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SAFETY PROGRAM

These safety plan documents are provided as general information and recommendations regarding risk prevention only and should not be considered legal or other expert advice. These are sample forms and are not intended to cover or identify all possible risk exposures. Use of these documents does not warrant or guarantee accreditation or certification for any program. Since each business situation is unique, these sample documents should be edited to meet your specialized circumstances and needs. The material included is not intended to be a substitute for or ensure compliance with any state, federal or local laws or regulations, including but not limited to specific laws and standards on accreditation or certification. The recommendations provided may help reduce the risk of loss, but should not be construed as eliminating any or all risk of loss. Qualified counsel should be sought regarding questions specific to your circumstances and to develop forms and procedures for your business.

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Important Notice (F70-400)

This sample document is intended solely for educational and informational purposes and is not intended to set forth or establish programs or policies specific to your business. The information contained in this document is merely suggested procedures based upon collective experience. These suggestions may or may not apply in any given situation. Under no circumstances should this document be used as a sole resource to supply the specialized advice necessary for developing an effective safety and accident prevention program. **Since each business situation is unique, this sample document should be edited to meet your specialized circumstances and needs and the laws applicable to your business.**

Your safety program is intended to help you deal with the known and recognized hazards that you have chosen to focus upon, concentrating on hazards that may exist in your business. These guidelines and procedures are based on various state and federal laws and the collective experience of loss control professionals. However, the material presented here is not intended to comply with any state, federal or local regulations. Use this resource material as a guideline only, and obtain the advice of appropriate legal and other business professionals for specific information on special hazards or regulations that may apply to your particular operation and for developing forms and procedures for your business. This sample form should not be considered legal or specialized safety advice.

Programs contained in this document are general enough to meet most state laws and regulations; however, it is strongly recommended that you consult a competent legal professional who is familiar with the specific laws and regulations of your state and can help you edit this information to your specific circumstances.

This safety information is designed to supplement your existing safety training and does not constitute a complete safety training program. Remember, the key to an effective program is using the safety program material and **implementing** it into your normal business operations.

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Policy Changes Disclaimer

<Insert Your Company Name Here> reserves the right to make any changes at any time by adding to, deleting, or changing any existing policy.

The rules set out in this manual are as complete as we can reasonably make them. However, they are not necessarily all-inclusive, because circumstances that we have not anticipated may arise. <Insert Your Company Name Here> may vary from the policies and provisions in this manual if, in its sole discretion, the circumstances require.

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I.

Management Commitment and Employee Involvement

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Safety Policy Statement

Safety is everyone's responsibility. It is the desire of <Insert Your Company Name Here> to help provide a safe working environment for all employees.

To accomplish this, management will provide reasonable safeguards to help insure safe working conditions and support the safe and efficient development of all work activities.

The need also exists for recognizing that no ***job is so important and no order is so urgent that we cannot take time to perform our work safely.***

Employees are expected to use the safety equipment provided. Rules of conduct and rules of safety shall be observed. Safety equipment shall not be destroyed or abused.

The joint cooperation of employees and management in observance of this policy will help provide safe working conditions, help reduce work related accidents and will be to the mutual advantage of all. Therefore, I ask your cooperation and support to help make all our jobs safe.

_____

President

A safety director is the key person in any program designed to create and maintain interest in safety because this person is responsible for coordinating the program, supplying the ideas and inspiration, while enlisting the wholehearted support of management, supervisors, and employees.

Duties of the Safety Director

- Develop written safety policies and procedures;
- Coordinate activities with safety committee;
- Inform management of proposed safety and health recommendations;
- Compile and distribute safety and health information to employees;
- Provides safety training for employees, supervisors, and managers;
- Arrange for training of new employees;
- Conduct routine workplace safety inspections;
- Complete and analyze accident investigation reports;
- Monitor and evaluate the effectiveness of safety and health programs;
- Assure compliance with government regulations; and
- Prepare progress reports on programs for management and safety committee.

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Safety Director Announcement

I am pleased to announce _____ has been appointed to the position of Safety Director for <Insert Your Company Name Here> .

We are asking the Safety Director to give you all the assistance possible to help provide a safe environment for all employees and the general public. The Safety Director has full authority to implement our safety program, so please refer any questions or comments regarding the safety program to this person.

We will expect all employees to abide by the guidelines of the safety program and to cooperate with the Safety Director in all safety related matters.

_____

President

The safety program is reviewed annually to evaluate the program effectiveness and to ensure it is fully implemented and functioning as planned.

Employees are involved in the review of programs and activities.

The safety program is modified as needed to correct shortcomings.

Performance Indicators

Safety performance indicators for <Insert Your Company Name Here> are used to track progress towards program goals. Our performance is tracked using both lagging and leading indicators.

Leading indicators are preventive actions that identify key work processes, operating disciplines, and layers of protection that help prevent incidents. These activities are monitored as an early indication of problems that can be corrected before a major incident occurs.

Lagging indicators are gathered after an incident has met an established threshold of severity. This information helps evaluate the causes of an incident and if the incident may have potential recurring problems.

The performance indicators are selected according to specific <Insert Your Company Name Here> operations to measure effective results. The selected indicators may change along with new or emerging conditions.

The use of our safety performance indicators helps to answer:

What happened?

How did it happen?

Why it happened?

What needs to be corrected?

Our workers are a valued resource whom can help identify areas where improvements may need consideration. The company safety performance is analyzed and shared with employees.

The following performance indicators are currently used at <Insert Your Company Name Here> :

Safety Performance	Previous Period		Current Period	
Leading Indicators	Frequency Count	Prevention Cost ($)	Frequency Count	Prevention Cost ($)
Number of completed work orders		$		$
Number of overdue work orders		Not applicable		Not applicable
Preventive maintenance completed items		$		$
Preventive maintenance open items		Not applicable		Not applicable
Completed property fire inspections		$		$
Overdue property fire inspections		Not applicable		Not applicable
Completed workstation inspections		$		$
Overdue workstation inspections		Not applicable		Not applicable
Safety meeting, toolbox talks		$		$
Training hours planned		$		$
Training hours completed		$		$
Personal protective equipment replaced		$		$
Machine guard adjustments		$		$

Safety Performance	Previous Period		Current Period	
Leading Indicators	Frequency Count	Prevention Cost ($)	Frequency Count	Prevention Cost ($)
First aid only cases		$		$
Medical treatments		$		$
Lost workdays, restricted, or transferred		$		$
Property damages		$		$
Loss of products		$		$
Auto accidents		$		$
Slip, trip, fall incidents		$		$
Back injuries		$		$
Eye injuries		$		$
Hand injuries		$		$
Completed accident investigations		$		$
Overtime paid related to accidents		$		$
Near miss incident		$		$

:

Safety Committee

Safety committees can be invaluable to a safety program by providing the active participation and cooperation of many key people in the organization. They also can be unproductive and ineffective. The difference between success and failure lies with the original purpose of the committee, its staffing and structure, and the support it receives while carrying out its responsibilities.

A safety committee is a group that aids and advises both management and employees on matters of safety and health pertaining to company operations. In addition, it performs essential monitoring, educational, investigative, and evaluative tasks.

Safety Committee Program

Formation of a safety committee:

1. Members should represent daily work activities;
2. Both employee and employer representatives should be on the committee;
3. The committee may be chaired by one member, or co-chaired by more than one;
4. Membership on this committee should vary.

