

# **Health and Safety Plan**

## **Index**

- I Safety Policy Statement**
  - II Accident/Injury Analysis Component**
  - III Safety Program Recordkeeping Component**
  - IV Health and Safety Education and Training Component**
  - V Safety Inspection Component**
  - VI Incident Investigation Component**
  - VII Health and Safety Plan Review**
- 
- Appendix A Safety Training Attendance List**
  - Appendix B Self-Inspection Form**
  - Appendix C Safety Hazard Report**
  - Appendix D Vehicle Inspections**
  - Appendix E Incident Investigation Form**
  - Appendix F Annual Health and Safety Plan Review**

## I Safety Policy Statement

It is the policy of this company to work continually toward improving our Health and Safety Policy as well as our health and safety procedures.

It is the company's intent to provide a safe and healthy working environment in all areas, for all employees. Controlling the work environment and the actions of employees prevents accidents, injuries and illnesses. Therefore, safety will take precedence over expediency or shortcuts. Every attempt will be made to reduce the possibility of accidents, injuries or illnesses. Protection of employees, the public and company property and operation is paramount. Management considers no phase of the operation more important than the health and safety of the employees.

Employee health and safety is to be the first consideration in the operation of the business. Safe work practices on the part of the employees must be part of all operations. Employees must understand their personal responsibility for the prevention of workplace injuries or illnesses. Injury and illness prevention go hand-in-hand with efficient production. ***All workplace injuries and illnesses should be prevented!***

Management will continue to be guided and motivated by this policy, and with the cooperation of all employees, will actively pursue a safe and healthy working environment throughout the company.

---

(Management)

### Assignment of Responsibilities

The \_\_\_\_\_ will be the primary person responsible for the implementation and enforcement of the Company Health and Safety Policy. In the absence of the \_\_\_\_\_, the \_\_\_\_\_ will assume responsibility for enforcing the policy.

The \_\_\_\_\_ will be responsible for maintaining all records and documentation for the Health and Safety Policy. This records will include by not be limited to safety meeting minutes, training, incident investigations and hazard identification reports.

## II Accident/Injury Analysis Component

The \_\_\_\_\_ (*management*) and \_\_\_\_\_ will review all accident investigation reports, hazard reports, incident reports, inspection reports and the OSHA 300 log (if it is required that the OSHA 300 log be kept) on a quarterly basis, or as needed, to identify any trends in incidents or hazards.

The \_\_\_\_\_ will recommend corrective actions to be taken to prevent recurrence of similar incidents or hazards. The \_\_\_\_\_ will be responsible for implementing corrective actions and for tracking the status of the corrective actions.

Documentation of these reviews will be retained by the \_\_\_\_\_ for a period of no less than 12 months.

### **III Safety Program Recordkeeping Component**

The \_\_\_\_\_ will be responsible for maintaining all documentation of training, incident/accident reports, OSHA logs, hazard reports, and any other documentation incidental to implementation of the Health and Safety Plan.

Blank forms for all safety related training and documentation will be available in the \_\_\_\_\_.

#### **Illness/Injury Records**

A log will be maintained of all work-related injuries or illnesses. This log will be maintained by the \_\_\_\_\_. The log will be kept at \_\_\_\_\_. All work-related injuries or illnesses will be recorded in the log within 24 hours from the time management was notified of their occurrence.

The summary portion of the OSHA 300 log will be posted from February 1<sup>st</sup> to April 30<sup>th</sup> each year in a place where employee notices are normally posted.

Injury records will be retained for a period of five (5) calendar years.

#### **Other Records**

Inspection records will be kept in the \_\_\_\_\_.  
Safety meeting and training records will be kept in the \_\_\_\_\_.  
Accident investigation records will be kept in the \_\_\_\_\_.

#### **IV Health and Safety Education and Training Component**

The \_\_\_\_\_ will be responsible for identifying the education and training needs of this facility on an annual basis.

