



## DOK Instructions

These guidelines were established to provide a documented Depth of Knowledge process to assist the operation employee to gain adequate safety knowledge in Safe Work Methods and Defensive Driving. Use DOK Checklist to document results.

Who validates DOK? – Managers will validate the full-time management DOK each during the first week of each month.

Full-time supervisors will validate the non-management DOK during the first week of each month.

How do you complete the DOK validation? – DOK checklist is used to validate the correct DOK.

What tools are available? – Learning tools, DOK Definition Sheets, mentors, study classes and repetition.

What is the process?

- Week 1 – management completes DOK with all employees using the DOK checklist.
- Week 2 – management conducts DOK with all employees that were not 100% from the previous week.
- Week 3 – management conducts DOK with all employees that were not 100% from the previous week.
- Week 4 – management conducts DOK with all employees that were not 100% from the previous week.

Review results – Review results and DOK Control Log at the Monthly Employee Health and Safety Committee meeting.