

TDI

Safety @ Work
Division of Workers' Compensation



Safety Plan Development Tool

Texas Department of Insurance, Division of Workers' Compensation

www.txsafetyatwork.com

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DISCLAIMER

This Safety Plan Development Tool is a guide to help employers develop a safety plan to comply with the requirements of the Occupational Safety and Health Administration (OSHA). It contains helpful information and the basic elements to build a safety and health program. It is not meant to supersede OSHA requirements. Employers should review the OSHA standard for each specific worksite and customize the program accordingly.

This three-part interactive, fillable tool is designed to allow your organization to add relevant information and tailor-make your safety program. Parts I and II help you understand the core goals of a safety plan and evaluate your company's operations, its safety culture, and its program requirements. Part III will help you

incorporate these findings to build an effective and comprehensive safety plan.

This Safety Plan Development Tool is provided as a public service by the Texas Department of Insurance, Division of Workers' Compensation (DWC) and the Texas Occupational Safety and Health Consultation Program (OSHCON). The information in this document was produced, unless otherwise noted, from staff subject specialists, government entities, or other authoritative sources. Information contained in this publication is considered accurate at the time of publication. For more free DWC publications on this and other safety topics and for free occupational safety and health audiovisual loans, visit www.txsafetyatwork.com, call 1-800-252-7031, option 2, or email resourcecenter@tdi.texas.gov.

INTRODUCTION

This Safety Plan Development Tool is designed to serve as a blueprint to help you build a customized safety plan that meets OSHA requirements. The required standards, programs, and company rules are its brick and mortar.

For a safety plan to work at its full potential, employee buy-in is needed. One way to get employee buy-in is to have your workers help develop the plan. There are seven core elements to an effective safety and health program:

- management leadership;
- worker participation;
- hazard identification and assessment;
- hazard prevention and control;
- education and training;
- program evaluation and improvement; and
- communication and coordination for host employers, contractors, and staffing agencies.

There are three parts to this Safety Plan Development Tool, each of which are an important step in helping you build a safety program to meet your company's individual needs.

Part I helps you understand the basic elements of a safety and health plan.

Part II helps you incorporate program(s) you may need in your safety and health plan.

Part III is a step-by-step guide for building your plan using information from parts I and II. Samples and notes are included in each step to help you customize your program.

Resources

Items you will need:

- [29 CFR 1910](#) for General Industry
- [29 CFR 1926](#) for Construction

For additional help contact:

- **Occupational Safety and Health Administration (OSHA)**

www.OSHA.gov

standards and regulations resource

<https://www.osha.gov/Publications/osh2254.pdf>

free publications on OSHA requirements

- **Texas Occupational Safety and Health Consultation (OSHCON) Program**

free on-site safety inspections and OSHA counseling

www.txoshcon.com

OSHCON@tdi.texas.gov

1-800-252-7031, Option 2

- **Texas Department of Insurance, Division of Workers' Compensation (DWC)-Workplace Safety**

authorized outreach instructors offering on-site safety and health training

www.txsafetyatwork.com

safetytraining@tdi.texas.gov

1-800-687-7080

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PART I

Practices for Safety and Health Programs

The main goal of a safety and health program is to prevent workplace injuries, illnesses, and deaths. When put in place, these practices can help end the suffering and financial hardship these events can cause workers, their families, and employers. The recommended practices use a proactive approach to managing workplace safety and health. Traditional approaches are often reactive. Problems are often only addressed after a worker is injured or becomes sick, a new standard or regulation is published, or an outside inspection finds a problem. These recommended practices recognize that finding and fixing hazards before they cause injury or illness is far more effective.

The idea is to begin with a basic program and simple goals. The program can grow from there. Focus on reaching goals, tracking performance, and evaluating outcomes. Workplace safety can progress to higher levels. Employers find that safety and health programs help them:

- **prevent** workplace injuries and illnesses;
- **improve** compliance with laws and regulations;
- **reduce** costs, including significant reductions in workers' compensation premiums;
- **engage** workers;
- **enhance** social responsibility goals; and
- **increase** productivity and business operations.

