**WORKPLACE**

**SAFETY & HEALTH**

**MANAGEMENT**

**PLAN**

**SAMPLE**

**(Revision 4 - October 1997)**

**BOISE STATE UNIVERSITY**

**Safety and Health Consultation Program**

**1113 Denver Ave**

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**PREFACE**

**How to Use This Publication**

**To the Employer**:

The purpose of this Workplace Safety & Health Management Plan is to provide employers with a guide to assist in establishing an effective safety and health accident prevention plan.

This publication is intended to serve as a minimum guideline for development of an integrated safety and health accident prevention plan. The essential elements of this plan include: management commitment/leadership and employee participation, inspection/audit, accident/hazard reporting and investigation, workplace analysis, safety and health education and training, record keeping, emergency response, and program review and revision.

This guide is designed to provide the basic components of an effective safety and health accident prevention plan. It is only effective if it applies to specific needs of the employers= operation. It is intended that this guide be enhanced and continuously improved by the employer. Components of this guide should be modified to accommodate actual employer operations and work practices –

Caution: do not change the original intent of the component being modified. Example: if an safety committee meets weekly or quarterly instead of monthly, then the safety committee element should be changed to reflect this practice.

An accident prevention plan provides the general guideline under which a safety and health program operates. A plan is the vision for the organization and establishes specific authority and responsibilities for implementation of an effective safety and health accident/incident/hazard prevention program. Safety and health programs are then an extension of an accident prevention plan that include such programs as: hazard communication, bloodborne pathogen, hearing conservation, lockout/tagout, personal protective equipment, respiratory protection, confined space, ergonomics, etc.

Using the Workplace Safety & Health Management Plan will better able you to develop and implement an accident prevention plan that can significantly impact the bottom line of an organization by reducing workers= compensation, accident/injury, and insurance claims. Historically, businesses that have implemented an accident prevention plan have affected their accident/injury rates by approximately a 64% reduction.

**ACCIDENT PREVENTION PLAN**

**ACCIDENT PREVENTION PLAN**

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**MANAGEMENT LEADERSHIP**

**POLICY STATEMENT**

The president and management of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to providing a safe and healthful work environment for all our employees and others that may work, visit, or enter our facilities. It is our policy to manage and conduct operations and business in a manner that offers maximum protection to each and every employee and any other person that may be affected by our operations and business.

It is our absolute conviction that we have the responsibility of providing a safe and healthful work environment for our people and all others that may be affected as we conduct our business. We will make every effort to provide a working environment that is free from any recognized or potential hazards. We recognize that the success of a safety and health program is contingent and dependent upon support from the executive level of management down to involvement of all employees of the company.

The management of this company is committed to allocating and providing all of the resources needed to promote and effectively implement the Accident Prevention Plan.

This company will establish avenues to solicit and receive comments, information, and assistance from employees where safety and health is concerned. This company will comply with all safety and health regulations established by federal, state, and local agencies. Company management and designated supervisors will set an exemplary example of commitment to safety and health at this company.

To assist in the implementation of an effective safety and health accident prevention plan, management designates:

Name:

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as having primary responsibility for the coordination, implementation, and maintenance of our workplace accident prevention plan and safety and health programs. This policy applies to all employees and persons affected or associated in any way by the scope of this business.

President

# GOALS AND OBJECTIVES

The following goals are a desired result of implementation of an effective Accident Prevention Plan.

* Effective involvement of each and every employee of the company.
* Elimination of any and all hazards (current and potential) that expose or create risk of any nature.
* An ongoing reduction of all work related incidents resulting in injury or illness to any employee or other person associated with our operations or business.
* An ongoing reduction of all losses due to incidents resulting in injury or illness to any employee or other person or property damage from such incidents.
* An increased awareness of the overall safe operation of all facilities.
* An increase in morale of all employees from knowing their work environment is maintained as free as possible from any and all recognized hazards.
* Through the effective implementation of this Accident Prevention Plan, elimination of all work related injuries and illnesses, property damage, and all losses associated with such.

