

Sample Safety Program



Risk Control

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To The Employer:

The purpose of this sample safety program is to provide you with the basic elements of an effective program that you can then customize to meet the needs of your organization. The basic elements of this program include:

1. Safety Policy
2. Safety Training
3. Safety Meetings
4. Preventive Maintenance
5. Safety Inspections
6. First Aid Procedures
7. Accident Investigations and Record Keeping
8. Workplace Safety Rules

It is intended that this program be enhanced and continuously improved by the employer. Use of all or part of this program does not relieve employers of their responsibility to comply with other applicable local, state or federal laws. This program also does not address every foreseeable hazard in a workplace nor does it offer every possible control to address workplace hazards.

Any section of this program may be modified by the employer to accommodate actual operations and work practices. For example, if there is a safety rule, policy, or procedure appropriate for the work environment which has not been included, or if a rule included in a Section is inappropriately written for your operation, then a new safety rule, policy, or procedure should be added to improve the program. Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the program. If accidents occur, new safety rules should be developed and incorporated in the appropriate Section of this program to prevent their recurrence.

Please Contact Us

For more information, visit our Web site at travelers.com/riskcontrol, contact your Risk Control consultant, or e-mail Ask-Risk-Control@travelers.com.

Disclaimer

The information provided in this document is intended for use as a guideline and is not intended as, nor does it constitute, legal or professional advice. The Travelers Indemnity Company does not warrant that adherence to, or compliance with, any recommendations, best practices, checklists, or guidelines will result in a particular outcome. In no event will The Travelers Indemnity Company or any of its subsidiaries or affiliates be liable in tort or in contract to anyone who has access to or uses this information. The Travelers Indemnity Company does not warrant that the information in this document constitutes a complete and finite list of each and every item or procedure related to the topics or issues referenced herein. Furthermore, federal, state or local laws, regulations, standards or codes may change from time to time and the reader should always refer to the most current requirements.

Section I. 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 our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: _____

Title: _____

Telephone: _____

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety meeting participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Signature of CEO/President

Date

Section II.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety program, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- 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 safety rules, policies and procedures, and when changes are made to the workplace safety manual.

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

All training should be documented and training records retained in the employee's personnel file.

Section III.

SAFETY MEETINGS

Supervisors will conduct monthly safety meetings with their employees. Safety meetings may be conducted on a more frequent basis if changes in the worksite, work processes or accident history require that additional meetings be held. The safety coordinator should provide supervisors with safety topics and discussion items each month. In addition to the safety topic, supervisors may discuss other items such as recent accidents and injuries, results of safety inspections, and revisions of safety policies and procedures.

Documentation will be maintained of each employee safety meeting. It should contain the subjects discussed as well as an attendance sheet.

Following the safety meeting, supervisors will observe employees performing job tasks associated with the safety topic item discussed in order to see whether or not they are following the safe job procedures. If employees are observed to be following the safe procedures, they will be encouraged to continue to do so. Those found not following the procedure will receive correcting feedback.

When meetings are held periodically, there is always the danger that they will become dull and routine. We will continuously review and improve our meeting plans to prevent this from happening.

Supervisors will follow the below plan of action to ensure successful safety meetings are conducted:

A. Preparing for the Meeting

- Supervisors will conduct frequent inspections of the various areas and work practices and note any unsafe acts being performed or unsafe conditions that need to be corrected.
- Supervisors will select an unsafe act or condition to be used as a Safety Meeting topic for the benefit of all. A Safety Meeting can help identify and eliminate hazards before accidents occur.

B. Conduct the Meeting

- Supervisors will discuss only one topic per meeting.
- Allow employees to discuss why the situation occurs.
- Reach an agreement with employees on how to eliminate or control the situation.

C. Keep a Record of the Meeting

- Copies of the monthly safety meeting report forms will be sent to the Safety Coordinator. The Supervisor should keep originals in his or her area.