How to Start

There are simple steps to develop a safety and health program. [OSHA's Recommended Practices for Safety and Health Programs](#) provide a step-by-step approach. The approach includes seven core elements, each put in place by completing several actions.

Every detail does not need to be planned before starting. Take the time to decide how to best complete each action item in a way that makes sense for the organization. There is also no need to proceed in strict order. Most action items can be completed at any time.

One of the first steps is to review the [10 Easy Things to Get Your Program Started](#). This link lists basic items to help put the organization on the path toward responsible safety and health management. Help is available by contacting OSHA's [On-Site Consultation Program](#). Consultants from the program provide free assistance to small businesses. Services include establishing and improving safety and health programs.



10 Ways to Start a Program

If the recommended practices seem challenging, here are some simple steps to get started. Completing these steps provides a solid base to build more structured actions:

1. **Establish safety and health as a core value.** Tell the workers that making sure they finish the day and go home safe is the way the company does business. Assure them that management will work with them to find and fix any hazards that could injure them or make them sick.
2. **Lead by example.** Practice safe behaviors and make safety part of the daily conversations with workers.
3. **Implement a reporting system.** Develop and communicate a simple procedure for workers to report any injuries, illnesses, incidents (including near misses or close calls), hazards, or safety and health concerns, without fear of revenge. Include an option for reporting hazards or concerns without giving names.
4. **Provide training.** Train workers on how to identify and control hazards in the workplace, as well as report injuries, illnesses, and near misses.
5. **Conduct inspections.** Inspect the workplace with workers and ask them to identify any activity, piece of equipment, or materials that concern them. Use checklists to help identify problems.
6. **Collect hazard control ideas.** Ask workers for ideas to improve safety and follow up on employees' suggestions. Provide time during work hours, if necessary, to research solutions.
7. **Implement hazard controls.** Assign workers the task of choosing, implementing, and evaluating their solutions.
8. **Address emergencies.** Identify foreseeable emergencies and develop instructions on what to do in each case. Meet to discuss these procedures and post them in a visible location in the workplace.
9. **Seek input on workplace changes.** Before making big changes to the workplace, company, equipment, or materials, meet with workers to find any potential safety or health issues.
10. **Make improvements.** Set aside a regular time to talk about safety and health issues and find ways to improve the program.

Management Leadership

Management provides the leadership, vision, and resources needed to carry out an effective safety and health program. Management leadership means that business owners, managers, and supervisors will:

- make worker safety and health a core workplace value;
- commit to end hazards, protect workers, and improve workplace safety and health;
- provide enough resources to carry out and keep the safety and health program;
- show and communicate their safety and health commitment to workers and others; and
- set an example through their actions.

Action item 1:
Communicate a commitment to a safety and health program

Action item 2:
Define program goals

Action item 3:
Allocate resources

Action item 4:
Expect performance

Management Leadership

Action Item 1: Communicate a commitment to a safety and health program

A clear, written policy helps communicate that safety and health is a primary workplace value –as important as productivity, profitability, product quality, service, and customer satisfaction.

How to accomplish it

Establish a written policy signed by top management describing the company's commitment to safety and health and pledging to set up and keep a safety and health program for all workers.

- Communicate the policy to all workers at proper times and places and to relevant parties, including:
 - * contractors, subcontractors, staffing agencies, and temporary workers at the worksite(s);
 - * suppliers and vendors;
 - * other businesses in a multi-tenant building;
 - * visitors; and
 - * customers.
- Reinforce management commitment by considering safety and health in all business decisions, including contractor and vendor choice, purchasing, and facility design and modification.
- Be seen during operations. Set an example by following the same safety procedures workers are expected to follow. Begin work meetings with a review of safety and health topics and any safety items on a "to-do" list.