The following objectives have been established and will be instrumental in achieving the goals and projections we have set forth for this company.

* Implementation of an effective Accident Prevention Plan.
* Commitment for ongoing support from each and every level of management and personnel.
* Assigned responsibilities and accountability for the safety program.
* Allocation of all resources to the safety program.
* Establish lines of communication involving management and employees at all levels for safety and health concerns.
* Effective records and documentation maintenance and review.
* Completion of comprehensive surveys and periodic self inspections.
* Establishment of effective measures for hazard identification, correction and control.
* Implementation of effective orientation and training programs.
* Initiation of regular program review and revision procedures.

**AUTHORITY AND ACCOUNTABILITY**

The  \_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accepts the responsibility for providing resources and guidance for the development and implementation of the safety and health program.

The \_\_\_\_\_\_\_\_\_\_\_\_\_ is responsible and will be held accountable for the overall implementation of the working plan.

The \_\_\_\_\_\_\_\_\_\_ has the authority to delegate any or all portions of the plan to subordinates, but will be held responsible for the performance of the plan. The Safety Manager also has the authority to approve or carry out disciplinary actions against those that violate policies, procedures, or rules.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is/are responsible and will be held accountable to ensure that all employees under their control follow all safety and health policies, procedures, and rules established by the company. They are also responsible for administering training and guidance to employees under their direction.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has/have the authority to reprimand and recommend disciplinary actions against employees that violate the safety and health policies of the company.

Employees of are responsible and will be held accountable for providing this company with commitment to the safety and health program, abiding by the policies, procedures, rules set forth by the program, and becoming actively involved in the program to assist in providing a safe and healthful workplace for all involved.

Employers of outside contractors that provide or perform services for, or at any location, are responsible to ensure that all employees, and services provided by employees, are performed and delivered in a manner that is consistent with our commitment to safety and health. The Accident Prevention Plan will be made available for review to all contractors.

**EMPLOYEE COMMITMENT**

**AND**

**RESPONSIBILITIES**

We recognize the success of any company wide endeavor, is largely dependent upon the entire work force. This company also recognizes the value of employee participation to assist in realizing the goals we, as a company, have set for ourselves.

The President aggressively solicits from all employees the assistance for and commitment to the implementation of the Accident Prevention Plan.

All employees are encouraged and expected to become involved in all aspects of implementation of the Accident Prevention Plan.

All employees are expected to utilize established avenues to solicit and receive comments, information, and assistance from employees where safety and health is concerned.

All employees will be expected to perform their job duties in a manner that is safe to themselves as well as those around them.

We require all employees to abide by all safety and health policies, procedures, and rules established by this company.

All employees of this company will adhere to the safety and health regulations established by federal, state, and local agencies.

Adhering to the safety and health program of this company is not optional, it is expected and required. Initial and continued employment with is contingent upon recognizing and abiding by the safety and health policies, procedures, and rules established by this company.

**EMPLOYEE PARTICIPATION**

Management encourages employee participation in each part of the implementation process for the ongoing safety and health program of this facility. We solicit this involvement by affording each employee an opportunity to participate and be responsible for implementation of the safety program for their respective areas.

**Departmental Safety Meetings**

This company will ensure that all employees of meet monthly to discuss safety and health issues or concerns and increase employee awareness of the safety and health program. The intent of the regular meetings is to keep the program active in the minds of the employees and offer an avenue for employees to voice concern regarding workplace safety and health.

Meeting minutes and attendance records will be kept on file. Minutes will contain all safety items and procedures discussed as well as the date and time of the meeting.

**Reporting of Hazards and Unsafe Conditions**

As a condition and requirement of employment with all employees are required to report hazards and unsafe conditions in the workplace to . He/she will take prompt and appropriate action to determine if a hazard exists. If it is determined that an hazard does in fact exist, it will receive immediate attention for correction or interim protective measures until it can be alleviated. Regardless of whether or not a hazard is determined, the reporting employee will be notified of the corrective action or the procedures that lead to the conclusion that no hazard existed. If practical, this information will be shared with all employees of the facility.

