

GENERAL OSHA SAFETY GUIDE





SAFETY MANAGEMENT COMMITMENT

Demonstrate commitment to a safe and healthful workplace by doing the following:

- Develop a fair, effective safety-and-health policy
- Follow a safety and health rules and lead by example
- Attend safety-committee meetings, review meeting minutes, and act on safety-committee recommendations
- Allocate adequate resources to support the safety-and-health effort
- Provide appropriate safety-and-health training to employees
- Acknowledge employee participation in safety-and-health-activities



ACCOUNTABILITY

Strengthen accountability by doing the following:

- Enforce safety-and-health-policy
- Develop business rules that state safe work practices
- Hold supervisors accountable for enforcing safe work practices
- Include employees' safety-and-health responsibilities in their job descriptions and performance evaluations
- Give employees enough authority and training to fulfill their responsibilities
- Develop a clear, written disciplinary policy describing workplace safety expectations that apply to all employees
- Establish a recognition program that rewards employees for outstanding contributions to the safety effort



EMPLOYEE INVOLVEMENT

Business owners and managers should involve employees in the safety-and-health effort by encouraging them to do the following:

- Suggest ways to help develop a safety-and-health policy or improve an existing one
- Recommend resources necessary to achieve safety and health goals
- Recommend training topics, help develop training plans, suggest who should do the training, and evaluate training sessions
- Assist in conducting workplace inspections and identifying hazards
- Report new hazards to a person responsible for correcting them, maintain equipment, keep work areas clean, and use personal protective equipment properly
- Help evaluate trends in accidents and near misses, evaluate the effectiveness of emergency procedures, review the past year's effort, and develop new safety goals



RISK

- Conduct a baseline workplace survey to identify hazards
- Perform regular workplace inspections to identify new hazards
- Encourage employees to watch for hazards and unsafe work practices
- Encourage employees to report hazards immediately to a person who has authority to report
- Document workplace injuries and illnesses
- Develop job-hazard analyses
- Use material safety data sheets to identify chemical hazards
- Look for new hazards whenever equipment, materials, or work processes change
- Invite safety-and-health professionals to evaluate the workplace
- Use appropriate engineering and administrative controls
- Enforce workplace safety-and-health rules and work practices
- Know when and how to use personal protective equipment
- Practice good housekeeping
- Plan for emergencies
- Maintain equipment on schedule
- Document how hazards are controlled



ACCIDENT AND INCIDENT INVESTIGATION

- Develop a procedure to determine who will do an investigation
- Ensure that an investigation will be thorough and accurate
- Use an accident-investigation form to document when, how, where, and why an accident occurred
- Prepare a report that describes how similar accidents could be prevented
- Involve the safety committee in investigating the accident, identifying the cause, and preparing the accident report
- Create a "no-fault" incident-reporting system



TRAINING

- Ensure that all employees know how to do jobs safely before they begin and whenever there are new workplace hazards and train periodically to maintain their skills
- Provide new-employee training that covers your safety-and-health policy, workplace safety rules, hazards, and procedures for responding to emergencies
- Ensure that supervisors know the hazards, hazard-control methods, and emergency procedures associated with their jobs
- Help supervisors develop skills to train and motivate employees they supervise
- Ensure that managers understand the importance of leadership in achieving and maintaining a safe workplace
- Develop managers' ability to evaluate direct and indirect costs of accidents, compare costs with those of similar businesses, and assess the impact of accidents on employee absenteeism, productivity, and morale
- Keep record of each employee trained, the type of training provided, the training date, and trainers or provider's name



EVALUATION

- Review workplace-injury-and-illness trends
- Evaluate OSHA-required programs to ensure they're implemented and effective
- Set new workplace-safety-and-health goals
- Describe what needs to be done to accomplish each new goal, determine who's responsible for accomplishing it, and set a date for achieving it

LEGAL DISCLAIMER: The materials and information available are for informational purposes only, are not for the purpose of providing legal advice, and may not be relied upon as legal advice. The employees of Complete Payroll are not licensed attorneys. This information and all HR Support Center materials are provided pursuant to and in compliance with federal and state statutes. It does not encompass other regulations that may exist, including, but not limited, to local ordinances. The transmission of documents or information through the HR Support Center does not create an attorney-client relationship. Complete Payroll makes no representations as to the accuracy, completeness, currentness, suitability, or validity of the information on this website and does not adopt any information contained on this website as its own. All information is provided on an as-is basis. Please consult HR On-Demand or an attorney to obtain advice with respect to any particular question or issue.