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GENERAL INDUSTRY SAFETY & HEALTH POLICY

WELCOME!

This sample program is provided to assist you as an employer in developing programs tailored to your own operation. We encourage you to copy, expand, modify and customize this sample as necessary to accomplish this goal.

This document is provided as a compliance aid, but does not constitute a legal interpretation of OSHA Standards, nor does it replace the need to be familiar with, and follow, the actual OSHA Standards (including any North Carolina specific changes.) Though this document is intended to be consistent with OSHA Standards, if an area is considered by the reader to be inconsistent, the OSHA standard should be followed. Of course, we welcome your comments and feedback!

The North Carolina Department of Labor OSH Consultative Services Bureau can be contacted for further assistance such as helping you set up your individual program and even with on-site surveys. Feel free to contact us at 1-800-NCLABOR or at 919-807-2899. You may also want to visit our website at <http://www.nclabor.com/osh/consult/bcs1.htm>

Remember: A written safety/health program is only effective if it is put into place!

SAFETY & HEALTH POLICY

(Enter your Company Name here)

(DATE)

SAFETY & HEALTH PROGRAM

(Customize by adding your company name here)

Management Commitment

Safety Policy

(Customize by adding your company name here) places a high value on the safety of its employees. *(Customize by adding your company name here)* is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to insure that company safety policies are followed.

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.

Signature of Top Management Official _____
Title _____ Date _____

(Customize by adding any additional policy items that you may have and/or deleting any that do not apply to your company.)

Safety and Health Responsibilities

Manager Responsibilities

1. Insure that a plant wide safety committee is formed and is carrying out its responsibilities as described in this program.
2. Insure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
4. Insure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Insure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

(Customize by adding any additional management responsibilities that you may have and/or deleting any that do not apply to your company.)

Supervisor Responsibilities:

1. Insure that each employee you supervise has received an initial orientation *before* beginning work.
 2. Insure that each employee you supervise is competent or receives training on safe operation of equipment or tasks *before* starting work on that equipment or project.
 3. Insure that each employee receives required personal protective equipment (PPE) *before* starting work on a project requiring PPE.
 4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards you find.
 5. Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
 6. Set a good example for employees by following safety rules and attending required training.
 7. Investigate all incidents in your area and report your findings to management.
 8. Talk to management about changes to work practices or equipment that will improve employee safety.
- (Customize by adding any additional supervisor responsibilities that you may have and/or deleting any that do not apply to your company.)**

Employee Responsibilities

1. Follow safety rules described in this program, OSHA safety standards and training you receive.
 2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
 3. Report all injuries to your supervisor promptly regardless of how serious.
 4. Report all near-miss incidents to your supervisor promptly.
 5. Always use personal protective equipment (PPE) in good working condition where it is required.
 6. Do not remove or defeat any safety device or safeguard provided for employee protection.
 7. Encourage co-workers by your words and example to use safe work practices on the job.
 8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.
- (Customize by adding any additional employee responsibilities that you may have and/or deleting any that do not apply to your company.)**

Employee Participation

Safety Committee

We have formed a safety committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management-designated representatives and one employee-elected representative each from the office, factory and outside sales divisions of our company.

- ◆ Employees in each division will elect from among themselves a representative to be on the committee. If there is only one volunteer or nomination, the employees will approve the person by voice vote at a short meeting called for that purpose. If there is more than one volunteer or nomination, a secret paper ballot will be used to elect the representative.
- ◆ Elected representatives will serve for one year before being re-elected or replaced. If there is a vacancy then an election will be held before the next scheduled meeting to fill the balance of the term.
- ◆ In addition to the employee-elected representatives, management will designate no more than three representatives but a minimum of one who will serve until replaced by management.
- ◆ A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.
- ◆ In addition to the committee responsibilities explained above, duties of safety committee members include:

- A monthly self-inspection of the area they represent
 - Communicating with the employees they represent on safety issues and
 - Encouraging safe work practices among co-workers.
- ◆ The regularly scheduled meeting time is _____ for one hour on the first _____ of each month, at the _____ room. This may be changed by vote of the committee.
 - ◆ A committee member will be designated each month to keep minutes. A copy will be posted on the employee bulletin board after each meeting. After being posted for one month, the minutes will be filed for one year.