**Documentation**

All reports of hazards and corrective measures/action taken will be documented and recorded. This documentation will be reviewed by management. Pertinent information will be made available for employee review.

**SAFETY AUDIT/INSPECTION COMPONENT**

**COMPREHENSIVE SURVEYS &**

**PERIODIC SELF-INSPECTIONS**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has implemented a program to identify, correct, and control hazards on an ongoing basis. This program will utilize multiple resources to ensure effectiveness.

**Comprehensive Surveys**

This company has arranged for each location of operation to receive a comprehensive safety and health audit by \_\_\_\_\_\_\_\_\_\_\_\_ on a monthly basis. These audits will identify existing and potential hazards and non-compliance issues that should be addressed. The findings of the surveys will be discussed and recommendations for corrective actions suggested. Audits will also be conducted to evaluate the overall effectiveness of the Accident Prevention Plan and employee training aspects. Recommendations will be made to enhance the performance of the safety and health program. Reports will be forwarded to management for review.

**Safety and Health Self-Inspections**

The         (job title)                  at each location of operation will conduct weekly in house safety and health self-inspections that will cover their entire facility and equipment.

All inspections will be conducted on an ongoing basis without interruption. Management will allocate adequate time and resources to perform the surveys.

Each location will develop and maintain an inspection checklist(s) specific to the operation. The list will be developed utilizing a general inspection checklist and will be evaluated and updated with hazards that are identified during the inspections and other pertinent data as it is acquired. The contents of this checklist will be reviewed during each inspection to ensure that it is current and updated. The checklist will be and become a part of the permanent record of the inspection and will serve as a conformation of the audit. Each checklist will indicate the location or specific site or area surveyed, name and title of the inspector, date of inspection, and corrective action taken for identified hazards or violations. The inspection report will be used in trend analysis and record keeping.

Employees of the facility must be notified of the hazards that pose an immediate threat of physical harm or property damage and informed of measures or steps that will be taken to eliminate, correct, or control the hazard.

Management will review the inspection checklists and any other established documentation to ensure that a course of corrective action and time line has been established for eliminating each deficiency.

**SAFETY INSPECTIONS**

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T = TRAINING

R = REVIEW PROGRAM

I = INSPECTIONS

D = DEVELOP PROGRAM

C = HAZARD CORRECTION DATE

ACCIDENT/HAZARD INVESTIGATION COMPONENT

HAZARD CORRECTION AND CONTROL

Management is committed to and will correct or control all hazards identified through any of the avenues of recognition established. All identified hazards will receive a timely response.

**Hazard Correction**

Whenever possible and feasible, hazards identified at facilities will be corrected by a means of eliminating the cause of the hazard at the source. This will include but not be limited to the following:

* Discontinuation or removal from use of hazardous equipment until replaced or repaired.
* Correction of any unsafe act or conditions in existence, by service or training.

**Hazard Control**

When identified hazards can not be eliminated due to feasibility or other reason, the hazard will be effectively controlled by engineering, administrative procedures, work practices, personal protective equipment, or any suitable combination of these measures.

Engineering controls will include but not be limited to the following:

* Isolation of employee exposure to the hazard.
* Guarding or displacement of employee exposure to the hazard.
* Preventive maintenance and repair of machinery and equipment.

Administrative procedures will include but not be limited to the following:

* Written programs to establish administrative guidelines for safe work practices.
* Established and implemented work rules and procedures.

Work practices will include but not be limited to the following:

* Careful planning and performance of each assigned job, duty, or task.
* Reduction in duration of exposure to hazards.
* Adherence to safety and health rules and procedures.

Personal protective equipment will be the control of last resort when all other means of eliminating the hazards have not provided adequate protection to the employee. When personal protective equipment is issued the employee will be informed on the requirements, use, and limitations of the equipment.

