

# Safety Plan

## Goal

The primary goal of (COMPANY NAME) is to operate a profitable business by serving its customers.

A primary element of reaching this goal is to keep our employees free from injuries, illness, or harm on the job. We will achieve this, in part, by delegating responsibility and accountability to all involved in this company's operation.

Our safety goals are the following:

- Minimize or eliminate all injuries and accidents
- Minimize loss of property and equipment
- Eliminate all OSHA fines
- Reduce workers' compensation costs
- Reduce operating costs

## Specific Steps

We will achieve our safety goals by:

- Appointing well-trained people as our safety coordinators.
- Providing all necessary safety training, especially to safety coordinators.
- Establishing company safety goals.
- Securing honest safety feedback and information from our jobsites. All employees must be able to keep us informed as to safety and health threats.
- Adapting company actions as required to meet safety objectives.
- Developing and implementing a written safety and health program.
- Holding all employees accountable for performance of safety responsibilities.
- Reviewing the safety and health program annually and revising or updating it as required.

## Safety Manager

A safety manager shall be appointed to review all safety issues with both field and office personnel.

The safety manager shall:

- Gather all relevant safety information from all sources.
- Discuss safety policies and procedures with all involved.
- Make recommendations for improvements.
- Review accident investigation reports on all accidents and near misses.
- Identify unsafe conditions and work practices and enforce corrections.

The safety manager is authorized to shut down projects, without consultation, upon discovery of any serious threat to our employees.

## ***Safety Plan (cont.)***

### **Notice to all Employees**

\_\_\_\_\_ has been designated as our Safety Manager. His/her cell phone and office phone numbers are:

Office: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell: (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

It is the duty of the Safety Manager to assist all of you in keeping our jobs safe.

Please contact \_\_\_\_\_ immediately regarding any on-the-job health or safety issues.

This is one of \_\_\_\_\_ 's primary areas of responsibility.

Our Safety Manager is also responsible for:

- Introducing our safety program to new employees.
- Following up suggestions made by employees. Documenting suggestions and responses.
- Assisting personnel in the execution of safety policies.
- Conducting safety inspections on a periodic basis.
- Addressing all hazards or potential hazards as needed.
- Preparing monthly accident reports and investigations.
- Maintaining an adequate stock of first aid supplies and other safety equipment to insure availability.
- Making sure there are an adequate number of employees that are certified in first aid.
- Staying current with OSHA regulations and local safety mandates.

### **Supervisor/Foreman**

It is the responsibility of our supervisors and foremen to establish an operating atmosphere that insures that safety and health are managed carefully.

Supervisors and foremen are required to do the following:

- Regularly emphasize that accident and health-hazard-exposure prevention are a condition of employment.
- Identify operational oversights that could contribute to accidents.
- Participate in safety- and health-related activities, including attending safety meetings, reviewing the facility, and correcting employee behavior that can result in accidents and injuries.
- Spend time with each person hired to explain the safety policies and the hazards of his/her particular work.
- Make sure that a 'Competent Person' is present as required.
- Do not allow safety to be sacrificed for expediency, nor allow workers to do so.
- Enforce safety rules consistently. Follow the company's discipline and enforcement procedures.
- Conduct daily job-site safety inspections and correct safety violations.

## ***Safety Plan (cont.)***

### **Employee Responsibilities**

It is the duty of each and every employee to know the safety rules, and to conduct his or her work in compliance with these rules. Disregard of the safety and health rules shall be grounds for disciplinary action up to and including termination. It is also the duty of each employee to make full use of the safeguards provided for their protection. Every employee will receive safety instructions when hired and will receive a copy of the Company Safety and Health Program.

Employees are responsible to:

- Read, understand, and follow safety and health rules and procedures.
- Wear Personal Protective Equipment (PPE) at all times when working in areas where there is a danger of injury.
- Wear suitable work clothes as determined by the supervisor or foreman.
- Perform all tasks safely, as directed by a supervisor or foreman.
- Report all injuries to a supervisor or foreman, and seek treatment promptly.
- Know the location of first aid, fire fighting equipment, and other safety devices.
- Attend all required safety and health meetings.
- Not perform potentially hazardous tasks or use any hazardous material unless properly trained to do so. Follow all safety procedures.
- Stop and ask questions if in doubt about the safety of any operation.

### **Discipline and Enforcement**

(COMPANY NAME) maintains standards of employee conduct and supervisory practices which support and promote effective and safe business operations. These supervisory practices include administering corrective action when employee safety performance or conduct jeopardizes this goal. This policy sets forth general guidelines for a corrective action process aimed to document and correct undesirable employee behavior. Major elements of this policy include:

- A. Constructive criticism/instruction by the employee's supervisor/foreman to educate and inform employees of appropriate safety performance and behavior.
- B. Correcting employee's negative behavior to the extent required.
- C. Informing the employee that continued violation of company safety policies can result in termination.
- D. Written documentation of disciplinary warnings and corrective action taken.

