



ABC CONSTRUCTION
123 MAIN STREET
SUITE 2
OKLAHOMA CITY, OK, 73112
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Safe Operations Guide

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Provide by Your Service Partner



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Loss Control Policy Statement

The management of this company has implemented this Safety Program in order to provide every employee with a safe and healthy workplace. Our goal is zero accidents, injuries, and occupational illnesses.

This program details the procedures used to prevent injuries and occupational illnesses at this company. All employees, supervisors, managers and sub-contractors must comply with the requirements of and perform their responsibilities defined in this program.

- No employee will be required to work in dangerous conditions.
- No employee will be sanctioned for refusing to work in dangerous conditions or for reporting dangerous conditions.
- It is the intention of this company's management to comply with all applicable Occupational Safety and Health Administration (OSHA) regulations. However, this Safety Program only describes the process and procedures used to manage occupational safety and health issues at this company. It does not identify all Occupational Safety and Health Administration (OSHA) regulations that may apply to this company nor does it include any additional hazard specific health and safety related programs that Occupational Safety and Health Administration (OSHA) may require.

In order to meet this goal we have a continuous safety program which has the full support of management. In order for this program to be a success it requires the cooperation of all employees.

Each employee plays a part in workplace safety. Your part in this program is served by:

- Observing company safety rules
- Attending all safety meetings and training sessions
- Keeping work areas free of unsafe conditions
- Avoiding and eliminating unsafe acts
- Reporting all unsafe conditions and claims to your supervisor immediately upon occurrence

We value all of our employees and encourage you to cooperate with us in this important venture.

Signing of this document acknowledges that you have read and understand the policies and procedures outlined in this document. It also confirms you agree to adhere to the policies and procedures outlined in this document.

Signature of Employee

Date

Signature of Supervisor

Date

Please sign and provide a copy the Safety Program Coordinator

Safety Program Coordinator

In most successful loss control programs there is usually one person who coordinates and monitors the program. In a smaller business this may be the owner or top manager. In a larger business the duties may be assigned to someone who is involved with most aspects of the operation. Regardless of the person selected, it is important that the person is able to meet the following criteria:

1. The person selected has the time and interest to devote to the duties.
2. This person is recognized as a spokesperson for top management on matters relating to loss control.
3. Performance of loss control duties is part of this person's performance objectives and performance evaluation.

The program coordinator should also coordinate accident review activities.

The Safety Program Coordinator is:

Name _____

Address _____

City, State, Zip Code _____

Phone: _____

Fax: _____

Email: _____

The Safety Program Coordinator is responsible for the over-all implementation of this program.

Safety Committee

The safety committee should be advisory in nature and not assume the responsibility for the functioning of the loss control program. It should not be concerned with daily problems in individual units that should be resolved within those units.

The following items represent the scope of the safety committee:

1. Evaluation of the effectiveness of the loss control program.
2. Detection of trends so that corrective action can be taken before serious problems develops.
3. Evaluation of incident investigation reports: the number of investigations; adequacy of investigations; and any action taken.
4. Study of accident problems affecting the entire company or affecting groups of people or specific jobs.
5. Reporting to company management the results of the loss control program, suggestions for improvements, methods to stimulate and maintain interest in the program and suggestions to control problems affecting the entire company.

The Safety Committee Members are:

First Last Name (Owner)
Address
City, State, Zip Code
Phone:
Fax:
Email:

First Last Name
Address
City, State, Zip Code
Phone:
Fax:
Email:

First Last Name
Address
City, State, Zip Code
Phone:
Fax:
Email:

Safety Communication

This company will use the following methods to communicate with employees regarding safety related issues.

Safety communication will be in a form that is understandable to every employee

- Safety Meetings
- Individual Safety Review
- Safety Newsletter/Email
- Other (please specify below)

First Aid/Medical Emergency Plan

All employees are required to report any and all injuries immediately, regardless of the extent of the injury.

First Aid

Recommended materials for first aid kits are listed in American Red Cross first aid textbooks. Suggestions are also available from the American Medical Association.

- Contact local emergency resources if appropriate.
- First Aid kits will be fully stocked, strategically located, and properly maintained.
- Never give more than immediate, temporary care.
- Report all injuries immediately to management, regardless of the extent of the injury.

Equipment and supplies should be chosen in accordance with the recommendations of a physician, and service should be rendered only as covered by written, physician-approved standard procedures. First aid attendants should be duly qualified and certified by the American Red Cross.

Emergency Medical Plan

Employees will be trained on how to respond to an emergency (fire, flood, earthquake, injury, etc.). Phone numbers for emergency services will be prominently displayed near all telephones. An emergency response plan will be established and specific duties assigned to key personnel in order to protect both lives and property.