**ACCIDENT REPORTING AND INVESTIGATION**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will investigate all work related accidents and near miss incidents involving employees or company property to develop preventive measures and implement corrective actions.

**Employee Reporting**

* All employees and associates are required to report any of the following to their immediate supervisor:
* Accidents or incidents resulting in injury or illness of any magnitude (including first aid related cases)
* Accidents or incidents resulting in property or equipment damage of any magnitude.
* Any near miss incidents that could potentially have resulted in injury or illness to an employee or property damage.

**Employer Reporting**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will report the following accidents to local, state and federal agencies as required:

* Fatalities and accidents involving five (3) or more injuries will be reported within 8 hours.
* Lost workday cases other than fatalities.
* Non-fatal cases without lost workdays which result in transfer to another employment or require medical treatment other  than first aid, or involve loss of consciousness or restriction of work or motion. This category also includes any diagnosed occupational illnesses which are reported to the employer but are not classified as fatalities or lost workday cases.

The Occupational Safety and Health Administration (OSHA) form 200 will be maintained as this companies recordable injury log. Non-recordable injuries will be maintained on a separate log.

**Accident Investigation**

The will be responsible for conducting accident investigations that occur in their areas or that effect employees under their supervision. Upon notification of an accident of near miss incident, the responsible supervisors will begin investigative proceedings to determine the following:

* How the accident or incident occurred.
* Special circumstances involved.
* Underlying, indirect, or associated causes.
* Corrective actions or preventive measures and controls.

Accidents and incidents involving situations where multiple supervisors are effected, such as an employee of one department injured in another area, will be investigated as a joint effort with the supervisor of the area in which the incident occurred taking charge of and being held accountable for the investigation.

**Documentation**

All activities and findings of the investigators will be documented and recorded for review.

Accident investigation documentation will record as a minimum, the following information:

* Date and time of occurrence.
* Name of person(s) involved, job title, area assigned.
* Date of birth, sex, wage, length of service, social security number.
* Location of occurrence.
* Nature and severity of injury or illness.
* Name of person(s) conducting the investigation.
* Name of immediate supervisor of employee.
* Job assignment or duties being performed at time of incident.
* Special circumstances or encumbrances.
* Details of how the accident occurred.
* Injury, part of body affected.
* Description of any equipment affected or involved.
* Names and comments of witnesses.
* Direct cause.
* Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements.
* Corrective action implemented or preventive measures taken (including safety and health program adjustments).

**DISCIPLINARY POLICY**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has developed a disciplinary policy that will apply to the safety and health program of this company. The disciplinary policy will be a tool to ensure enforcement of the rules and procedures for a safe and healthful working environment. The disciplinary policy will apply to all employees of this company.

**Verbal Warnings**

Management or supervisors may issue verbal warnings to employees that commit minor infractions or violations of the safety rules or safe work practices. Continued violations or serious violations that pose severe hazards to other employees will lead to more stringent action.

**Written Warnings**

Management or supervisors may issue written warnings for any of the following:

* Repeated minor violations of safety rules or procedures.
* Single serious violations of a rule or procedure that could have potentially resulted in injury to themselves, another employee, or could have caused damage to company property.
* Activities that could potentially result in injury or property damage.

**Disciplinary Leave**

Supervisors may recommend and management may institute disciplinary leave for any of the above reasons and any of the following:

* A single serious violation of a rule or procedure that results in injury to an employee or property damage.
* Repeated violations or non-conformance of safety rules or procedures.

**Termination**

Supervisors may recommend and management may concur on the termination of any employee for repeated violations of any of the above circumstances.

**Documentation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will establish employee files. Violations of company rules and/or safety rules, regulations or procedures will be documented by filling out a report on the employee. The report will state the type of violation and corrective action taken. The employee must read and sign the report acknowledging that they understand the seriousness of the violation.

