

Sample 10 Point Safety Management Plan

SEPTEMBER 2021



Management Safety Policy Statement

The management of _____ is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of our safety program will be conducted by management to maintain its effectiveness.

Signature of CEO/President

Assignment of Responsibility

Executive Management

- + Provide resources, manpower, training, and support for the program.
- + Review progress of the program to ensure implementation.
- + Hold management personnel responsible for development
- + Require all employees to participate in the program and to comply with its requirements.
- + Monitor each employee's safety performance and include assessments in performance reviews for raises and promotions.
- + Monitor the quality and effectiveness of the safety program by attending safety meetings, participating in work area inspections and reviewing accident investigation reports.
- + Follow the company's rules. Set the example.

Middle Management (if any)

- + Require all supervisors and employees to implement and follow the safety program.
- + Monitor supervisors' and employees' safety performances and include assessments in performance reviews for raises and promotions.
- + Monitor the quality and effectiveness of the safety program by attending safety meetings, inspecting work areas and reviewing accident investigation reports.
- + Provide supervisors with the resources and support necessary to implement and administer the safety program.



Supervisors

- + Implement and administer the safety program in their areas.
- + Conduct safety meetings and training/orientation sessions with employees about their job duties.
- + Conduct regular inspections of work areas at intervals specified in the safety program. Defects found during the inspection should be corrected as soon as possible. Report any defects noted during the inspection that the supervisor doesn't have the authority or resources to correct.
- + Conduct accident investigations for every job-related injury experienced under their supervision during the shifts they occur.
- + Maintain all records required in the safety program.
- + Assign only approved drivers to drive on company business whether in a company owned or a private vehicle.
- + Train employees under their supervision on emergency procedures in their area to include:
 - o An evacuation plan giving two separate means of egress, with a designated safe assembly area clear of the disaster area and emergency vehicles.
 - o Take a head count and report any missing employees to the manager.
 - o Actions to take in specific emergency situations such as serious injury or illness, fire, hurricane, bomb threat, tornado or robbery.
 - o Emergency shut down and start up procedures to protect personnel, equipment and the environment.
 - o Make recommendations to the manager on ways to make the operation more efficient and safer.

Employees

- + Follow all work rules, job procedures, and safety rules established for their areas.
- + Keep work areas in safe condition. Remove any safety hazards that could cause injuries to others, such as cleaning up spills, clearing walk ways, replacing guards and roping off hazardous areas.
- + Report unsafe conditions to their supervisors.
- + Attend and participate in safety meetings.
- + Assist in the development of job safety analysis when requested.
- + Drive on company business only when authorized. Follow all state and local vehicle laws including **"Wear Your Seat Belt."**
- + Report all job-related injuries to their supervisors on the shift the injury occurs.
- + Participate, if able, in accident investigations including suggestions for corrective action.
- + Follow all safety procedures and wear any personal protective equipment required.



Inspections

- ✦ Each area of the facility will be assigned to a supervisor who will be responsible for inspecting an assigned area to maintain the facility to the standard set by management.
- ✦ Supervisors will inspect their areas of responsibility monthly for cleanliness, neatness, arrangement, and compliance with established operating procedures, rules and regulations.
- ✦ Any defects noted during the inspection will be corrected or have temporary corrective action until permanent steps may be taken. A responsible employee should follow up until defects are corrected. A record of each inspection should be kept for one year.
- ✦ The inspection may be delegated by the supervisor to an employee, but the supervisor is still responsible for the conditions of the area.

Facility Safety Inspection Procedures

This procedure is designed to give LWCC policyholders assistance in conducting facility inspections.

Working areas are expected to be operated in compliance with governing federal and state codes for safety, health, fire prevention/protection, and environmental considerations. All front-line supervisors should have inspection forms for their respective areas of control including all storerooms, outbuilding equipment rooms, sidewalks, parking lots, fences and lighting. Management must ensure that someone is assigned responsibility and accountability for every area on the property.