(Customize by adding any additional safety committee information that you may have and/or deleting any that do not apply to your company.)

Employee Safety Meetings

All employees are required to attend a monthly safety meeting held on the _____ of each month in the _____ room. This meeting is to help identify safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our safety program. Minutes will be made and will be kept on file for one year.

(Customize by adding any additional Employee Safety Meeting information that you may have and/or deleting any that do not apply to your company.)

Hazard Recognition

Record Keeping and Review

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor injury log posted **(Customize by adding location of Minor Injury Log)**. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

The supervisor will:

- Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
- Complete an "Incident Investigation Report" form.
- Give the "Employee's Report" and the "Incident Investigation Report" to **(Add the name or title of the person to whom this information will be given.)**

(Add the name or title of the responsible person) will:

- Determine from the Employee's Report, Incident Investigation Report, and any claim form associated with the incident, whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form.
- Enter a recordable incident within seven days after the company becomes aware of it.
- If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
- Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.

(Add the name or title of the responsible person) will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least 5 years. Any employee can view an OSHA log upon request at any time during the year.

(Customize by adding any additional Hazard Recognition policies that you may have and/or deleting any that do not apply to your company.)

Incident Investigation

Incident Investigation Procedure

If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, (Customize by adding the name or title of person responsible for reporting) will contact the North Carolina Department of Labor-OSH within 8 hours after becoming aware of the incident. The toll-free notification number is: 1-800-NCLABOR. (Add the name or title of the responsible person) must talk with a representative of the department. (Add the name or title of the responsible person) must report: the employer name, location and time of the incident, number of employees involved, the extent of injuries or illness, a brief description of what happened and the name and phone number of a contact person.

- DO NOT DISTURB the scene except to aid in rescue or make the scene safe.

Whenever there is an incident that results in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee, and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses, photograph the incident scene and equipment involved. The team will also document as soon as possible after the incident, the condition of equipment and anything else in the work area that may be relevant. The team will make a written "Incident Investigation Report" of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described above, the supervisor will write an "Incident Investigation Report" to accompany the "Employee's Injury/Illness Report Form" and forward them to (Add the name or title of the responsible person).

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a *near-miss*), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The "Incident Investigation Report" form will be used to investigate the near-miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to _____ to record on the incident log.

(Customize by adding any additional Incident Investigation policies that you may have and/or deleting any that do not apply to your company.)

Safety Inspection Procedures

(Customize by adding your company name here) is committed to aggressively identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Annual Site Survey -- Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our accident prevention program.

Periodic Change Survey -- We will assign a supervisor or form a team to look at any changes we make to identify safety issues. Changes include new equipment, changes to production processes or a change to the building structure. A team is made up of maintenance, production, and safety committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection -- Each month, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

Job Hazard Analysis -- As a part of our on-going safety program, we will use a "Job Hazard Analysis" form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every ____ years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

(Customize by adding any additional safety self-inspection policies that you may have and/or deleting any that do not apply to your company.)

Hazard Prevention and Control

Eliminating Workplace Hazards

(Customize by adding your company name here) is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

Basic Safety Rules

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

- Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
- Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
- Never operate a piece of equipment unless you have been trained and are authorized.
- Use your personal protective equipment whenever it is required.

- Obey all safety warning signs.
- Loose clothing, jewelry and hair longer than shoulder length shall not be worn around moving machinery.
- Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
- Do not bring firearms or explosives onto company property.
- Smoking is only permitted outside the building away from any entry or ventilation intake.
- Horseplay, running and fighting are prohibited
- Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

(Customize by adding any additional safety policies that you may have and/or deleting any that do not apply to your company.)

Job Related Safety Rules

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

Work in or pass through any production area, for example: the Machine shop or Paint shop

Required PPE:

- Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a "Z87.1" marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.