**ANALYSIS COMPONENT**

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will review injury records (OSHA-300) and accident investigation reports to identify injury trends and recommend corrective measures. Inspection reports and hazard reports will be reviewed to determine hazard trends and safety program deficiencies. This review will be conducted on a quarterly basis during the months of January, April, July and October. The review will focus on injury and hazard analysis and recognition of developing trends.

Trend analysis will identify recurring accidents and near miss incidents resulting in, or potentially involving injury, illness, or property damage. The analysis will also recognize repeatedly identified hazards/violations needing corrective action to establish what program component is failing that allows the hazard to exist.

\_\_\_\_\_\_\_\_\_\_\_\_ will provide information and recommendations for corrective measures for trends developing in their areas.

* Employees will be made aware of developing trends and hazard exposures as they are recognized.
* Trends of accidents or hazard recurrences will be a focal point for corrective action and employee training as needed.
* Corrective measures will be followed by of each location until the causing factor has been eliminated or controlled.
* Employee training records will also be reviewed Biannually during January and July to ensure an adequate and effective training program is maintained. Employees will also be interviewed from time to time to establish retention of training and determine when information should be supported or repeated.

**SAFETY AND HEALTH TRAINING COMPONENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to providing safety and health related orientation and training to all employees at all levels of the company.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_will develop, implement, and maintain an aggressive safety and health orientation and training program to educate and familiarize employees with safety and health procedures, rules, and work practices of the facility. The management of this organization will encourage and require involvement and participation of all managers, supervisors, and employees. Furthermore, the executive level will support the orientation and training program with allocations in funding, staff, resources, and time to develop and implement this program.

**Training Program Development**

The training subjects and materials are developed utilizing industry and site specific criteria relating to identified and potential hazards, accident and incident data, and training required by federal regulations. The orientation, and subsequent training sessions will include, but not be limited to the following:

* Hazards associated with the work area.
* Hazards of the job or task assignment.
* Emergency procedures.
* Personal protective equipment.
* Specific equipment operation training.
* Employee reporting requirements.
* Accident investigation (supervisors and other designated personnel).
* Any federally required training not included or addressed above.

The training program shall be administered in two phases consisting of new employee or reassigned orientation and regular periodic training and refresher sessions. Aside from the formal safety and health related training classes, employees will receive guidance and instruction on safe operating procedures of each assigned job or task.

**Orientation**

The orientation training will be administered to all new employees prior to the initial work assignment and to employees being assigned to new or different tasks or jobs. The orientation will consist of all required training programs as well as job and site specific safety and health information. All new employees will be afforded a tour of the facility and an opportunity to pose questions to expedite the familiarization process. New employees will not be released to an individual job assignment until it has been determined by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that the individual has retained the minimal acceptable elements of the training provided and pertinent information to safely perform the duties.

**Ongoing Training**

All managers, supervisors, and employees are required to participate and become involved in the ongoing safety and health training program. The frequency, repetitiveness, and subject matter will be determined by training assessments and audits to be performed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will be at intervals that ensures demonstration of adequate training. The assessments and audits will, for the most part, be informal question and observations of employees and work areas. At some point, a more formal survey, such as a written examination, may be required. All employees assigned to attend a training session must demonstrate competency and retention of the minimal acceptable information prior to returning to any job assignment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have the authority to assess training effectiveness and are responsible for enforcing implementation of criteria requirements of all training.

**Documentation**

Any and all safety and health related training administered or provided by will be documented with at least the following information:

* Date of training session.
* Provider (name of person conducting training and affiliation, if not an employee of the company).
* Subject matter.
* Legible name of attendee(s) and supplemental identification if needed or required.
* Signature or acknowledgment of attendance.

All training records and documentation will become a permanent part of each employee record as well as a master record that is to be used to determine that all employees are participating in the program. Individual training records will be maintained for the duration of employment plus thirty years.