Sample Safety Talk

LADDER TIPS

Do you know there's a killer on this job that you probably meet face-to-face everyday? I'm talking about the common, ordinary ladder. Ladders are involved in many accidents, some of which are fatal. Your life literally can depend on knowing how to inspect, use, and care for this tool. Let's spend a few minutes talking about ladders.

INSPECTING LADDERS

Before using any ladder, inspect it. Look for the following faults:

- Loose or missing rungs or cleats.
- Loose nails, bolts, or screws.
- Cracked broken, split, dented, or badly worn rungs, cleats, or side rails.
- Wood splinters.
- Corrosion of metal ladders or metal parts.

If you find a ladder in poor condition, don't use it. Report it. It should be tagged and properly repaired or immediately destroyed.

USING LADDERS

Choose the right type and size ladder. Except where stairways, ramps, or runways are provided, use a ladder to go from one level to another. Keep these tips in mind:

1. Be sure straight ladders are long enough so that the side rails extend above the top support point by 36' at least.
2. Don't set up ladders in areas such as doorways or walkways where others may run them into, unless they are protected by barriers. Keep the area around the top and base of the ladder clear. Don't run hoses, extension cords, or ropes on a ladder and create an obstruction.
3. Don't try to increase the height of a ladder by standing it on boxes, barrels, or other materials. Don't try to splice two ladders together either.
4. Set the ladder on solid footing against a solid support. Don't try to use a stepladder as a straight ladder.
5. Place the base of straight ladders out away from the wall or edge of the upper level about one foot for every four feet of vertical height. Don't use ladders as a platform, runway, or scaffold.
6. Tie in, block, or otherwise secure the top of straight ladders to prevent them from being displaced.
7. To avoid slipping on a ladder, check your shoes for oil, grease, or mud and wipe it off before climbing.
8. Always face the ladder and hold on with both hands when climbing up or down. Don't try to carry tools or materials with you.
9. Don't lean out to the side when you're on a ladder. If something is out of reach, get down and move the ladder over.
10. Most ladders are designed to hold only one person at a time. Two may cause the ladder to fail or throw it off balance.

CARE OF LADDERS

Take good care of ladders and they'll take care of you. Store them in well-ventilated areas, away from dampness.

REMEMBER

These tips on ladders may save you from a ladder that tips.

Section IV. SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards.

Responsibilities

The safety committee will be responsible for:

- Assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- Assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- Assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.
- Assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
- Participating in safety training and for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

Meetings

Safety committee meetings are held quarterly and more often if needed.

Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

Section V.

PREVENTIVE MAINTENANCE

Truly effective preventive maintenance programs are well planned, have specific standards, assign responsibility and follow-up to assure corrective actions are implemented. Our preventive maintenance inspection program can assure compliance with key standards, validate the effectiveness of loss control measures and provide a basis for initiating corrective measures.

Qualified personnel will conduct a hazard and maintenance based inventory to determine what equipment and areas will be included in the planned maintenance program. The inventory is the foundation for our program of planned maintenance.

Work areas will be divided into convenient areas of responsibility or departments to determine what items need regular planned inspection and maintenance. Items to consider are:

- | | |
|---|---|
| <ul style="list-style-type: none">• Environmental equipment• Machinery• Electrical equipment• Protective equipment• Fire protection equipment• Material handling equipment• Warning devices | <ul style="list-style-type: none">• Hazardous material• Power sources• Tools• Personal facilities• Elevators, manlifts• Transportation equipment |
|---|---|

Qualified personnel will determine what aspects of each item need to be examined during planned inspection or maintenance check. For each item listed on the inventory, we must identify the parts of the item most likely to develop unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, misuse or other cause. We will focus on safety guards and devices, controls, work or wear components and electrical or mechanical parts. For a particular machine, the items to check could include point of operation, feed mechanism, lubrication system, adjustments, electrical grounding, flywheels, gears and shafts, controls, attachments, lighting, brakes and exhaust systems.

Qualified personnel will determine the conditions that need to be inspected for each part. The unsafe conditions for each part to be checked should be described specifically and clearly. Conditions could include words such as frayed, exposed, broken, leaking, corroded, vibrating, loose or slipping. Some conditions might need measurements such as minimum face velocity of a ventilating hood.

