



Safety Program Basics:

Helpful Tips
for Building
a Program in Your
Organization

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Starting at the Top

A safe workplace starts with management, who must support a culture of safety and provide the resources necessary for injury prevention. The responsibilities filter down through all levels of an organization, and every employee has to take ownership in their workplace. Safety cannot stand alone or remain separate from the main objectives of the organization — it must become an integral part of day-to-day operations. When injury prevention is taken into consideration as part of the "bottom line," everyone wins.

There are some essential elements of a good safety and health program that employers should have in place. Depending on the size and complexity of your organization, the following actions should be considered:

- Manager leadership and commitment
- Employee participation
- Hazard identification and control
- Information and training
- Program evaluation

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Components of a Sound Safety Program

There are many pieces that make up a quality workplace safety program. From leadership to each and every employee, everyone plays a key role. At the same time, policies and procedures are critical to support and guide workers as they undertake their work each day.

Leadership Responsibilities

- Establish responsibilities for managers, supervisors and employees.
- Designate a person to respond to safety issues.
- Delegate authority.
- Provide information and training.
- Provide resources such as time and money.
- Support injury and illness prevention efforts.
- Conduct safety audits and correct deficiencies.
- Investigate accidents.
- Enforce safety rules and procedures.
- Maintain compliance with OSHA requirements.

Employee Responsibilities

- Report work-related injuries or illnesses.
- Establish ways to report accidents and hazards.
- Report unsafe conditions or work practices.
- Wear required personal protective equipment.
- Do not operate machinery unless trained.
- Use safe lifting techniques.
- Maintain good housekeeping.
- Solicit fellow employees involvement in safety programs.



Hazard Assessment

- Use a variety of job-hazard analysis methods.
- Review safety and health information regularly.
- Conduct safety inspections of workstations.
- Evaluate equipment, materials and processes.
- Observe employees as they do their jobs.

Facility Inspections

- Inspect regularly for unsafe working conditions.
- Document the correction of unsafe conditions.
- Involve employees with developing forms and conducting inspections.

Job Safety and Safe Work Practices

- Employee involvement is critical.
- Break down each job into component tasks.
- Develop safe work practices for each job function.
- Identify potential hazards of each task.
- Determine hazard control measures.
- List steps to do the job safely.
- Inspect equipment and work areas.
- List required personal protective equipment
- Reference other safety procedures.
- Safety Committee
 - Consists of management and hourly employees
 - Reviews safety programs and procedures
 - Reviews accident investigations
 - Discusses safety suggestions
 - Reports observations of unsafe conditions

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Accident Investigation

- Include all injuries, illnesses, first-aid incidents and near-misses.
- Investigate immediately.
- Include management and employees.
- Develop and implement corrective actions.

Suggested Safety Disciplinary Policy

Knowingly or willingly violating a safety rule or safe work practice could result in discipline:

- 1st offense — verbal or written warning
- 2nd offense — written warning or suspension
- 3rd offense — suspension or termination

Safety Incentives

- Motivate safe behavior.
- Encourage use of PPE.
- Reward for safety suggestions.
- Encourage reporting of near-miss incidents.
- Reward involvement in the safety and health program.

Training

- Include in safety orientation for new employees.
- Conduct when new processes or procedures are introduced.
- Conduct as required by OSHA regulations.
- Reiterate when safety performance has been slipping.
- Conduct to keep employee safety awareness at a high level.

Record Keeping

Create written documentation to confirm:

- Safety training
- Safe work practices
- Facility inspections
- Accident investigations

Program Evaluation

- Review the effectiveness of the program.
- Update components annually.
- Update if significant changes are made to facility or operations.
- Involve employees.

