

# Safety Program Guide

## SAFETY GUIDE

REV. DATE: 09/20/2021

### **WRITTEN SAFETY PROGRAM GUIDELINES**

A safety program should be reviewed and updated periodically to reflect changes in the operations along with changes regarding standards or codes. Use the following 10-point safety program guidelines to develop and maintain an effective written safety program.

#### **1. Management Policy Statement**

- + Signed by executive management or CEO.
- + Acknowledges management's responsibility and commitment to safety.
- + Compliance with local, state and federal requirements or appropriate industry standards.
- + Commits resources, responsibility and accountability for the safety program.

#### **2. Responsibility for Safety**

- + Executive and operating management's responsibility.
- + Supervisor responsibility.
- + Safety coordinator responsibility.
- + Employee responsibility.

#### **3. Inspections**

- + Supervisory inspection responsibility.
- + Inspections at least quarterly.
- + Inspections and corrective action taken.
- + Correction responsibility designated by management.

#### **4. Accident Investigation**

- + Supervisors investigate and report on each injury requiring a visit to a clinic or physician.
- + Investigation determines the basic cause or causes of the accident.
- + Corrective action taken recommended to prevent recurrence is recorded.
- + Person responsible for ensuring corrective actions are completed is designated.

#### **5. Safety Meeting**

- + Supervisor conducts safety meetings with all employees.



- + Meetings conducted at least quarterly.
- + Meetings are documented to include at least the subjects discussed, date and names of all employees attending.

## 6. Safety Rules

- + Safety rules submitted and acceptable (logical, enforceable and easily understood).
- + Copy of safety rules provided to each employee and documented.

## 7. Training

- + Safety training program in effect for all employees.
- + Safety training program in effect for all existing employees, when new jobs involving changes in processes, procedures and/or equipment initiated.
- + Training performed by supervisor, specialist, consultant or vendor.

## 8. Recordkeeping

- + Accident investigation reports.
- + Safety meeting reports.
- + Inspection reports.
- + Training records.

## E. Louisiana Department of Labor WC-1017A records.

- + OSHA 300 Log
- + All records kept for three full calendar years.

## 9. First Aid

- + Trained first aid person at each jobsite on each shift or medical facility available within 3 to 5 minutes.
- + Adequate first aid kits readily available on site
- + Emergency phone numbers for medical services and company personnel posted and maintained.

## 10. Emergency Preparedness

- + Written emergency preparedness plan covering all recognized contingencies.
- + Plan complies with all federal, state and local laws.
- + Emergency numbers posted.
- + Evacuation plans and assembly areas identified.
- + Emergency shutdown and startup procedures developed and implemented (if applicable).



- + Employees and contractors/subcontractors trained in plan.
- + Annual training drills.
- + Emergency plan updated annually.
- + Training in revised plans.