Federal and state codes, rules and regulations set the standard of operation required of employers. Employers are expected to use equipment, procedures, processes and operations that comply with these codes to ensure a safe and healthy environment for their employees. Employee training through safety meetings, training programs, and job safety analysis will educate employees on the standards set for each operation. Supervisors will need safety training to instruct employees how to perform the safety inspection effectively.

The periodic inspection is designed to:

- ✦ Evaluate compliance with the standards set.
- ✦ Identify changes in operations or procedures which present new hazards not covered in the present safety program.
- ✦ Identify workplace hazards that can cause injury or property damage.
- ✦ Initiate corrective measures to correct hazards in operations, processes, procedures, equipment and/or employee failure to follow procedures.



It is very important to determine the cause of the defect so all corrective measures are taken to eliminate the hazard from the workplace. Management can use information on major defects for long range planning and capital budgeting to correct the hazard.

Items that should be included on the inspection form:

Floors, aisles

- + All floors should be maintained to prevent slips, trips and falls.
- + A good quality non-skid wax should be used on smooth surface floors. Broken tiles should be repaired as soon as possible.
- + Carpets should be well secured and in good condition.
- + All walk areas should be clear of electrical cords, boxes or any other hazards.
- + Employees are trained to clean up spills, remove obstacles to traffic and maintain unobstructed access to all aisles and doorways, particularly egress aisles that lead to the safe exit of employees in case of an emergency situation.
- + Emergency exits are marked with an "EXIT" sign in green or red letters six inches high. Doors that appear to be exits, but are not, should be marked "NOT AN EXIT" in green or red letters six inches high.
- + Exit areas to the outside must be clear and provide safe footing.

Flammable and combustible materials

- + Tank Storage Areas—
 - o must be grounded
 - o contain required bonding equipment
 - o provide adequate diking to contain liquid in case of a spill
 - o located away from areas of exit and other flammables
 - o must be neat in arrangement and area kept clean.
- + Approved containers in good condition are required for flammable materials.
- + Fire extinguishers are to be available and in good condition with current inspection tag.
- + Electrical wiring should be checked periodically by a qualified electrician for code wiring, proper grounding and polarity.
- + All 100 volt three prong plugs on electrical equipment and extension cords must have grounding plugs in place and in good condition.
 - o The male and female plugs are to be securely clamped to the insulation on the wire of an appliance or extension cord.
- + Breaks in the insulation or the wire on an extension cord should not be repaired with electrical tape. The cord should be cut before the break and the plug reconnected with the cord unbroken, or the extension cord should be replaced, whichever is most practical for the operation.

- + Light switch and receptacle covers are to be kept securely in place.
- + Conduit, junction boxes, and receptacle boxes are to be properly secured to maintain the integrity of the ground (If the conduit pulls apart, the ground in a two wire system is no longer connected, and a short to the case in a tool or appliance can cause electrocution to the user).
- + All electrical panel boxes and switches must have covers securely in place.
- + All electrical panels, switches, and controls must never be obstructed. Flammables and combustibles are not to be stored in an electrical room or close to or on top of a transformer.
- + No smoking signs are to be posted in the area.
- + Employees are to be trained in handling flammable materials, proper safety procedures and the use of safety and fire equipment for flammable materials in the work area.
- + Material Safety Data Sheets are to be available to employees and are on file in each work area where regulated flammable, combustible materials are used.

Corrosive materials (acids, caustics)

- + *Storage Area*—location, arrangement, cleanliness.
- + *Condition of Containers*—proper label or placard for the material.
- + *Proper Safety Equipment*—required to handle material is available, clean, and in good condition.
- + *Employee Training*—in inspection and use of safety equipment for corrosive materials.
- + *Material Safety Data Sheets*—available to employees are on file in work area for each regulated corrosive material.
- + *Eyewash Fountain or Safety Shower*—available and operative where corrosives are handled in quantity on a regular basis.

