

# The Suggestion Box

Employees can feel “left out” when it comes to understanding their company’s direction, and it may be intimidating for some to approach management with their concerns. So to lessen this communication gap, suggestion boxes can be used to give employees that passive voice.

The beauty of a suggestion box is that the intention is to remove any intimidation by keeping things anonymous. An

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employee could say what is on his/her mind without the fear of reprisal. Upon retrieval, messages can then be reviewed by a safety committee or management team, who in turn will try to find a resolution. It is important that Management acknowledge all notes in the

suggestion box and any corrective actions taken. This acknowledgement further strengthens the validity of the suggestion box’s intent, thus improving the communication between Management and line employees. Having this process will allow a cul-

ture of safety to be built.

It is unfortunate that the employee suggestion box can be mistaken for a gripe forum or a soap box to get one’s point across. Both of these are negative in content and purpose and should be discouraged.

Also the employee suggestion box has at times been overlooked. Communication is the key to the suggestion box. If employees do not feel that their concerns are being seriously considered by management, they will no longer contribute any information.

While the suggestion box is not an end-all for communication between employees and management, it does provide an opportunity for the company to build a culture of safety.



Analyze • Inform • Motivate



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## About DTRIC Insurance Risk Consulting Services

The Risk Consulting Services team at DTRIC Insurance is designed to help you reduce accidents and injuries in the workplace. Our approach involves our proven **A.I.M.** process that is easy to understand and simple to implement.



### **ANALYZE**

We start by helping you understand and assess your current situation with services including:

- Safety audits
- Property and liability hazard surveys
- Accident investigation training
- Graphical analysis
- Job hazard analysis

### **INFORM**

Keeping your team members informed is essential to success. We'll help you:

- Develop a safety committee
- Provide educational resources
- Work with your management team to develop their skills and knowledge of regulations
- Address loss trends with training on key issues
- Open communications within your organization

### **MOTIVATE**

The more safety is promoted in your workplace, the more motivated your team members will be to make safety a top priority. Whether you motivate with promotions, incentives or recognition, we'll help you develop a results-driven method to encourage safety at all times.

DTRIC's Risk Consulting Services team will work closely with you to create a program to effectively improve your bottom line.