We will determine the appropriate frequency to check for each condition. We can determine the frequency in part by answering the following four questions:

- a. Loss severity potential.
- b. Potential loss frequency.
- c. Rate of deterioration or damage.
- d. History of failures.

State and or federal regulations may require specific inspection frequencies. We will consult the appropriate regulation, where applicable, when determining inspection frequencies.

Management will assign responsibility for making each check. The checks may be conducted by operators, maintenance, shift leader or foreman depending on qualifications. Some inspections such as sprinkler alarm tests, or hygiene sampling might be accomplished by outside inspectors.

Note: This is a sample preventive maintenance inventory worksheet. You will need to develop a customized worksheet that addresses the potential hazards in your work environment.

Example:

<i>Item</i>	<i>Part</i>	<i>Condition</i>	<i>Frequency</i>	<i>Responsibility</i>
1. Overhead hoist	Cables, chains, hooks and pulleys	Frayed or deformed cables, worn or broken hooks and chains, damaged pulleys	Daily – before each shift.	Operator
2. Fire extinguishers	Contents, location, charge	Correct type, full charge, proper location, no corrosion or leaks	Monthly	Safety Coordinator

Inspection and maintenance responsibilities will be assigned to qualified personnel within each department or work team. Supervisors retain the final responsibility for identifying hazards and initiating corrective measures in their area of responsibility.

A means to initiate corrective actions due to the checks and a means to audit whether recommended inspections or maintenance have taken place will be developed by management. A report must be completed when conditions requiring repair are identified. The report will include all substandard conditions noted, any immediate corrective actions taken, planned or submitted for approval. A copy of the report will be given to the area supervisor so that he or she can monitor progress on corrective actions.

We will require progress reports on corrective actions taken to provide an opportunity to review the appropriateness of corrective measures. Explanations as to when open items will be corrected will be required.

Section VI.

SAFETY INSPECTIONS

Inspections provide an opportunity to survey the work place to detect potential hazards and correct them before an accident occurs. Typically, inspections are made to identify physical hazards at the worksite, however, the work practices of employees will also be observed during the inspections. Supervisors will observe employees to determine if they are performing their jobs in accordance with safe job procedures.

Continuous Monitoring

Safety is the responsibility of each and every employee. Continuous, informal inspections should be conducted by employees, supervisors, and maintenance personnel as part of their regular job responsibilities. These are the personnel who are most familiar with worksite operations and machinery. Our employees are a valuable source of information on work place hazards and we look to them for assistance in formulating practical workplace controls.

Supervisor must continually monitor their work areas. On a daily basis, they will check that:

- Employees are following safe work procedures
- Machinery and tools are in good condition
- Machine guards are in position
- Material is stored properly
- Aisles, walkways, and exit passageways are clear and accessible

Periodic/Scheduled Safety Inspections

Periodic/scheduled inspections are formal, documented inspections that will be done on a regular basis at scheduled intervals. These inspections will be performed using prepared survey forms or checklists. Depending on the job tasks being performed and worksite conditions, they will be done weekly, monthly, quarterly, semi-annually, annually, or at other predetermined intervals.

Note: This is a sample Safety Inspection Checklist. You will need to develop a customized checklist that addresses the potential hazards in your work environment.