Duties of the safety committee:

1. Conduct regularly scheduled and documented safety committee meetings;
2. Actively participate in safety and health instruction programs;
3. Conduct hazard recognition inspections of the workplace on a regular basis;
4. Review and evaluate hazard recognition reports;
5. Review all accident investigation reports;
6. Review all employee reporting and communications reports;
7. Inform management of proposed safety and health recommendations and improvements;
8. Monitor and evaluate the effectiveness of safety and health recommendations and improvements;
9. Compile and distribute safety and health information to employees; and
10. Monitor Federal, state and local worker related laws and regulations.

Agenda of a safety committee meeting:

1. Review minutes of previous meeting;
2. Discuss any unfinished business from last meeting;
3. Report on actions taken by management as a result of previous suggestions;
4. Review accident investigation reports;
5. Review hazard recognition reports;
6. Review employee reporting and communication reports; and
7. Report suggestions on health and safety hazards to management.

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Safety Committee Minutes

Date of Meeting: _____ Time Opened: _____ Time Closed: _____

Committee Members	Position	Present/Absent

Minutes of Meeting

_____

Committee Chairman Signature

**A copy of these minutes should be made available to all employees.

Management

Responsibilities:

- Safety begins with management commitment and participation.
- We will set goals, establish accountability and become involved.
- A poor safety record is a management problem.
- Establish, implement and maintain the company safety program.

Duties:

- Communicate safety commitment and policy.
- Attend company safety functions.
- Review accident reports and safety activity.
- Make needed appropriations.
- Set a good example.

Safety Coordinator

Responsibilities:

- Someone must be responsible for the program.
- In some cases a safety committee will be used to schedule a block of time to devote to safety activity.

Duties:

- Develop written safety policies and procedures;
- Coordinate activities with safety committee;
- Inform management of proposed safety and health recommendations;
- Compile and distribute safety and health information to employees;
- Provide safety training for employees, supervisors, and managers;
- Arrange for training of new employees;
- Conduct routine workplace safety inspections;
- Complete and analyze accident investigation reports;
- Monitor and evaluate the effectiveness of safety and health programs;
- Assure compliance with government regulations; and
- Prepare progress reports on programs for management and safety committee.

Safety Coordinator

Responsibilities:

- Supervisors have a direct responsibility for a working group.
- They will help build safety into the work process and be alert for safety and health problems.

Duties:

- Train new employees.
- Re-train present employees.
- Make department inspections.
- Prepare accident reports.
- Enforce safety rules.
- Make daily safety contacts.
- Correct unsafe acts and conditions.

Safety Coordinator

Responsibilities:

- Workers must learn the hazards of their jobs and abide by safety rules.
- The program requires the wholehearted support of those it was designed to protect.

Duties:

- Abide by safety rules. Report hazardous conditions or concerns.
- Communicate safety to fellow employees.
- Make suggestions to help improve safety.

Accountability

In order for a Safety Program to be effective, there must be a means developed for holding employees accountable for their unsafe work habits or conditions.

If an accident occurs, and if it has been determined that the accident could have been avoided, the means of holding employees accountable should be made more severe after each consecutive offense.

Examples	
1. First Offense	Verbal warning
2. Second Offense	Verbal and written warning with a copy of the written warning becoming part of the employee's file
3. Third Offense	Verbal and written warning and possible employment termination
4. Fourth Offense	Possible employment termination
Serious offenses may result in immediate termination.	

The purpose of holding employees accountable is to help employees conform to company policy and work safely. It is not designed to end employment and, therefore, employees should be given the opportunity to start over with a clean slate periodically.

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Incident Reporting Form/Employee Warning Notice

Employee: _____

Supervisor: _____ Date: _____

Previous Warnings ❑ **Oral** ❑ **Written** ❑ **Date** ❑ **By Whom**

1st Warning _____

2nd Warning _____

3rd Warning _____

Employer Statement

Date of incident ___/___/___ Time_____

_____

_____

_____

_____

_____

_____

Employee Statement

I ❑ agree ❑ disagree with Employer's statement

_____

_____

_____

_____

_____

_____

_____ ___/___/___

Employee Signature Date

Action to be taken:

❑ Warning ❑ Suspension ❑ Dismissal

❑ Other: _____

Consequences should incident occur again:

_____

_____

_____

I have read this warning and understand it.

_____ ___/___/___

Employee Signature Date

_____ ___/___/___

Supervisor Signature Date

This material is intended solely for educational and informational purposes.

Acknowledgement

I acknowledge receipt of the <Insert Your Company Name Here> Safety Program.

Employee Name: ____

____ ___/___/___

Signature Date

(This portion to be retained by employee)

- -

Acknowledgement

I acknowledge receipt of the <Insert Your Company Name Here> Safety Program.

Employee Name: ____

____ ___/___/___

Signature Date

(This portion to be retained by employer in employee personnel file)

II.

Workplace Analysis

Although not always in mind, a business and work place operation can become vulnerable to a variety of adverse events. Risk is sometimes referred to as the uncertainty that goes along with adverse events. The level of risk can vary with each type of event. A risk manager needs to decide the level of risk that is tolerated and develop plans to treat those risks where the consequences might be a threat to the business operations.

Risk Assessment Worksheet

A management technique to evaluate the types of risk can be used to rank priorities according to the possibility of an adverse event and the expected consequences that might result if that event occurs. Priorities can be organized and plans developed to manage the greater threats with this approach.

Potential Adverse Event or Threat

Identify the common and special events or conditions that may potentially have an adverse effect on your operations. The non-all-inclusive list on the next page can be expanded with more details where you want to further define a risk.

Potential Adverse Event or Threat

Identify the common and special events or conditions that may potentially have an adverse effect on your operations. The non-all-inclusive list on the next page can be expanded with more details where you want to further define a risk.

Possibility

Industry insight and special knowledge about more than just your business is helpful. Identify how possible an adverse event or potential threat might be able to actually occur. Rank this on a scale of being low with a remote or no chance of happening, or medium, or high for an event that may likely occur.

Impact

Identify the potential consequences or severity that might occur if the event or threat would occur. Rank this on a scale of being low when a minor or insignificant consequence would result if the event occurs, medium, or high for an event that might have extremely damaging results that cannot be tolerated.

Risk Priority

A risk might be more acceptable if it is not likely to happen, and if it ever did happen the impact to the business would be minor. Risks having a greater possibility of occurring and with a more severe impact will generally have a higher priority for developing risk management plans.

A priority can be determined based on the combination of both the possibility and impact of a risk. Assigning a number 1 (low), 2 (medium), or 3 (high) to these risk attributes can suggest where the higher priorities are for developing plans and managing the associated risk.

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Sample Risk Assessment Worksheet

Determine the value using 1 (low), 2 (medium), or 3 (high) for the possibility and impact for each potential adverse event or threat. Adding the numbers horizontally placed in the "Possibility" and "Impact" columns will result in a "Risk Rank" to suggest a priority.

Potential Adverse Event or Threat	Possibility (a)	Impact (b)	Risk Rank (a+b)
Example- Vehicle accident- severe bodily injury	2	3	5
Employee safety and health			
Employee injury - amputation			
Employee injury - back			
Employee injury - eyes			
Employee injury - hands			
Employee injury – other acute injury			
Employee injury or illness – repetitive trauma			
Occupational illness or disease			
Employee death			
Liability			
Alleged negligence			
Customer injury			
Damage to property of others			
Employment related liability			
Environmental impairment			
Faulty product			
Faulty work			
Motor fleet			
Vehicle accident- bodily injury			
Vehicle accident- damage to other vehicle			
Vehicle accident- damage to your vehicle			
Vehicle theft			
Damage or loss of items in transit			
Property			
Fire			
Fire – electrical			
Fire – heating			
Fire – hazardous process			
Fire – arson			
Natural hazard - tornado			
Natural hazard - flood			
Natural hazard - earthquake			
Natural hazard – ice, snow			
Natural hazard - other			
Property damage - (e.g. from vandalism, vehicles, other)			
Equipment breakdown			
Burglary, robbery, theft			
Supply chain interruption			
Information security			

Example Risk Rank Priority: 1-3 (Low priority) 4 (Medium priority) 5-6 (High priority)

This section provides guidance in the development of checklists for inspections done to help control identified hazards. The objective is to try eliminating the hazards from the work place or to develop methods to manage the risk.