Work Rules:

- Walk within marked aisles.
- Do not distract or talk with employees when they are using a machine.

Work with Bench Grinders: Machine shop

Required PPE:

Eye protection (full-face shield with safety glasses under the shield).

Work Rules:

- Check that there is a gap between the tool rest and the wheel of no more than 1/8".
- Check that the upper wheel (tongue) guard has a gap of no more than 1/4".
- Check that the wheel edge is not excessively grooved. Dress the wheel if necessary.
- Do not grind on the face of the wheel.

Work with Ladders: All locations

Required PPE:

- Full body harness when working at greater than 25' and both hands must be used to do the job

Work Rules:

- Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
- Do not paint a ladder! You may hide a defect.

- Do not use a ladder as a brace, workbench or for any other purpose than climbing.
- Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
- Always face the ladder when climbing up or down.
- If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
- Only one person is allowed on a ladder at a time.
- Always keep both feet on the ladder rungs except while climbing up and down. Do not step sideways from an unsecured ladder onto another object.
- If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
- Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
- Do not stand on the top step of a step ladder or on the step immediately below.
- Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

Lifting Tasks: All locations

Required PPE:

- Leather gloves – for sharp objects or surfaces (employer provided)
- Steel toe safety shoes in shipping areas (to be supplied by the employee) must be in good condition and be marked "ANSI Z41 - 1991"

Work Rules:

- Do not lift on slippery surfaces.
- Test the load before doing the lift.
- Get help if the load is too heavy or awkward to lift alone.
- Break the load down into smaller components if possible to provide a comfortable lift.
- Do not overexert!
- Make sure you have a good handhold on the load.
- Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
- Do not twist while lifting (especially with a heavy load). Turn and take a step.
- Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting.
- Avoid long forward reaches to lift over an obstruction.
- Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform
- Do not lift while in an awkward position.
- Use a mechanical device such as a forklift, hoist, hand truck or elevatable table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
- Back injury claims are painful for the worker and expensive for the company. Lift safely!

The signatures below document that the employee received training on how to lift safely.

Employee: _____ Training Date: _____

Trainer: _____

(The above rules are included as an example only. You must customize this program by adding any additional job-specific safety rules that you may have and/or deleting any that do not apply to your company. Be sure to include the job description, location, work rules, and personal protective equipment required.)

Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee's attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same/similar rule or the same/similar unacceptable behavior:

First Instance -- verbal warning, notation in employee file, and instruction on proper actions

Second Instance -- written reprimand, and instruction on proper actions

Third Instance -- 1-5 day suspension, written reprimand, and instruction on proper actions

Fourth Instance -- Termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

(The above rules are included as an example only. You must customize this program by adding any disciplinary rules that you may have and/or deleting any that do not apply to your company.)

Equipment Maintenance

The following departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

Machine shop

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
Bigload 20 ton Crane*	Monthly	Maintenance file cabinet
150-ton press brake	Weekly	Folder attached to the press

Vehicles

<u>Equipment</u>	<u>Interval</u>	<u>Location of record</u>
1986 Toyota Forklift A68710*	Daily	File cabinet in the garage
1992 Ford Taurus LST385	Monthly	Vehicle glove box

*Forklifts and cranes shall be examined daily prior to being placed into service or after each shift if used on a round-the-clock basis.

(The above rules are included as an example only. You must customize this section by adding any equipment maintenance rules that you may have and/or deleting any that do not apply to your company. Be sure to include the equipment, location, and other pertinent information.)

Emergency Planning

What will we do in an emergency?

In case of fire

An evacuation map for the building is posted **(Customize by adding location, if this applies to your company)**. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside **(Customize by adding meeting location for your location)**. A copy of the map is attached to this program.