SAMPLE SAFETY INSPECTION CHECK LIST						
SUPERVISOR: _____			DATE: _____			
DEPARTMENT: _____						
	NO.	CHECK ITEM	YES	NO	ACTION	
1.	HOUSE	1	ARE DOORS IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	KEEPING	2	ARE WINDOWS IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		3	ARE FLOORS CLEAN AND FREE OF TRIPPING HAZARDS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	ARE ALL LIGHTS WORKING PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	ARE FLOOR OPENINGS, DITCHES, MANHOLES COVERED PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		6	ARE LADDERS IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		7	ARE YELLOW LINES ON FLOORS MARKED PROPERLY AND CLEAN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		8	ARE HEATING AND AIR CONDITIONING WORKING PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		9	ARE EXHAUST FANS, DUST COLLECTORS, WORKING PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		10	IS THE ROOF IN GOOD CONDITION (NO WATER LEAKAGE)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	MATERIAL	11	ARE ALL CHAINS, SLINGS AND WIRE ROPES IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	HANDLING	12	ARE ALL HOOKS AND SHACKLES IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	& STORAGE	13	ARE ALL MATERIAL STORED SO AS NOT TO CREATE A FIRE HAZARD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		14	ARE PRODUCTS, MATERIALS STACKED SAFELY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	MECHANICAL	15	ARE ALL MACHINES MAINTAINED IN CLEAN CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		16	ARE ALL SAFETY DEVICES (GUARD COVER) MAINTAINED PROPERLY?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		17	IS COMPRESSED AIR FOR CLEANING 30 PSI MAX OR SAFETY NOZZLE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	ELECTRICAL	18	ARE ALL ELECTRIC EQUIPMENT MAINTAINED IN CLEAN CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		19	ARE ALL ELECTRICAL BOXES AND CABINETS COVERED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	FLAMMABLE	20	ARE CYLINDERS STORED PROPERLY AND SECURED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		21	ARE FLAMMABLE LIQUIDS STORED PROPERLY AND SECURED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	EXITS	22	IS EACH EMERGENCY EXIT MARKED PROPERLY AND ILLUMINATED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		23	IS EACH EMERGENCY EXIT UNOBSTRUCTED?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		24	CHECK EACH EMERGENCY LIGHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		25	EYE WASH STATIONS ... CHECK OPERATION & ENSURE CLEANLINESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REMARKS:						

Section VII.

FIRST AID PROCEDURES EMERGENCY PHONE NUMBERS

Safety Coordinator	_____	Poison Control	_____
First Aid	_____	Fire Department	_____
Ambulance	_____	Police	_____
Medical Clinic	_____		
Clinic Address	_____		

Please Note:

In **all** cases requiring emergency medical treatment, immediately call, or have a coworker call, to request medical assistance. *Only designated and certified medical responders are to provide first aid to fellow employees.*

Minor First Aid Treatment

If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.
- Management will report the injury to the insurance company within 24 hours.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.
- Management will report the injury to the insurance within 24 hours.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

Section VIII.

ACCIDENT INVESTIGATION AND RECORDKEEPING

Please Note:

All employee injury claims should be reported within 24 hours using the Travelers toll-free 1-800 reporting network. Do not delay the reporting of a claim by waiting for a fully completed accident investigation report. A delay in claim reporting has been proven to have a direct impact on overall claim cost.

Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely and that recommendations generated as a result of the investigation are being addressed. Supervisors will investigate all accidents resulting in an employee injury using the following investigation procedures:

- 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 accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Implement temporary control measures to prevent any further injuries to employees.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be completed and submitted to the safety coordinator within 24 hours of the accident.

Accident Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident Investigation Reports.
- Workers' Compensation Notice of Injury Reports.

To help identify injury trends, the safety coordinator will record employee injuries and illnesses on a log or tracking form such as the OSHA 300 Log of Work-Related Injuries and Illnesses. Trending will be used to identify and develop corrective actions that will prevent similar work-related injuries and illnesses from occurring.

Accident Reporting & Treatment Form: Accident Investigation

(To be completed within 24 hours)

(To be completed by the Supervisor / General Manager) Describe in detail the task the employee was doing at the time of injury (include vehicle, equipment or tools used):

Interview witnesses or co-workers for additional insights.

Attach sheet for additional Info/comments.