In practical terms, a hazard is associated with a condition or activity that, if left uncontrolled, can result in an injury, an illness, or other adverse events. A survey of the work place should be done to identify the hazards or potential hazards which are easily recognized without intensive analysis.

The first step is usually a deliberate check around the inside, outside, and around the operations for hazards, or the potential for harm. Focus on the type of occupancy, operations, machines, processes and activities that are necessary to perform all aspects of the business. Make a note of your findings when a recognizable or potential hazard is found. Gather the information and consider the possibility of a critical error or mishap and what impact it could have. Establish priorities and develop plans for what is needed to control situations that might have unacceptable consequences.

Review the following to determine if there is a pattern of mishaps, and injury or illness where other safeguards may be needed.

- First aid log or reports
- Workers Compensation claim reports
- OSHA 300 Injury and Illness Log
- Company loss workday incident rate
- Insurance claims for property, liability, and other insured losses
- Public, customer, or employee complaint log or reports
- Vulnerability assessment results
- Process hazard analysis results
- Job hazard analysis reports

Special knowledge may be needed to evaluate how well your business has prepared for special programs that may be required for your operations. Hazards associated with chemicals could need further investigation to review what could go wrong and what safeguards must be implemented to prevent releases of hazardous chemicals stored or used in a process.

Emergency response operations often have special consideration for the safety of people, property, and sometimes the environment. You should determine the level of emergency response employees are intended to engage in, before the response is needed.

Develop rules and requirements to deal with the hazards. A checklist provided for employees to use helps to standardize the process. Employee training and safety meeting activity can also be developed along with the worksite inspections to help assure the recognized hazards are communicated.

Remember, the sample job site inspection forms provided in this section must be tailored to your specific operations. Your checklist should have clear objectives with specific expectations for each item. Involve the user in the development of the checklist to make sure it fits with the flow of work.

A more formal analysis may be needed for some jobs or tasks. A job hazard analysis, or sometimes called a job safety analysis, focuses on job tasks as a way to identify hazards before they occur. This approach focuses on the relationship between the worker, the task, the tools, and the work environment. The results of this type of analysis can be used to develop standard operating procedures.

First, select the job to analyze in the workplace. A job hazard analysis can be conducted on many jobs. Priority should go to the following types of jobs:

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs in which one simple human error could lead to a severe accident or injury
- Jobs that are new operations or have undergone changes in processes and procedures
- Jobs complex enough to require written instructions

A person with the technical knowledge related to the job being evaluated should be involved in looking at the worksite and its current condition. Breakdown the job and develop a description of the tasks and/or operations that will be performed. Then, identify the hazards associated along with the possible consequences for those tasks and operations. Hazards can include physical, chemical, biological, behavioral conditions. It is good to involve an employee in the job hazard analysis to provide realistic feedback and insight.

Ideally, the company will take steps to eliminate or reduce hazards to an acceptable risk level. Determine the type of controls used for protection from the hazards. Controls can include substitution or engineering the hazard out, administrative programs, and behaviors or practices when the hazard is present.

The physical capacity needed to do the job may also be identified and could be helpful in developing a job description used by a medical professional before making a determination for returning an injured employee back to work.

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Job Hazard Analysis Form

Job or Task Title: _____ Job or Task Location: _____

Completed By: _____ Date Evaluated: _____

	Task or Step	Task Hazard	Hazard Control Method
1			
2			
3			
4			
5			
6			

An additional special program is required where personal protective equipment (e.g. protective eyewear, respirators, hearing protection) is used as a method to control hazards.

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Workplace Inspection Form

Safety Items

Are the employees under your supervision wearing:

1. Safety glasses with side shields ❑ Yes ❑ No ❑ Corrected
2. Eye protection for liquids or welding ❑ Yes ❑ No ❑ Corrected
3. Steel-toed shoes ❑ Yes ❑ No ❑ Corrected
4. Proper clothing for the job ❑ Yes ❑ No ❑ Corrected
5. Face shields for grinders ❑ Yes ❑ No ❑ Corrected
6. Sleeves and gloves as required ❑ Yes ❑ No ❑ Corrected
7. Aprons and other protective clothing ❑ Yes ❑ No ❑ Corrected
8. Proper head protection ❑ Yes ❑ No ❑ Corrected
9. Other: _____ ❑ Yes ❑ No ❑ Corrected

What corrections were required?_____

Machines

Are all machines:

1. Gears and flywheels properly guarded ❑ Yes ❑ No ❑ Corrected
2. Two hand controls work ❑ Yes ❑ No ❑ Corrected
3. Hand tools being used ❑ Yes ❑ No ❑ Corrected
4. Point of operation guards in place ❑ Yes ❑ No ❑ Corrected
5. Die blocks, interlocks in place ❑ Yes ❑ No ❑ Corrected
6. Lockout procedure in place and used ❑ Yes ❑ No ❑ Corrected
7. Electrical box covers secured and in place ❑ Yes ❑ No ❑ Corrected
8. Maintenance schedules documented ❑ Yes ❑ No ❑ Corrected
9. Other: _____ ❑ Yes ❑ No ❑ Corrected

What corrections were required?_____

Floors and Platforms

Are all:

1. Walking surfaces clean and dry ❑ Yes ❑ No ❑ Corrected
2. Working areas free from pallets, parts, debris ❑ Yes ❑ No ❑ Corrected
3. Extension and electrical cords in good repair ❑ Yes ❑ No ❑ Corrected
4. Metal shaving disposal ❑ Yes ❑ No ❑ Corrected
5. Floor dry used on oil spills ❑ Yes ❑ No ❑ Corrected
6. Hand rails in place ❑ Yes ❑ No ❑ Corrected
7. Ladders in good condition ❑ Yes ❑ No ❑ Corrected
8. Ladders in good condition ❑ Yes ❑ No ❑ Corrected
9. Other: _____ ❑ Yes ❑ No ❑ Corrected

What corrections were required?_____

Miscellaneous

Are:

1. Employees using proper lifting methods ❑ Yes ❑ No ❑ Corrected
2. Employees asking for help lifting 100 lbs. ❑ Yes ❑ No ❑ Corrected
3. Tools in good working condition ❑ Yes ❑ No ❑ Corrected
4. Safety meetings held weekly ❑ Yes ❑ No ❑ Corrected
5. Other: _____ ❑ Yes ❑ No ❑ Corrected

What corrections were required?_____

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Workplace Inspection Form

Storage

Are:

1. Materials or pallets straight and even ❑ Yes ❑ No ❑ Corrected
2. Stairs, fire escape doors and exits unobstructed ❑ Yes ❑ No ❑ Corrected
3. Sprinkler mains kept in the “on”, open position ❑ Yes ❑ No ❑ Corrected
4. Fire hydrants visible & unobstructed ❑ Yes ❑ No ❑ Corrected
5. Fire extinguishers marked & inspected ❑ Yes ❑ No ❑ Corrected
6. Aisles free and clear of obstructions ❑ Yes ❑ No ❑ Corrected
7. Overhanging or protruding hazards ❑ Yes ❑ No ❑ Corrected
8. Electrical boxes unobstructed/kept clear ❑ Yes ❑ No ❑ Corrected
9. Other: _____ ❑ Yes ❑ No ❑ Corrected