Employees will attend monthly safety meetings/training that will be conducted by the \_\_\_\_\_. All employees will attend the following training:

1. Hazard Communication
2. Safety Equipment
3. Housekeeping
4. CPR/First Aid
5. Equipment Guarding
6. Personal Protective Equipment
7. Fire Extinguishers
8. Lock Out/Tag Out
9. Forklift Training\*

\*Forklift training will be provided to the employees whose job responsibilities include operating forklifts.

Refresher training on these health and safety topics will be given annually, or as needed.

Safety meetings and safety training will be documented and records will be maintained by the \_\_\_\_\_ for a period of 24 months or as required by law or directives.

Documentation will include:

1. Date of training
2. Name of trainer
3. Subject(s) covered
4. Attendance roster with employee's signatures (Appendix A)

All required training will be per OSHA or other directing guidelines. Specialized training (such as Forklift and Hazard Communication) will be provided and documented before employees are required to perform tasks that could potentially expose them to health and safety concerns.

New employee orientation will include all of the above-mentioned health and safety training topics. New employees will receive Hazard Communication training before being allowed to work with potentially hazardous chemicals. Refresher training will be given annually and/or as needed when new hazardous materials are introduced into the workplace.

Material Safety Data Sheets (MSDS), as required by the Hazard Communication Standard, will be available to all employees.

## V. Safety Inspection Component

The \_\_\_\_\_ will be responsible for conducting and documenting \_\_\_\_\_ (*weekly or monthly*) safety inspections within the facility. Items to be checked are listed on the Self-Inspection Form (Appendix B). Records of these inspections will be kept by the \_\_\_\_\_ at \_\_\_\_\_.

Employees are responsible for inspecting their workstations for potential hazards (Appendix C). Potential and/or actual hazards will be documented by \_\_\_\_\_, who refer them to proper staff for further investigation and resolution. Hand and power tools will be inspected daily to identify any hazardous conditions prior to beginning work.

The \_\_\_\_\_ will be responsible for conducting daily and weekly inspections of the workplace and for correcting any identified hazards.

Safety inspection reports, including recommended corrective actions and actions actually taken to correct the problems, will be maintained by the \_\_\_\_\_ at \_\_\_\_\_ until all identified problems are corrected or for 12 months, whichever is longer.

Documentation of safety inspection reports will include:

1. Date of inspection
2. Name of inspector/inspection team
3. Problems found
4. Person responsible for implementing corrective actions
5. Estimated date of completion of corrective actions.
6. Summary of corrective actions taken and date the actions were actually completed.

If applicable, any vehicles being operated will be inspected thoroughly by the driver before use (Appendix D).

## VI Accident Investigation Component

An accident can be defined as any occurrence that interrupts or interferes with the orderly progress of the job and usually occurs suddenly and unexpectedly. Some accidents involve human injury. Accidents arise from a combination of unsafe acts and unsafe conditions.

The intent of an accident investigation should be to determine what basic condition or act caused the accident to occur so corrective measures can be taken to prevent a reoccurrence. The intent of an accident investigation is not to identify a guilty party.

Accidents should be investigated as soon as possible and at least within the first 24 hours of the occurrence. The sooner information is gathered, the more accurate the facts will likely be.

### Accident Investigation Procedures

1. Investigations are required on all accidents, including those “near misses” not producing injuries. “Near misses” will be documented on an accident report and forwarded to the \_\_\_\_\_ and \_\_\_\_\_ for review. “Near misses” are reviewed to determine if a recurring hazard exists. Therefore, they must be thoroughly investigated and reported. Accidents that do not produce injury have probably produced other job hindrances, such as delays, damaged material, damaged equipment, etc
2. All accidents are to be investigated and documented by the \_\_\_\_\_ (*management*) and \_\_\_\_\_ of the employee involved. Investigations will be conducted as soon as possible, but no later than 24 hours after the accident.
3. Accident reports will be forwarded to the \_\_\_\_\_ and \_\_\_\_\_ for review. All incident reports, hazard reports, accident investigation reports and inspection checklists will be reviewed by company management to determine if trends are occurring.
4. Written accident investigation reports will be filed in a log in the \_\_\_\_\_ where it is available for review. The accident investigation process is documented by \_\_\_\_\_ and will be retained for a period of 24 months or as required by law or directives (Appendix E).

