

# The Safety and Health Policy and Plan



## Safety Policy

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by this company. Management will give true attention to and provide the financial resources for the correction of unsafe conditions. Management will promote and influence safe behavior. This will be accomplished by both positive reinforcement of correct and safe activity, and by disciplinary action for those who willfully or repeatedly work in an unsafe manner.

Disciplinary action will take the form of

- 1) Written warning or,
- 2) Written warning and suspension without pay or,
- 3) Termination of employment.

Management reserves the right to terminate the employment of any employee at any time for violation of company policies.

Management will participate in establishing and maintaining an effective safety program. This will include the following:

- Holding all management and supervisory staff accountable for their safety responsibilities in their respective departments, jobs, crews or workplaces;
- Providing safety and health education and training as needed; and
- Reviewing and updating workplace safety policies, practices and performances.

This policy statement serves to express this company's commitment to and involvement in providing our employees a safe and healthy workplace. This workplace safety and health program will be incorporated as the standard of practice for this organization. Compliance with these safe practices and those of any regulatory agency will be required of all employees as a condition of continued employment.

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Signature of CEO/President

Date

## Safety Plan

### Responsibilities

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#### Senior Managers / Managers

- Ensure that safety is adequately budgeted for the department, job, etc.
- Communicate safe work practices regularly within the department.
- Attend departmental and company-wide safety meetings.
- Formally recognize outstanding safety performance by any/all personnel.
- Assist the Supervisor/Superintendent or any other personnel with the safety process as needed or as requested. This can include formal worksite periodic inspections.
- Uphold and enforce all known safe work practices.

#### Supervisors / Superintendents

- Ensure new-hire orientation is given to new employees, or is followed up at the work level
- Ensure employees are given training that includes safe work practices on equipment, tools, machines, processes, etc.
- Personally conduct--or designate qualified personnel to conduct-- regular inspections of the workplace
- Conduct frequent (daily) work discussions prior to the start of work that include safe work practices
- Uphold and enforce safe work practices. This includes influencing safe behavior by positive reinforcement such as recognition of worker's safe work performance, and/or monetary or gift awards for safe behavior. Enforcement action can also influence safe behavior when applied towards workers who blatantly perform unsafe acts, or who continually perform in an unsafe manner
- Investigate all incidents and take immediate corrective action to prevent re-occurrence
- Provide safety meetings on a regular basis and require attendance of all workers

#### All Employees

- Are to follow safe work practices, and if they are unsure of what is the correct/safe way to perform a task or a job, they are to ask their foreman, supervisor or manager
- Must immediately report all unsafe equipment or tools to their foreman, supervisor or manager. This includes reporting unsafe behavior of other workers, if these workers are approached and remain unwilling to correct their unsafe actions or conditions.
- Are to uphold the safe work practices this company has established
- If injured on the job, or become ill, immediately inform their supervisor, foreman or manager

#### Safety Inspections

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- All work areas, departments, and jobs need to be inspected on a regular basis to ensure safe work practices and safe and healthy conditions. For the most part, these inspections are to be conducted by the Supervisor/Superintendent or his/her qualified and designated worker. Each inspection may not be required to be formal (written) although regular written completed inspections will be expected.

- This includes the purchase of new equipment or tools, or the re-working or retrofitting of workstations or equipment so as to ensure that safety and health is considered.
- This can include the assessment of a workstation or process that may need to be fitted to the worker (ergonomics) so as to avoid injury or illness.
- If approached by workers who appear to have a true concern regarding a safety or health issue, supervisors or managers need to act accordingly and give attention to the matter.
- All incidents (this includes property damage, equipment damage, incidents involving injury or illnesses, and near-miss type incidents) need to be investigated. In most cases, the department, job foreman or supervisor will complete this investigation. Managers will be involved as necessary or when requested.
- Incidents that involve injury and illnesses will be evaluated and analyzed for trends, common causes, and patterns so as to prevent further incidents.

### **Preventative Maintenance**

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- If feasible, engineering controls will be used first, rather than immediately providing personal protection equipment (PPE).
- Safe work practices will be developed, and employees will be trained on using these safe work practices to avoid injury and illnesses. This may include the implementation of task or job hazard analyses.
- PPE will be provided as necessary, and its use enforced by Supervisory and Management staff.
- If feasible, administrative controls, such as reducing the duration of exposure can be implemented.
- Equipment, tools, machines, trucks, vehicles, and structures/facilities etc., need to be maintained in good working order by a continued preventative maintenance process.
- All workers will be made aware of workplace emergency procedures. Training on this process will begin at orientation. Drills will be conducted periodically to assist in making all workers aware of the procedures in the event of an emergency such as fire or explosion.

### **Safety and Health Training**

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#### **Safety and Health Orientation**

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee should have access to a copy of the written safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of any safe work practices, policies, and procedures pertaining to his / her job. Supervisors should question employees and should answer employees' questions to ensure knowledge and understanding of safe work practices, policies, and job-specific procedures. Supervisors are responsible to inform all employees that compliance with the safe work practices is required.

#### **Job-Specific Training**

- Managers, Supervisors and Foremen should receive basic safety and health training as it relates to their positions
- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee any specific safe work practices, policies, and procedures that are applicable.

- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

### **Periodic Retraining of Employees**

All employees will be retrained periodically on safe work practices, policies and procedures, and when changes are made to the written safety program.

If necessary, individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, or when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

### **First Aid & Medical Assistance**

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There will be adequate first aid supplies and /or an adequate first aid kit available at each workplace. Where required, or in the case of an emergency where the workplace is located in a remote location and emergency medical assistance can not arrive within a few minutes, there will be a designated certified first aid (and possibly CPR) trained employee who can assist in first aid emergency cases. Employees who receive work related injuries or illnesses will be given immediate attention in regard to the nature of their injury or illness.

### **Accident Investigation**

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#### **Incident Investigation Procedures**

The supervisor at the location where the incident occurred will perform an incident investigation. Incidents can include property damage, near misses and workplace injuries and illnesses. These investigations are to assess the nature and the cause of the incident, not to place blame on personnel. Supervisors need to investigate incidents using procedures that include:

- Implement temporary control measures to prevent any further injuries to employees or damage to equipment or property or the public.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the incident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training, if needed.

Incident investigation reports must be submitted to the designated management personnel as soon as possible after the incident.

### **Incident Report Form**

The incident report form should be a simple format for the supervisor to complete in a timely manner. It can be similar to the OSHA 301 “Injury and Illness Incident Report” form. To correctly assess the nature and causes of the incident, the form should contain questions such as

- What was the employee doing just prior to the incident?
- Were there any witnesses? What were their names? Did the witnesses provide statements of the incident?
- What happened? (“Ladder kicked out and employee fell to floor”, “forklift struck wall, wall collapsed.”)
- What part of the body was affected by the incident? (eye, arm, leg, fingers, hand, etc.) And what was the nature of the injury? (object in eyes, fractured arm, sprained leg, lacerated finger, cut in right hand, etc.).
- What was the object or substance that directly harmed the employee (if substance/object is known).
- Was the injury fatal?

### **Record Keeping**

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The company will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate. The data on the Injury and Illness log and posting of the Summary of Work-related injuries and illnesses will be in accordance with government regulations. The following will be included in the record keeping process:

- Log of Work-related Injuries and Illnesses (OSHA form 300)
- Summary of Work-related Injuries and Illnesses (OSHA form 300A)
- Incident investigation reports (OSHA form 301 or similar)
- Workers' Compensation Notice of Injury