

# Responsibility For Safety

## 1. Management/Safety Coordinator Responsibilities

- a. Establish and communicate safety policy to all employees
- b. Commit the resources necessary to accomplish these company goals
- c. Train employees on hazard recognition and safe work practices
- d. Coach, counsel, and when necessary discipline employees when unsafe practices are observed

## 2. Safety Coordinator/Supervisor/ Foreman responsibilities

- a. Become thoroughly familiar with and enforce our company safety policies and procedures
- b. Set the example for safety by complying with the safety rules and procedures and displaying a positive attitude toward the safety program
- c. Instruct employees on the hazards of the job, how to work safely, and on applicable safety and health regulations
- d. Make each employee aware that the violation of established safety rules will result in disciplinary action
- e. Periodically inspect work areas and proper equipment for compliance with work rules and safety standards to address
- f. Investigate injuries, accidents, and reported safety issues; record the results of the investigation; and assure corrective actions are completed
- g. Lead safety meetings and conduct or arrange safety training to address safety issues
- h. Maintain a safe and healthy workplace, ensure good housekeeping, proper illumination and ventilation, and the use of personal protective equipment as required for each job
- i. Inform each employee of the job specific emergency reporting and response procedures

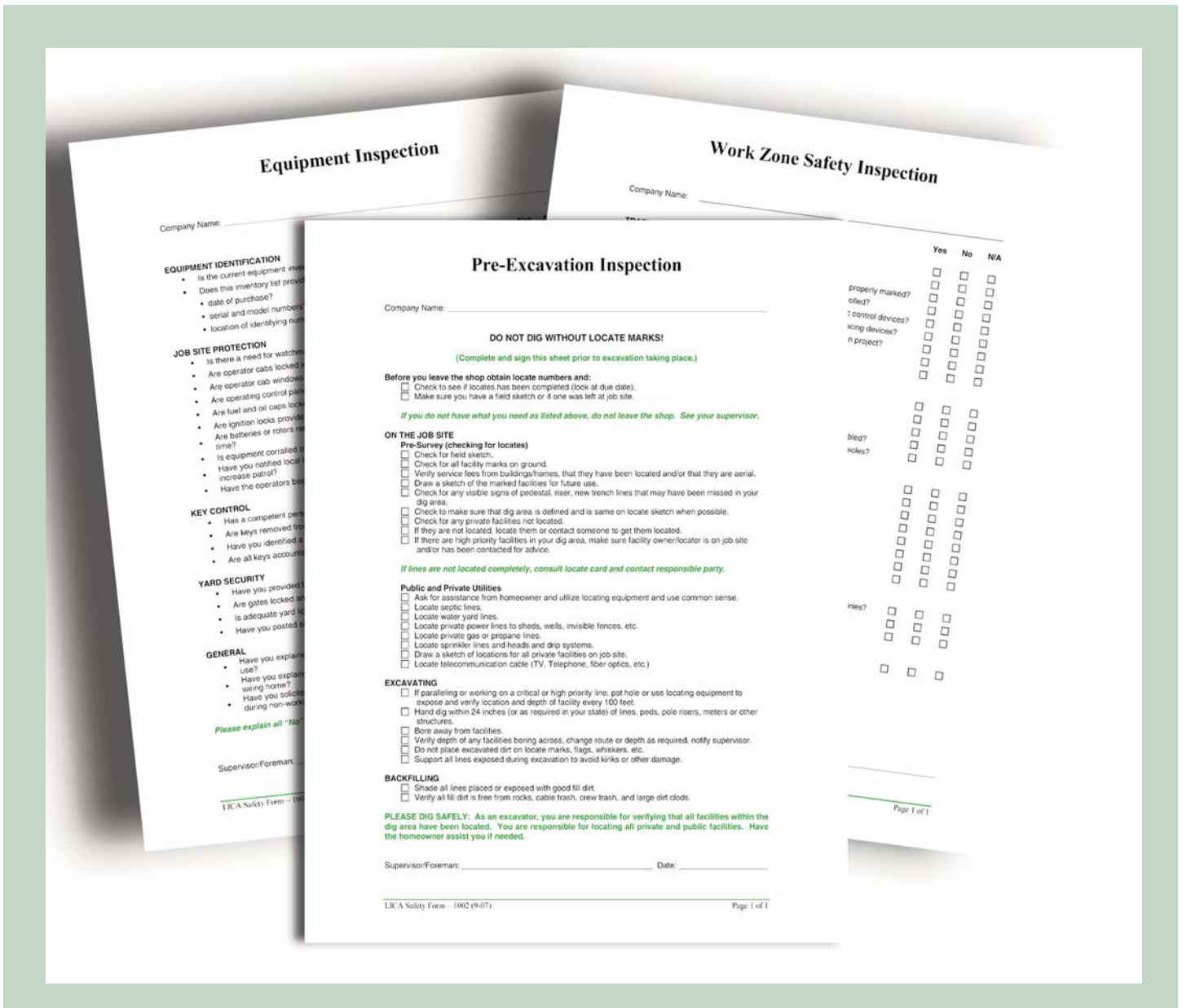
## 3. Employee Responsibilities

- a. Become thoroughly familiar with our company safety policies and procedures and the specific safety rules that apply to our work
- b. Perform all work to standards and comply with safety policies, procedures, and rules
- c. Actively participate in safety activities and cooperate with site personnel
- d. Identify, correct or isolate and report hazards in the workplace, including unsafe actions and unsafe conditions
- e. Report all injuries as required by company policy and follow correct procedures for reporting both injuries and accidents
- f. Be proactive in identifying the need for and using personal protective equipment

# Inspections

Each supervisor/foreman is responsible for inspecting his work area on a daily basis, as he goes about his daily activities, to identify and correct safety hazards. The foreman/supervisors will perform a complete inspection of their work area and fill out an inspection report. This inspection is done at least once a quarter (once a month recommended) and the identified safety risks will be documented. The necessary steps will be taken to correct the hazards and certain individuals will be responsible for those corrective actions. These reports will include the corrective actions and should be kept for 1 year. They will be reviewed at such time to evaluate the examples and find patterns of recognized hazards and possible ways to correct them.