**SPECIALIZED TRAINING**

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| Description | Responsible Person | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| FIRST AID / CPR |   |   |   |   |   |   |   |   |   |   |   |   |   |
| BACK INJURY PREVENTION |   |   |   |   |   |   |   |   |   |   |   |   |   |
| PERSONAL PROTECTIVE |   |   |   |   |   |   |   |   |   |   |   |   |   |
| HEAT STRESS |   |   |   |   |   |   |   |   |   |   |   |   |   |
| MACHINE GUARDING |   |   |   |   |   |   |   |   |   |   |   |   |   |
| LADDER SAFETY |   |   |   |   |   |   |   |   |   |   |   |   |   |
| ELECTRICAL SAFETY |   |   |   |   |   |   |   |   |   |   |   |   |   |
| EYE WASHES |   |   |   |   |   |   |   |   |   |   |   |   |   |
| GRINDER SAFETY |   |   |   |   |   |   |   |   |   |   |   |   |   |
| WELDING SAFETY |   |   |   |   |   |   |   |   |   |   |   |   |   |
| NOISE HAZARDS |   |   |   |   |   |   |   |   |   |   |   |   |   |
| HOUSEKEEPING |   |   |   |   |   |   |   |   |   |   |   |   |   |
| DRIVING SAFETY |   |   |   |   |   |   |   |   |   |   |   |   |   |
| HARNESSES / LANYARDS |   |   |   |   |   |   |   |   |   |   |   |   |   |
| EXCAVATION SAFETY |   |   |   |   |   |   |   |   |   |   |   |   |   |
| SCAFFOLD SAFETY |   |   |   |   |   |   |   |   |   |   |   |   |   |
| COLD WEATHER |   |   |   |   |   |   |   |   |   |   |   |   |   |
| RAINY WEATHER |   |   |   |   |   |   |   |   |   |   |   |   |   |
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T = TRAINING

**MANDATORY WRITTEN PROGRAMS**

**TRAINING AND PROGRAM REVIEW**

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| Description | Responsible Person | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| INJURY TREND ANALYSIS |   |   |   |   |   |   |   |   |   |   |   |   |   |
| HAZARD COMMUNICATION |   |   |   |   |   |   |   |   |   |   |   |   |   |
| FORKLIFT |   |   |   |   |   |   |   |   |   |   |   |   |   |
| CONFINED SPACE |   |   |   |   |   |   |   |   |   |   |   |   |   |
| HEARING CONSERVATION |   |   |   |   |   |   |   |   |   |   |   |   |   |
| RESPIRATORY PROTECTION |   |   |   |   |   |   |   |   |   |   |   |   |   |
| LOCKOUT/TAG-OUT |   |   |   |   |   |   |   |   |   |   |   |   |   |
| FIRE PREVENTION |   |   |   |   |   |   |   |   |   |   |   |   |   |
| EMERGENCY EVACUATION |   |   |   |   |   |   |   |   |   |   |   |   |   |
| FIRE BRIGADE PROCEDURES |   |   |   |   |   |   |   |   |   |   |   |   |   |
| HAZ-WOPER |   |   |   |   |   |   |   |   |   |   |   |   |   |
| BLOOD-BORNE PATHOGENS |   |   |   |   |   |   |   |   |   |   |   |   |   |
| CHEMICAL HYGIENE |   |   |   |   |   |   |   |   |   |   |   |   |   |
| ASBESTOS REMOVAL |   |   |   |   |   |   |   |   |   |   |   |   |   |
| DRUG/ALCOHOL ABUSE POLICY |   |   |   |   |   |   |   |   |   |   |   |   |   |
| ACCIDENT PREVENTION PLAN |   |   |   |   |   |   |   |   |   |   |   |   |   |