Report all injuries immediately, regardless of the extent of the injury.

Safety Training

All employees will receive safety training prior to starting work and whenever the hazards in their work area change. Refresher training may be conducted from time to time to ensure all employees retain the necessary safety related information.

Safety training will include, at a minimum, review of the appropriate Code of Safe Practices (included in this program), emergency evacuation procedures, proper use and limitations of any personal protective equipment used by the employee, and review of additional hazards and proper working procedures in the employees work area.

New employees will be given a copy of the Code of Safe Practices, and will sign a copy that is filed as documentation of initial training.

Safety Inspections

Safety inspections are a means of surveying and appraising the problems of unsafe conditions and work practices which result from changes in the workplace.

Walk-through safety inspections are conducted twice per year. The purpose of these inspections is to identify and correct any health and safety hazards that may exist in the workplace. The inspections are performed using the written checklists included in this Safety Program. The completed checklists are filed by the safety coordinator. Results of inspections will be reviewed by management and any necessary action taken. Recommendations will not be waived unless authorized by the safety program coordinator.

Premises inspections will be carried out daily by area supervisors and should be supplemented by a walk-through inspection conducted by the program coordinator, safety committee or designate.

Incident Investigation

All accidents and near miss incidents are investigated and corrective actions implemented when appropriate. The purpose of this investigation is to determine exactly what happened, why it happened (the root cause), and how similar accidents can be prevented in the future.

The scope of an accident investigation and the individual or team assigned to perform the investigation will be determined on a case by case basis by the Safety Coordinator in consultation with management.

Accident investigations may include interviewing or obtaining written statements from witnesses (including the injured employee), taking photographs of the accident scene, taking measurements at the accident scene, and reviewing procedures and equipment manuals relevant to the activities in progress when the accident occurred. The investigation may also include recommended corrective actions to prevent similar accidents from happening in the future.

At a minimum, all accident investigations will be documented as required by Occupational Safety and Health Administration (OSHA) (<http://www.osha.gov/recordkeeping/index.html>).

The death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident will be reported within eight (8) hours by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident or to the toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742). Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone.

Annual Review

The Safety Program Coordinator will review the effectiveness of this Safety Program at least annually and correct any deficiencies noted during the review.

Safety Program Responsibilities

This section identifies who is responsible for implementing each element of this Safety Program. The actual performance of activities described in this section may be delegated to others, but the ultimate responsibility for ensuring that each program element is implemented correctly remains with the individuals identified below.

Management Responsibilities

Provide Adequate Resources

- Provide sufficient resources to administer this Safety Program and control all occupational health and safety hazards identified by management and employees.

Corrective Actions

- Ensure that all safety and health corrective actions that have not been completed in a timely manner (as reported by Safety Program Coordinator) are implemented promptly.

Set A Good Example

- Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

Read this Safety Program

- It is important that all managers and supervisors understand how this Safety Program operates.

Enforce Code of Safe Practices

- Discipline employees who do not conform to the Code of Safe Practices in accordance with company policy. The Code of Safe Practices is contained in this Safety Program.

Refusal to Perform Dangerous Work and Reporting Dangerous Conditions

- Do not sanction employees who refuse work in dangerous conditions until the hazards are corrected.
- Do not sanction or retaliate against employees who report workplace hazards in any way; they are required to do so by this program.

Follow-up on Unsafe Condition Reports

- Follow-up on all unsafe conditions or near miss incidents reported by employees. Report problems that are corrected immediately to the Safety Program Coordinator verbally. Issues that cannot be corrected immediately must be documented in writing and forwarded to the Safety Program Coordinator. Inform Safety Program Coordinator in writing when appropriate corrective actions are implemented.

Employee Safety Training

- Ensure that all new employees are trained before starting work. Safety training must include, at a minimum, review of the appropriate Code of Safe Practices (included in this program), emergency evacuation procedures, proper use and limitations of any personal protective equipment used by the employee, and review of additional hazards and proper working procedures in the employee's work area.
- Give the employee a copy of the Code of Safe Practices, and have the employee date and sign a copy and give the signed copy to the Safety Program Coordinator for filing. Follow this procedure for all existing employees when this Safety Program is first implemented.

Report all Injuries and Illnesses

- Report all work related injuries or illnesses to employees under your supervision to the Safety Program Coordinator. If the injury or illness involves a fatality or hospitalization of an employee, inform the Safety Program Coordinator immediately because this company may be required to notify Occupational Safety and Health Administration (OSHA) within eight (8) hours. If the Safety Program Coordinator is not available consult the Accident Investigation section of this Safety Program for reporting requirements.

