

Developing a Safety Plan

Safety Meeting Packet

Protect Your Workforce



Work-related injuries or illnesses are never desired and often preventable. A safety plan and commitment to enforce it can identify and control many workplace hazards, and can reduce the likelihood of injury.

The employer's commitment to safety can bring secondary benefits as well, including increased employee retention, improved employee morale, and an enhanced reputation in the community.

Implementing a safety plan does not need to involve a large expense. An employer can develop an effective safety plan by identifying hazards, implementing solutions, and generating employee commitment to the plan.

Plan Elements

Ensure Commitment and Involvement

Commitment by all employees and management is critical to a plan's success. Consider the following to involve and engage employees:

- Meet with employees to communicate the plan and discuss safety and health objectives.
- Get personally involved in the activities that are part of the safety and health program.
- Encourage employees with specialized knowledge to perform inspections, conduct safety training, or investigate accidents.
- Give those with safety and health responsibility the people, time, training, money, and authority to get the job done.



- Recognize those who do well and correct those who do not.
- Review progress toward meeting objectives and determine if new objectives or program revisions are needed.

Workplace Analysis

Employers should perform a worksite analysis to identify the items or substances in the workplace that could injure a worker. This can be accomplished in many ways.



Request a consultation from the state's Occupational Safety and Health Administration (OSHA) Consultation Program to identify safety and health hazards. Consider obtaining professional advice when there are changes to procedures or equipment to ensure that the changes are not introducing new hazards.

Periodically review each step of a job task with employees to identify hidden hazards in the equipment or procedures. Implementing a self-inspection system to routinely review hazard controls and evaluate new hazards.

Make sure employees feel comfortable in alerting management when they see things that look dangerous or out of place.

Conduct a thorough investigation when an injury occurs to identify the cause of injury and any possible failures in the safety plan. Review injury or illness records from prior years to identify patterns that can help improve the safety program. Tracking more recent injury records may also help to identify emerging patterns and address them before they progress.

Hazard Prevention and Control

After identifying existing and potential hazards through worksite analysis, an employer should implement systems to eliminate, prevent, or control the hazards. Hazards can sometimes be eliminated when they can be done through substitution of a less toxic material or engineering controls. When elimination is not possible, every effort should be made to control the hazards. Some ways to control hazards:

- Establish safe work procedures based on an analysis of workplace hazards and ensure that employees understand and follow them.
- Enforce the rules for safe work procedures.
- Ensure that personal protective equipment (PPE) is used and that employees understand its purpose, and how to use and maintain it.
- Provide regular equipment maintenance to prevent breakdowns that can create hazards. Keep a log to track maintenance.
- Plan for emergencies, including fire and natural disasters. Conduct frequent drills to ensure that all employees know what to do under stressful conditions.
- Develop an emergency medical procedure to handle injuries, transport ill or injured workers, and notify medical facilities.
- Identify medical facilities near the workplace and arrange for them to handle routine and emergency cases.
- Educate employees on the procedure for injury-reporting.
- Perform worksite walkthroughs to identify hazards and track them until they are corrected.

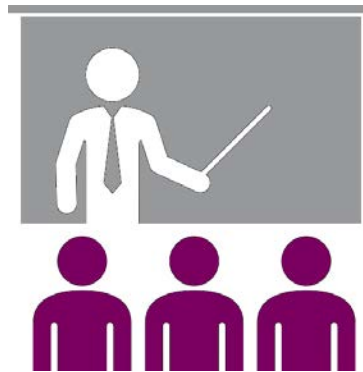
Training

Employees are an important component of the accident-prevention program and must be properly trained. Employees must understand the equipment and materials they work with, the hazards involved and how to control them.

Employees must be aware that they are not expected to perform a job until he or she has received proper training and is authorized to perform the task. An employee should never perform a job that appears unsafe.

Train employees on the potential hazards that they could be exposed to and how to protect themselves. Employees who are learning new tasks, like new employees and employees changing jobs, are more likely to sustain an injury.

Supervisors need to understand the hazards faced by employees and how to reinforce training with quick reminders and refreshers, or disciplinary action if necessary. Top management must understand their safety and health responsibilities and hold subordinate supervisory employees accountable for their responsibilities.



Implementing a Safety Plan Program Manager

The employer should select a program manager who is committed to workplace safety and health. He or she must have the time to develop and manage the program and the willingness to take on the responsibility and accountability that goes with operating an effective program.

Workplace Organization

A safe workplace begins with a clean and organized workplace. Part of the plan implementation should include preparing the workspace to align with plan goals. Include employees in the process and emphasize the need to maintain the standards.

- Remove unnecessary items
- Provide proper waste/garbage containers
- Store flammables and hazardous materials properly
- Clear walkways and exits of clutter
- Mark aisles and passageways
- Provide adequate lighting

Post-Implementation

Safety plan implementation is not the final step in the process. Once the plan is in place, the employer must continually evaluate and reinforce the plan.

For additional information, consult the following:

- OSHA Publication 2209 - Small Businesses Handbook (2005)
 - OSHA Publication 3071 - Job Hazard Analysis (2002)
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Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees Not Present: _____

Suggestions/Recommendations to Improve Workplace Safety and Health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
