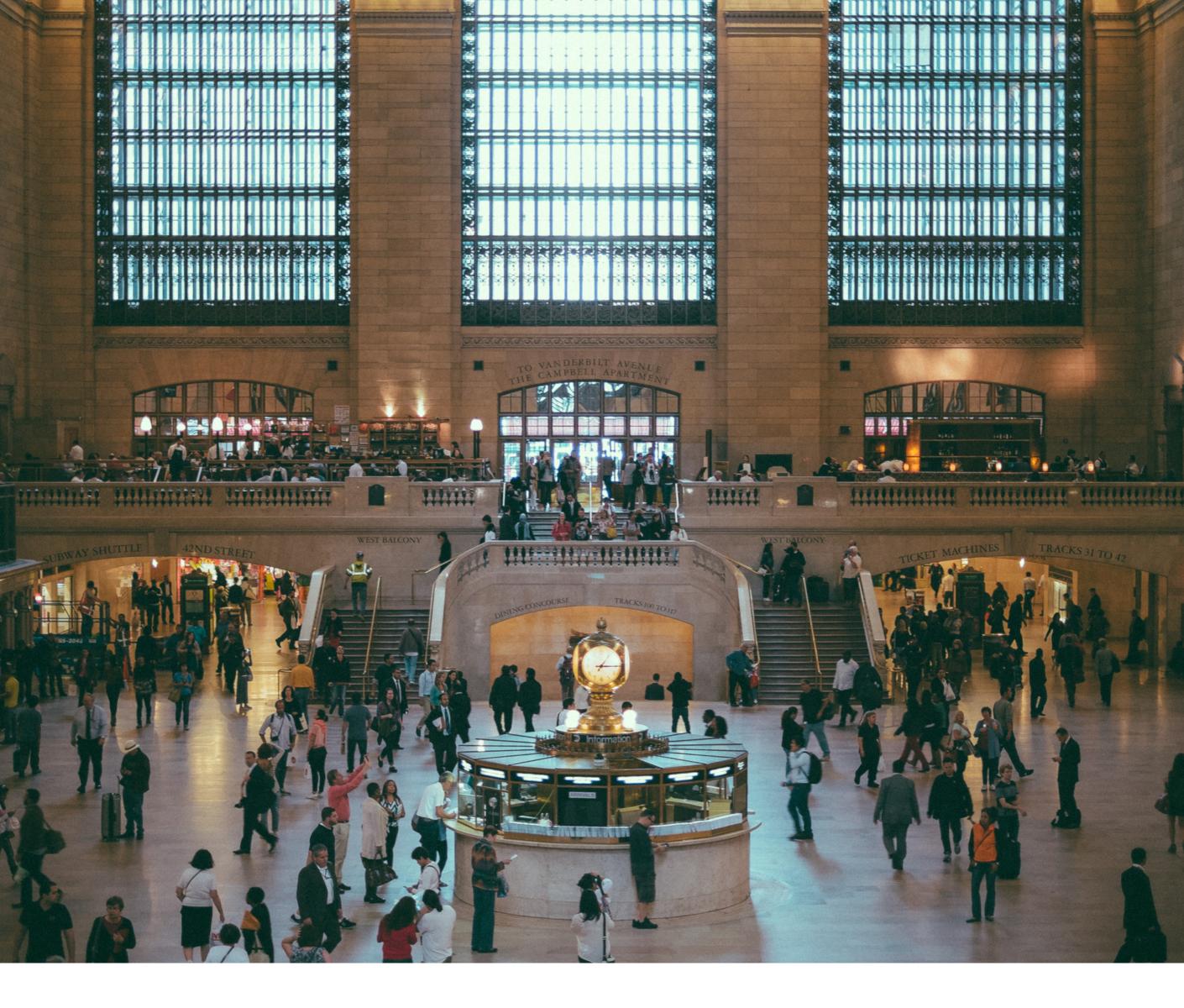
# GENERAL OSHA SAFETY GUIDE



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## 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
- Provite appropriate safety-and-health training to employees
- Acknowledge employee participation in safety-and-healthactivities



#### ACCOUNTABILITY

Strengthen accountability by doing the following:

