
**REGION IV VPP 14th ANNUAL CONFERENCE
SMALL EMPLOYER WORKSHOP
“DEVELOPING A SAFETY PLAN”**

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“DEVELOPING A SAFETY PLAN”

Top reasons why you need a safety plan

- **Protect your Workers**
- **Your insurance company needs a copy of it**
- **The contractor you want to work for needs it**
- **The state you work for needs it**
- **The federal government agency you want to work for needs it**
- **You need it to satisfy a regulation or requirement**
- **OSHA wants to see it at every inspection & after every serious injury**
- **You know you will need it sooner or later**
- **When an accident occurs, the first thing OSHA will ask for is a copy of your “Safety and Health Plan”**

EMPLOYER _____ CONTACT _____ DATE _____

Postmark by DATE _____ RECEIVED BY _____

As discussed during the inspection on _____, it has been determined that copies of the following documents are required for review. Please provide the OSHA inspector with the required copies by the "postmarked date" noted above. If the copies are not provided by that date, it will be interpreted as an admission that the documents do not exist and possible citations and monetary penalties could result.

Facility layout (i.e., floor plan, process flow diagram, evacuation route plan, equipment map, etc...) Rec'd _____

OSHA Log 300 (Current year and the previous _____ years). Rec'd _____

OSHA 5020 (Employer's First Report of Injury/Illness). Rec'd _____

OSHA 5021 (Doctor's First Report of Injury/Illness). Rec'd _____

Workers Compensation Insurance "Experience Modification" _____ Rec'd _____

Inspection Records

Rec'd _____

Training Records

Rec'd _____

Safety Committee Meeting minutes (if used) _____

Rec'd _____

First Aid Kit approval (Medical)

Rec'd _____

Emergency Action Plan

Rec'd _____

Hazard Communication Program, including:

Material Safety Data Sheets (MSD's)

Rec'd _____

Respiratory Protection Program

Rec'd _____

Hearing Conservation Program (Noise)

Rec'd _____

Exposure Control Plan (Bloodborne Pathogens)

Rec'd _____

Workplace Exposure Records (Airborne contaminants, noise, etc.)

Rec'd _____

Chemical Hygiene Plan (Laboratories)

Rec'd _____

Carcinogen Registration

Rec'd _____

Permits / Variances

Rec'd _____

Maintenance Records of Equipment

Rec'd _____

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Effective Safety and Health Plans

BENEFITS:

- **Reduces the extent and severity of work related injuries and illnesses**
- **Improves employee morale and productivity**
- **Controls workers’ compensation costs**
- **Provides competitive advantage for job bids**

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- **Effective Plan**

- Includes provisions for systematic identification, evaluation and prevention or control of hazards
- Goes beyond specific requirements of the law to address all hazards

- **Written Plan**

- “in writing” less important than its effectiveness but still necessary
- As size and complexity of worksite or process increases, so does need for written guidance

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Major Elements

An Effective Occupational Safety and Health Plan will include the following four elements:

- Management Commitment
- Worksite Analysis
- Hazard Prevention and Control
- Safety and Health Training

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Management Commitment and Employee Involvement

- Management commitment and employee involvement are complimentary
- Management commitment provides the motivating force and resources for organizing and controlling activities within an organization
- Employee involvement provides means through which workers develop and express their own commitment to Safety and Health protection

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Management Commitment and Employee Involvement (cont'd)

Recommended Actions:

- State clearly a worksite safety and health policy
- Establish and communicate a clear goal and objective for the safety and health plan
- Provide visible top management involvement in implementing the Plan
- Encourage employee involvement in the Plan and in decisions that affect their safety and health (inspection, hazard analysis teams; training new hires or co-workers, assisting in accident investigation)

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Management Commitment and Employee Involvement (cont'd)

Recommended Actions:

- Assign and communicate responsibility for all aspects of the Plan
- Provide adequate authority and resources to responsible parties
- Hold managers, supervisors and employees accountable for meeting their responsibilities
- Review Plan operations at least annually, to evaluate, identify deficiencies and revise, as needed

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Worksite Analysis

- **Worksite analysis involves a variety of worksite examinations, to identify not only existing hazards, but also conditions and operations where changes might occur to create hazards**
- **Effective management actively analyzes the work and the worksite to anticipate and prevent harmful occurrences**

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Worksite Analysis (cont'd)

Recommended Actions:

- **So that all hazards are identified**
 - **Conduct comprehensive baseline and periodic surveys for safety and health**
 - **Analyze planned and new facilities, processes, materials and equipment**
 - **Perform routine job hazard analysis**
 - **Provide for regular site safety and health inspections**

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Worksite Analysis (cont'd)

Recommended Actions:

- Provide a reliable system for employees, without fear of reprisal, to notify management about apparent hazardous conditions to receive timely and appropriate responses
- Provide for investigation of accidents and “near miss” incidents, so that their causes and means for prevention are identified

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Worksite Analysis (cont'd)

Recommended Actions cont'd:

- Analyze injury and illness trends over time, so that patterns with common causes can be identified and prevented

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Hazard Prevention and Control

- **Triggered by a determination that a hazard or potential hazard exists**
- **Where feasible, prevent hazards by effective design of job or job site**
- **Where elimination is not feasible, control hazards to prevent unsafe and unhealthful exposure**
- **Elimination or control must be accomplished in a timely manner**

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Hazard Prevention and Control (cont'd)

