

10-Point Safety Management Plan for Small Businesses

SAMPLE SAFETY PLAN FORM

9/20/2021

1. Management Safety Policy Statement

The management of _____ (company) is committed to the safety and health of its employees by providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All members of management and each employee is expected to participate in their responsibility to the program to make the safety program effective and productive. There will be periodic reviews of our safety program to maintain its effectiveness.

Signature of CEO/President

2. Assignment of Responsibility

Executive Management

- + Provide resources, manpower, training, and support for the program
- + Review the progress of the program to ensure implementation.
- + Hold management personnel responsible for development, implementation, and administration of the safety program.
- + Require all employees to participate in the program and to comply with its requirements.
- + Evaluate each employee's safety performance during the employee's performance reviews for raises and/or promotions.
- + Monitor the safety program for quality and effectiveness by attending some safety meetings, participate in inspection of work areas, and review accident investigation reports.
- + Follow the company's rules. Set the example.



Middle Management (if any)

- ✦ Require that all supervisors and employees under their supervisors implement and follow the safety program.
- ✦ Evaluate all supervisors' and employees' safety performance in job performance reviews for raises and/or promotions.
- ✦ Monitor the safety program for quality and effectiveness by attending some safety meetings, inspection of work areas, and review 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 area.
- ✦ Conduct safety meetings and training/orientation sessions with employees on their job duties.
- ✦ Conduct regular facility inspections of their work areas at intervals specified by the safety program. Defects found during the inspection should be corrected as soon as possible. Report to their manager the defects noted during the inspection that the supervisor doesn't have the authority or resources to correct.
- ✦ Conduct an accident investigation for each job related injury experienced by any employee under his supervision on the shift the injury occurs.
- ✦ Maintain all records required by 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 in the emergency procedures in their area to include:
 - an evacuation plan giving two separate means of egress with a designated safe assembly area clear of the disaster area and emergency vehicles.
 - take a head count and report any missing employees to the manager
 - action to take in specific emergency situations such as serious injury or illness, fire, hurricane, bomb threat, tornado, robbery, etc.
 - emergency shut down and start up procedures to protect personnel and/or equipment and the environment.
- ✦ Make recommendations to the manager on ways to improve the operation to make it more efficient and safer.

Employees

- ✦ Follow all work rules, job procedures, and safety rules established for their area.
- ✦ Keep their work area in a safe condition. Remove any safety hazards that could cause injuries to others such as clean up spills, keep walk way clear, replace guards, rope 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 supervisor as soon as possible on the shift the injury occurs.
- + Participate, if able, in accident investigation of the incident including suggestions for corrective action.
- + Follow all safety procedures and wear any personal protective equipment required.

3. Inspections

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

4. Accident Investigations

- + 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 on the shift the accident occurs. The focus of the accident investigation should be to get as many facts as possible to determine the basic causes of the accident and to take corrective action to remove the hazard from the workplace. Corrective action should be taken in any area in which a similar exposure exists to prevent recurrence of a similar accident.
- + A responsible employee should be assigned to follow up to see that all corrective action recommended has been completed.



5. Safety Meetings

Supervisors will conduct safety meetings with their employees monthly.

A record of the topics covered, date of the meeting, and signatures of the attendees will be kept for one full year.

- + Some 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 of policies and procedures on jobs routinely performed
 - o to 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 where the injuries occur.
- + All management personnel should set an example by following all workplace safety rules.

6. 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

You should develop specific safety rules that apply to your operation.

7. 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.
- + Monitor the new or transferred employees until you are satisfied they can perform the job to your standards.
- + Train employees who are transferred to new job assignments or when new processes, procedures, or new equipment are brought into the operation.
- + 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

8. Recordkeeping

Maintain records for one full year on:

- + safety meetings
- + safety training
- + facility inspections
- + accident investigations

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

9. 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 for the exposures 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.



10. Emergency Preparedness

Write your emergency preparedness plan to include any emergency that could possibly happen and develop the actions to take to deal with each potential emergency.

Some emergencies you could face are:

- + Fire
- + Homicide and/or robbery in the workplace
- + Hurricane
- + Tornado
- + Flood
- + Serious injury or illness
- + Electrical power outage
- + Toxic chemical release from a plant, a train wreck, or truck wreck
- + Bomb threat
- + Riots and looting

After your emergency plan has been written, develop your special emergency teams and train all employees in 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:

- + Emergency telephone numbers
 - o police
 - o fire
 - o key management personnel
 - o emergency team members
 - o state police or local police bomb squad
 - o poison control

Emergency Personnel

Establish a description of responsibility for each employee 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

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.