General arrangement and cleanliness

- + All equipment is neatly arranged for an efficient operation and movement of personnel, equipment, and materials.
- + The work area is neat, clean, and well arranged. There are no obvious piles of trash or debris present that could be a fire hazard or attract vermin.
- + Adequate storage is provided for office cleaning items when they are not in use.

Furnace and hot water heaters

- + Must be vented to outside if natural or LP gas fired. Vent pipe must be flanged at wall or ceiling opening.
- + Hot water tank must have relief valve (Note: There must not be a shut off valve between the hot water tank and the relief valve). If the relief valve leaks and will not reset, the safety relief valve must be replaced. It cannot be valved off or plugged at the discharge opening (The tank can explode if the relief valve cannot work in high pressure situations).

Electrical

- + All electrical wiring is to be in accordance with OSHA Standards and NFPA 70 (The National Electric Code). Electrical inspection should include, but not be limited to:
- + Electrical work be done by qualified electricians familiar with the governing electrical codes both OSHA and NFPA.
- + All frayed, damaged, or uninsulated wiring or extension cords should be repaired or removed.
- + All electrical equipment must be grounded if connected with fixed wiring, have grounded plugs and receptacles or be of double insulated construction if not fixed wiring.
- + Extension cords and phone cords should not be run in walkways unless they are secured or covered to prevent employees from tripping.
- + Extension cords should never be exposed to damage by vehicular traffic.
- + Safety interlocks, fuses, circuit breakers or other safety devices are not to be disconnected or bypassed. Have a qualified electrician correct any problems that you may have with circuits or equipment.
- + Electrical equipment is to be de-energized when under repair or inspection and lockout/tagout procedures implemented.
- + Never use an aluminum ladder when working on electrical circuits. Always use a wooden or insulated ladder approved for electrical use. (Note: A wet wooden ladder must not be used in electrical work).
- + All electrical connections and terminals on office equipment are to have secured covers to protect workers from contact with them.
- + All fans must have wiring in good condition and grounded. Blades, belts, and pulley drivers must be completely guarded so no opening in the guard is greater than 3/8". The guard is to be of substantial construction to give full protection to the employees

Office furniture and equipment

- + Tables and chairs are in good safe condition.
- + Desks, bookcases, and cabinets are neat, well arranged and in good
- + Condition, free from sharp edges or other defects. All drawers and doors
- + Operate freely.
- + File cabinets are in good condition with safety interlocks operative.
- + File cabinet and desk drawers are closed when they are not in use.
- + Flammables and combustibles are stored away from ignition sources: for example, heaters, pilots lights, electrical equipment, switches and lights. No smoking areas are designated and posted.
- + Combustibles should be stored a minimum of 18" from the ceiling.
- + All partitions must be firmly secured.
- + Doors operate freely without straining employees.

- + Water cooler is clean and operative.

Emergency equipment and program

- + The fire alarm system is operative. Date fire alarm last tested _____.
- + Employees know where fire alarms are and how to activate it.
- + Emergency evacuation plan is in effect.
- + Emergency evacuation routes are posted and reviewed with employees.
- + Employees know assembly area.
- + Emergency phone numbers prominently displayed: fire, police, sheriff, ambulance, doctor and poison center.
- + Employees know how to report a fire.
- + Fire extinguishers are charged, have the current inspection date, are unobstructed and are well marked.
- + Employees are trained to use fire extinguishers.
- + First aid kits are available and well stocked.
- + Personnel trained in first aid at work site.

