

Guidance on Tying Safety into Performance Reviews For Supervisors, Managers & HR Professionals

Why Include Safety in Performance Reviews?

Tying safety into performance reviews sends a clear message:

Safe work is successful work. It encourages accountability, reinforces safe habits, and aligns individual performance with organizational values.

What Should You Evaluate?

1. Safety Behaviors

- Follows safety procedures and uses PPE correctly
- Reports hazards, near misses, or unsafe conditions
- Participates in safety training and meetings
- Looks out for co-workers' safety

2. Attitude Toward Safety

- Takes safety seriously and sets a good example
- Encourages open conversation about risks
- Responds positively to feedback and coaching
- Supports a culture of learning over blame

3. Engagement in Safety Culture

- Offers suggestions to improve safety
- Volunteers for safety committees or activities
- Leads or contributes to safety discussions
- Demonstrates accountability for personal and team safety

Tips for Making It Fair & Effective

- **Be specific:** Use recent examples, not just general impressions.
- **Set clear expectations:** Include safety in job descriptions and goals.
- **Document consistently:** Keep brief notes on safety-related actions throughout the year.
- **Avoid surprises:** Address issues as they arise—don't wait until review time.
- **Balance praise and coaching:** Recognize good safety performance while identifying areas for growth.

Sample Phrases for Reviews

- "Consistently demonstrates a strong commitment to safety protocols."
- "Proactively identifies and reports potential hazards."
- "Needs improvement in following standard operating procedures safely."
- "Encourages a culture of safety through teamwork and accountability."
- "Could increase engagement by participating more actively in safety initiatives."