


Safety Program

Version 3.4



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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 which permits unacceptable hazard to personnel or property nor exposing [ENTERPRISE] to unnecessary risk or vulnerabilities. Therefore, it is the policy of [ENTERPRISE] to provide and maintain standards of security and safety, in accordance with 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 that management provides responsibility lists to all supervisors and management personnel and their job descriptions include these provisions. Job performance evaluations, salary increases or bonuses and other incentives are tied to safety and health success.

As more and more devices become connected to the network, this increases 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 with 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.

In order 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.

Responsibilities

Assigning responsibilities to [ENTERPRISE] management and employees is essential to developing accountability for safety at all levels. The Safety Director has been given the full responsibility and authority for implementation of this program.

General Responsibilities

All management personnel, employees, associates, sub-contractors, and any additional persons on premises will:

- ✚ Act in a manner to promote safety and accident prevention during all work activities; and
- ✚ Pursue accident prevention, through compliance with all provisions of the [ENTERPRISE] Safety Program and all federal, state and local safety codes and regulations, as well as other nationally recognized safety, fire protection, and health standards.

Management Responsibility

Employee safety and property protection are the direct responsibility of management personnel. Safety and loss prevention is as much a measure of efficient operations as reaching production and sales goals.

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management in the education and training in processes or operations. the accident for all injuries, formal inspection, training of employees in safe operating procedures, and above all, 'Setting the Example. Safety results for crew and overall safety activities will be part of the Supervisor Performance Appraisal process.

- ✚ Ensure that each level of supervision and all employees are made aware of the elements of the safety program and that those elements are implemented. If personal protective equipment is required, assess the hazards, select the proper equipment, and ensure that employees are trained in its proper use.
- ✚ Correct any unsafe conditions brought to their attention by employees or supervisors.
- ✚ Support supervisors' decisions that safety comes first.
- ✚ Assure that proper training is being provided and that employees are working in a safe and healthy manner.

Incidental Inspection

- ✦ Supervisors will continuously engage in a visual inspection procedure. Items to be noted are employee acts, machine operations, maintenance processes, manual materials handling and other applicable conditions that affect the employee safety and health.
 - In the case of “Work at Home” accidents, the supervisor must coordinate with the legal, insurance and human resources department.
 - Accidents that occur in “Work at Home” situations may not be the responsibility of the [ENTERPRISE]. It is beyond the scope of authority of the supervisor to assume liability for these types of accidents.
- ✦ Safety Committee members will continuously engage in visual inspection of operations. Items to be noted are employee acts, machine operations, maintenance processes, manual materials handling, and other applicable conditions that affect the employee safety and health.
- ✦ Unsafe acts and conditions should be documented on the Incidental Inspection Report Form and additionally addressed via correction or implementation of the Progressive Disciplinary Program.
- ✦ All corrective action shall be followed up by the person or persons initiating it.

Planned Inspection

- ✦

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- ✦ The Safety Committee will complete a periodic walk-through safety inspection of the office utilizing the Area Inspection Report Forms.
- ✦ The Safety Director will complete an Annual Safety Audit of the office including a thorough walk-through inspection of all work areas, as well as a thorough review of training, all documentation, health and safety records, employee surveys, accidents, and injuries.
 - The audit will be reported in a formal presentation format. A copy of the audit will be supplied to employees and will be furnished to executive management in a formal presentation of findings.

IT Job Descriptions

There are two detail job descriptions that are included along with this template. They come separately in their own directory.

Manager Safety Program

Supervisor Safety Program

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Manager Safety Program

Position Purpose

The Manager Safety Program provides expertise in the areas of risk management, loss prevention, safety, and environmental as it pertains to protecting the company's employees and assets while ensuring the company remains in compliance with governmental regulations. The Manager trains and monitors employees in improving skill levels to ensure adherence to principles, policies, and standards. The Manager Safety Program provides the focal point for division business arrangements and contractual issues. Directs the division's contract functions and provides advice on contract risk.

Problems and Challenges

The Manager Safety Program faces the challenge of understanding all of the operations of the enterprise, mandated safety program requirements, and risk associated with normal operations as well as during periods of disaster recovery and business continuity operations.

Essential Position Functions

Principal Accountabilities

- ▶ Establish and implement effective environmental and safety programs and track requirements
- ▶ Implement and maintain an emergency response programs
- ▶ Maintain corporate/company environmental health and safety manual/procedures and ensure proper communication/education to employees and contractors
- ▶ Conduct environmental safety training sessions and meetings for employees
- ▶ Conduct and/or assist with corporate compliance audits, findings and follow-ups
- ▶ Observes safety stations for use of personal protective equipment and/or unsafe work practices
- ▶ Accident investigation and OSHA record-keeping as necessary
- ▶ Workers' compensation insurance claims management
- ▶ Attend customer environmental safety meetings as the enterprise's representative as needed
- ▶ Monitor safety statistics and compile reports as required by OSHA, EPA, state and local requirements and enterprise requirements.
- ▶ Participate in quote/proposal preparation as necessary

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Forms

Nine (9) Electronic forms that are included along with this template. They come separately in their own directory.

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

New Employee Safety Checklist

Safety Program Contact List

Training Record

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New Employee Safety Checklist

Employee Name _____ ID Number _____
Job Title _____ Location _____

I hereby certify that I have reviewed and checked the items relating to the safety rules and safe workplace practices.

Items Reviewed -- Employee is to check the boxes for the items reviewed

- Injury and Illness Prevention Program
- Safety Rules – General
- Safety Rules – Specific to the job
- Safety Rules – Specific to computer and electronic equipment
- Safety Rule enforcement procedures
- Fire prevention, location of firefighting equipment and location of exits
- Protective equipment and personal attire safety requirements
- Housekeeping and clean up procedures
-
-

Signature _____

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Supervisor Name _____
Position Title _____
Company Name _____
Email Address _____
Phone Number _____

Revision History

Version 3.4

- ✚ Updated the included job descriptions
- ✚ Updated the included electronic forms
- ✚ Modified to meet ISO and EU mandated requirements

Version 3.3

- ✚ Updated all electronic forms
- ✚ Converted pdf form images to fillable pdf forms
- ✚ Added inspection checklist specific to computer, server, and data center facilities

Version 3.2

- ✚ Incorporated Internet of Things (IoT) into the safety program
- ✚ Included steps to add safety and security to IoT
- ✚ Updated CSS style sheet

Version 3.1

- ✚ Update introduction to include both employer and employee general responsibilities
- ✚ Updated Supervisor Safety Program Job Description
- ✚ Added Manager Safety Program Job Description
- ✚ Updated all electronic forms
- ✚ Updated to reflect the latest mandate safety program requirements

Version 3.0

- ✚ Updated text to comply with all federally mandated requirements
- ✚ Applied CSS style sheet for easier modifications
- ✚ Added an electronic version of all forms used in the template. They now include:
 - Area Safety Inspection Report
 - Employee Job Hazard Analysis Acknowledgement
 - First Report of Injury
 - Inspection Checklist Office Areas
 - Inspection Checklist Alternative Locations
 - New Employee Safety Checklist
 - Safety Program Responsibility Contact List
 - Training Record

Version 2.3

- ✚ Added Work at Alternative Location Safety Checklist (i.e. Work at Home)
- ✚ Updated Inspection Checklist

Version 2.2

- ✦ Updated to be compliant with mandated Federal, California, New York, Texas, and Illinois regulations
- ✦ Updated to use standard CSS WORD style sheet
- ✦ Saved in WORD 2007 format
 - Updated to comply with Gramm-Leach-Bliley
 - Updated to comply with Massachusetts and California requirements

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