Maintenance Shop

- + Area should be neat, clean, and well arranged.
- + All 110 volt electrical outlets are properly grounded.
- + All electrical power tools are in good condition. Electrical cord has no breaks or damage, ground plug intact (if tool is not double insulated). The electrical plug is securely clamped to the cord insulation. The operating switch is in good condition. All guards are secured and are in good condition.
- + All electrical power tools are stored to prevent damage.
- + A program is in place for periodic inspection of power tools. Only trained personnel are assigned to operate electric power tools. The electrical cords on power tools and extension cords are checked for electrical continuity during periodic inspection by a qualified electrician.
- + Table saws are secured and properly wired, and control switches are operable easily accessible. All guards and fences are in good condition, secured in place. Adequate room is available to operate the saw for the size material to be handled. Push stick is available and used. Only trained personnel are assigned to operate the table saw. The work area is clear of tripping hazards.
- + Slings and ropes are in good condition, properly stored, inspected at regularly scheduled intervals by trained personnel and are used within the design capacity recommended by manufacturer. Slings and ropes are of the proper construction for the service.
- + Ladders are inspected regularly and in good condition. All rungs or steps are secure and will not move. There are no loose nails, screws, bolts, or other parts. There are no cracked, split or broken uprights, braces, steps or rungs. There are no splinters on uprights, rungs, or

steps. There are no damaged or worn non-slip bases. Step ladders are not wobbly from side strain, no loose or bent hinge spreaders. Step or hinge spreaders are in good condition with no broken, split or worn steps and no loose hinges. Extension locks are in place, in good condition and set properly when the ladder is extended. The extension ladder rope is in good condition. Dry wooden or insulated ladders only are used for electrical work. The ladders have safety feet in good condition.

- + Bench and floor stand grinder is secured in place and eye guards are in place. Abrasive wheels properly dressed, in good condition and secured in place. The tool rest is set at 1/8" from wheel. Grinder electrical wiring is properly secured, grounded, and is in good condition. Signs are posted stating "goggles required when using this machine." Goggles are readily available, in good condition and are worn by employees when using the grinder. Only trained employees are assigned to operate the grinder.
- + Guard exposure angles—the maximum exposure angles specified in this section shall not be exceeded. Visors or other accessory equipment shall not be included a part of the guard when measuring the guard opening, unless such equipment has strength equal to that of the guard.
- + Bench and floor stands—the angular exposure of the grinding wheel periphery and sides for safety guards used on machines known as bench and floor stands should not exceed 90 degrees or one-fourth of the periphery. This exposure shall begin at a point not more than 65 degrees above the horizontal plane of the wheel spindle, the exposures shall not exceed 125 degrees.

Accident Investigations

- o The supervisor of an employee who experiences a job-related injury requiring a doctor's treatment will conduct an accident investigation as soon as possible during the shift the accident occurs. The focus of the accident investigation should be to get as many facts as possible to help determine the basic causes of the accident, and to take corrective action to remove the hazard from the workplace. Corrective action also should be taken in any area where a similar exposure exists to prevent recurrence of a similar accident.
- o A responsible employee should follow up to see that all corrective actions recommended have been completed.

Employee Accident Investigation Procedures

An accident is defined as a series of unexplained events that caused or could have caused personal injury or property damage. Accident investigation and analysis is one of the means used to prevent accidents. Accident investigations, if properly conducted and analyzed, lead to corrective actions that can prevent or reduce the number of accidents a business experiences.

Complete information on the accident causes is required so that adequate corrective measures can be taken to prevent future accidents of the same type. For example, knowing that 40% of the work group's injuries resulted from trips and falls is not nearly as informative as knowing that 75% of trips and falls resulted from unprotected telephone and extension cords in the walkways. Identification of all of the contributing causes of an accident is very

important in an accident investigation so that effective corrective measures can be developed.

The purpose of accident investigation must be fact-finding not fault-finding. The investigation must produce all of the contributing factors that were responsible for causing the accident. Assignment of responsibility for the accident may be done later, but not at the time the accident investigation is being conducted. Investigators must remain objective in their pursuit of all accident causes. Accident analysis of individual cases will identify the accident types and areas where injuries occur most frequently. The analysis also will indicate corrective actions that can be taken to reduce accidents in those areas.

