

**A GUIDE
FOR
DEVELOPING
A
WRITTEN
SAFETY PROGRAM**

**PROVIDED BY
THE NEW HAMPSHIRE
DEPARTMENT OF LABOR**

SAFETY PROGRAM

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INTRODUCTION

The introductory statement should relate to all employees the overall goal of the safety program and also convey to the employees the importance of their participation. Only through the joint commitment on the part of management and employees can workplace accidents and injuries be reduced or eliminated. Employees should be encouraged to not only work safely and report unsafe conditions, but to also take an active role in safety and health by participating on the Joint Loss Management Committee.

MANAGEMENT COMMITMENT

**This section is where company policies and philosophies should be stated.
It is extremely important that all employees are clearly aware of
management's commitment to safety and health.**

A mission statement or policy should stress that safety will be as important as any other business function. The policy should be the foundation of the safety program or manual. The statement can include such philosophies as:

- All injuries are preventable
- Working safely is a condition of employment
- All operating exposures can be safeguarded
- Training employees to work safely is essential
- Injury prevention saves money

It should be known to all that management personnel are accountable for the success of the company safety program. The company should provide responsibility lists to all supervisors and management personnel and their job descriptions should include these provisions. Job performance evaluations, salary increases or bonuses and other incentives must be related to safety and health success.

In order for any safety program to be successful all employees must be aware of the company policies and most importantly the **commitment from top management**. This page of the program must demonstrate that commitment to your employees and your management personnel.

RESPONSIBILITIES

All employees of your company have some responsibilities with regard to safety and health. Top Management is ultimately responsible for the overall success of the program, but everyone has an important role. In this section of the plan it should spell out what the various duties are for each level. Examples of some of the various responsibilities are shown below. Be sure to **develop your own** specific list of responsibilities and not copy from these examples.

- MANAGEMENT

Insure that each level of supervision and all employees are made aware of the elements of the safety program, and that those elements are implemented.

If personnel protective equipment is required, it is available, correct for that exposure, and employees are trained in it's proper use.

Correct any unsafe conditions brought to their attention by employees or supervisors.

Support supervisors' decisions that safety comes first.

Assure that proper training is being provided, and that employees are working in a safe and healthy manner.

- SUPERVISORS

Take immediate action to correct any unsafe condition or action.

Provide personal protective equipment, along with training for its use, and make certain it is worn when necessary.

Assure that all machine guarding is in place and functioning properly.

Promptly investigate and report all accidents and incidents.

Issue warnings, per disciplinary procedures, for violations of company safety and health procedures.

(Responsibilities con't.)

- EMPLOYEES

Report all accidents and incidents to the supervisor.

Report any unsafe conditions immediately.

Obey all safety and health regulations as stated in the company safety program.

Attend all safety training that may be required.

- SAFETY COORDINATOR/DIRECTOR (if applicable)

Assist and advise all levels of management in establishing an effective safety program.

Provide safety and health training for employees and committee members.

Maintain accident and incident records

Plan and coordinate inspections, committee meetings, training sessions and assist management in all areas of safety and health.

Review and update rules and programs as needed.

SAFETY AND HEALTH COMMITTEES

The safety program or policy manual should include a description of any safety committees that function within the company. It is important to the success of these programs to encourage employees and supervisors to take an active role in achieving the goals of these committees.

- JOINT LOSS MANAGEMENT COMMITTEE

1. Purpose of the committee.
2. Size.
3. Equality of representation.
4. Employee representative selected by employees.
5. Membership must be representative of the major work activities.
6. Chairperson will be rotated between management and employees.
7. Meet at least quarterly.
8. Duties of the committee (see rules for Joint Loss Mgt. Comm.)

- HAZARDOUS MATERIALS RESPONSE TEAM

Will be trained to respond to hazardous materials spills, if required.

- INCIPIENT FIRE BRIGADE

If it is the policy of the company to fight incipient fires, this group will be trained in their specific responsibilities.

- FIRST AID TEAM

If your company has trained first aid volunteers, their functions and duties should be described here.

- EMERGENCY CONTINGENCY TEAM

If your company has a team which is established to react in the event of emergencies, their duties and responsibilities should be described.

SAFETY RULES AND REGULATIONS

In order for all employees to understand their responsibilities for safety and health it is very important that rules and regulations be adopted and communicated to everyone. Some of the areas for which companies should develop these rules are as follows:

- GENERAL

- Housekeeping
- Electrical
- Machine guarding
- Material handling
- Hand and power tool safety
- Office safety

- HAZARD COMMUNICATION PROGRAM

- Rules for safe use of hazardous materials within the company.

- LOCKOUT/TAGOUT PROCEDURES

- Established procedures for de-energizing equipment prior to performing repairs or maintenance.

- CONFINED SPACE ENTRY PROCEDURES

- Procedures that **must** be strictly adhered to when it is required that employees perform work in any confined area.

- BLOOD BORNE PATHOGENS PROGRAM

- Established procedures for employees who may be exposed to blood or other potentially infectious materials.