Ensure Employees Receive Safety Communications

- Supervisors must ensure their employees receive all safety information.

Safety Program Coordinator Responsibilities

Set A Good Example

- Set a good example by complying with all health and safety requirements established for employees. Act promptly to correct any health and safety issue that is identified.

Read this Safety Program

- It is important that all managers and supervisors understand how this Safety Program operates.

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Maintain Safety Program Files

- Ensure that all documentation generated by this program is properly filed.

Track Corrective Actions to Completion

- The need for action to correct workplace safety or health deficiencies may be identified and reported through workplace inspections, suggestions by management or employees, and accident investigations. Ensure that the person responsible for completing each corrective action is clearly documented. Report to the management any required corrective actions that are not completed in a timely manner.

Perform Safety Inspections

- Conduct Safety Inspections using the appropriate written checklists included in this Safety Program. Ensure any deficiencies identified are corrected.

File Safety Inspections

- Review all safety inspections to verify that all hazards identified during the inspection have been corrected. File completed safety inspections.

File Safety Training Documentation

- Review all signed Code of Safe Practices turned in by supervisors to verify they were signed and dated by the employee. Then file the signed documentation.

Accident Investigations

- Conduct or ensure that accident investigations are conducted by others for all work related injuries, illnesses, and near miss incidents. Ensure these investigations are performed in accordance with the requirements of this program. File documentation for each investigation
- Notify Occupational Safety and Health Administration (OSHA) of injuries when required. The death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident will be reported within eight (8) hours by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident or to the toll-free central telephone number, 1-800-321-OSHA (1-800-321-

- 6742). Deaths or injuries from motor vehicle accidents on public roads do not need to be reported unless they occur in a construction zone.
- Post the Injury and Illness logs in the workplace and perform additional notifications as required by Occupational Safety and Health Administration (OSHA) (<http://www.osha.gov/recordkeeping/index.html>).

Perform Annual Review

- Review the effectiveness of this program every year by completing the Annual Review. Report the results of the review to the management.

Ensure Employees Receive Safety Communications

Supervisors must ensure their employees receive all safety information.

Safety Program Checklists

Walk-through Inspection Checklist

Carefully check all of these items and note and correct any deficiencies. Please provide additional details regarding any problems noted in the blank space below or on the reverse side. Give the completed form to the Safety Program Coordinator for filing.

Item	OK	Needs Work	Not Inspected	Not Applicable
<p>Required Postings Displayed Required posters are displayed where it can be read by all employees. This includes the OSHA Job Safety and Health Protection Poster (http://www.osha.gov/pls/publications/pubindex.list#3165).</p>				
<p>Housekeeping Work area should be clean and orderly. Floors should be free from unnecessary clutter, trip hazards, and spilled liquids.</p>				
<p>First Aid Kit Stocked The first aid kit is in place and fully stocked with all necessary items.</p>				
<p>Evacuation Plan All employees know at least two ways out of their work area. All employees know where to assemble in the event of a building evacuation.</p>				
<p>Fire Extinguishers OK Fire extinguishers are present at all locations marked by signs. All fire extinguishers have been inspected to verify they are still full within the last month. All fire extinguishers have been serviced (usually by a specialist) within the last year. Note: Fire extinguishers are not required in most workplaces. However, if present, these requirements apply.</p>				
<p>Additional Hazards No other hazards were noted during this walk-through.</p>				
<p>File Drawers Closed All file drawers are closed when not in use.</p>				
<p>Company Vehicles Company vehicles, if any, are in good repair.</p>				
<p>Computer Workstation Ergonomics OK All employees have set up their computer comfortably. All employees can use their computer without twisting. All keyboards are just below elbow height when employees sit with their shoulders and arms relaxed at their sides. The top of all monitor screens are not above eye level. All employees that need a footrest or telephone headset have one.</p>				

Safety Program Review Checklist

This checklist identifies items that should be reviewed periodically to ensure that the Safety Program is in fact functioning as intended. The Safety Program Coordinator must perform this review of the Safety Program after the program is first implemented and at least Annually thereafter. When the review has been completed and any deficiencies corrected this checklist should be filed.