Was this the employee's regular work assignment? Yes No If no, was person trained for assignment Yes No

CAUSAL FACTORS	YES	NO	COMMENTS	CORRECTIVE ACTION
<u>Environment</u>				
1.1 Did the work area design contribute to the injury?	<input type="checkbox"/>	<input type="checkbox"/>		
1.2 Was the area cluttered?	<input type="checkbox"/>	<input type="checkbox"/>		
1.3 Did the employee have to be in this area to complete the job?	<input type="checkbox"/>	<input type="checkbox"/>		
1.4 Were other conditions (noise, air contaminants, extreme temperatures, etc.) a contributing factor?	<input type="checkbox"/>	<input type="checkbox"/>		
1.5 Other	<input type="checkbox"/>	<input type="checkbox"/>		
<u>Equipment/Tools</u>				
2.1 Was the correct equipment being used?	<input type="checkbox"/>	<input type="checkbox"/>		
2.2 Was the correct equipment readily available?	<input type="checkbox"/>	<input type="checkbox"/>		
2.3 Did any defects or change in equipment/material contribute to hazardous conditions?	<input type="checkbox"/>	<input type="checkbox"/>		
2.4 Is regular maintenance done on machinery/equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
2.5 Are there any maintenance logs?	<input type="checkbox"/>	<input type="checkbox"/>		
2.6 Was the employee using PPE (Shoes, apron, goggles)?	<input type="checkbox"/>	<input type="checkbox"/>		
<u>Method</u>				
3.1 Was the employee performing according to SOP?	<input type="checkbox"/>	<input type="checkbox"/>		
3.2 Was there a better method to perform task?	<input type="checkbox"/>	<input type="checkbox"/>		
<u>Employee</u>				
4.1 Was safety equipment specified for this job? (List all)	<input type="checkbox"/>	<input type="checkbox"/>		
4.2 Was this equipment being used?	<input type="checkbox"/>	<input type="checkbox"/>		
4.3 Have safety procedures been established for this task?	<input type="checkbox"/>	<input type="checkbox"/>		
4.4 Were safety procedures being followed? If no, why?	<input type="checkbox"/>	<input type="checkbox"/>		
4.5 Was the employee trained on necessary equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
4.6 Was the employee authorized to operate the equipment?	<input type="checkbox"/>	<input type="checkbox"/>		
<u>Management</u>				
5.1 Were the behaviors that caused the injury/illness observed before?	<input type="checkbox"/>	<input type="checkbox"/>		
5.2 If so, What was done?	<input type="checkbox"/>	<input type="checkbox"/>		
5.3 Does management require safe work practices related to this task? If yes, explain. How?	<input type="checkbox"/>	<input type="checkbox"/>		
5.4 Does management follow/support safety procedures?	<input type="checkbox"/>	<input type="checkbox"/>		
5.5 Have safety related changes been made/suggested in this area?	<input type="checkbox"/>	<input type="checkbox"/>		

To Correct Unsafe Acts	To Correct Unsafe Conditions	CORRECTIVE ACTIONS																					
<input type="checkbox"/> Review /change procedures <input type="checkbox"/> Instruct injured person <input type="checkbox"/> Instruct others <input type="checkbox"/> Process improvement Explain: _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Discipline injured person <input type="checkbox"/> Oral <input type="checkbox"/> Written	<input type="checkbox"/> Eliminate condition <input type="checkbox"/> Install safety guard <input type="checkbox"/> Warn others of hazards <input type="checkbox"/> Implement inspections <input type="checkbox"/> Request repairs Vendor: _____ <input type="checkbox"/> Initiate Ergonomic Review <input type="checkbox"/> Other _____	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Action</th> <th style="width: 25%;">Assigned To</th> <th style="width: 25%;">Date</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td></tr> <tr> <td colspan="3">Corrective Actions completed <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </tbody> </table>	Action	Assigned To	Date	1.			2.			3.			4.			5.			Corrective Actions completed <input type="checkbox"/> Yes <input type="checkbox"/> No		
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1.																							
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Corrective Actions completed <input type="checkbox"/> Yes <input type="checkbox"/> No																							

Employee: _____ Date: _____
 Supervisor: _____ Date: _____
 General Manager: _____ Date: _____

Section IX.