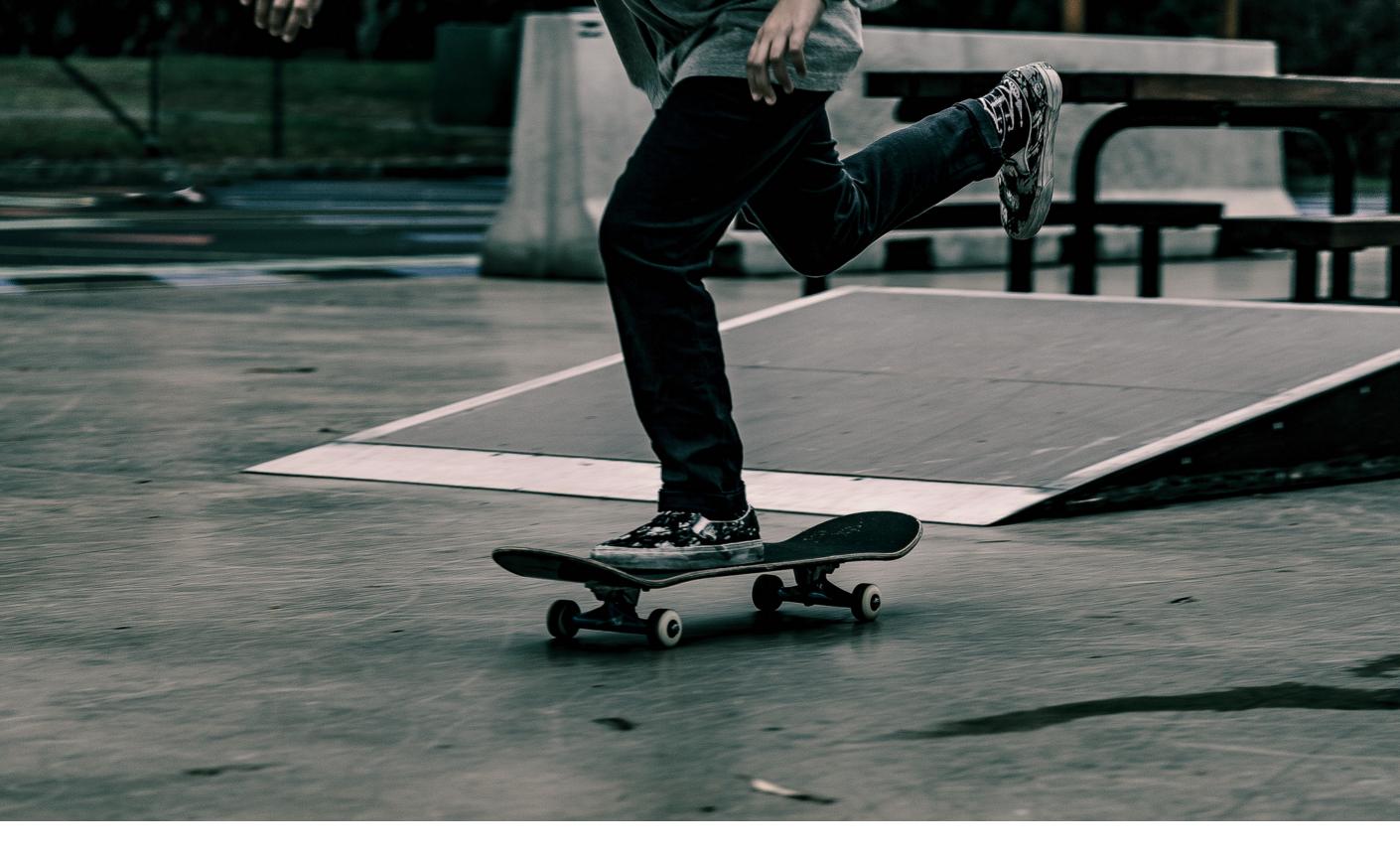
- Enforce safety-and-health-policy
- Develop business rules that state safe work practices
- Hold supervisors accountable for enforcing safe work practices
- Include employees' safety-and-health responsibilities in their job descriptions and performance evaluations
- Give employees enough authority and 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 on
- 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 conduction workplace inspections and identifying hazards
- Report new hazards to a person responsible for correction 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