What corrections were required?_____

Illumination, Ventilation and Sanitation

Are:

1. All areas sufficiently lighted ❑ Yes ❑ No ❑ Corrected
2. Does lighting reveal obstructions & hazards ❑ Yes ❑ No ❑ Corrected
3. Any burned out bulbs ❑ Yes ❑ No ❑ Corrected
4. Any sockets without bulbs ❑ Yes ❑ No ❑ Corrected
5. Paint booth ventilation (clean filters) ❑ Yes ❑ No ❑ Corrected
6. Exotic metals being used ❑ Yes ❑ No ❑ Corrected
7. Unsanitary conditions ❑ Yes ❑ No ❑ Corrected
8. Other: _____ ❑ Yes ❑ No ❑ Corrected

What corrections were required?_____

Forklift Trucks and Drivers

Are:

1. All forklift trucks in good repair ❑ Yes ❑ No ❑ Corrected
2. Drivers certified to operate forklifts ❑ Yes ❑ No ❑ Corrected
3. Warning device installed and operating ❑ Yes ❑ No ❑ Corrected
4. Drivers obeying all safety rules ❑ Yes ❑ No ❑ Corrected
5. Other: _____ ❑ Yes ❑ No ❑ Corrected

What corrections were required?_____

Inspection Comments

_____ ___/___/___

Signature Date

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Construction Site Inspection Form

Job Site: _____ Date _____

List of emergency phone numbers posted	❑ Yes	❑ No	❑ Corrected
First aid kit & instructions available	❑ Yes	❑ No	❑ Corrected
Job personnel informed of accident procedure	❑ Yes	❑ No	❑ Corrected
Someone on job trained in first aid	❑ Yes	❑ No	❑ Corrected
OSHA posters posted	❑ Yes	❑ No	❑ Corrected
Copy of company safety program on hand	❑ Yes	❑ No	❑ Corrected
Housekeeping:			
• Aisles and stairs clear of obstacles	❑ Yes	❑ No	❑ Corrected
• Aisles and stairs adequately lighted	❑ Yes	❑ No	❑ Corrected
• Work area generally clean	❑ Yes	❑ No	❑ Corrected
• Holes, pits, excavations etc. barricaded	❑ Yes	❑ No	❑ Corrected
Proper toilet facility	❑ Yes	❑ No	❑ Corrected
Toilet facilities clean	❑ Yes	❑ No	❑ Corrected
Adequate and clean drinking facilities	❑ Yes	❑ No	❑ Corrected
Materials stored safely	❑ Yes	❑ No	❑ Corrected
Any overhead dangers	❑ Yes	❑ No	❑ Corrected
Fire prevention equipment available	❑ Yes	❑ No	❑ Corrected
Waste containers of adequate size & covered	❑ Yes	❑ No	❑ Corrected
Electric Equipment:			
• Tools properly grounded	❑ Yes	❑ No	❑ Corrected
• Cords in good condition	❑ Yes	❑ No	❑ Corrected
• Plugs & receptacles in good condition	❑ Yes	❑ No	❑ Corrected
• Tools operating properly	❑ Yes	❑ No	❑ Corrected
• Ground fault interruption devices installed	❑ Yes	❑ No	❑ Corrected
Chemicals stored safely	❑ Yes	❑ No	❑ Corrected
SDS available	❑ Yes	❑ No	❑ Corrected
Mechanical equipment checked & in good working order	❑ Yes	❑ No	❑ Corrected
Ladders checked and in good condition	❑ Yes	❑ No	❑ Corrected
Scaffolding checked, in good condition, guarded	❑ Yes	❑ No	❑ Corrected
Ropes and cables checked and in good condition	❑ Yes	❑ No	❑ Corrected
Welding cables checked and in good condition	❑ Yes	❑ No	❑ Corrected
Welding and burning hoses checked and in good condition	❑ Yes	❑ No	❑ Corrected
Gas cylinders secured properly	❑ Yes	❑ No	❑ Corrected
Rubbish disposed of properly	❑ Yes	❑ No	❑ Corrected
Safety signs posted	❑ Yes	❑ No	❑ Corrected
Hoists in good condition and load rated	❑ Yes	❑ No	❑ Corrected
Safety equipment (glasses, hats, gloves, shoes, etc.)	❑ Yes	❑ No	❑ Corrected
Are there hazards not under your control?	❑ Yes	❑ No	❑ Corrected
Did you conduct a weekly safety meeting?	❑ Yes	❑ No	❑ Corrected

Additional checks pertinent to your job:

- _____ ❑ Yes ❑ No ❑ Corrected
- _____ ❑ Yes ❑ No ❑ Corrected
- _____ ❑ Yes ❑ No ❑ Corrected
- _____ ❑ Yes ❑ No ❑ Corrected

Have sub-contractors been trained on safety rules? ..... ❑ Yes ❑ No ❑ Corrected

Inspection Comments

_____ ___/___/___

Signature Date

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Construction Site Safety Checklist

Contractor: _____

Job-site Location: _____

Person in Charge: _____

Person(s) making the Inspection: _____

Date: _____Time: _____

	Adequate	Inadequate
1) Program Administration:		
a) OSHA and other job-site warning posters posted?	❑	❑
b) Safety meetings held on regular basis?	❑	❑
c) Job safety training, including first-aid training?	❑	❑
d) Emergency phone numbers posted?	❑	❑
e) Company Safety Program available?	❑	❑
f) SDS Manual available?	❑	❑
2) Housekeeping and Sanitation:		
a) General neatness of working area?	❑	❑
b) Regular disposal of waste and trash?	❑	❑
c) Passageways and walkways clear?	❑	❑
d) Sanitary facilities adequate and clean?	❑	❑
3) Fire Prevention:		
a) Fire instructions to personnel?	❑	❑
b) Fire extinguishers identified, checked and lighted?	❑	❑
c) Hydrant clear; access to public thoroughfare open?	❑	❑
4) Electrical Installations:		
a) Adequate wiring; well insulated?	❑	❑
b) Fire hazards checked?	❑	❑
c) Electrical dangers posted?	❑	❑
d) Terminal boxes have required covers; covers are used?	❑	❑
e) Ground Fault Interruption devices installed?	❑	❑
5) Hand Tools:		
a) Proper tool being used for each job?	❑	❑
b) Neat storage; safe carrying?	❑	❑
c) Inspection and maintenance?	❑	❑
d) Damaged tools repaired or replaced promptly?	❑	❑
6) Power Tools:		
a) Tools and cords in good condition?	❑	❑
b) Proper grounding?	❑	❑
c) Proper instruction in use?	❑	❑
d) All mechanical safeguards in use?	❑	❑
7) Fall Protection:		
a) Ladders inspected for condition?	❑	❑
b) Scaffolding condition and guarding inspected?	❑	❑
c) Harnesses and lanyards inspected and used?	❑	❑
d) All floor openings properly guarded?	❑	❑

Notes:

Coordination with Contractors, Vendors, and Temporary Help

Outside contractors, vendors, visitors, and staffing agencies are made aware of various parts of the safety and health program. will determine any coordination of efforts necessary to maintain a safe and healthful workplace.