Action item 2: Define program goals

By making specific goals and objectives, managers, supervisors, and workers know what to expect for the program. The goals and objectives should focus

on specific actions that improve workplace safety and health.

How to accomplish it

- Make real, measurable goals for improving safety and health. Goals should focus on injury and illness prevention rather than injury and illness rates.
- Develop plans to achieve the goals by giving tasks and authority to specific people. Also, set time frames and the resources needed.

Action item 3: Allocate resources

Management provides the resources needed to create the safety and health program, meet program goals, and fix program shortcomings when identified.

How to accomplish it

- Estimate the resources needed to create and start the program.
- Allow time in workers' schedules for them to take part in the program.
- Merge safety and health into planning and budgeting. Match budgets with program needs.
- Provide and direct resources to operate and maintain the program, meet safety and health commitments, and pursue program goals.

Note: Resource needs vary depending on the company's size, complexity, hazard types, and the age of the program. Resource needs may include equipment and supplies; staff time; training; access to safety and health experts, including OSHA's free and confidential On-site Consultation Program; and access to information and tools, including vendor information, Safety Data Sheets, injury and illness data, checklists, and online databases.

Management Leadership



Action item 4: Expect performance

Management leads the program effort by setting roles and responsibilities and providing an open, positive workplace that encourages communication about safety and health.

How to accomplish it

- Identify a front-line person or persons to lead the safety program, make plans, coordinate activities, and track progress. Define and regularly communicate responsibilities for carrying out and keeping up with the program. Hold people accountable for performance.
- Provide positive recognition for meeting or exceeding safety and health goals, such as reporting close calls or near misses, attending training, and conducting inspections.
- Set up ways for management and all workers to communicate freely and often about safety and health issues without fear of revenge.

Note: Keeping a positive and helpful tone is important. Successful programs reward, rather than discipline, workers who identify problems or concerns. Discipline should be reserved for situations when an individual manager or worker is uncooperative or becomes a hindrance to progress.

Tools to Explore

Safety and Health Program Voluntary Standards Crosswalk

This tool compares the core elements and action items from OSHA's Recommended Practices for Safety and Health Programs to other safety and health program standards and guidelines. Users may find this helpful if they are trying to decide which framework is best suited for them.

Download the [Safety and Health Program Voluntary Standards Crosswalk](#).

Safety and Health Program Existing OSHA Standards Crosswalk

This tool identifies overlaps between existing OSHA standards that may apply to your workplace and action items described in the Recommended Practices for Safety and Health Programs. These requirements overlap with the guideline's core elements of management leadership, worker participation, hazard identification and assessment, and education and training. The tool helps identify actions a company is already taking to comply with and use as building blocks for a safety and health program.

A secondary purpose of the tool is to help companies understand how a safety and health program helps organizations comply with OSHA's safety and health

Tools to Explore

standards. This occurs as a company puts in place, as part of the program, effective procedures to identify and reduce hazards, involve workers in finding solutions, and conduct reviews to ensure controls are working.

Download the [Safety and Health Program Existing OSHA Standards Crosswalk](#).

Safety and Health Programs in the States

Many states already do one or more of the following:

- require certain employers to start safety and health programs (by rule or statute);
- provide incentives to employers who establish safety and health programs (through workers' compensation premium credits or discounts);
- recognize employers publicly who establish safety and health programs; and
- provide support to employers who seek to carry out safety and health programs (with free training and consultations).

Download a [summary of state-level activities](#) related to safety and health programs, or download a [white paper](#) that provides detailed state-by-state descriptions of these activities.

Safety and Health Program Self-Evaluation

Download the [program self-evaluation](#) and use it to find out how closely your existing policies, programs, and practices match the Safety and Health Program design.

Safety and Health Program Implementation Checklist

Download the [program implementation checklist](#) and use it to track those action items you have completed. Also, let it serve as a reminder of what is left to do.