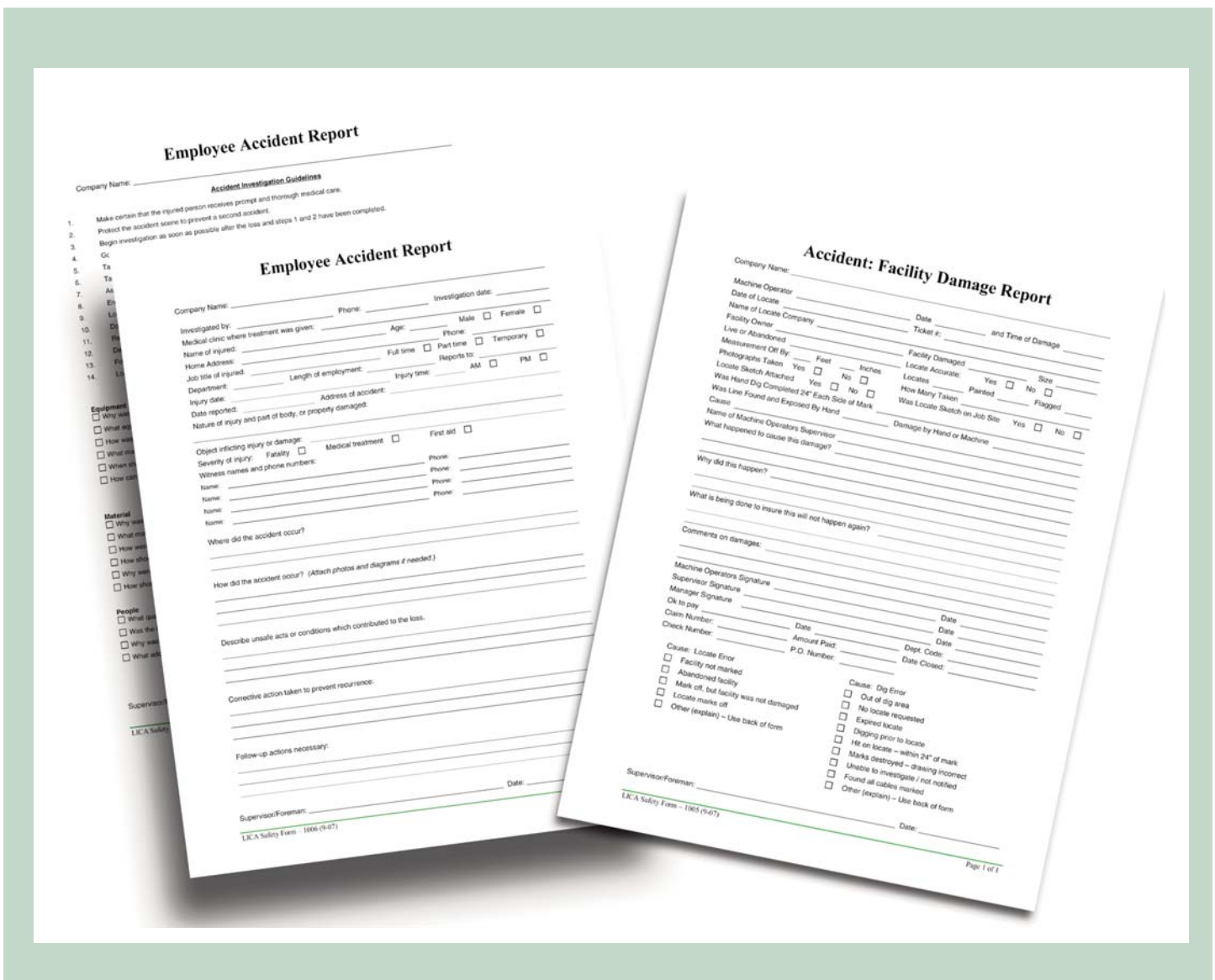
## Inspection Reports



# Accident Investigation

If an injured individual needs medical attention outside of first aid, the injury must be investigated in the same shift in which the incident occurred. The investigation is the responsibility of the immediate supervisor/foreman. He or she will be in charge of finding the cause of the accident and the steps necessary to ensure it will not happen again. If necessary, other individuals will be called upon to complete the corrective actions; after which the foreman/supervisor will document the incident and corrective steps taken.

## Sample Accident Investigation Reports



# Safety Meetings

Monthly safety meetings with all personnel, including the office staff, will take place. It will serve as a forum to discuss safety issues and concerns that employees might have and past incidents that have occurred. In addition to these monthly meetings, the Supervisors should meet with the work crews. The crew and supervisor should discuss specific safe work procedures, safe use of equipment and personal protective equipment once a month. They are also encouraged to address past incidents and their investigation results. In addition to issues exclusive to their company, they should discuss OSHA mandated training topics.

A **weekly Toolbox Safety Talk** is a must to help employees stay focused on safety issues and show how important safety on the job is. It is recommended to have **safety talks everyday** before going out on their jobs. A **pre-job checklist** is suggested to improve the value of these safety talks. Records of topics and attendance will be maintained for each meeting.

## Sample Toolbox Talks and Sign-In Sheet





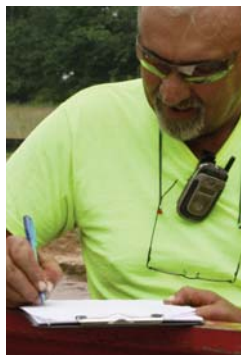
## Safety Rules

All safety rules will be given to each employee for review. Employees are to understand and comply with these rules at all times. They should sign or initial these documents to show their understanding that abiding by the safety rules are part of their condition of employment.

### *Reviewing Safety Rules*



*The Foreman is utilizing the morning break to review safety rules.*



*Each employee should review all rules and sign these documents.*



*The Foreman is reviewing the proper use and distributing safety equipment: ear plugs, mask, goggles, etc.*