All work is generally planned and scheduled to minimize impacts on safety. Contracts and bid documents generally include any safety-related specifications and qualifications to help ensure that contractors and staffing agencies selected for the work meet those requirements.

expects to be informed of any hazards that may develop from work done by contractors and vendors while on the company premises. Procedures used to avoid or control these hazards must be identified. Any issues or conflicts with our safety policies will be resolved before work starts.

Managers with decision-making authority are available and prepared to deal with day-to-day coordination issues. All workers on the site should be aware of the worksite hazards.

Contractors, vendors, temporary workers, and visitors are expected to follow safety rules and to wear appropriate personal protective equipment where applicable. Before coming onsite, such visitors are informed of the hazards that may be present, the controls in place to address these hazards, and whom to contact for reporting an injury, illness or concern, as well as how to respond to an emergency.

Accident Investigation Policy

<Insert Your Company Name Here>

Accidents and incidents, in which employees are injured or narrowly escape injury, clearly expose hazards. Accident investigation analysis, to identify accident causes, permits development of measures to help prevent future injuries. An accident reporting form may be used to:

1) Record the accident or near miss;
2) Determine the accident cause; and
3) Help plan for follow-up action in preventing repetitive accidents.

As part of this safety program, examples of accident reporting forms are provided for such an investigation. Remember, these forms are just a guideline and should be tailored to your particular business operations.

Claims Reporting Policy

<Insert Your Company Name Here>

All accidents, especially those involving injuries, should be reported to the safety director, store manager, or other person responsible for reporting to your insurance carrier. Each provider of insurance coverage has differing standards for claim reporting and guidelines should be followed to ascertain promptness in reporting. Forms for each coverage should be included in this manual and should be labeled for each coverage provided. The claims department of your insurance carrier will provide sample forms for this purpose.

Property & Casualty Claims Office: _____

_____

Telephone: _____

Workers Compensation Claims: _____

_____

Telephone: _____

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Supervisor's Report of Injury or Illness Form

Type of Injury: ❑ Disabling ❑ Medical ❑ First Aid Only ❑ Illness ❑ Unclassified

Name of Employee _____ Department _____

Occupation _____ Years Experience _____

Place of Accident _____ Date _____

Time _____ Witnesses _____

Sent to Doctor _____ ❑ Given First Aid ❑ Refused

1. Place of Accident or Exposure: _____
2. What was employee doing when injured? _____
3. How did accident occur? (describe fully) _____
4. Part of Body Affected: _____
5. Name of object or substance that directly injured employee:

   _____
6. What is being done to prevent similar accidents or injuries?

_____

_____

_____ ___/___/___

Signature of Supervisor Date

Mark Basic Cause ✓	Mark Contributing Cause If Any ✓
❑ Operating without authority ❑ Operating at unsafe speed ❑ Making safety devices inoperative ❑ Using unsafe equipment or equipment unsafely ❑ Unsafe loading, placing, mixing ❑ Taking unsafe position ❑ Working on moving or dangerous equipment ❑ Distraction, teasing, horseplay ❑ Failure to use personal protective device	❑ Inadequately guarding ❑ Unguarded ❑ Defective tools or equipment ❑ Unsafe design/construction ❑ Hazardous conditions ❑ Unsafe illumination ❑ Unsafe ventilation ❑ Unsafe clothing ❑ Weather conditions
Why was the unsafe act committed?	
Why did the unsafe condition exist?	
Follow-up Action:	

_____ ___/___/___

Signature of Safety Director/Committee Member Date

This material is intended solely for educational and informational purposes.

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Customer Accident/Incident Reporting Policy

<Insert Your Company Name Here> is implementing a customer Accident/Incident/Injury Reporting Policy, effective immediately. This policy is intended to standardize procedures associated with accidents, incidents, or injuries at our business. A benefit of this policy is continuous improvement in safety awareness at our business.

<Insert Your Company Name Here>

___/___/___
Date

The following procedure guidelines will be followed whenever there is a customer accident, incident, or injury:

1. Immediately report any accident, incident, or injury to a supervisor or manager.
2. Determine extent of injuries and provide first aid, if possible and allowed by company policy. If the employee in the immediate area does not know what to do, find someone who does.
3. Call ambulance, or other emergency personnel, if condition warrants. Emergency numbers are posted near telephones.
4. Document all accidents, incidents, or injuries, no matter how small or insignificant they may seem to be.
   A. Provide a Customer Incident Report Form to the customer for completion and signature. If the customer will not complete and sign, have an employee complete the form as closely as possible and note that the customer would not sign.
   B. Determine if there are any witnesses to the accident, incident, or injury. Provide the witness a copy of the Report by Eyewitness Form for their completion and signature.
   C. The supervisor, or manager, will complete an investigation of the accident/incident/injury and complete the Manager/Supervisor Investigation of Customer Accident/Incident Form.
5. Photograph the area or hazard as soon as possible after the accident, incident, or injury has occurred. (A camera that will imprint date/time of photograph is preferable)
6. If video monitoring is used, review the videotape for a record of the accident, incident, or injury. Be careful to preserve the tape.

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Customer Incident Report Form

Store/Dealership: _____ Date Incident Reported: _____

Date of Incident: _____ Time of Incident: _____

Where did the incident occur?

_____

_____

Describe in detail how the incident occurred:

Describe in detail how the incident occurred: _____

Describe any Injuries: _____

Name of Person Involved: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Evening Phone: _____

Notifications (Ambulance, Emergency Rescue): _____

Other Actions Taken: _____

Comments:

Witness Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Evening Phone: _____

Person Completing Report: _____ Date: _____

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Report by Eyewitness Form

Witness Name: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Daytime Phone: _____ Evening Phone: _____

Date of Incident: _____ Time of Incident: _____

In your own words, please describe, in detail, what you saw happen:

Did anyone else see the incident? ❑ Yes ❑ No

If so, please list their names:

_____

Comments:

_____ ___/___/___

Witness Signature Date

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Manager/Supervisor Investigation of Customer Accident/Incident Form

Store/Dealership: _____ ❑ Customer ❑ Employee

Name of Injured Person: _____

Date of Incident: _____ Date Notified: _____ Time of Incident: _____

Type of Injury: _____ Part of Body: _____

Where did incident occur? _____

Specific activity engaged in when incident occurred: _____

Weather Conditions: _____

Photo taken? ..... ❑ Yes ❑ No

Was injured person interviewed? ..... ❑ Yes ❑ No

Was eyewitness interviewed? ..... ❑ Yes ❑ No

Was first aid administered? ..... ❑ Yes ❑ No

Was injured person taken to hospital/clinic? ..... ❑ Yes ❑ No

In your own words, describe what happened. Be as detailed as possible.