Safety and Health Program Audit Tool

Download the [program audit tool](#). Use it to evaluate the current program and how well the company is following it. It helps employers identify remaining weaknesses and focus on needed improvement.

Safety and Health Programs and Leading Indicators

Download the [Leading Indicators](#) guide and use it to learn how to develop and track leading indicators to improve safety and health outcomes.

Sample Safety and Health Program

Download a [sample safety and health program](#) for a fictional small business ("Local Cleaners"). It shows simple ways a small business can put the core elements of a safety and health program in place, as described in OSHA's Recommended Practices for Safety and Health Programs.

Download the Recommended Practices

Download the [Recommended Practices for Safety and Health Programs in General Industry](#).

Download the [Recommended Practices for Safety and Health Programs in Construction](#).

PART II

Identify Required Safety Programs

INSTRUCTIONS

This section is designed to assist in determining which OSHA regulations are needed for the building blocks of the company's safety and health plan. As employers determine which regulations apply to the workplace, continue to customize the plan to meet the purpose and scope of the operations and job site(s).

Purpose & Scope: The first part of each standard in OSHA's 29 CFR 1926 Construction Industry Regulations and 29 CFR 1910 General Industry Regulations includes a section on "Purpose and Scope." This section provides information and rules to help apply the OSHA standards to each company's operations. Please refer to these sections for more information on building a customized safety plan to meet specific company needs.

For free help, contact the Texas OSHCON program at www.txoshcon.com, OSHCON@tdi.texas.gov, or 1-800-252-7031, option 2.

OSHA Requirements Affecting Many Employers

Step One: The following are selected OSHA requirements that apply to many general industry employers:

I. Hazard Communication Standard

This standard is designed to ensure that employers and employees know about hazardous chemicals in the workplace and how to protect themselves. Employers with employees who may be exposed to hazardous chemicals in the workplace must prepare and implement a written Hazard Communication Program and comply with other requirements of the standard.

Read fact sheets:

- [2012 Hazard Communication Standard Final Rule](#) and
- [Steps to an Effective Hazard Communication Program for Employers that Use Hazardous Chemicals](#).

Read standards:

- [29 CFR 1910.1200](#) and
- [OSHA Safety and Health Topics Page: Hazard Communication - OSHA Standards](#).

II. Emergency Action Plan Standard

OSHA recommends that all employers have an Emergency Action Plan. A plan is mandatory when required by an OSHA standard. An Emergency Action Plan describes the actions employees should take to ensure their safety in a fire or other emergency situation.

Does this apply?

- [OSHA eTool: Evacuation Plans and Procedures](#).

Read fact sheet:

- [OSHA Fact Sheet: Planning and Responding to Workplace Emergencies](#).

Read standards:

- [29 CFR 1910.38](#).

OSHA Requirements Affecting Many Employers

III. Fire Safety

OSHA recommends that all employers have a Fire Prevention Plan. A plan is mandatory when required by an OSHA standard.

Read fact sheet:

- [OSHA Fact Sheet: Fire Safety in the Workplace.](#)

Review plan

requirements:

- [OSHA eTool: Evacuation Plans and Procedures.](#)

Read standards:

- [29 CFR 1910.39](#) and
- [OSHA Safety and Health Topics Page: Fire Safety - Standards.](#)

IV. Exit Routes

All employers must comply with OSHA's requirements for exit routes in the workplace.

Read fact sheet:

- [OSHA Fact Sheet: Emergency Exit Routes.](#)

Read standards:

- [29 CFR 1910.34;](#)
- [29 CFR 1910.35;](#)
- [29 CFR 1910.36;](#) and
- [29 CFR 1910.37.](#)

V. Walking/Working Surfaces

Falls from heights and on the same level (a working surface) are among the leading causes of serious work-related injuries and deaths. OSHA issued a final rule on November 18, 2016, on walking-working surfaces and personal fall protection systems to better protect workers in general industry from these hazards. The new rule updates and clarifies the standards and adds training and inspection requirements. The rule became effective on January 17, 2017, with delayed compliance dates for some provisions.