All employees will receive training on how to use of fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a year during the first week of _____. **(Customize by adding fire drill and fire extinguisher training information as it pertains to your business.)**

- **If you discover a fire:** Tell another person immediately. Call or have them call 911 and a supervisor.
- If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
- If the fire grows or there is thick smoke, do not continue to fight the fire.
- Tell other employees in the area to evacuate.
- Go to the designated assembly point outside the building.
- **If you are a supervisor notified of a fire in your area:** Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
- Verify that 911 has been called.
- Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
- Tell supervisors in other areas to evacuate the building.
- Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, *do not* re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

(Customize the above rules by adding procedures in case of fire as it pertains to your business. Also see 1910.38(a) for any additional Emergency Action Plan requirements)

If an injury occurs

- A first aid kit is kept **(Customize by adding the location of first aid supplies in your business)**. Also, each company vehicle is equipped with a first aid kit located in the glove box or under the driver's seat. These kits are checked monthly by members of the safety committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor. **(Customize by adding any additional locations of first aid supplies or deleting the above information if it does not apply to your business.)**
- Supervisors and other employees may be first-aid/CPR certified. A list of current first aid and CPR certified supervisors and employees is posted on the safety bulletin board along with the expiration dates of their cards. **(Customize by adding the location of first aid trained personnel in your business, if any)**
- In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training and authorization. Call for help. If there is no response, call 911.
- Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. *All blood should be assumed to be infectious.* These diseases can both be deadly. Employees are *not* required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated.

Safety and Health Training and Education

Safety Training

Training is an essential part of our plan to provide a safe work place at **(Customize by adding your company name here)**. To insure that all employees are trained *before* they start a task that requires training, we have a training coordinator whose name is posted on the safety bulletin board. **(Customize by inserting the name or title of the**

person responsible for training in your company. That person is responsible to verify that each employee has received an initial orientation by his or her supervisor, has received any training needed to do the job safely and that the employee file documents the training. The coordinator will make sure that an outline and materials list is available for each training course we provide:

<u>Course</u>	<u>Who must attend</u>
Basic Orientation	All employees (given by the employee's supervisor)
Safe Lifting	Any employee who lifts more than 20 pounds
Chemical Hazards (General)	All employees
Chemical Hazards (Specific)	An employee who uses or is exposed to a particular chemical
Fire extinguisher safety	All employees
Respirator Training	Employees who use a respirator
Forklift Training	Employees who operate a forklift
Lockout Training (Awareness)	All employees
Lockout Training (Advanced)	Employees who service/repair equipment/machinery
Welding Safety	Employees who operate the arc welder
PPE Training	Employees who use PPE (e.g, safety glasses, safety-toe shoes)
Confined Space (Awareness)	All employees
Confined Space (Advanced)	Employees involved in confined space entry
Hearing Conservation (noise)	Employees exposed to >85 decibels
Electrical Safe Work Practices	Employees who work on energized (live) circuits/equipment
Chemical Hygiene Plan	Employees who work in laboratories
Blood-borne Pathogens	Employees potentially exposed to BBP, medical staff, emergency responders
Emergency Evacuation/egress	All employees
Ladder Safety	Employees who use ladders
Fall Protection	Employees exposed to falls >4' in general industry, >6' in construction work.

(Customize by adding additional training required in your business and deleting any of the above training that does not apply.)

Safe Lifting Training Course Outline

Required Materials:

- Video tape on lifting techniques. (Reserve through NCDOL Library at (919) 807-2848. Information at www.dol.state.nc.us/lib/libaud.htm)
- Safe Lifting rules handout

Outline: 1-hour class

- Talk about injury statistics related to lifting and handling materials.
- Talk about some injuries that have occurred in our work place.
- Show Video
- Answer questions from participants about video
- Go over company safe lifting rules.
 - Demonstrate techniques.
 - Discuss mechanical lifting aids such as hoists and carts that are available in our workplace.
- Have employees sign their names to the training roster.

ACKNOWLEDGEMENT: THIS SAMPLE PROGRAM WAS TAKEN (AND MODIFIED) FROM A PROGRAM DEVELOPED AND MADE AVAILABLE BY THE WISHA DEPARTMENT OF LABOR AND INDUSTRIES IN OLYMPIA, WASHINGTON. OTHER EXCELLENT MATERIALS ARE AVAILABLE THROUGH THEIR WEBSITE AT WWW.LNI.WA.GOV/WISHA/