## Training

Training for any position is to be given by a qualified supervisor to every new employee prior to starting work. During training, the new employee will be introduced to the safety plan and the main points will be discussed. In addition to initial training, any employee that changes position should be advised of new safety responsibilities. All training will be documented by the supervisor. Any safety training required by local, state, or federal regulations will be given and recorded.

*Indoor and on-site training.*



*All safety training for any position should comply with local, state, or federal regulations*



## Record Keeping

Our company will maintain the following safety records for a minimum of one year:

- **Equipment and jobsite inspection records**
- **Accident investigation reports**
- **Workers' Compensation Insurance Company First Reports of Injury**
- **Safety meeting records**
- **Training records**
- **OSHA Injury log Form 300** and the corresponding Incident Report Form 301 shall be maintained for three years as per OSHA requirements. (See OSHA Forms)
- **The OSHA 300A** form (Annual Summary) shall be completed each January for the previous year and posted February 1- April 30 as per OSHA requirements.(See OSHA Forms)

The above records will be maintained by

(Employee Name)

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(Job Title)

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and kept at

(Location)

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## First Aid

Any injured individual will be given emergency first aid and will have access to any required follow-up medical care. In the absence of an infirmary, clinic, hospital, or physician that is reasonably accessible in terms of time and distance to the worksite, a person who has a valid certificate in first aid training from the American Red Cross or equivalent training that can be verified by documentary evidence, shall be available on the worksite to render first aid. First aid kits will be available at all times in the workplace and continuously updated with the necessary supplies. Emergency response numbers shall be plainly posted near telephones. In areas where 911 is not available, the phone numbers of the physicians, hospital or ambulances will also be plainly posted.

Foreman/supervisor will notify employees of where to receive first aid and any other medical care that may be needed due to job-related injuries and illness.