Explain how similar incidents could be prevented *(training, communication, policies/procedures, inspections):*

_____

_____

_____

Any action taken to prevent similar incidents? ❑ Yes ❑ No

_____ ___/___/___

Manager Signature Date

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Vehicle Accident Review Form

Section A - To be Completed by Driver

Name:_____

Date, Time, and Location of Accident:

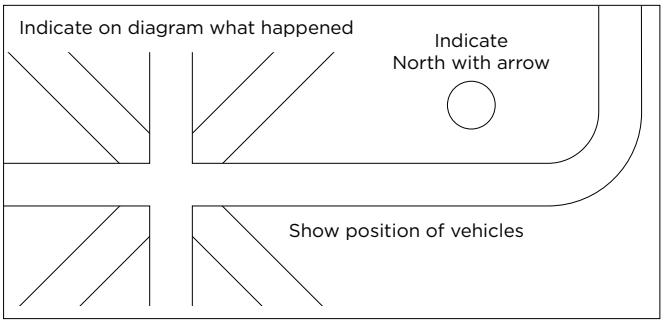
_____

_____

Weather Conditions:

_____

_____



Description of Accident:

_____

_____

Primary Cause of Accident:

_____

_____

How to Prevent Future Accident

_____

_____

_____ ___/___/___

Signature Date

Section B - To be Completed by Driver's Supervisor

I have reviewed this accident with the driver involved and have the following comments:

Name: _____ Date: _____

Section C - Safety Committee Review

The Committee has reviewed this accident and has found that it should be judged:

❑ Preventable ❑ Non-Preventable

Consideration of the facts indicated the following action should be taken to prevent such an accident in the future:

_____

_____

❑ Driver notified in writing ❑ Driver notified verbally

Name _____ Position _____ Date _____

Employee Reporting and Communication System

It is important for employees to notify management of unsafe acts or conditions and to receive a timely and appropriate response to such communication. Such employee insight provides management a greater perspective of possible unsafe acts or conditions while actively involving employees in safety and health issues.

In a credible program, management should give a timely response to address any problems identified and a timely explanation of why particular actions were or were not taken. An example of an "employee reporting and communication" form is provided to you as part of this safety program. You may tailor it to your particular needs.

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Employee Reporting and Communication System Form

Unsafe Act or Condition:

_____

_____

_____

_____

Location of Unsafe Act or Condition:

_____

_____

_____

_____

Proposed Solution for Unsafe Act or Condition:

_____

_____

_____

_____

Date Submitted: _____

Signature (if desired): _____

(Action will be taken whether signed or not)

Safety Director/Committee Evaluation:

_____

_____

_____

_____

Plan of Action:

_____

_____

_____

_____

Date to be Completed _____ Date of Completion _____

Signature _____

III.

Hazard Prevention and Control

1. Follow the established safe job procedures. You are to perform only those jobs you have been assigned and properly instructed to perform.
2. Wear the protective equipment required for your job as established by your supervisor through job instruction. It is your responsibility to see that protective equipment should be in good repair. Damaged equipment should be reported to your supervisor immediately.
3. Report unsafe acts or unsafe conditions to your supervisor without delay.
4. Report all accidents to your supervisor immediately whether anyone is hurt or not. In cases of injury, get first aid as soon as possible.
5. Keep all mechanical safeguards in position during operation.
6. Put main switch in "off" position whenever making adjustments, when setting up jobs or when machine is to remain idle for any length of time. Don't allow machinery to operate unattended.
7. Use only the machinery, equipment and tools you are qualified and authorized to use by the supervisor.
8. **Horseplay**, such as scuffling, practical jokes, or throwing articles at each other will not be tolerated.
9. No employee is permitted to make repairs on any electrical device or equipment unless authorized to do so. **Electrical equipment is not to be tampered with in any way.**
10. **Machine master switches are to be tagged or locked open when major repair, oiling and greasing or maintenance is being performed.**
11. The covers on switch boxes and fuse stations are to be kept closed at **all times.**
12. All employees are requested to **walk - not run while they are within** the work area.
13. No employee will be permitted to remove any guard installed over the point of operation, power transmission, or moving parts without permission from the supervisor and then only after proper safety procedures have been followed.
14. Compressed air should never be used for cleaning clothes, cooling or practical jokes. **Violation of this rule can result in serious injury or death.**
15. Fire extinguishers, sprinklers or fire exits are not to be blocked by supplies, stock or parts at any time.
16. No worker will be permitted to use flammable solvents in an open container. **Flammables must be stored and handled in approved safety containers.**
17. First aid will be administered only by the First Aid Department or specifically authorized personnel. Under no circumstances shall any employee attempt to remove foreign objects from the eyes or ears of a fellow employee.
18. Riding hand trucks and hitching rides on forklifts is prohibited.
19. The use of any tools, machinery or equipment for the personal use of any employee, whether on company time or shall not be permitted.
20. Only qualified maintenance persons authorized by supervision are permitted to repair machinery and equipment.
21. Safety equipment such as brushes, safety glasses, shields, safety shoes, etc., shall be used whenever the operation or job requires them.

Employees who violate these safety guidelines may be subject to disciplinary action.

1. Anyone who operates a licensed vehicle owned or controlled by their company must maintain a current driver license as required by Federal and/or State regulations.
2. Transportation of non-employee passengers is prohibited. Use of company vehicles by non-employees or unqualified employees is prohibited, unless permission has been given by an authorized official of the company.
3. All drivers are required to inspect their vehicle at the beginning of each work day. A vehicle check list will be provided to all drivers. Vehicles must be kept clean.
4. Obey all traffic laws. All fines are the responsibility of the driver. Traffic citations are to be reported to your supervisor in writing. Repeated violations are cause for disciplinary action, which may include suspension and/or dismissal.
5. Seat belts will be worn by all occupants, at all times.
6. Unattended vehicles shall have the keys removed, brakes set, windows rolled up and the doors locked.
7. Consumption of alcohol or non-prescribed drugs is grounds for immediate dismissal whether reporting for work or while on the job. If anyone is taking prescribed medication which may affect their ability to perform their duties safely, they must notify their supervisor when reporting to work.
8. All incidents involving damage to company property, property of others, personal injury of employee or to others must be reported to the safety director or supervisor immediately. Failure to report any accident involving a company vehicle is grounds for termination.
9. No radar equipment will be permitted in any company vehicle.
10. Courtesy should be extended to other motorists. The vehicle and you are a rolling billboard for your company.
11. All drivers should use good **Defensive Driving Techniques** while operating company vehicles.
12. Any employee that is in charge of a truck is also responsible for all tools and equipment assigned to that truck.
13. All vehicles should be equipped with an appropriate fire extinguisher and a first aid kit.

Employees who violate these safety guidelines may be subject to disciplinary action.

Safety Incentives and Awards

Maintaining interest in safety may often be accomplished with an effective incentive program. Incentives help by improving employee morale, promoting safety awareness, and improving employee receptivity of the Safety Program. If not developed and run properly, it is conceivable that these programs will have little or no effect, or even a negative effect on your overall Safety Program.

Well run safety incentive programs can be a helpful addition to your Safety Program. An incentive program should start small with allowance for growth. Once an incentive program has been implemented it should be continued until the objective is met.

A well run safety incentive program may involve several components:

1. The program must be in addition to, not a substitute for, an otherwise solid company Safety Program.
2. The program should have a specific focus addressing definite safety issues, not safety in general.
3. The program should not discourage the reporting of mishaps or injuries.
4. The program should be timely and provide a reward soon after the objective is met.
5. The program should be based on employee involvement in as many ways as possible.
6. Rewards should be sincere and have meaning to employees. Awards need not be monetary. Often times the use of plaques, emblems, insignias, or similar items can become status symbols if awarded properly.
7. Consider how promotional publicity could be used and launched before the program gets under way. Publicity can be internal or external. Internal publicity includes newsletters, banners, special signs, posters or other internal recognition, while external includes releases to local newspaper, radio and television stations.

Example Types of Incentives and/or Awards

1. A company could provide a gift/award to each employee after completing 30 - 60 - 90 days with no safety violations. The reward can be chosen by management such as: flashlights, caps, jackets, etc.
2. Group awards such as a trophy or plaque, savings bonds, gift certificates, cash or dinners could be given after completing a safety-training program.
3. Awards can be given as a planned drawing with prizes for completing safety inspections on schedule.
4. Awards or recognition could be associated with suggestions that eliminate unsafe conditions and close-calls.
5. On-the-spot incentives can be issued for seat belt use (or other recognized safe practices).
6. Recognition award for leadership participation on a safety committee.