The steps for a thorough and effective investigation include:



1. Gather facts about the accident: **what** happened, **who** was involved, **where** did it occur, **when** did it occur, **how** did it happen, **why** did it happen.
2. Interview the employee(s) involved, if possible.
3. Have the involved employee(s) explain, step-by-step, the sequence of events leading up to the accident.
4. Locate, interview and obtain statements from any witnesses.
5. Take pictures or draw diagrams of the accident scene. Don't rely on memory; the accident scene may change.
6. Evaluate any evidence found at the scene and reconstruct the events leading up to the accident.
7. Do not disturb the accident scene until you are satisfied that all information has been gathered and recorded.
8. Before leaving the scene of the accident, take any steps necessary to prevent another accident: put up warning signs and/or barricades, repair equipment, lockout/tagout equipment, etc.
9. Re-interview involved employee(s) or witnesses, if necessary.
10. Determine what corrective actions are needed.
11. Prepare a written, detailed report before leaving for the day, including recommendations for corrective actions.
12. Determine if the same or a similar accident could occur in other areas of the facility with conditions, practices, procedures, etc., similar to those in which the accident occurred.
13. Follow-up on recommended corrective actions to make sure they are implemented and effective.

Once the investigation is completed, the report and recommendations for corrective actions must be directed to the appropriate person for review and implementation. The review committee will consist of:

1. Immediate supervisor of the employee involved
2. \_\_\_\_\_
3. Others as deemed necessary by the \_\_\_\_\_

Each person involved in the review process is responsible for assuring thorough investigations and following up on corrective action(s) to make sure it is (they are) implemented in a timely fashion and effective once implemented.

## VII Health and Safety Plan Review

The \_\_\_\_\_ (*management*) and \_\_\_\_\_  
\_\_\_\_\_ will review the Health and Safety Plan during  
the first month of each calendar year. This review will determine if all  
areas of potential hazard and/or exposure are addressed in the Health  
and Safety Plan. Any new hazards identified during the review will be  
included in the Health and Safety Plan. Employees will receive immediate  
training when required.

Annual reviews will be documented showing the date of review, any new  
areas of exposure identified, and the name and title of the reviewers.  
Annual review documentation will be maintained by  
the \_\_\_\_\_. (Appendix F). These records will be kept at  
\_\_\_\_\_.

**Appendix A**

**Safety Training Attendance List**

The undersigned have received the following training:

**Subject:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Trainer:**\_\_\_\_\_ **Location:**\_\_\_\_\_

**Employee Name:**

*Printed*

*Signature*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## Appendix B

### Self-Inspection Form

Date of Inspection: \_\_\_\_\_

Location or Department(s) Inspected: \_\_\_\_\_

Signature: \_\_\_\_\_

		Yes	No
1. <b>Housekeeping</b>	Is the work area clean and orderly?		
2. <b>Floors</b>	Are floors in good condition: smooth, clean surfaces, without holes, cracks or humps?		
3. <b>Aisles</b>	Are aisles and passageways clear, dry and free of tripping hazards?		
4. <b>Stairways</b>	Are stairs in good condition, with handrails and adequate lighting?		
5. <b>Storage</b>	Are materials, products, or supplies properly and safely stored to a workable height?		
6. <b>Ladders</b>	Are ladders provided here needed, of standard construction, and in good physical condition?		
7. <b>Machines &amp; Equipment</b>	Are machines and equipment in safe operating condition? Are the necessary guards provided and used?		
8. <b>Hand Tools</b>	Are the right tools for the job being used? Are they in good condition?		
9. <b>Electrical</b>	Are all required grounds provided on power tools and extension cords? Is equipment in good operating condition?		
10. <b>Lighting</b>	Is adequate lighting provided in all work areas?		
11. <b>Eye Protection</b>	Are all employees provided with suitable eye protection when around operations that produce eye hazards?		
12. <b>First Aid</b>	Are first aid supplies provided if needed?		
13. <b>Fire Extinguishers</b>	Are fire extinguishers easily accessible, unblocked, and properly serviced/		
14. <b>Entrances</b>	Are entrances kept dry or provided with nonskid mats		
15. <b>Exits</b>	Are emergency exits marked, clear, and easily accessible? Are exit doors unlocked and do they swing toward the outside?		
16. <b>Exterior</b> (sidewalks, parking lots, etc.)	Are sidewalks and parking lots smooth and free of cracks, holes and tripping hazards?		
17. <b>Lifting/Material Handling</b>	Are all employees trained in proper lifting techniques and material handling?		
18. <b>Signs</b>	Are safety instructions and warning signs posted where needed?		

