

Safety Program

Sample



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JANCO ASSOCIATES, INC.

2024



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Safety Program Policy

Safety on the job in [ENTERPRISE] is of the foremost importance. At the same time, risk and vulnerabilities are to be avoided. No operation is so important that it must be done in a manner that permits unacceptable hazard to personnel or property nor exposes [ENTERPRISE] to unnecessary risk or vulnerabilities. Therefore, it is the policy of [ENTERPRISE] to provide and maintain standards of security and safety, following Federal, State, and Local Laws and Regulations

Only through the joint Safety committee, on the part of management and employees, can workplace accidents and injuries be reduced or eliminated. It is {ENTERPRISE}'s policy that Employees are to be encouraged to not only work safely, and report unsafe conditions, but to also take an active role in safety and health program creation and management.

The enterprise's overall philosophy is:

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All management personnel are accountable for the success of the company's safety program. [ENTERPRISE] provides responsibility lists to all supervisors and management personnel and their job descriptions include these provisions. Job performance evaluations, salary increases, bonuses, and other incentives are tied to safety and health success.

As more and more devices become connected to the network, this increases the risk from physical infrastructure complexity and automation, hazard controls are part of the security landscape, and cyber-attacks can have an impact on the physical world.

The convergence of physical security and information security is now inevitable. As the organization moves towards the Internet of Things (IoT), it becomes probably the most important thing we need to think about. Physical security has been concerned with the safety and preservation of life and now it's going to be in the view of everyone in the organization that deals with IoT. Enterprises no longer have the option to fail. IoT does not just sense what is going on, it changes what is going on; it changes the physical world and the safety protocols that have to be applied to be proactively responsible.

For any safety program to be successful, all employees must be aware of the employer's policies and most importantly the commitment from top management.

Work From Home (WFH) adds complications to the safety program process. Unsafe work conditions can exist in a home. At the very least, rules need to be established on the placement and access to equipment, files, and materials supporting the WFH employee.

Safety Rules

Rules and procedures that employees and management must follow are critical to a formal safety program. The rules cover items for which employees are accountable. Below is a list of [ENTERPRISE]'s general safety rules.

General Rules

- Each employee¹ shall always observe safe working methods and procedures and assist in acquainting new employees with our safety concerns, as established at [ENTERPRISE].
- Each employee is responsible for reporting to their Supervisor whenever they become sick or injured at work. All injuries, no matter how minor, must be reported immediately.
- Each employee must obey warning signs, signals, and alarms.
- Firefighting equipment shall be maintained following the manufacturer's instructions and the requirements of governmental Fire Codes.

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- No person shall be permitted to remain on the premises while their ability to work is so affected by alcohol, drugs (prescription or non-prescription), or other substance, to endanger their health or safety or that of any other person.
- Employees working alone shall be required to check in regularly with Security or a supervisor to ensure that their well-being is maintained.
- Inappropriate behavior, such as horseplay, fighting, and practical jokes is extremely dangerous and will not be tolerated.
- Every employee, once they see any unsafe conditions, shall, where possible, correct it and always report it to their Supervisor. Any damaged equipment or missing machine guards must be reported to their Supervisor.
- Office equipment shall be arranged to provide safe working conditions.
 - Employees are not to operate any machinery or equipment if it is known to be in an unsafe condition.
 - Employees shall not use unfamiliar tools or equipment without proper instruction and permission from their immediate Supervisor. Always use the correct tool for the job, and do not improvise
 - Unskilled persons shall not be permitted to operate or tamper with office machines.

¹¹ Employees for purpose of this document are defined as anyone who is working in any of the [ENTERPRISE]'s facilities be they a paid employee, contractor, consultant or volunteer.

Record Keeping

Good record-keeping procedures are the backbone of the safety program. Documentation of training, discipline, and other safety activities demonstrates [ENTERPRISE]'s safety effort. Accident data and inspection reports will be used to identify problem areas through trend analysis of accidents and review of inspection reports.