The manager will be able to use the accident analysis data to identify loss sources and to direct the use of the company's resources and efforts to correct the real problems in his areas rather than having to take a scatter gun approach because of a lack of reliable information.

NOTE: It is recommended that all accidents that occur in your business be investigated, even though there is no injury. If you have had equipment damage, loss of inventory, and/or interruption of your operations, you have experienced losses. A thorough accident investigation will help you to determine basic causes for the accident and determine corrective action to take to prevent a recurrence of a similar incident in the future.

Accidents are investigated to:

- + Determine accident causes
 - o Did the hazard control system break down?
 - o Were rules and regulations violated?
 - o Was defective machinery a cause?
 - o Was human error involved?
 - o Were existing procedures adequate?
- + Uncover indirect accident causes

For example, a worker slips on spilled oil and is injured. Oil on the floor is the direct cause of the accident. A thorough investigation might reveal other factors:

- o poor housekeeping
- o failure to follow a maintenance schedule
- o faulty equipment leaking oil
- o inadequate supervision (require oil to be cleaned up after a spill and get the source of the problem corrected before the accident recurs).

Prevent similar accidents

- + Accident investigation identifies corrective action that can be taken to prevent similar accidents from occurring in the future.



Document facts

- ✦ Accident investigation provides documented information which is invaluable in instances of compensation and litigation. The accident investigation report becomes a permanent record of the facts involved in the accident that can be used months or years later if the details of the accident have been recorded properly, accurately, and thoroughly.

Provide cost information

- ✦ Accident investigation can provide information on direct and indirect costs of accidents.

Promotes safety

- ✦ Accident investigation demonstrates an organization's interest in the safety and health of its employees. A properly executed accident investigation with adequate corrective measures indicates management's involvement and accountability for accident prevention.

Accident Investigation Procedures

The supervisor of the injured employee will conduct the accident investigation using the required accident investigation form. Care should be taken at any accident scene to prevent additional injuries to employees and the public from damaged electrical equipment, weakened structural members, toxic substances or other potential hazards.

The accident investigation should take place as soon as possible after the accident during the shift the accident occurred. Where a camera is available, photographs of the accident scene could be very useful and should be part of the accident investigation report.

Key questions to ask for a complete investigation:

- ✦ What was the injured employee doing when the accident occurred?
- ✦ Was the injured employee doing his/her assigned task according to proper procedures in an authorized area?
- ✦ Was he/she properly trained to do the job?
- ✦ Were the proper tools being used for the job?
- ✦ Was the injured employee supervised? What was the proximity and adequacy of the supervision?
- ✦ Is the job or operation new to the area?
- ✦ Was the injured employee trained in hazard recognition and control?
- ✦ What was the exact time and location of the accident? What was the physical condition of the area at the time of the accident?
- ✦ What immediate or temporary action could have prevented the accident or minimized its effect?
- ✦ Had corrective measures been recommended, but not implemented?

Interviewing injured employees and witnesses



- + Conduct interviews as soon as possible while information is still fresh in the witness's mind.
- + Let the witness narrate what happened in his/her own words with very little interruption.
- + Ask questions to complete the witness's account.
- + Review the witness's story as you understood it from his/her description, then correct any misunderstanding.
- + Ask the witness for recommendations to prevent a recurrence of the accident. Having the witness make corrective recommendations reinforces the fact-finding objective of the accident investigation.

Corrective measures

The supervisor will take all necessary corrective action within his/her authority to prevent a recurrence of the incident. If permanent corrective measures cannot be initiated by the supervisor, then the supervisor will take the temporary steps necessary until the permanent solution can be implemented. Management should follow up until recommended corrections are completed.

Accidents requiring accident investigation report

Any accidents in which a First Report of Injury is completed will also require an accident investigation report completed by the injured employee's supervisor.

- + Distribution will be determined by management.