**Appendix C**

**Safety Hazard Report**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Day of Week: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Hazard Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Correction is Made: \_\_\_\_\_

## Appendix D

### Vehicle Inspections

1.	<b>Tires and Wheels:</b>	<b>Satisfactory</b>	<b>Needs Servicing</b>
	Correct air pressure		
	Tires free of wear		
	Rims free of damage		
	All lugs present and tight		
	Properly matched tires		
2.	<b>Lights</b>		
	Turn on lights – use low beams		
	Check high beams, left and right turn signals, break lights and parking lights		
3.	<b>Brakes</b>		
	Parking brake: apply parking brake with vehicle moving slowly. Vehicle should stop		
	Service brake: push brake pedal firmly with vehicle going about 5 miles per hour. Vehicle should stop with no pulling to one side or delayed stopping action.		
	Test steering with vehicle moving. Steering should be smooth and consistent with no play in the steering wheel.		
4.	<b>Emergency Equipment</b>		
	Flags, jack, flares or other warning devices, flashlight, fire extinguisher, wheel blocks. etc. Check to see that supplies are in good working order.		
	Spare tire properly inflated		
5	<b>Inside of Vehicle</b>		
	Check mirrors, windshield wipers, panel gauges, horn. Adjust seat for comfort. Adjust side mirrors		
	Make sure cargo is properly secured.		
6.	<b>Under Hood</b>		
	Fluid levels: oil, water, brake fluid, windshield washer fluid, battery fluid		
	Condition of belts. Look for loose or frayed belts.		
	Hoses: Check for loose or disconnected hoses.		
	Check under vehicle for leaking fluids		

**Appendix E**

**Accident Investigation Form**

Employer: \_\_\_\_\_ Date of this report: \_\_\_\_\_

Injured Employee: \_\_\_\_\_ Age: \_\_\_\_\_

Department/Job Title: \_\_\_\_\_

Date and time of injury: \_\_\_\_\_ a.m./ p.m.

Where injury happened: \_\_\_\_\_

Nature of injury/property damage: \_\_\_\_\_

Describe the incident (What happened?): \_\_\_\_\_

Contributing factors: \_\_\_\_\_

Witnesses: \_\_\_\_\_

What action(s) are being taken, and by whom, to prevent recurrence of this type of injury?

Was the report to supervisor or first aid delayed? \_\_\_\_ Why? \_\_\_\_\_

Was medical treatment required? \_\_\_\_ Who administered medical treatment? \_\_\_\_\_

Where was medical treatment administered? \_\_\_\_\_

What is the severity potential for lost time? High/Major \_\_\_\_ Medium/Serious \_\_\_\_ Low/Minor \_\_\_\_

Probable Recurrence Rate: Frequent \_\_\_\_ Occasional \_\_\_\_ Rare \_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Investigated by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix F**

**Annual Health and Safety Plan Review**

Date of Review: \_\_\_\_\_

New Exposures Identified: \_\_\_\_\_

---

---

---

---

---

---

---

Action Taken: \_\_\_\_\_

---

---

---

---

---

---

---

Reviewed By:

---

---