

# **Safety Program Guide Outline**

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# I. Safety Policy Statement

We are pleased that you are a part of (company name). It is our desire that we establish a sound working relationship based on mutual trust and cooperation. To meet this goal, it is important for you to know, understand and follow established rules and policies that affect you and help keep (company name) a strong organization.

Accident prevention and safety are high priority items with (company name). You will be expected to read and become knowledgeable about all of the company safety policies and work rules.

(Company name) policy is:

- To provide a safe and healthful place of employment for every worker;
- To abide by accident prevention regulations set forth by the federal, state, and local government;
- To provide rules and regulations for the safety of employees and to warn them, under certain conditions, as to the hazards of their position or employment. This includes supervision;
- To furnish reasonably safe machinery and equipment. Included is the duty to inspect and repair;
- To exercise ordinary care to select careful and competent fellow workers.

We are sincerely interested in the safety and welfare of our employees. Accident prevention is essential in maintaining the profitability of (company name). It is our policy that the safety guidelines and rules contained in the following pages should be strictly observed at all times. Although these rules are considered to be very important, it is impossible to publish a rule to cover every circumstance. If a rule that might cover any specific safety hazard condition has been omitted, that shall be no excuse for carelessness or disregard of common sense in the performance of your work.

You are urged to cooperate fully. Abuse or disregard of (company name) safety rules and guidelines is a violation of company policy and will be treated accordingly. Remember, your help in the prevention of accidents benefits you and your fellow employees. We should strive, at all times, to achieve a record of zero accidents.

(Signature of company president or operating officer)

## II. Employer Information

Résumé of your company including but not limited to:

- Company name.
- Mailing address.
- Physical location address.
- Departmental flowchart with telephone numbers and contacts.
- After hours emergency phone numbers.
- Listing of any additional company locations with telephone numbers.
- Give a brief description of the business and the major processes used.

### **III. Designation of Safety Coordinator**

1. Designate a specific person as safety coordinator. If you have multiple locations, or a need for more than one safety person, list all names. Regardless of how many names are listed it is important to identify the person that is ultimately responsible.
  
2. List the safety coordinator's responsibilities. These responsibilities should include but not be limited to:
  - The development and maintenance of safety programs and records.
  - Scheduled safety inspections.
  - Hazard correction procedures.
  - Accident investigations.
  - Communication with employees and management concerning safety topics.
  - Disciplinary procedures for safety violations.
  - Conducting the appropriate employee training.

## **IV. Employee reporting and conduct.**

It is the responsibility of every employee at (company name) to conduct themselves in a safe and professional manner. Not only do you represent (company name) while on the job, but your actions can directly influence the well being of yourself and your co-workers.

All employees at (company name) must:

- Know and understand the rules and guidelines set forth in this safety program.
- Be able to recognize and report any hazards or unsafe activity promptly.
- Inspect equipment prior to use.
- Wear the required personal protective equipment.
- Maintain a clean and orderly work area.
- Obey all posted signs and rules.
- Report all injuries immediately.
- Maintain an acceptable level of personal hygiene.
- Wear the appropriate clothing for their job and weather conditions.
- Use all company machinery and equipment in a safe manner and for the purpose for which it was designed.

### **Employee Reporting:**

Every employee of (company name) is required to comply with all safety regulations implemented by (company name). Any employee that witnesses an unsafe act or an act that is in direct violation of (company name)'s safety policy is required to report it to their supervisor immediately. If the employee fails to do so they will be reprimanded.

## V. Inspection Procedures

1. Designate who will perform the safety inspections.
2. Determine the frequency of each inspection. (weekly, monthly, quarterly, etc)
3. Determine specific items that require a routine inspection. A few examples are:
  - Monthly inspection of the fire extinguishers.
  - Weekly inspection of emergency generator.
  - Daily inspection of forklifts.
4. Identify any special documentation required with each inspection. (For example, monthly fire extinguisher inspections should include the inspector initialing and dating the inspection tag.)
5. Document, in writing, all hazards found.
6. State in writing that the inspector has the authority to halt production and/or tag out machinery if it presents a serious threat to persons or property. Work will not continue until the proper repairs have been made and a follow-up inspection has been performed.
7. Schedule inspections with outside entities, such as loss control from your insurance company, or by hiring safety consultants.

## VI. Hazard Correction Procedures

1. The safety coordinator shall submit a written report of deficiencies or hazards found during their inspection to the supervisor responsible for that area of (company name). In addition a copy of the report will also go to upper management.
2. It is the supervisor's responsibility to ensure correction of all deficiencies or hazards found in their work area in an acceptable amount of time. (A time-table should be developed for large scale corrections or repairs.)
3. The safety coordinator shall perform follow-up inspections to ensure that all deficiencies are corrected in a timely manner.
4. Records shall be maintained by the safety coordinator of all inspections. Repeat violations occurring in the same work area will result in disciplinary proceedings.

### **Supervisor Responsibilities:**

All supervisors or persons in management positions at (company name) are responsible for providing a workplace free from hazards for their employees. It is the responsibility of supervisors to report all hazards that cannot be immediately corrected to the safety coordinator. Any supervisor found intentionally violating safety protocol will receive severe disciplinary action.

## VII. Accident Investigation

Accident investigation at (company name) plays a vital role in the safety program. Accident investigations are conducted to gather information about an incident in an effort to eliminate recurrence.