### *A Comprehensive First Aid Kit*

#### **First Aid Kit for up to 50 people**

(can be purchased in a complete kit)

This first aid kit meets and exceeds:  
ANSI standard Z308.1 & OSHA standard 1910.151

##### **Adhesive Bandage Assortment**

- 30 Adhesive Bandage, Plastic, 1" x 3"
- 30 Adhesive Bandage, Plastic, 3/4" x 3"
- 5 Adhesive Bandage, Plastic, X-LG 2" x 3"
- 5 Adhesive Bandage, Woven, Fingertip
- 5 Adhesive Bandage, Woven, Knuckle

##### **Antiseptic Assortment**

- 10 Antiseptic BZK Towelette, 5" x 7"
- 6 Burn Cream, 1 gm.
- 2 Insect Sting Wipe-Ups, 1" x 2"
- 3 PVP Wipe-Ups, 1" x 2"

##### **Eye/Gauze Pad Assortment**

- 2 Eye Pad
- 3 Gauze Non-Stick Pad, 2" x 3"
- 3 Gauze Non-Stick Pad, 3" x 4"
- 4 Gauze Pad, 2" x 2"
- 4 Gauze Pad, 3" x 3"

##### **Compress / Gauze/ Tape Assortment**

- 1 Absorbent Compress, 32 sq. in.
- 1 Adhesive Certi-Tape, 1/2" x 2.5 yd.
- 1 Gauze Roll, 2" x 6 yd.
- 1 Gauze Roll, 1" x 6 yd.
- 2 Gloves, Nitrile, Pair, M/L
- 1 Bandage Scissors, 4"

##### **2 Lan-Cet, 2/pkg. (Splinter Remover)**

##### **1 Triangular Bandage, 40"**

##### **2 Cold Pack**

##### **1 Elastic Bandage (Ace Style) 2" x 5 yd.**

##### **2 Eye Wash, Ose, 20 ml**

##### **1 Forceps, Plastic, 4"**

##### **3 Ammonia Inhalant**

##### **1 Biohazard Bag w/Tie, 24" x 24"**

##### **5 Cet, Non-Aspirin, 2/pkg.**

##### **1 Cotton - Boxed, 1/4 oz.**

##### **1 CPRotector, "Mouth-to-Mouth" Barrier, 5.5" sq.**



# Emergency Preparedness Plan

All employees will be provided with the information necessary to carry out the Emergency Preparedness Plan. It is made up so that any employee can respond to an emergency that is likely to occur in the workplace or at a job site. All new and existing employees will be trained accordingly before starting work. Each year there is to be a drill that will be recorded. Then they will review the drill and make any changes that are deemed necessary.

The supervisor/foreman is in charge of notifying employees of site-specific emergency reporting and the appropriate response procedures.

An emergency is an immediate threat to life or imminent threat of great harm. Emergencies are characterized by sudden onset. The emergencies that we have identified as being potential threats at this facility include:

- **Fire or explosion**
- **Extensive chemical spill**
- **Tornado or other sudden, severe weather event**

[This is a sample list: show those that actually apply to your business]

The **four basic steps** in responding to any emergency are:

- 1) **Secure the work area from further risk;**
- 2) **Close down dangerous operations or equipment;**
- 3) **Evacuate; and**
- 4) **Take a head count.**

*Additional Steps:*

- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_

*Contact List*

**Police Department** \_\_\_\_\_

**Fire Department** \_\_\_\_\_

**Hospital** \_\_\_\_\_

**Other** \_\_\_\_\_

## If an emergency occurs...

a) In the event that anyone recognizes a developing emergency, notification will be made to management and all employees by the following means: *It is good to have an alternative method that does not require utility/electric service.*

Phone       Intercom       Alarm       Radio       Other\_\_\_\_\_

b) When an emergency alarm is sounded or you are informed or become aware of an emergency, each employee will immediately stop work and secure his / her work area. Make sure there is no immediate threat to you personally, assure that others in your area are aware of the alarm, and follow the floor plan or site plan posted at: *Location (Except for very small facilities, this should always be done).*

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c) Next assure that nothing in your area will contribute to the danger if left unattended. If equipment, operations, or supply lines need to be shut down take the time to do this. *Insert here any specific instructions which need to be addressed.*

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d) Evacuate to the appropriate assembly area. Workgroup supervisor is responsible for making sure that every employee and visitor is evacuated. When you reach the assembly area, find your supervisor and report your presence. Supervisors will report their headcount results to the senior company official on site [or insert title of appropriate person].

Supervisor \_\_\_\_\_

e) The assembly areas for this facility are: *ALWAYS have at least two areas, a primary and an alternate. They should be widely separated and in different directions from the center of the facility, incase access to one is blocked.*

f) The senior company official on site will make necessary notifications, from the emergency contact list. The fire department has been to the facility to establish an emergency response preplan based on the location of dangerous materials and areas populated by employees. Be prepared to provide information on any condition that may change their approach to the incident, such as temporary storage of materials or missing persons.