Read standard:

- [Federal Register.](#)

VI. Medical and First Aid

OSHA requires employers to provide medical and first-aid personnel and supplies commensurate with the hazards of the workplace. The details of a workplace medical and first-aid program are dependent on the circumstances of each workplace and employer.

Read standards:

- [29 CFR 1910.151](#) and
- [OSHA Safety and Health Topics Page: Medical and First Aid - OSHA Standards.](#)



OSHA Requirements Affecting Some Workplaces

Step 2: In addition to the OSHA requirements covered in Steps 1, a number of other OSHA standards may apply to the workplace. The following checklist can help employers identify other key OSHA standards that may apply and point to information to help companies comply with those standards:

I. Machine Guarding

If employees operate machinery, such as saws, slicers, shears, slitters, and power presses, the company may be subject to OSHA's Machine Guarding requirements.

Review checklist:

- [OSHA Publication: Concepts and Techniques of Machine Safeguarding.](#)

Download Quick Card:

- [Amputations.](#)

Read fact sheet:

- [OSHA Fact Sheet: Amputations.](#)

Read standard:

- [29 CFR 1910 Subpart O and](#)
- [OSHA Safety and Health Topics Page: Machine Guarding - Standards.](#)

II. Lockout/Tagout

If employees service or maintain machines or equipment that could start unexpectedly or release hazardous energy, companies may be subject to OSHA's Lockout/Tagout requirements.

Read fact sheet:

- [OSHA Fact Sheet: Lockout/Tagout.](#)



Belt guard safety protection for air blower motor.

Read standards:

- [29 CFR 1910.147](#) and
- [OSHA Safety and Health Topics Page: Lockout/Tagout - Standards.](#)

III. Electrical Hazards

Electrical hazards, such as wiring deficiencies, are one of the hazards most frequently cited by OSHA. OSHA's electrical standards include design requirements for electrical systems and safety-related work practices.

Download Quick Card:

- [Electrical Safety.](#)

Read standards:

- [29 CFR 1910 Subpart S](#) and
- [OSHA Safety and Health Topics Page: Electrical - Standards.](#)

OSHA Requirements Affecting Some Workplaces

IV. Personal Protective Equipment (PPE)

Employers must perform an assessment of each operation in the workplace to determine if employees are required to wear PPE. However, engineering controls and work practices are the preferred methods for protecting employees. OSHA generally considers PPE the least desirable means of controlling employee exposure.

Read fact sheet:

- [OSHA Fact Sheet: Personal Protective Equipment.](#)

Read standards:

- [29 CFR 1910 Subpart I](#) (**Note:** OSHA issued a [final rule](#) on November 18, 2016 that added requirements for personal fall protection systems to Subpart I) and
- [OSHA Safety and Health Topics Page: Personal Protective Equipment - OSHA Standards.](#)

V. Respiratory Protection

If necessary for the protection of workers' health, employers must provide appropriate respirators. If respirators are needed, establish a Respiratory Protection Program that meets the requirements of OSHA's standard.

Read eTool:

- [OSHA Exposure Control Priority and Respiratory Protection.](#)

Read standards:

- [29 CFR 1910.134](#) and
- [OSHA Safety and Health Topics Page: Respiratory Protection - OSHA Standards.](#)

VI. Hearing Conservation

If workers are exposed to excessive noise making normal conversation difficult, employers may require a Hearing Conservation Program.

Read standards:

- [29 CFR 1910.95](#) and
- [OSHA Safety and Health Topics: Occupational Noise Exposure.](#)

VII. Permit-Required Confined Spaces

If employees work in a space with a limited or restricted means of exit, employers should determine if the worksite is subject to OSHA's standards for permit-required confined spaces. Separate confined space standards apply to general industry and construction.