Depending on the facts and circumstances involved with each situation, the company may choose any corrective action including immediate termination. However, in most circumstances the following steps will be followed:

1. **VERBAL WARNING** informally documented by supervisor, foreman, or safety manager for minor infractions of company safety rules. Supervisor, foreman, or safety manager must inform the employee what safety rule or policy was violated and how to correct the problem.

### ***Safety Plan (cont.)***

2. **WRITTEN WARNING** documented in employee's file. Repeated minor infractions or a more substantial safety infraction requires issuance of a written warning. The employee should acknowledge the warning by signing the document before it is placed in personnel file.
3. **SUSPENSION** for three (3) working days. If employee fails to appropriately respond or if management determines the infraction was sufficiently grievous.
4. **TERMINATION** for repeated or serious safety infractions.

### **Control of Hazards**

Where feasible, workplace hazards are prevented by effective design of the job site or job. Where it is not feasible to eliminate such hazards, they must be controlled to prevent unsafe and unhealthy exposure. Once a potential hazard is recognized, the elimination or control must be done in a timely manner. These procedures include measures such as the following:

- Maintaining all extension cords and equipment.
- Ensuring all guards and safety devices are working.
- Periodically inspecting the worksite for safety hazards.
- Establishing a medical program that provides applicable first aid to the site as well as nearby physician and emergency phone numbers.
- Addressing any and all safety hazards with employees.

### **Fire Prevention**

Fire prevention is an important part of protecting employees and company assets. Fire hazards must be controlled to prevent unsafe conditions. Once a potential hazard is recognized, it must be eliminated or controlled in a timely manner. The following fire prevention requirements must be met for each site:

- One conspicuously located 2A fire extinguisher (or equivalent) for every floor.
- One 2A conspicuously located fire extinguisher (or equivalent) for every 3000 sq. ft.
- A conspicuously located 10B fire extinguisher for everywhere more than 5 gallons of flammable liquids or gas are stored.
- Generators and internal combustion engines located away from combustible materials.
- Site free from accumulation of combustible materials or weeds.
- No obstructions or combustible materials piled in the exits.
- No more than 25 gallons of combustible liquids stored on site.
- No Liquid Propane Gas containers stored in any buildings or enclosed spaces.
- Fire extinguishers in the immediate vicinity where welding, cutting, or heating is being done.

## **Safety Plan (cont.)**

### **Training and Education**

Training is an essential component of an effective safety and health program addressing the responsibilities of both management and employees at the site. Training is most effective when incorporated into other education on performance requirements and job practices. Training programs should be provided as follows:

- Initially when a safety and health plan is developed.
- For all new employees before beginning work.
- When new equipment, materials, or processes are introduced.
- When procedures have been updated or revised.
- When experiences/operations show that employee performance must be improved.
- At least annually.

Besides the standard training, employees should also be trained in the recognition of hazards; to be able to look at an operation and identify unsafe acts and conditions. A list of typical hazards employees should be able to recognize may include:

- **Fall Hazards**—Falls from floors, roofs and roof openings, ladders (straight and step), scaffolds, wall openings, hazards from tripping, trenches, steel erection, stairs, chairs, etc.
- **Electrical Hazards**—Appliances, damaged cords, outlets, overloads, overhead high voltage, extension cords, portable tools (broken casing or damaged wiring), grounding, metal boxes, switches, ground fault interrupters (GFI), etc.
- **Housekeeping Issues**—Exits, walkways, floors, trash, storage of materials (hazardous and non-hazardous), protruding nails, etc.
- **Fire Hazards**—Oily-dirty rags, combustibles, fuel gas cylinders, exits (blocked), trips/slips, stairs, uneven flooring, electrical cords, icy walkways, etc.
- **Health Hazards**—Silicosis, asbestos, loss of hearing, eye injury due to flying objects

Employees trained in the recognition and reporting of hazards and supervisors/foremen trained in the correction of hazards will substantially reduce the likelihood of a serious injury.

### **Recordkeeping and OSHA Log Review**

In the event of a fatality (death on the job) or catastrophe (accident resulting in hospitalization of three or more workers) contact (Safety Manager). His/her office and cell-phone numbers are:

Office: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Cell: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

The Safety Manager will in turn report it to the OSHA Regional Office within 8 hours after the occurrence.

If an injury or accident should ever occur, you are to report it to your supervisor or foreman as soon as possible. A log entry and summary report shall be maintained for every recordable injury and illness. The entry should be done within 7 days after the injury or illness has occurred. An appropriate form shall be used for the recording. A recordable injury or illness is defined as an injury resulting in loss of consciousness, days away from work, days of restricted work, or medical treatment beyond first aid.