T = TRAINING R = REVIEW PROGRAM

**EMPLOYEE TRAINING RECORD**

**EMPLOYEE NAME:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of training | Date trained | Date due | Trainer |
| Hazard Communication |   |   |   |
| Confined Space |   |   |   |
| Bloodborne Pathogens |   |   |   |
| First Aid/CPR |   |   |   |
| HAZWOPER |   |   |   |
| Defensive Driving |   |   |   |
| Respiratory Protection |   |   |   |
| Hearing Conservation |   |   |   |
| Fire Extinguishers |   |   |   |
| Emergency Response |   |   |   |
| Personal Protective Equipment |   |   |   |
| Fall Protection |   |   |   |
| Eye Washes and Showers |   |   |   |
| Fire Prevention |   |   |   |
| Abrasive Wheel Machinery |   |   |   |
| Drill Presses |   |   |   |
| Portable Power Tools |   |   |   |
| Machine Guarding |   |   |   |
| Forklifts |   |   |   |
| Oxygen / Fuel Gas Welding and Cutting |   |   |   |
| Arc Welding and Cutting |   |   |   |
| Flexible Electric Cords |   |   |   |
| Scaffolding Safety |   |   |   |

**EMPLOYEE TRAINING RECORD**

**EMPLOYEE NAME:**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of training | Date trained | Date due | Trainer |
| Lockout/Tagout |   |   |   |
| Excavation Safety |   |   |   |
| Ladders |   |   |   |
| Compressed Air |   |   |   |
| Housekeeping |   |   |   |
| Sanitation |   |   |   |
| Material Handling and Storage |   |   |   |
| Back Injury Prevention |   |   |   |
| Drug/Alcohol Use Policy |   |   |   |
| Floor Jacks / Jack Stands |   |   |   |
| Hydraulic Presses |   |   |   |
| Guardrails, Handrails, Covers |   |   |   |
| Battery Charging and Handling |   |   |   |
| Motor Vehicles |   |   |   |
| Material Handling Equipment |   |   |   |
| Demolition Safety |   |   |   |
| Concrete and Masonry Safety |   |   |   |
|   |   |   |   |
|   |   |   |   |

**RECORD KEEPING COMPONENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ believes that the only valid means of reviewing and identifying trends and deficiencies in a safety program is through an effective record keeping program. The record keeping element is also essential in tracking the performance of duties and responsibilities under the program.

This company is committed to implementing and maintaining an active, up to date record keeping program.

**Injury and Illness Data**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will maintain records of all work related injuries and illnesses to our associates or employees.

The following records are applicable only to work related injuries and illnesses.

Applicable forms or records:

* OSHA 200, Log of Recordable Injuries and Illnesses or equivalent if required.
* OSHA 101 Supplemental Record of Injuries and Illnesses or equivalent.
* Record of first aid or other non recordable accidents/incidents.

The OSHA 200 Log of Recordable Injuries and Illnesses or an equivalent record will be maintained at each work or job site. The OSHA 101 Supplemental Record of Injuries and Illnesses or an acceptable equivalent will be established bearing a case number correlating with a case identifier on the OSHA 200 Log and all pertinent and required information. The information contained or entered on these records will be maintained current within six working days of a recordable accident.

The completed OSHA 200 Log will be posted in a conspicuous location for employee review no later than each February 1, for the previous calendar year and will remain in place for a period of not less than 1 month.

All data pertaining to injuries or illnesses that did not require medical treatment, or were otherwise not recordable on the above mentioned documents, will be maintained in written record form. This will include first aid treatment of any kind.

All injury and illness documentation and records will be reviewed on during the month of January by management and supervisors to analyze occurrences, identify developing trends, and plan courses of corrective actions.

These records will be maintained a minimum of five years.

**Safety and Health Surveys and Inspections/Program Evaluation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will maintain and review records of all safety audits and inspections that are conducted within or that affect the company, our employees, or facilities.

Applicable forms and records:

* Comprehensive survey reports and records of action taken.
* Documented checklists of self inspection and records of action taken.