Safety Meetings

- + Supervisors will conduct monthly safety meetings with their employees.
- + A record of the topics covered, date of the meeting and signatures of attendees will be kept for one year.
- + Items that can be included in your safety meetings are:
 - o information obtained from inspections of the work area.
 - o accident investigations and corrective actions.
 - o review policies and procedures on jobs that are performed routinely.
 - o plan the day or week's work so the job(s) can be done safely.
 - o to plan non-routine tasks with employees to make sure all safety measures are identified and followed.
- + Supervisors should follow up to see that procedures taught in the safety meetings are followed in the work place.
- + Management personnel should set an example by following all workplace safety rules.



Safety meetings are a very important part of a safety program:

- + Safety meetings may be used:
 - o by operating executives and supervisors to formulate policies, to initiate a health and safety program or to plan special activities.
 - o for departmental meetings to discuss special problems, to plan campaigns or to analyze accidents.
 - o for small group meetings to plan the day's or week's work so that it can be done safely. A safety meeting can be held to prepare for a task that is done infrequently such as moving to new quarters, cleaning out a store room that has heavy containers and boxes, planning for a shut down or extensive maintenance to an operation.
 - o Safety meetings are held on a regular basis to present safety and other information of direct interest to employees. This type of safety meeting will be conducted monthly by your supervisors. These meetings can stimulate an exchange of ideas that can benefit the accident prevention program. To be successful, a safety meeting must have a tangible message, originality of presentation, opportunity for audience participation, and a conclusion that spurs action toward an attainable goal. Safety meetings do not have to last a long time. They may last from five minutes to one hour or more. You should have one major subject to cover with your employees. Avoid trying to cover too much material at one meeting. You may confuse your employees.
- + A format for safety meetings could include the following:
 - o Review accident statistics for your section.
 - o cover accident statistics for the current year-to-date.
 - o cover any injuries sustained by your employees in the previous period since the last safety meeting.
 - o review in detail any accident that occurred which had or could have resulted in a serious injury, property damage or interruption to your operations.
 - o Discuss any safety violations that you have noted since the last safety meeting. Point out safety hazards noted on the last inspection of your area. Inform employees of corrective measures they can take to correct or temporarily render the defect safe until permanent corrections can be made. Develop your employees' hazard recognition skills and control capabilities
 - o Ask employees to report any unsafe acts or conditions they have noted in the work area since the last safety meeting. Update the status of unsafe conditions that were reported in previous meetings.
 - o Review any new policies or procedures with employees.
 - o Cover a major safety topic with employees. The subject should be pertinent to the daily tasks performed by your employees. Training aids should be used where

possible. Training aids can include tools, forms, equipment, or procedures required to perform the routine tasks the employee is assigned to do.

- Some periodic safety meeting subjects are:
 - Fire prevention
 - Emergency preparedness
 - Vehicle safety
 - Off-the-job subjects
 - Manual material handling
 - Slips/trips/falls
 - Confined space
 - Lockout/Tagout
- You can create interest in your safety meetings by being well prepared, using a little creativity and being warm and sincere.
- Encourage participation. Get your employees involved in the program and you may generate employee support and interest in your safety program. Employees' attitudes toward their jobs can change for the better. Let employees who have special knowledge of safety subjects relevant to your operation's present safety meetings. You have a great deal of talent and expertise in your work force—use it!
- Most important—observe your employees performing their jobs after the safety meeting. Are they working as you instructed them in the safety meetings? This is the best time to reinforce your procedures by immediately correcting those employees who are working unsafe and let all of your employees know you are sincere about your safety program.

Safety Rules

Safety rules establish behavioral guidelines.

Safety rules should be:

- + Easily understood. You will need to communicate safety rules to employees who don't speak English.
- + Reasonable
- + Enforceable

Some sample safety rules are attached. You should add any specific safety rules that apply to your operation.