## ***Safety Plan (cont.)***

First Aid includes:

- Tetanus shots
- Band-aids or butterfly bandages
- Cleaning, flushing, or soaking wounds
- Ace bandages and wraps
- Non-prescription drugs at non-prescription strength (Aspirin, Tylenol, Etc.)
- Drilling fingernails/toenails
- Eye patches, eye flushing, and foreign body removal from eye with Q-tips
- Finger guards
- Hot or cold packs
- Drinking fluids for heat stress

An annual summary of recordable injuries and illnesses must be posted at a conspicuous location in the workplace and contain the following information: Calendar year, company name, establishment name, establishment address, certifying signature, title, and date. If no injury or illness occurred in the year, zeros must be entered on the total line.

The OSHA logs should be evaluated by the employer to determine trends or patterns in injuries in order to appropriately address hazards and implement prevention strategies.

## **Accident Investigation**

### ***Supervisors/Foreman***

- Provide first aid, call for emergency medical care if required.
- If further medical treatment is required, arrange to have an employer representative accompany the injured employee to the medical facility.
- Secure area, equipment, and personnel from injury and further damage.
- Contact Safety Manager.

### ***Safety Manager***

- Investigate the incident (injury). Gather facts, employee, and witness statements; take pictures and physical measurements of incident site and equipment involved.
- Complete an incident investigation report form and the necessary workers' compensation paperwork within 24 hours whenever possible.
- Insure that corrective action to prevent a recurrence is taken.
- Discuss the incident, if appropriate, in safety and other employee meetings with the intent to prevent a recurrence.
- Discuss incident with other supervisors, foremen and other management personnel.
- If the injury warrants time away from work, be sure that the absence is authorized by a physician and that you maintain contact with your employee while he/she remains off work.

### ***Safety Plan (cont.)***

- Monitor status of employee(s) off work, maintain contact with employee and encourage return to work even if restrictions are imposed by their physician.
- When injured employee(s) return to work, they should not be allowed to return to work without 'return to work' release forms from the physician. Review the release carefully and insure that you can accommodate the restrictions, and that the employee follows the restrictions indicated by the physician.

### **Safety Rules and Procedures**

- No employee is expected to undertake a job until that person has received adequate training.
- All employees shall be trained on every potential hazard that they could be exposed to and how to protect themselves.
- Employees are not required to work under conditions which are unsanitary, dangerous, or hazardous to their health.
- Only qualified trained personnel are permitted to operate machinery or equipment.
- All injuries must be reported to your supervision/foreman.
- Manufacturer's specifications/limitations/instructions shall be followed.
- Particular attention should be given to new employees and to employees moving to new jobs or doing non-routine tasks.
- Emergency numbers shall be posted and reviewed with employees.
- Each employee working in an excavation or trench shall be protected from cave-ins by an adequate protective system.
- Employees working in areas where there is a danger of head injury, excessive noise exposure, or potential eye and face injury shall be protected by Personal Protection Equipment (PPE).
- All hand and power tools and similar equipment, whether furnished by the employer or the employee, shall be maintained in a safe condition.
- All materials stored in tiers shall be stacked, racked, blocked, interlocked, or otherwise secured to prevent sliding, falling, or collapse.
- The employer shall insure that electrical equipment is free from recognized hazards that are likely to cause death or serious physical harm to employees.
- All scaffolding shall be erected in accordance with the CFR 1926.451 subpart L. standard. Guardrails for fall protection and ladders for safe access shall be used.
- Places of employment shall be kept clean, the floor of every workroom shall be maintained, so far as practicable, in a dry condition; standing water shall be removed. Where wet processes are used, drainage shall be maintained and false floors, platforms, mats, or other dry standing places or appropriate waterproof footwear shall be provided.

### ***Safety Plan (cont.)***

- To facilitate cleaning, every floor, working place, and passageway shall be kept free from protruding nails, splinters, loose boards, and holes and openings.
- All floor openings, open sided floor, and wall openings shall be guarded by a standard railings and toe boards or cover.
- The employer shall comply with the manufacturer's specifications and limitations applicable to the operation of any and all cranes and derricks.
- All equipment left unattended at night, adjacent to a highway in normal use, or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, to identify the location of the equipment.
- No construction loads shall be placed on a concrete structure or portion of a concrete structure unless the employer determines, based on information received from a person who is qualified in structural design, that the structure or portion of the structure is capable of supporting the loads.
- A stairway or ladder shall be provided at all personnel points of access where there is a break in elevation of 19 inches or more, and no ramp, runway, sloped embankment, or personnel hoist is provided.