Reports generated as a result of comprehensive surveys conducted by outside professional agencies will receive immediate attention and consideration. All hazards identified and any other recommendations will be acted upon in a timely manner. All methods of addressing the issues contained in the reports will be documented in writing and a copy maintained with the survey report. This documentation will also show the date corrections were made or actions taken. These reports and all associated documentation will be maintained for record and periodic review to ensure hazard corrections and implemented recommendations are maintained. Members of management that receive these reports will ensure and be responsible for the actions to be taken as a result of this identification process.

Checklists will be developed as part of the periodic self inspection process. Checklists will be utilized and maintained complete including the name of the person performing the evaluation and the date the inspection takes place. The self inspection checklists will be reviewed by management upon completion. All discrepancies identified during the survey will be evaluated as soon as possible. The periodic self inspection checklists will be reviewed and evaluated to ensure current applicability. This review will be performed throughout the workplace with input from supervisors and employees. The checklist will be retained along with other applicable data for review. The list will be developed with the assistance of professionals providing comprehensive surveys (insurance reps, local fire inspectors, etc.). The hazards and recommendations noted in the comprehensive surveys will be given consideration for addition to the periodic self inspection checklist.

Area supervisors will be responsible for requisitioning and assisting in the correction process.

The formal Accident Prevention Plan components will be reviewed in **January each year** to identify insufficiencies or component failure. Each will be audited individually with the findings documented and recorded. This documentation will be utilized to identify trends in the program element deficiency and to track improvement modifications. This documentation will be maintained for 5 years.

**Safety or Other Related Meetings**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will maintain accurate records of all proceedings associated with the safety and health program of this company.

Applicable forms and records:

* Minutes and other records or data resulting from safety meetings or other gatherings in which discussion occurs that effects the safety and health program.

An accurate record of all proceedings effecting the safety and health program of this company will be maintained and appropriate action of management or other designated staff. These records will include the name of the recorder, date, a list of attendees or those present, and details of the topics discussed and action or corrective measures suggested, recommended or taken. The purpose of these are to ensure that decisions effecting the safety and health program of this company are carried out and implemented and that results are tracked.

A person will be designated to be responsible for keeping minutes or records at each function meeting. During each subsequent meeting, the record of minutes for the previous meeting will be reviewed, discussed, and resolved and the document closed with an authorized signature designating all matters addressed.

**Training Records**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will document and maintain records of all safety and health related training to employees of this company.

Applicable forms or records:

* Training documentation records.

All safety and health related training provided to employees of this company will be documented. This documentation will be maintained as proof of attendance and review to assist in determining the need for additional or repeated training for employees on an individual basis. Records and documentation of training will include the presenters name, date of training, topic or subject, legible identification of the attendee, and attendees signature. The person providing the training is responsible for generating the documentation. The training record will become part of the employees permanent file and will be maintained by the person responsible for human resources at the facility.

**Accident Investigation**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will ensure proper records and documentation of all accident and incident investigation activities are maintained and reviewed.

Applicable forms and records:

* Accident investigation forms and supporting data including photographs.
* Records of corrective action or preventative measures implemented.

All accidents and near miss incidents at this facility resulting in injury or illness to a person property damage of any magnitude, or the potential for either will be investigated and documented. All items of the designated accident investigation form will be addressed in detail as soon as possible following a qualifying incident. The information acquired will be utilized and reviewed by management, supervisors, and effected employees to establish all contributing factors and causes. From the investigation, a plan of corrective action will be established to prevent recurrence of the mishap. The plan of corrective action and implementation will be documented and reviewed by management to ensure execution.

**Equipment Inspection and Maintenance**

will maintain records and data pertaining to equipment inspection and maintenance programs performed at or with each facility.

Applicable forms and records:

* Routine inspection and maintenance records.
* Documentation of services performed by contract agreement.
* Documentation of repair and replacement of parts or equipment.

Accurate records will be maintained involving all routine inspection and maintenance procedures performed on equipment at this company. The documentation will be utilized to determine an effective, ongoing equipment maintenance program and to ensure compliance with regulations that require inspections on certain equipment.