IV.

Safety and Health Planning

Education and training are the foundations of a Loss Control Program. If the hazards are not known, prevention cannot be practiced. New employees must be trained. Continuing education is a fact of today's business world. Safety is no exception. Training is one of the main cornerstones of any Safety Program.

The primary purpose of safety training is to help employees learn how to work safely and to reduce mishaps while performing their specific function.

Safety training is recommended:

1. For all new employees,
2. When new equipment, procedures, or processes have been introduced, and
3. When employee safety performances needs improved.

Instructions should be given to all employees. An overall safety and accident prevention program, including group and individual training, should also be included for specific employee work assignments. When appropriate and possible, allow employees to engage in hands on training. While lecture and discussion formats are fine, employees may not understand the procedures until they actually perform the tasks with someone there to assist them.

Subjects to consider for training:

- Company Safety Rules/Policy
- Job Orientation
- Hazard Communication
- Emergency Response
- Fleet and Transportation Safety
- Unique Operations or Activities
- Specific Employee Work Assignments
- Waste Management

An "employee safety orientation checklist" can be provided to you as part of this safety program. Use it as a guideline to develop your own training checklist.

OSHA's seven step voluntary training guidelines are a good place to start when setting up a training program. This allows for an organized approach by following proven techniques.

Step 1 - Determining if training is needed
Step 2 - Identifying training needs
Step 3 - Identifying goals and objectives
Step 4 - Developing learning activities
Step 5 - Conducting program effectiveness
Step 6 - Evaluating program effectiveness
Step 7 - Improving the program

The OSHA 10-Hour and 30-Hour General Industry course helps to provide a certain level of safety training, and is widely known as a standard for OSHA orientation training. This training may be used to learn more about the occupational safety and health standards applied to workplace decisions.

The length and complexity of industry standards make it difficult to evaluate where training may be needed. As an aid, the general industry OSHA training-related requirements are listed on the next page. Additional standards may be included for other industries, such as construction. The requirements for posting information, warning signs, and labels are excluded, as are most references to the qualifications of people assigned to test workplace conditions or equipment.

The following list includes the general industry standards that specifically indicate required training.

General Industry 29 CFR Part 1910

Subpart D
- ❑ Walking Working Surfaces - Fall Hazards

Subpart E
- ❑ Means of Egress
- ❑ Employee Emergency Plans and Fire Prevention Plans

Subpart F
- ❑ Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms
- ❑ Powered Platforms for Building Maintenance - Operations - Training
- ❑ Care and use Appendix C, Section 1

Subpart G
- ❑ Occupational Health and Environmental Control
- ❑ Dip Tanks - Personal Protection
- ❑ Inspection, Maintenance, and Installation
- ❑ Hearing Protection
- ❑ Training Program

Subpart H
- ❑ Hazardous Materials
- ❑ Flammable and Combustible Liquids
- ❑ Explosives and Blasting Agents
- ❑ Bulk Delivery and Mixing Vehicles
- ❑ Storage and Handling of Liquefied Petroleum Gases
- ❑ Process Safety Management of Highly Hazardous Chemicals
- ❑ Contract Employer Responsibilities
- ❑ Mechanical Integrity
- ❑ Hazardous Waste Operations and Emergency Response
- ❑ Hazardous Waste Cleanup Workers
- ❑ New Technology Programs
- ❑ Hazardous Waste - Emergency Responders

Subpart I
- ❑ Personal Protective Equipment
- ❑ Respiratory Protection
- ❑ Respiratory Protection for M Tuberculosis

Subpart J
- ❑ General Environmental Controls
- ❑ Temporary Labor Camps
- ❑ Specifications for Accident Prevention
- ❑ Signs and Tags
- ❑ Permit Required Confined Spaces
- ❑ The Control of Hazardous Energy (Lockout/Tagout)
- ❑ Lockout or Tagout Devices Removed
- ❑ Outside Personnel

Subpart K
- ❑ Medical Services and First Aid

Subpart L
- ❑ Fire Protection
- ❑ Fire Brigades
- ❑ Training and Education
- ❑ Portable Fire Extinguishers
- ❑ Fixed Extinguishing Systems
- ❑ Fire Detection Systems
- ❑ Employee Alarm Systems

Subpart N
- ❑ Materials Handling and Storage
- ❑ Servicing of Multi-Piece and Single-Piece Rim Wheels
- ❑ Powered Industrial Trucks
- ❑ Moving the Load
- ❑ Crawler Locomotives and Truck Cranes

Subpart O
- ❑ Machinery and Machine Guarding
- ❑ Mechanical Power
- ❑ Mechanical Power Presses - Instructions to Operators
- ❑ Training of Maintenance Personnel
- ❑ Operator Training
- ❑ Forging Machines

Subpart Q
- ❑ Welding, Cutting, and Brazing
- ❑ General Requirements
- ❑ Oxygen - Fuel Gas Welding and Cutting
- ❑ Arc Welding and Cutting
- ❑ Resistance Welding

Subpart R
- ❑ Special Industries
- ❑ Pulp, Paper, and Paperboard Mills
- ❑ Laundry Machinery and Operating Rules
- ❑ Sawmills
- ❑ Logging
- ❑ Telecommunications
- ❑ Derrick Trucks
- ❑ Cable Fault Locating
- ❑ Guarding Manholes
- ❑ Joint Power and Telecommunication Manholes
- ❑ Tree Trimming - Electrical Hazards
- ❑ Electric Power Generation, Transmission, and Distribution
- ❑ Grain Handling Facilities
- ❑ Entry Into Bins, Silos, and Tanks
- ❑ Contractors

Subpart S
- ❑ Electrical Safety-Related Work Practices
- ❑ Content of Training

Subpart T
- ❑ Commercial Diving Operations

Subpart Z
- ❑ Toxic and Hazardous Substances

Asbestos
4-Nitrobiphenyl
Alpha-Naphthylamine
Methyl Chloromethyl Ether
3, 3'-Dichlorobenzidine (and its salts)
Bis-Chloromethyl Ether
Beta-Napthylamine
Benzidine
4-Aminodiphenyl
Ethyleneimine
Beta-Propiolactone
2-Acetylaminofluorene
4-Dimethylaminoazobenzene
N-Nitrosodimethylamine
Vinyl Chloride
InorganicArsenic
Lead
Cadmium
Benzene
Coke Oven Emissions
Bloodborne Pathogens
Cotton Dust
1,2-Dibromo-3-Chloropropane
Acrylonitrile (Vinyl Cyanide)
Ethylene Oxide
Formaldehyde
4, 4' Methylenedianiline
Ionizing Radiation Testing
Hazard Communication
Occupational Exposure to Hazardous Chemicals in Laboratories

Construction Safety Training and Education

Construction industry companies should instruct each employee in the recognition and avoidance of unsafe conditions and the regulations applicable to their work environment to control or eliminate any hazards or other exposure to illness or injury. Employees that need to handle or use poisons, caustics, and other potentially harmful or dangerous substances should be provided instructions in the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required. Where harmful plants or animals are present, employees who may be exposed should be instructed about the potential hazards and how to avoid injury, and the first-aid procedures.

All employees that are required to enter into a hazardous confined or enclosed space should be informed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment that may be required. A “confined or enclosed space” means any space having a limited means of egress, which is subject to the accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults, and vessels.

Competent Person

The general safety and health provisions for a construction safety program provides for inspections of the job sites, materials, and equipment to be made by competent persons. A competent person is one designated by the employer and capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who have authorization to take prompt corrective measures to eliminate them.