Item	OK	Needs Work	Not Inspected	Not Applicable
<p>Company Profile I have reviewed the Company Profile contained in an Appendix to this Safety Program. If there have been any significant changes to this profile, I have updated the program.</p>				
<p>Safety Communication The Safety Program files contains documentation showing safety communication has occurred as defined by this Safety Program</p>				
<p>Safety Inspections are Performed The Safety Inspections file contains documentation showing that Safety Inspections are in fact being performed as required by this Safety Program.</p>				
<p>New Employee Training Performed The Safety Training file contains documentation showing that all new employees hired since the previous annual review received safety training.</p>				
<p>Accident Investigations The Accident Investigations file contains documentation showing that all injuries and illnesses that have occurred since the last review were properly investigated, recorded, and reported. The injury and illness logs were posted as required by Occupational Safety and Health Administration (OSHA).</p>				
<p>General Program Effectiveness I have considered the overall effectiveness of this Safety Program and discussed the program with others in management. I have concluded this program is effectively achieving the goal of reducing occupational injuries and illnesses at this company, or I have implemented changes in the program to make it more effective.</p>				

Code of Safe Practices

Read and comply to all safety policies, procedures and communications

- Read and comply to all safety policies, procedures and communications
- Alert the Safety Program Coordinator to any misunderstanding or confusion of any part of or the complete safety program.

Never start working on a task until you have been fully trained on the safety requirements and your supervisor has cleared you to begin.

- Your supervisor will provide additional information regarding emergency evacuation procedures and any additional hazards or working procedures specific to your work area.

Follow All Safety Rules

- All employees must work safely and follow all safety rules.

Report Unsafe Conditions or Actions

- All employees must immediately report unsafe conditions or near misses to your supervisor, the management, Safety Program Coordinator, or the open forum at any safety meeting. A near miss is an incident where someone could have been hurt, but wasn't this time. It is important to correct unsafe conditions before someone is hurt.

Report all Injuries

- Employees must report all injuries (no matter how minor) to their supervisor so that arrangements can be made for medical or first aid treatment. This includes illness or aches and pains that the employee thinks may be work related and that don't go away normally.
- Do not disturb or clean-up the scene of a serious accident (except to aid injured people or make the area safe) until an accident investigation has been completed.

Don't Work When Impaired

- Employees shall not work when impaired by fatigue, illness, medication, or intoxicating substances such as alcohol. The use of any and all illegal drugs is strictly prohibited.

No Horseplay

- Horseplay is forbidden.

Threats and Violence are Prohibited

- Violence, threats of violence, and physical intimidation are prohibited.
- Employees who feel that a company employee, customer, or client is potentially violent must immediately report their concerns to your supervisor, the management, the Safety program Coordinator, or the open forum at any safety meeting. Employees who experience violence on the job, or are threatened or experience physical intimidation must report this to the supervisor immediately.

Fire Extinguishers

- Do not use a fire extinguisher unless you have been trained to do so. Do not use a fire extinguisher to fight a fire unless you are very confident the extinguisher will safely put the fire out. Instead, report fires to your supervisor and evacuate the building and summon the fire department if necessary.

Filing Drawer Safety

- Keep filing cabinet and desk drawers closed when not in use. Open only one drawer of a filing cabinet at a time. Keep frequently used files in drawers that are about waist high.

Do not fill upper drawers before the lower drawers are filled or the cabinet may tip over when opened.

Organize Your Desk

- Employees should organize their desks so that the items they use more frequently are nearby and items they use rarely are farther away. Heavy items should be stored at about waist height.

Telephone Headsets

- Employees who must frequently use the computer or write while on the telephone should request a telephone headset, speaker phone or shoulder rest.

Stretch Breaks

- Employees who work at their desk all day should take short (1-2 minute) stretch breaks every hour or two. During these breaks, employees should get out of their seats, walk around a bit, and stretch their muscles.

Always Wear Seatbelts

- Always wear seatbelts when driving or riding in a car or truck. Ensure that everyone else in the vehicle is also wearing seat belts.

Drive Safely

- Leave plenty of time to get to your destination.
- Avoid aggressive driving, and do not engage with another driver who is driving aggressively.
- Keep your eyes constantly moving up and down the road, to the sides, and to the rear view mirrors. Be aware of your vehicle's blind spots. Try to maintain space cushions around your vehicle so that you have someplace to go if something unexpected happens.
- Stay at least three seconds behind the car in front.
- Use turn signals.
- Maintain average traffic speed on multi-lane roads and on-ramps, but do not speed.
- Respect the weather, and be aware that reaction time and general driving skills deteriorate with fatigue.
- Never drink and drive.

Computer Ergonomics

- Employees should take time to set up their computer comfortably. The keyboard and monitor should be directly in front of them so that they can work without twisting. The keyboard should be just below elbow height when sitting with their shoulders and arms relaxed at their sides. The top of the monitor screen should not be above eye level. If necessary, employees should raise their seats and use a foot rest if their feet don't rest flat on the ground.
- Employees should request a split keyboard or alternative mouse if their existing equipment generates wrist or arm discomfort.
- Employees should arrange their work space so that there is not excessive glare on their monitor screen from lights or windows.