SAMPLE WORKPLACE SAFETY RULES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

GENERAL EMPLOYEE WORKRULES

Housekeeping

- Do not place trash in walkways and passageways.
- Do not kick objects out of your pathway; pick them up or push them aside and out of the way.
- Do not throw matches, cigarettes or other smoking materials into trash bins.
- Do not store or leave items on stairways.
- Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguisher or fire alarms.

Ladder and Step Ladder Safety

- Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
- Keep ladder rungs clean of grease. Remove buildup of material such as plaster, dirt or mud.

Climbing a Ladder

- Secure the ladder in place by having another employee hold it.
- Face the ladder when climbing up or down.
- Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down.
- Do not carry items in your hands while climbing up or down a ladder.

Performing Work from a Ladder

- One person shall be on the ladder at a time.
- Face the ladder and do not lean backward or sideways from the ladder.
- Do not stand on the top two rungs of any ladder.
- Do not use a ladder that wobbles or that leans to the left or right.
- Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.

OFFICE PERSONNEL

Office Safety

- Store sharp objects such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
- Carry pencils, scissors and other sharp objects with the points down.
- Do not jump from ramps, platforms, ladders or step stools.
- Do not run on stairs or take more than one step at a time.
- Use handrails when ascending or descending stairs or ramps.
- Obey all posted safety and danger signs.

Furniture Use

- Open one file cabinet drawer at a time.
- Close drawers and doors immediately after use.
- Use the handle when closing doors, drawers, and files.
- Put heavy files in the bottom drawers of file cabinets.
- Do not tilt the chair you are sitting in on its two back legs.
- Do not stand on furniture to reach high places. Use a ladder or step stool to retrieve or store items that are located above your head.

Handling Supplies

- Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
- Cut in the direction away from your body when using knives or case cutters.

Equipment Use

- Use a staple remover, not your fingers, for removing staples.
- Turn off and unplug office machines before adjusting, lubricating or cleaning them.
- Do not use fans that have excessive vibration, frayed cords or missing guards.
- Turn the power switch of the equipment to "off" when it is not being used.

GENERAL LABOR PERSONNEL

Housekeeping

- Do not leave loose tools or other items on a ledge or lying around the floor. Return tools to their storage places after use.
- Keep walking surfaces of elevated working platforms, such as scaffolds and equipment, clear of tools and materials that are not being used.
- Do not use gasoline for cleaning purposes.
- Sweep up scraps and debris from wallboard installation such as screws, mesh and tape by using a broom and a dust pan.

GENERAL LABOR PERSONNEL (Continued)

Lifting Safety

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves approved by your supervisor when lifting objects with sharp corners or jagged edges.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Job Site Safety

- Do not walk under partially demolished walls or floors.
- Stop working outdoors and seek shelter during lightning storms.
- Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area.
- Do not throw or toss debris outside barricaded areas.
- Stay clear of all trucks, forklifts, cranes, and other heavy equipment when in operation.
- Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
- Keep shirts on to avoid dehydration and sun burn.

Electrical Safety

- Assume all electrical wires as live wires.
- Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical circuits.
- Wear the dielectric gloves when working on electric current.

Electrical Powered Tools

- Do not use power equipment or tools on which you have not been trained.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not leave tools that are "On" unattended.
- Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
- Do not operate a power hand tool or portable appliance:
 - That has a frayed, worn, cut, improperly spliced or damaged cord.

- That has a two-pronged adapter or a two conductor extension cord.
- If a prong from the three-pronged power plug is missing or has been removed.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
- Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand.
- Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.
- Do not use electrical tools if its housing is cracked.
- Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

Electrical Cords

- Keep power cords away from path of drills and wire soldering and cutting equipment.
- Do not use cords that have splices, exposed wires or cracked or frayed ends.
- Do not remove the ground prong from electrical cords.
- Do not use an adapter such as a cheater plug that eliminates the ground.
- Do not plug multiple electrical cords into a single outlet.