Read eTool:

- [OSHA Confined Spaces Advisor.](#)

Review flowchart:

- [OSHA Permit-Required Confined Space Decision Flow Chart.](#)

Read standards:

- [29 CFR 1910.146;](#)
- [29 CFR 1926.1204;](#) and
- [OSHA Safety and Health Topics Page: Confined Spaces.](#)

VIII. Bloodborne Pathogens Exposure

If workers are potentially exposed to blood, blood products, bodily fluids, or other infectious materials as part of assigned duties, establish a Bloodborne Pathogens Exposure Control Plan.

Read fact sheet:

- [OSHA Fact Sheet: Bloodborne Pathogens.](#)

Read standards:

- [29 CFR 1910.1030](#) and
- [OSHA Safety and Health Topics: Bloodborne Pathogens Safety and Needlestick Prevention.](#)

OSHA Requirements Affecting Some Workplaces

IX. Powered Industrial Trucks

If workers operate any mobile power-propelled truck, such as forklifts, used to carry, push, pull, lift, stack, or tier materials, a training program based on OSHA's Powered Industrial Trucks standard is required. This standard does not apply to agricultural operators.

Read OSHA QuickTakes:

- [OSHA Powered Industrial Trucks Training Assistance](#);
- [OSHA Sample Daily Checklists for Powered Industrial Trucks](#); and
- [OSHA Sample Powered Industrial Truck Operator Training Program](#).

Read standards:

- [29 CFR 1910.178](#) and
- [OSHA Safety and Health Topics Page: Powered Industrial Trucks - OSHA Standards](#).

X. Fall Protection

Falls consistently account for the greatest number of fatalities in the construction industry. If companies have employees who work six or more feet above a lower level, a fall protection standard is required.

Read fact sheet:

- [OSHA Fact Sheet: Preventing Falls in Construction](#).

Read standards:

- [29 CFR 1926 Subpart M](#) and
- [OSHA Safety and Health Topics Page: Fall Protection - Standards](#).

Review information on fall protection for specific operations or types of construction:

- [OSHA Fall Protection in Residential Construction](#) and
- [OSHA Construction eTool: Steel Erection - Fall Protection](#).



XI. Trenching and Excavation

Trenching and excavation are among the most hazardous construction operations. OSHA standards apply to all open excavations made in the Earth's surface, including trenches.

Read OSHA Quick Card:

- Working Safely in Trenches ([English](#) and [Spanish](#)).

Read fact sheet:

- [OSHA Fact Sheet: Trenching and Excavation Safety](#).

Download poster:

- Trenching Poster ([English](#) and [Spanish](#)).

Read standards:

- [29 CFR 1926 Subpart P](#) and
- [OSHA Safety and Health Topics Page: Trenching and Excavation - Construction](#).

Additional OSHA Standards May Apply

This list is not comprehensive. Additional OSHA standards may apply to certain workplaces. Review OSHA's general industry ([29 CFR 1910](#)) and construction industry ([29 CFR 1929](#)) standards for other requirements. In addition, section 5(a)(1) of the Occupational Safety and Health Act, known as the [General Duty Clause](#), requires employers to provide employees with a workplace that is free of recognized hazards that may cause death or serious physical harm.

- Review and print FREE copies of OSHA's general industry ([29 CFR 1910](#)) and construction industry ([29 CFR 1926](#)) standards from OSHA's website.
- Order bound volumes of the standards from the Government Printing Office (GPO) at 866-512-1800 or from [GPO's website](#). To get the complete set of general industry standards from GPO, order the following two volumes:
 1. Title 29, Parts 1900 to 1910 (section 1910.1 to 1910.999) and
 2. Title 29, Part 1910 (section 1910.1000 to end).

