and Evaluating the A&IP Program
4. Program Goals and Objectives
5. Methods for Identifying and Evaluating Hazards and Developing Corrective Actions for Their Mitigation
6. Industrial Hygiene Surveys
7. Industrial Health Services
8. A&IP Orientation and Training
9. Regularly Reviewed and Updated Emergency Action Plan
10. Employee A&IP Suggestion and Communication Programs
11. A&IP Program Employee Involvement
12. Established Safety Rules and Methods for their Enforcement
13. Methods for Accident Investigation, Reporting, and Recordkeeping
14. Availability of First-Aid, CPR, and other Emergency Treatments
15. Method(s) for Determining and Evaluation A&IP Program Effectiveness
16. Substance Abuse Awareness & Prevention Policies and Programs