Safety Rules

The following safety rules shall apply to employees of _____.
(Company)

- + Smoke only in approved areas.
- + Horseplay and fighting will not be tolerated in the workplace.
- + Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated in the workplace. Inform your immediate supervisor if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability may be required, particularly if you drive a vehicle on company business.
- + Report all work related injuries to your supervisor immediately. Participate in accident investigation if you are physically able.
- + Immediately report accidents, near accidents, and property damage to your supervisor regardless of the severity.
- + Use required personal protective equipment (PPE) and/or safety procedures to protect yourself from potential hazards that cannot be eliminated. Maintain your PPE in good condition.
- + Operate equipment only if you are trained and authorized.
- + If you do not understand your job assignment, ask your supervisor for help.
- + Inspect your workstation for potential hazards and ensure that the equipment is in safe operating condition before using it.
- + Immediately report any unsafe condition or act to your supervisor. Take any temporary corrective action you can to render the area safe until permanent corrections can be made.
- + If your work creates a potential hazard, correct the hazard immediately or use safety tape to isolate the area before leaving it unattended.
- + If there is any doubt concerning the safety work method to be used, consult your supervisor before beginning the work.
- + Follow recommended work procedures outlined for the job including safe work methods described in the job safety analysis.
- + Maintain an orderly environment. Store all equipment in a designated place. Put scrap and waste material in a refuse container.
- + Report any smoke, fire, or unusual odors to your supervisor.
- + Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting should be determined by your immediate supervisor.
- + Never attempt to catch a falling object.
- + Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle.



- + Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification.
- + Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Employees who do not comply with these safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with the company.

Safety Training

Trained personnel make fewer mistakes, have fewer injuries and are more productive and efficient than untrained employees.

- + Select employees who are both physically and mentally competent to perform their assigned tasks.
- + Have an orientation program established to prepare the employee to do the work you require.
- + Train employees who are transferred to new job assignments or when new processes, procedures or equipment are brought into the operation.
- + Monitor the new or transferred employees until you are satisfied they can perform the job to your standards.
- + Train supervisors in safety and leadership skills such as:
 - o how to conduct safety meetings.
 - o how to perform a facility inspection.
 - o how to conduct an accident investigation.
 - o how to supervise.

Recordkeeping

Maintain records for one year on:

- o safety meetings
- o safety training
- o facility inspections
- o accident investigation

There are many other recordkeeping requirements that are not in the scope of this safety plan.

First Aid



- + First aid treatment should be readily available to properly treat job-related injuries or any serious personal illness that may occur.
- + There should be a properly stocked first aid kit available in the work area.
- + Emergency medical and key personnel phone numbers should be readily available.
- + A first aid log should be kept on all injuries and illnesses.

Emergency Preparedness

- + Write your emergency preparedness plan to include any emergencies that could possibly happen and develop the actions to take to deal with each potential emergency.
- + Some emergencies you could face are:
 - o Fire
 - o Homicide and/or robbery in the workplace
 - o Hurricane
 - o Tornado
 - o Flood
 - o Serious injury or illness
 - o Electrical power outage
 - o Toxic chemical release from a plant, a train wreck, or truck wreck
 - o Bomb threat
 - o Riots and looting
- + After your emergency plan has been written, develop special emergency teams and train all employees on their duties.
- + Conduct disaster drills at least annually to test your plan.
- + Revise your plan to correct weaknesses discovered during the drill and train your employees in the revised emergency plan.
- + Your written emergency plan should include:
 - o Emergency telephone numbers
 - police
 - fire
 - key management personnel
 - emergency team members
 - state police or local police bomb squad
 - poison control

- Emergency Personnel
 - Establish a description of each employees' responsibility during the emergency.
- Chain of Command
 - An established chain of command three deep should be established for major emergency team assignments so that a trained person is available to assist in the emergency.
- Evacuation Floor Plans
 - Floor plans should be developed with a primary and secondary evacuation route designated to predetermined assembly areas for employee evacuation. All exits and exit doors must be clear and accessible. Make sure your employees and customers can get out through your exits in an emergency.