Power Saws

- Wear safety goggles, protective gloves, a dust mask and hearing protection when operating a power saw.
- Do not wear loose clothing or jewelry.
- Clean any residue from the blade or cutting head before making a new cut with the power saw.
- Do not use a power saw that has cracked, broken, or loose guards or other visible damage.
- Keep your hands away from the exposed blade.
- Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
- Do not alter the anti-kickback device or blade guard.
- Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
- When using the power saw, do not reach across the cutting operation.
- Cut away from your body and below your shoulder level when you are using a power saw.
- If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.

GENERAL LABOR PERSONNEL (Continued)

Pneumatic Tools

- Do not point a compressed air hose at bystanders or use it to clean your clothing.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace belt guards before use.
- Turn the tool "off" and let it come to a complete stop before leaving it unattended.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Engage positive locks on hoses and attachments before use.
- Shut off pressure valve and disconnect air line when not in use.
- Tag damaged or defective pneumatic tools "Out of Service" to prevent usage of the tool by other employees.

Hand Tool Safety

- Use tied off containers to keep tools from falling off of elevated work platforms.
- Do not use a tool if its handle has splinters, burrs, cracks, splits or if the head of the tool is loose.
- Do not use tools while your hands are oily, greasy or wet.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
- Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
- Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.
- When you are performing electrical work, use the tools with the blue rubber sleeves covering the handle, these are insulated.

Saws

- Keep control of saws by releasing downward pressure at the end of the stroke.
- Keep your hands and fingers away from the saw blade while you are using the saw.
- When using a hand saw, hold your panel firmly against the work table.
- Do not use a saw that has dull saw blades.
- Do not carry a saw by the blade.
- Oil saw blades after each use of the saw.

GENERAL LABOR PERSONNEL (Continued)

Snips

- Wear safety glasses or safety goggles when using snips to cut materials such as lath or corner beads.
- Wear your work gloves when cutting materials with snips.
- Do not use straight cut snips to cut curves.
- Keep the blade aligned by tightening the nut and bolt on the snips.
- Do not use snips as a hammer, screwdriver or pry bar.
- Engage the locking clip on the snips after use.

Tool Boxes/Chest/Cabinet

- Tape over or file off sharp edges on tool boxes, chests or cabinets.
- Do not stand on tool boxes, chests or cabinets to gain extra height.
- Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.
- Push large chests, cabinets and tool boxes; do not pull.
- Do not open more than one drawer of a tool box at a time.
- Close and lock all drawers and doors before moving the tool chest to a new location.
- Do not use a tool box or chest as a workbench.
- Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.

Knives/Sharp Instruments

- When handling knife blades and other cutting tools, direct sharp points and edges away from you.
- Always cut in the direction away from your body when using knives.
- Carry all sharp tools in a sheath or holster. Store knives in knife blocks or in sheaths after using them.
- Use the knife that has been sharpened; do not use knives that have dull blades.
- Do not use knives as screwdrivers.
- Do not pick up knives by their blades.
- Carry knives with tips pointed towards the floor.

Forklift Safety Rules

- Do not exceed the lift capacity of the forklift. Read the lift capacity plate on the forklift if you are unsure.
- Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment, such as wedges, to a forklift.
- Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
- Do not raise or lower a load while you are en-route. Wait until you are in the loading area and have stopped before raising or lowering the load.

WAREHOUSE PERSONNEL (Continued)

- After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
- Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
- Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
- Do not drive over objects in your pathway.
- Steer wide when making turns.
- Do not drive up to anyone standing or working in front of a fixed object such as a wall.
- Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform .
- Obey all traffic rules and signs.
- Sound horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
- Do not exceed a safe working speed of five miles per hour. Slow down in congested areas.
- Stay a minimum distance of three truck lengths from other operating mobile equipment.
- Drive in reverse and use a signal person when your vision is blocked by the load.
- Look in the direction that you are driving; proceed when you have a clear path.
- Drive loaded forklifts forward up ramps.
- Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
- Drive loaded forklifts in reverse when driving down a ramp.
- Drive unloaded forklifts in reverse going up a ramp and forward going down a ramp.
- Do not attempt to turn around on a ramp.
- Do not use "Reverse" to brake.
- Lower the mast completely, turn off the engine and set the parking brake before leaving your forklift.