Step 3: Survey Your Workplace for Additional Hazards

Survey your workplace for additional hazards and OSHA requirements by:

- using the Self-Inspection Checklists in OSHA's [Small Business Handbook](#);
- using OSHA's eTool: [Hazard Awareness Advisor](#) to help identify and understand common safety and health hazards in your workplace; (**Note:** The Hazard Awareness Advisor asks about activities, practices, material, equipment, and policies at the workplace, and uses the answers to determine likely hazards. It then prepares a customized report that briefly describes the potential hazards and the OSHA standards that address those hazards.)
- using OSHA's [Hazard Identification Training Tool](#) to learn core concepts of hazard identification in the workplace; and
- reviewing OSHA's [Safety and Health Information Bulletins](#).

PART III

Building a Safety & Health Plan

INSTRUCTIONS

Before starting to build a safety plan, review the responses, comments, and notes from the earlier sections. The first two parts likely gave employers a better understanding of their company's safety program and its needs.

Remember, it's important to make the safety plan fit the operations, company needs, and required standards. Employers know their operations best and how to keep their staff safe.

Each section in Part III includes notes and samples to help in the development of a safety plan. Using the samples provided, customize the plan. Add the needed programs identified in Part II and include each as an attachment to the plan. When the plan is complete, remove the samples and notes from the plan to make it tailor-made.

Safety plans require maintenance. They are living documents that must evolve to meet changing work environments, operational needs, and new requirements. For example, as workers complete an inspection with the checklist and find a new unsafe condition not on the list, add it. If employers remove an unsafe item from the operations, remove it from the checklist. Let the plan grow and update to fit the company's changing needs.

Use this knowledge to develop a safety plan!

Management Statement & Safety Policy

Note: The management component of a safety plan includes a written policy statement and assignment -- by position or title -- of the individual authorized, accountable, and responsible for management and staff safety.

Sample: XYZ Company will maintain a safe working environment for its employees. Our goal is to lower our injury rate by XX%. Mr. John Doe, owner on 06/23/20XX, approves this Safety Policy for XYZ Company.

What would your statement say?

DESCRIBE:

Analysis

Note: An analysis component includes a review of safety program documentation and employer operations. It helps to evaluate the effectiveness of existing programs and detects existing gaps or trends in workplace safety. The analysis component states the frequency of analyses.

Sample: The plant manager and the safety committee will quarterly review the following reports: injury reports, inspection reports, and near-miss reports. The purpose is to identify and address trends by adjusting training, inspections, and overall safety as needed.

Who and how often will someone look for trends in the workplace and make adjustments to the safety program?

DESCRIBE:

Recordkeeping

Note: A safety program recordkeeping system states what records are maintained, where and how long the records are kept, and who maintains the records. These records are retained as required by law and operational requirements.

Sample: Inspection reports, injury reports, and staff training records will be kept at XYZ Company by the safety officer in the safety office, for XX year(s).

Which records are maintained and by whom? Where and how long will these records be kept?

DESCRIBE:

Safety & Health Education & Training

Notes: A safety and health education and training plan schedules training topics, intervals between training sessions, the trainer, by position or title, and who will receive the training. This component assigns the responsibility for training to supervisors and employees in an Accident Prevention Plan.

Training comes in two stages: 1) new hire orientation covering basic safety rules; and 2) periodic training and education by mentors that cover safety in their work areas. Ask staff members to assist with training topics that apply to their job.

Sample: The following training items AB, CD, EF, and GH are provided to all XYZ Company employees in monthly safety meetings provided by the company safety officer.

Who will teach and what training topic(s) will be covered? Who will attend, how often, and where?

DESCRIBE:

Audit & Inspection

Note: The safety audit and inspection component includes the identification, by title or position, of a qualified person(s) to conduct the audit and inspections. Clearly state what inspections need conducted, who performs the inspection(s), who trains the inspector(s), and how often training occurs. It should also include documentation of inspections and corrective actions, who is responsible for recommending the corrective actions, and who is responsible for the follow up?