Recommended Actions:

- **Provide for facility and equipment maintenance**
- **Plan and prepare for emergencies**
 - Training and drills, as needed
- **Establish a medical Plan**
 - First aid on site
 - Physician and emergency care nearby

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Hazard Prevention and Control(cont'd)

Recommended Actions cont'd:

- **Establish procedures for timely correction or control of hazards, including:**
 - **Engineering techniques, where feasible and appropriate**
 - **Procedures for safe work which are understood and followed as a result of training positive reinforcement, correction of unsafe performance and enforcement**
 - **Provision of personal protective equipment**

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Safety and Health Training

- **Addresses the safety and health responsibilities of all personnel, whether salaried or hourly**
- **Most effective when incorporated into other training about performance requirements and job practices**
- **Complexity depends on size and complexity of worksite and nature of hazards**

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Safety and Health Training (cont'd)

Recommended Actions:

- **Ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards**
- **Ensure that managers understand their safety and health responsibilities, as described under the Management Commitment and Employee Involvement element of guidelines**

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Safety and Health Training (cont'd)

Recommended Actions cont'd:

- **Ensure that supervisors carry out their safety and health responsibilities, including**
 - Analyzing the work under their supervision to identify unrecognized potential hazards**
 - Maintaining physical protection in work areas**
 - Reinforcing employee training through continual performance feedback and, if needed, enforcement of safe work practices**

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What is in "The Basic Plan"?

OSHA Safety Topics that every thorough "Safety and Health Plan" must include:

- **Safety Organization/Designee**
- **Safety Education, Training and Documentation**
- **Management Commitment /Assignment of Responsibilities**
- **Supervisor/Employee Responsibilities**
- **Safety Committee (as appropriate)**
- **Disciplinary Policy**
- **Accident Reporting Procedures - Accident Investigation**

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What is in "The Basic Plan"?

OSHA Safety Topics that every thorough "Safety and Health Plan" must include (cont'd):

- **Safety Inspection Checklists**
- **Hazard Communication Basic (HAZCOM) Plan**
- **Blood borne Pathogens (as applicable)**
- **Emergency Action Plans**
- **OSHA Record Keeping and Posting Requirement**
- **Job Safety Analysis**

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What also might be included ?

Depending on the type of work that you may be performing, these other items may be included:

- Welding & Hot Works**
- Cranes & Hoists**
- Respiratory Protection**
- Lockout/Tag out**
- Construction Safety Meeting**
- Ladder Safety**
- HAZ-Waste Management -HAZ-Waste Spill**

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What also might be included (cont'd)?

Depending on the type of work that you may be performing, these other items may be included:

- Hearing Conservation Plan**
- Motor Vehicle Operations**
- Fall Protection**
- Gas Cylinders & Compressed Gases**
- Fire Protection**
- Confined Space**
- Employee Safety Handbook**
- Personal Protective Equipment**

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EXAMPLE: LAWN MOWER

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MUST BE IN THE PLAN

**MANAGEMENT COMMITMENT/ ASSIGNMENT
OF RESPONSIBILITIES**

SUPERVISOR/EMPLOYEE RESPONSIBILITIES

DISCIPLINARY POLICY

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MUST BE IN THE PLAN

SAFETY ORGANIZATION/DESIGNEE

**SAFETY EDUCATION/TRAINING AND
DOCUMENTATION**

**ACCIDENT REPORTING PROCEDURES
(ACCIDENT INVESTIGATION)**

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MUST BE IN THE PLAN

SAFETY INSPECTION CHECKLISTS

HAZARD COMMUNICATION

BLOODBORNE PATHOGENS

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MUST BE IN THE PLAN

EMERGENCY ACTION PLANS

**OSHA RECORD KEEPING AND POSTING
REQUIREMENTS (AS APPLICABLE)**

JOB SAFETY ANALYSIS

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MAY BE IN THE PLAN

WELDING AND HOT WORKS

CRANES AND HOISTS

RESPIRATORY PROTECTION

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MAY BE IN THE PLAN

LOCK OUT/ TAG OUT

CONSTRUCTION SAFETY MEETING

LADDER SAFETY

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MAY BE IN THE PLAN

HAZARDOUS WASTE HANDLING/SPILL

HEARING CONSERVATION

MOTOR VEHICLE OPERATION

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MAY BE IN THE PLAN

FALL PROTECTION

GAS CYLINDERS AND COMPRESSED GASES

FIRE PROTECTION

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MAY BE IN THE PLAN

CONFINED SPACE

EMPLOYEE SAFETY HANDBOOK

PERSONAL PROTECTIVE EQUIPMENT

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So where do you go for help?

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- <http://www.osha.gov/dcsp/smallbusiness/consult.html>

OSHA Consultation: Free On-Site Safety and Health Services

Federal OSHA, in partnership with the states, designed and funded this program to provide expert advice to more hazardous, smaller businesses that want help in establishing a safe and healthful workplace. *You, the employer, pay absolutely nothing.*

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- Additional Resources and References
- <http://www.usfsafetyflorida.com/index.aspx?tabid=64>
 - The University of South Florida (USF) Safety Florida Consultants are available to help your company implement the Seven-Up Safety and Health Program and to advise you on which of the specific SIC safety and health programs would be right for use by your business.
 - Their consultants are available to personally guide you through each of the seven program elements. Step-by-step they help you prevent workplace injuries and illnesses.

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QUESTIONS?