OSHA 10-Hour and 30-Hour Construction Course

By training and/or experience, a competent person is knowledgeable of the applicable standards. The OSHA 10-Hour and 30-Hour Construction course helps to provide a certain level of safety training, and is widely known as a standard for OSHA orientation training, as well as is required for certain construction projects.

Supervisors at construction sites should conduct a brief “toolbox” or “tailgate” safety meeting with their crews at the beginning of the job to emphasize safety - especially with particular machinery, tools and materials.

Planning and Organizing

Unless planning a general training session, the subject of the toolbox talk should be relevant to the work done at the location. Size up the worksite. Take into consideration any extreme weather conditions that can affect the worksite, special work instructions involved, special precautions, energy source controls, and personal protective equipment requirements. Identify tools or equipment (ladders, scaffolds, material handling, etc.) for which a safety instruction or reminder would apply. Review findings from safety inspections including corrective actions.

Prepare an outline or notes to aid the presentation. Using a scenario or story to describe conditions, which can or has happened, is often helpful for the participants in relating to the subject.

Have a safety meeting sign-up sheet for each meeting that includes each attendee’s name, the date, subject, and the supervisor’s name.

Presentation

Focus on the tasks to be done during the day, or during the extent of the project, along with the types of problems or hazards that may be present and how these might be handled at the jobsite. Encourage employee participation, but keep the meeting short, and to the point.

In terms of safety:

1. Describe what the worker should do.
2. Explain the expected outcome.
3. Provide credible examples of adverse consequences and how to avoid them.
4. Be specific about any methods or controls that should be used.
5. Include a reminder about any personal protection, if needed.
6. Point out any coordination with other contractors.
7. Verify understanding and ask if there are any questions.

References

- For machinery or tools, consult the manufacturer’s operations manual or instructions.
- For handling toxic substances, get a copy of the Safety Data Sheet.

Other useful references:

- Electronic Library of Construction Occupational Safety and Health (Look for “Toolbox Talks”) http://www.elcosh.org/index.php
- National Institute for Occupational Safety and Health (Look for “Construction Topics”) http://www.cdc.gov/niosh/construction/
- OSHA’s Alliance Program Participants (Look for “Toolbox Talk”) https://www.osha.gov/dcsp/alliances/alliance_products.html
- Fatality Assessment and Control Evaluation Program (Search Reports by North American Industry Classification System) http://www.cdc.gov/niosh/face/default.html
- Construction Digest of frequently used OSHA standards in the construction industry. https://www.osha.gov/Publications/osha2202.pdf

The following list is the OSHA construction industry standards that specifically indicate required training.

Construction Industry 29 CFR Part 1926

Subpart C
- ❑ General Safety and Health Provisions

Subpart D
- ❑ Occupational Health and Environmental Controls
- ❑ Medical Services and First-Aid
- ❑ Ionizing Radiation
- ❑ Nonionizing Radiation
- ❑ Gases, Vapors, Fumes, Dusts, and Mists
- ❑ Hazard Communication
- ❑ Methylenedianiline
- ❑ Lead in Construction
- ❑ Process Safety Management of Highly Hazardous Chemicals
- ❑ Hazardous Waste Operations and Emergency Response

Subpart E
- ❑ Personal Protective and Life Saving Equipment
- ❑ Hearing Protection
- ❑ Respiratory Protection

Subpart F
- ❑ Fire Protection and Prevention

Subpart G
- ❑ Signs, Signals, and Barricades Signaling

Subpart I
- ❑ Tools - Hand and Power
- ❑ Powder-Operated Hand Tools
- ❑ Woodworking Tools

Subpart J
- ❑ Welding and Cutting
- ❑ Gas Welding and Cutting
- ❑ Arc Welding and Cutting
- ❑ Fire Prevention
- ❑ Welding, Cutting, and Heating In Way of Preservative Coatings

Subpart K
- ❑ Electrical
- ❑ Ground Fault Protection

Subpart L
- ❑ Scaffolding - Training Requirements

Subpart M
- ❑ Fall Protection - Training Requirements

Subpart N
- ❑ Hoists, Elevators, and Conveyors
- ❑ Material Hoists, Personnel Hoists, and Elevators

Subpart O
- ❑ Motor Vehicles, Mechanized Equipment, and Marine Operations
- ❑ Material Handling Equipment
- ❑ Site Clearing

Subpart P
- ❑ Excavations
- ❑ General Protection Requirements

Subpart Q
- ❑ Concrete and Masonry Construction

Subpart R
- ❑ Steel Erection
- ❑ Bolting, Riveting, Fitting-up, and Plumbing-up
- ❑ Laundry Machinery and Operating Rules

Subpart S
- ❑ Underground Construction, Caissons, Cofferdams, and Compressed Air
- ❑ Underground Construction
- ❑ Compressed Air

Subpart T
- ❑ Demolition
- ❑ Preparatory Operations
- ❑ Chutes
- ❑ Mechanical Demolition

Subpart U
- ❑ Blasting and Use of Explosives
- ❑ General Provisions
- ❑ Blaster Qualifications
- ❑ Surface Transportation of Explosives
- ❑ Firing the Blast

Subpart V
- ❑ Power Transmission and Distribution
- ❑ General Requirements
- ❑ Overhead Lines
- ❑ Underground Lines
- ❑ Construction in Energized Substations

Subpart X
- ❑ Stairways and Ladders
- ❑ Ladders
- ❑ Training Requirements

Subpart Y
- ❑ Diving
- ❑ Commercial Diving Operations

Subpart Z
- ❑ Toxic and Hazardous Substances
- ❑ Asbestos
- ❑ 13 Carcinogens
- ❑ Vinyl Chloride
- ❑ Inorganic Arsenic
- ❑ Cadmium
- ❑ Benzene
- ❑ Coke Oven Emissions
- ❑ 1,2-Dibromo-3-Chloropropane
- ❑ Acrylonitrile
- ❑ Ethylene Oxide
- ❑ Formaldehyde
- ❑ Methylene Chloride

Subpart CC
- ❑ Cranes, Derricks

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Employee Safety Orientation Checklist

Employee Name: _____

Job Title: _____

	Supervisor	Initials Employee	Date
1. Company Safety Policy Statement	_____	_____	_____
2. Company Safety Rules	_____	_____	_____
3. Job Orientation	_____	_____	_____
4. Accident Reporting	_____	_____	_____
5. Employee Reporting & Communication System	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

Tools, Machinery and Equipment

Managers are required to conduct "hands on" demonstration on the safe use of tools, machinery and equipment to be used by the employee. Special instruction and emphasis will be placed on safety devices. Identify equipment on which the employee was trained below.

1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

_____ _____

Supervisor Signature Employee Signature

Safety Meetings

Safety meetings are an effective way to implement your safety program. During a safety meeting company policies, procedures, rules, and regulations can be communicated to employees. The use of posters, pamphlets, signs and safety films will help to promote employee involvement. These safety meetings should be documented and signed by all employees attending the session. A file should be kept on all safety activity that is communicated to the employees by the methods mentioned above.

A **Safety Meeting Sign-Up Sheet** and **Safety Activity Log** are provided as part of this safety program.

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Safety Meeting Sign-up Sheet

Topic: _____ Date: _____

Conducted by: _____

Please sign in below:

Name

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
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23. _____
24. _____
25. _____
26. _____
27. _____
28. _____
29. _____
30. _____

_____

Supervisor's Signature

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Safety Activity Log

Safety Meeting Topic	Date	Comments