Loading Docks

- Keep the forklift clear of the dock edge while vehicles are backing up to the dock.
- Do not begin loading or unloading until the supply truck has come to a complete stop, the engine has been turned off, the dock lock has been engaged and the wheels have been chocked.
- Attach the bridge or dock plate before driving the forklift into the truck.
- Do not drive the forklift into a truck bed that has soft or loose decking or other unstable flooring.
- Drive straight across the bridge plates when entering or exiting the trailer.
- Use dock lights or headlights when working in a dark trailer.

WAREHOUSE PERSONNEL (Continued)

Warehouse Safety

General

- When manually stocking shelves, position the materials to be shelved slightly in front of you so you do not have to twist when lifting and stacking materials.
- Visually inspect for sharp objects or other hazards before putting hands, legs or other body parts into containers such as garbage cans, boxes, bags or sinks.
- Remove or bend nails and staples from crates before unpacking.
- When cutting shrink wrap with a blade, always cut away from you and your co-workers.
- Do not try to kick objects out of pathways. Push or carry them out of the way.
- Do not let items overhang from shelves into walkways.
- Move slowly when approaching blind corners.
- Place heavier loads on the lower or middle shelves.
- Remove one object at a time from shelves.
- Place items on shelves so that they lie flat and do not lean against each other.

Hand Truck Operations

- Tip the load slightly forward so that the tongue of the hand truck goes under the load.
- Push the tongue of the hand truck all the way under the load to be moved.
- Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
- When loading hand trucks, keep your feet clear of the wheels.
- Push the load so that the weight will be carried by the axle and not the handles. The operator should only balance and push.
- Place the load so that it will not slip, shift or fall. Use straps, if provided, to secure the load.
- If your view is obstructed, use a spotter to assist in guiding the load.
- For extremely bulky or pressurized items such as gas cylinders, strap or chain the items to the hand truck.
- Do not walk backward with the hand truck, unless going up stairs or ramps.
- When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
- Move hand trucks at a walking pace.
- Store hand trucks with the tongue under a pallet, shelf, or table.
- Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.

WAREHOUSE PERSONNEL (Continued)

Pallet Jack Use

- Only employer authorized personnel may operate pallet jacks.
- Do not exceed the manufacturer's load rated capacity. Read the lift capacity plate on the pallet jack if you are unsure.
- Do not ride on pallet jacks.
- Start and stop gradually to prevent the load from slipping.
- Pull manual pallet jacks; push when going down an incline or passing close to walls or obstacles.
- If your view is obstructed, use a spotter to assist in guiding the load.
- Stop the pallet jack if anyone gets in your way.
- Do not place your feet under the pallet jack when it is moving.
- Keep your feet and other body parts clear of pallet before releasing the load.

Storeroom/Stockroom

- Use long handled snips when cutting strapping bands away from a shipping container.
- Wear safety glasses when cutting strapping bands, uncrating materials and driving nails.
- Stand to the side of the strapping band when cutting it.
- Do not use pallets or skids that are cracked or split or have other visible damage.
- Stack heavy or bulky storage containers on middle and lower shelves of the storage rack.
- Do not lift slippery or wet objects; use a hand truck.
- Follow the safe handling instructions listed on the label of the container or listed on the corresponding Material Safety Data Sheet when handling each chemical stored in the stockroom.
- Do not smoke while handling chemicals labeled "Flammable".
- Do not store chemicals labeled "Flammable" near sources of ignition such as space heaters and sparking tools.

Storeroom/Stockroom

- Do not handle or load any containers of chemicals if their containers are cracked or leaking.
- Do not leave pallet jack unattended with the load suspended.
- Obey all safety and danger signs posted in the workplace.

Carts

- Do not exceed the rated load capacity noted on the manufacturer's label on the cart.
- Use a spotter to help guide carts around corners and through narrow aisles.
- Do not stand on a cart or use it as a work platform.