(Safety Rules con't.)

- HEARING CONSERVATION PROGRAM

Description of requirements and precautions for employees exposed to noise levels above the recognized limits.

- RESPIRATORY PROTECTION

If employees are required to work in areas where air contaminants are present they must be made aware of the rules for working safely in these environments.

- PERSONAL PROTECTION EQUIPMENT

Where and when personal protective equipment is required, and how to use it properly.

DISCIPLINARY POLICY

Disregard for safety should be treated in the same manner as disregard for other company rules such as attendance and quality.

The company should develop, and make known to all employees, its policies for dealing with employees who choose not to comply with established rules and regulations for safety and health.

It is important that these procedures be applied fairly and equally to all employees regardless of their longevity or work record. A sample policy might include such steps as:

1. Verbal warning by foreman or supervisor;
2. Written warning placed in personnel file;
3. Job suspension;
4. Dismissal.

The policy should contain provisions for re-training on safety rules and regulations at some step as the employee may not have fully understood the procedures the first time.

ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

The goal of all accident and incident investigation is to prevent a recurrence, not to find fault.

All companies should have an established written procedure for performing accident or incident investigations. Immediate supervisors, members of the Joint Loss Management Committee and other designated individuals shall perform the investigation in order to determine *what happened, why it happened and what can be done to prevent it from happening again?*

It is extremely important to include in the report, and investigation, those incidents which may **not** have resulted in personal injury because if they should recur the results could involve injuries. Statistics show that for every **330** incidents, **29** result in personal injury, and **1** results in a serious injury.

Accident investigations should contain the following:

- Inspections of the scene by trained personnel;
- Interviews with witnesses as soon as possible after occurrence;
- Interview with the victim at appropriate time;
- Attempts to determine cause, or causes;
- Reports;
- Recommendations to prevent it from happening again;
- Photographs or sketches of the scene;
- Samples of chemicals, vapors etc.,if required.

An accident/incident report form should be established and all supervisors, foremen and managers who fill them out should be made aware of the necessary information which should be included.

TRAINING REQUIREMENTS FOR SAFETY AND HEALTH

All employees must be aware of the training requirements for their jobs, as well as, the reasons for such training. No-one should be allowed to work with any hazardous equipment, or with any hazardous materials until they have been properly trained.

The written safety program should describe the company's purpose for wanting to provide safety and health training and list the areas and individuals who require it.

Some circumstances within your facility when training may be required:

- All new employees;
- Employees who are transferred to other departments;
- Managers, supervisors and foremen;
- Outside contractors entering your facility;
- Employee disregard for safety rules and regulations;
- Whenever new processes or equipment are added;
- Employees who volunteer for special teams or committees such as fire brigades, emergency response team, etc;
- Joint Loss Management Committee members.

EMERGENCY EVACUATION & RESPONSE PLANS

All employers, regardless of size, must establish procedures for dealing with emergencies such as fire, medical, hazardous material spill, or natural disaster.

Preparedness in the event of such an emergency is vital. All employees should know the correct procedures to follow so that there will be no delays in reaction and response. The specific plans for evacuation should be described in the program, indicating how employees leave the building and where they go after exiting. Method of alarm should be well defined and practice evacuation drills should be planned. Included in this plan should be the responsibilities of all supervisors, foremen and designated response teams.

In the event of a medical emergency, the plan should deal with such concerns as:

- Who notifies the ambulance ?
- Are trained first aiders and supplies available on site?
- Who are the trained people?
- Who is designated to meet and direct medical help to the area where help is needed?
- Who from management must be notified?
- If an emergency is the result of accident, is the area safe?

In emergencies requiring response from either an in house fire brigade, first aid team or hazardous materials spill team, the procedures for their response must be included in their training, as well as, in the company's safety program.

It is important to remember that in the event of a fire emergency, one of the first questions you will be asked by the responding fire department will be

Is everyone out of the building?

SAFETY & HEALTH COMMUNICATION

The key to success of any safety & health program is an open line of communication between employees and management.

The program should encourage employees to suggest safety and health changes to management, to notify management of any unsafe conditions or equipment, and to actively participate on company safety committees.

Some ways in which management can keep employees informed on issues of safety & health are:

- Providing all employees with a copy of the safety program;
- Posting information such as notification of safety meetings and the minutes of the meetings;
- Safety & Health signs and Posters;
- Meetings.

SAFETY & HEALTH

ASSISTANCE

RESOURCES

The following is a list of agencies or associations which can be of assistance to employers in issues concerning safety & health.

New Hampshire Department of Labor
PO Box 2230
Concord, New Hampshire 03302-2230
Tel. (603) 271-6850 or (603) 271-7822

Occupational Safety & Health Consultation Service
New Hampshire Department of Health & Human Services
Division of Occupational Health
Bureau of Risk Assessment
6 Hazen Drive
Concord, New Hampshire 03301
Tel. (603) 271-2024

Safety & Health Council of New Hampshire
163 Manchester Street, Suite D
Concord, New Hampshire 03301
Tel. (603) 228-1401