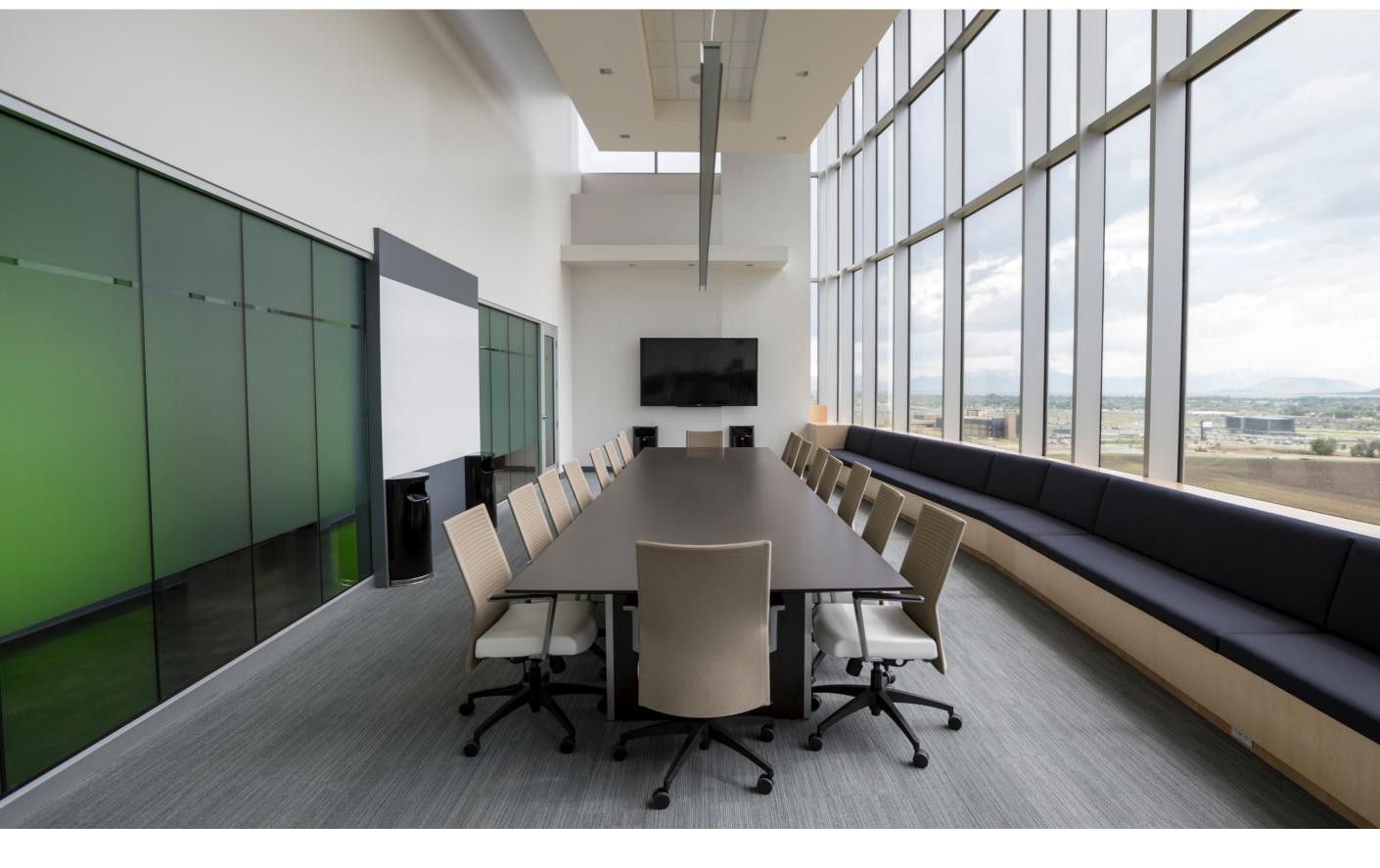
## ACCIDENT AND INCIDENT INVESTIGATION

- 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 ho wto 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 if 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

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