Inspection Documentation

- ✚ The Supervisor's Inspection Checklist and Supervisor's First Report of Injury Forms will be maintained in the Safety Director's office. These forms will be given to the supervisor to be fully completed as needed. A copy will also be maintained by the supervisor for follow-up. When all corrective action is addressed, the second copy will be provided to the Safety Director.
- ✚ Safety Committee periodic Inspection Checklist forms will be maintained in the Safety Director's office. The corrective action will be followed up by the Safety Committee and Safety Director.

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- ✚ Insurance Forms; First Report of Injury, etc.
- ✚ Notes and Related items (Doctor's report)
- ✚ A First Aid Log will be maintained at each first aid kit. Employees will sign when receiving any first aid supplies. This will double as a receipt of the Employee Workers Compensation Claim Form, which must be given to any employee requiring first aid attention/supplies.
- ✚ OSHA logs will be maintained and posted as per the applicable standards. The Safety Director will be responsible for completing the OSHA log.
- ✚ Coordination within the enterprise with the electronic filing of the OSHA electronic forms is a priority task

Training

All training programs will have attendance sheets which the employee will sign at the time of the training. This sheet will be maintained with a description of the training in the Safety Director's office.

Safety Committee

Safety Committee meeting minutes will be maintained by the Safety Director. Minutes will be copied to all safety committee members during the following month's meeting.

New Employee Orientation

- ✚ A supervisor will go over the “New Employee Safety Checklist” with each new employee.
- ✚ The “New Employee Safety Checklist” will be signed and dated on the first day of employment. The completed forms will be placed in the personnel files.
- ✚ At the time of employment, the new employee shall be told about [ENTERPRISE] and department safety policies.
- ✚ A supervisor will discuss the following items with each new employee:

✚ The fact that management and employees are determined to prevent accidents is that

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accidents.

- ✚ It is positively forbidden for any person to try to operate any mechanical equipment without instruction and specific authorization from his/her supervisor.
- ✚ Persons are urged to report anything about the work that appears to be unsafe.
- ✚ All injuries must be immediately reported to the supervisor.
- ✚ Methods of obtaining protective equipment, and rules and practices governing its use, will be explained.

IT Job Descriptions

Two detailed job descriptions are included along with this template. They come separately in their directory.

Manager Safety Program

Supervisor Safety Program

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Forms

Electronic forms are included along with this template. They come separately in their directory.

Good working knowledge of MS WORD is required to modify the electronic versions of the MS Word forms. These, in turn, can be used to create pdf forms.

Area Safety Inspection
Employee Job Hazard Analysis
First Report of Injury
Inspection Checklist – Alternative Locations
Inspection Checklist - Computer Server Data Center
Inspection Checklist – Office Locations
Inspection Checklist – Work From Home Locations
New Employee Safety Checklist
Safety Program Contact List
Training Record

OSHA Electronic Forms



Instructions
OSHA xls Form
OSHA 300 Form
OSHA 300A Form
OSHA 301 Form

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Revision History




2024

-  Updated all the standard forms to the current versions
-  Update all the included job descriptions to the current versions






2023

-  Updated all the standard forms to the current versions
-  Update all the included job descriptions to the current versions





2022

-  Updated to reflect Work From Home
-  Updated all the standard forms to the 2022 versions
-  Update all the included job descriptions to the 2022 versions

2021

-  Updated to reflect Work From Home
-  Added electronic form
 - Inspection Checklist Work From Home Location
-  Updated to meet the latest mandated requirements
-  Updated all the standard forms to the current version
-  Update all the included job descriptions to the current version

2020

-  Updated to meet the latest mandated requirements
-  Added OSHA forms
 - Instructions on electronic filing
 - Excel spreadsheet
 - OSHA 300 Form
 - OSHA 300A Form
 - OSHA 301 Form
-  Updated all the standard forms to the current version
-  Update all the included job descriptions to the current version