### **When to investigate:**

All accidents that result in injury or significant damage to property will be investigated. The more complicated the causes and serious the result, the more detailed the investigation will be. Minor accidents that have the potential to be serious will also be thoroughly investigated.

Accidents are to be investigated immediately after their occurrence. The first line supervisor will conduct most of the accident investigations. Accidents that result in serious injury or large scale damage to property will be investigated by the safety coordinator and members of upper management.

### **How to investigate:**

When investigating accidents, focus on the following areas:

- How was the injury or damage incurred? Exactly what happened and where?
- Under what circumstances did the accident occur? In other words, why?
- Once the details have been reconstructed, what can be done to prevent a similar accident from recurring?

### **Response procedures:**

- Respond to the accident quickly and safely.
- Survey the scene to ensure it is safe to enter.
- Get medical attention for the injured.
- Safeguard the accident scene to prevent the destruction of evidence.
- Interview any witnesses.
- Conduct an investigation of the accident scene. This may include taking pictures and measurements.
- Complete the accident report and any necessary forms.

## VIII. Disciplinary Procedures

*Note: This section of the safety program guide is intended only to be an example of disciplinary procedures as they may appear in a safety program. Each individual company is responsible for their own disciplinary procedures.*

All offenses are based on a time period of one calendar year. However, all offenses will remain in that employee's personnel file for the duration of employment. Management reserves the right to review violations on a case-by-case basis and dictate disciplinary action as deemed necessary.

**Minor Violation** - A violation of rule or procedure that will not result in injury or property damage. (ie. Tardiness, abuse of phone privileges, etc.)

1st offense - Verbal warning.

2nd offense - Written warning.

3rd offense - One day suspension without pay.

4th offense - Upper management will choose punishment or termination of employment.

**Serious Violation** - A violation of a rule or procedure that has the potential to cause injury or property damage. (ie. Smoking outside of designated area, abuse of equipment, etc.)

1st offense - One day suspension without pay.

2nd offense - One week suspension without pay.

3rd offense - Termination of employment.

**Willful Violation** - A violation of a rule or procedure that has the potential to cause serious injury or large scale property damage. (ie. Speeding on forklift, removing the guard from a machine, etc.)

1st offense - Termination of employment.

## **IX. Employee Training**

At (company name) we feel that training is one of the most important elements of our safety program. Training will ensure that all tasks are performed correctly and safely. The employees of (company name) are the company's greatest assets and our goal is to provide a safe work environment for them.

### **What will the training cover?**

- Occupational hazards found in work areas, generally and specifically those hazards related to individual job assignments.
- The methods of minimizing hazards, including safe working conditions, safe work practices and personal protective equipment.
- Any new hazards introduced by a change in equipment, process, raw materials or other factors.
- Any new requirements of other applicable OSHA or state standards and environmental regulations.
- Hazard Communication Standard (29CFR1910.1200) required training.
- The Control of Hazardous Energy (Lockout/Tagout 29CFR1910.147) required training.
- Specific OSHA standards that require training.
- EPA Worker Protection Standard training requirements.

### **When will training take place?**

- New employee orientation.
- To all employees given new job assignments for which training has not been previously received.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard.
- Whenever new personal protective equipment or different work practices are used on existing hazards.
- Whenever management is made aware of a new or previously unrecognized hazard.

### **Documentation of training.**

All training done at (company name) will be documented. Employees receiving the training will be required to sign material stating that they have attended the training session. The material will then be placed in the appropriate safety and personnel files.

### **Non-English-speaking employees.**

Federal and state OSHA training standards require that training about safety must be "clearly understood" by employees. Therefore all training for non-English-speaking employees at (company name) will be provided in their native tongue.

### **Who will conduct training?**

- Safety coordinator.
- Human resources personnel.
- Managers and supervisors.
- Outside entities such as insurance providers and equipment representatives.

## **X. Recordkeeping**

No operation can be successful without adequate recordkeeping, which enables you to learn from past experience and make corrections for future operations. If accidents and injuries are not recorded, serious hazards may go unnoticed, and worse -- uncorrected. For example, there may be a high incidence of minor hand or finger injuries, but unless records are kept, you may not recognize this to be a significant problem and work to correct it.

### **OSHA Form 300, 300A and 301**

The OSHA form 300 is used to maintain a log and cumulative summary of all recordable injuries and illnesses. The back page of the summary portion is to serve as the final summary for the calendar year. It must be completed, signed and certified by the employers or designated employee.

OSHA Form 300A is the back sheet of OSHA Form 300 and is a summary of the OSHA 300. This summation needs to be compiled and then posted no later than February 1 and must remain posted for 90 days and kept on file for five years.

In addition to the OSHA Forms 300 and 300A, you must maintain a supplementary record for each recordable occupational injury or illness. The record, OSHA Form 301, must be completed in detail and be available within six working days after receiving information that a recordable case has occurred. These forms should never be posted but must be maintained on file for five years.

### **Posting Requirements**

You must post and keep posted the "Safety and Health Protection on the Job". This poster must be displayed prominently in a location that all employees have access to. Copies of this poster can be obtained from your local area OSHA office or the Hortica Loss Control Department.

Emergency phone numbers must be posted in conspicuous locations and show current telephone numbers for quickly obtaining medical assistance, hospital, ambulance, fire department, police, and poison control center.

### **Other Required Records**

Injury and illness records may not be the only records you need to maintain. OSHA standards concerning toxic substances and hazardous exposures require records of employee exposure to these substances and sources, physical examination reports, employment records and other information. Three years is a recommended retention period for these types of records.