Sample: Monthly inspections will be made by the site safety officer on the following items: IJ, KL, and MN. If hazards are noted, the safety office will track the corrections and put in place interim protections until corrections are made.

What will the inspection program include, how often are inspections, who will do the inspections, and who will follow up on the corrections?

DESCRIBE:

Accident Investigation

Note: The accident investigation component is used to identify the causes of injuries or near misses. This component includes investigation procedures, identification of the any accident(s), and corrective actions needed. The component should contain a clear guideline or procedure to follow to identify the cause(s) of injuries or near misses, documentation supporting the investigation, and notes on corrective actions taken. (Near miss reports are submitted from employees about unsafe conditions they experienced without injury.)

Sample: Within 24 hours of an injury or near miss an accident investigation report will be completed looking for the causes of the injury without placing blame. Any injured employee and his family will be helped as much as possible until the day the employee returns to work. When the cause is identified, the safety office will address it by updating the training and the inspection program.

How will the accident investigation be completed?

DESCRIBE:

Periodic Review & Revision

Note: This component ensures review and revision of the safety program when changes in operations, equipment, or employee activities are determined or anticipated. It also requires periodic review and revision to insure the continued effectiveness of the program requirements. This component should include a statement indicating the time interval (minimum of once per year) between reviews.

Sample: The company's safety officer will annually review the safety program to ensure the plan still meets the needs of the company and addresses any new safety rules or changes. Additional reviews will be completed when new equipment or operations occur in the work environment.

How and when are the company's periodic review?

DESCRIBE:

Cultural Safety & the Environment

Note: This component covers the importance management and staff put on the safety program and their roles in making it work. (An effective safety program should have buy-in from all levels of the company.)

Sample: XYZ Company will use staff at all levels to help in the development of their safety plan in the following areas: training, inspection, work area self-inspections, accident investigations, and program reviews.

How is the company building a culture of ownership in the safety program at all levels within the organization?

DESCRIBE:

Safety Rule Enforcement

Note: No matter how thorough the safety program is, without enforcement, the program cannot reach its goal of stopping unsafe conditions and behaviors.

Sample: When employees fail to follow policy, XYZ Company will give verbal warnings for first or second time offenses, written warnings for additional offenses, and penalties for continued offenses such as docked hours or termination of employment.

How will management enforce the safety program and its rules?

DESCRIBE:

Additional Tools

These additional tools can help in the development of the Safety Plan:

Information on Inspection Checklists

There are many downloadable inspection checklists on the internet, but remember, these are by no means all-inclusive. Think about using the parts of these checklists that apply. Consider each listed item on the checklist before making a decision as to whether it pertains to the inspection program.

Make sure the company designee sees each item on the inspection checklist. Leave nothing to memory or chance. Write down what is happening, what should be done about it, when it should be completed, and what INTERIM PROTECTION will be used until the repair is made.

OSHA requires inspection of equipment before use. Examples include forklifts, cranes, ladders, power cords, power tools, grinders, slings, etc. To learn more, download a [free OSHA publication](#).

Information on Training Programs

OSHA programs have training requirements and set time frames. As an example, if you have fire extinguishers, new hire and annual training is required. The following links can provide you with more information about your training requirements:

- [OSHA General Industry Training](#)
- [OSHA Construction Industry Training](#)
- [Training Requirements in OSHA Standards](#)

Free DWC Publications and DVD Loans

DWC provides free, downloadable safety and health publications at:

- [DWC Safety and Health Training Publications](#)

The DWC Resource Center houses thousands of safety and health training DVDs. Texas employers and employees may borrow DVDs free of charge, except for postage costs. You may access the video resource catalog at :

- [Audiovisual Library](#)



Safety Violations Hotline

1-800-452-9595

safetyhotline@tdi.texas.gov

The Texas Department of Insurance,
Division of Workers' Compensation (DWC)
E-mail **resourcecenter@tdi.texas.gov**
or call 1-800-687-7080 for more information.