

## Policy Statement

It is the policy of \_\_\_\_\_ to maintain an effective safety and health process. \_\_\_\_\_ recognizes that effective employees are our most valuable asset. Therefore, the design and implementation of the safety process is aimed at providing each employee a safe a healthy work environment.

\_\_\_\_\_ has established a seven-point safety process. The points include: Management Support and Direction; Company safety structure/ organization; Supervisory activities; Employee Education/ Responsibilities; Controlling accident hazards/ Safety Inspections; Accident Investigation; and Medical Program.

\_\_\_\_\_ shall not knowingly permit an employee to perform a job in an unsafe manner, or expose an employee to an unsafe or unhealthy environment. Correspondingly,

\_\_\_\_\_ shall not tolerate employees disregarding any company, customer, Federal, State, or local safety/environmental requirement or regulation.

The goals of the \_\_\_\_\_ safety process are to:

- Protect all employees from occupational injury or illness, thereby enabling our employees to return home safely;
- Encourage employees to identify, control, and eliminate occupational health and safety risks;
- Encourage all employees to work safely, and to report any unsafe working conditions to their direct supervisor or to the Controller
- Achieve zero employee injuries and illnesses;
- Promptly and thoroughly investigate all serious accidents and develop improved procedures designed to reduce the likelihood of recurrence;
- Abide by all safety and health rules and regulations and applicable workers compensation laws and requirements;
- Provide training in safe work practices and procedures, and educate employees at all levels, including management, to the importance of applying this training both on and off the job;
- Involve employees in all aspects of the safety process.

\_\_\_\_\_ understands that an effective safety process shall assure our employees, customers, and the public the utmost in quality performance.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## I. Management Support and Direction

\_\_\_\_\_ recognizes the fact that management support and direction is the driving force behind an effective safety process. Our process includes the following:

1. **SAFETY RECORD TRACKING:** Our safety record at \_\_\_\_\_ will be tracked (using the OSHA 300 log and workers compensation information). Our ultimate goal is zero accidents. Below is our incident rate calculation.

*\* Incident rate = # recordable injuries/ illnesses x 200, 000/ Total Man-hours*

2. **MANAGEMENT SETS SAFETY STANDARDS:** Management sets safety standards and develops policies and procedures in safety. Those policies are fully supported by upper level management.

3. **PERIODIC REVIEWS OF SAFETY PROCESS:** Management periodically reviews the safety process and modifies or takes action when necessary. This is in the form of an internal audit or an external audit (safety consultant).

4. **MANAGEMENT SETS EXAMPLES:** Management provides budgeting for the completion of safety recommendations and sets a good safety example by making safety a part of top level business planning meetings!

In addition, the Management supports and implements the safety process by fulfilling the following responsibilities:

- Provide direction to all employees.
- Support the safety and health process financially.
- Hold the supervisors and employees accountable for implementation and consistent application of all safety policies.
- Define disciplinary procedures.
- Consistently reinforce the company commitment to injury and illness prevention through the development of comprehensive communication and training programs.
- Review all employees' performance in achieving the safety goals of zero accidents.



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## **II. Company Safety Structure and Organization**

Our Loss reduction strategy is to continue to identify actual and potential loss sources by analyzing trends and through information provided by the Insurance Company. This will also help in the setting of safety goals (accident frequency/ severity).

Regular safety inspections (at least quarterly) will be performed and job safety analysis will be completed as needed.

After the inspections if deficiencies are identified specific action plans will be developed, identifying the problem, with action provided to solve the problem. Target dates for completion will be provided for fixes to safety concerns.



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### III. Supervisory/ Superintendent Activities

The \_\_\_\_\_ shall support and implement the Safety Process by fulfilling the following responsibilities:

- Ensure that employees comply with safety related activities and participate in training and the overall safety process.
- Perform an accident investigation (in conjunction with the \_\_\_\_\_) within ***eight hours***, for all accidents resulting in lost time, work slowdown, and property damage (complete accident investigation form).
- Participate in ***safety meetings*** to meet all applicable OSHA requirements.
- Participate in site safety inspections.
- Be thoroughly familiar with company safety process, and procedures and ensure their effective implementation.
- Provide appropriate safety training to all employees prior to assignment of specific job duties. Complete “Employee Safety Orientation” form and maintain in office folder (i.e. Personal Protective Equipment, Hazard Communication, Material Handling, etc.).
- Be aware of all safety considerations when introducing a new process, procedure, or material to the workplace.
- Consistently and fairly enforce all company safety rules. Apply the proper company disciplinary procedures for those employees who violate safety rules.
- Ensure that all injuries, no matter how minor, are treated immediately.
- Communicate with the \_\_\_\_\_ regarding the continuous improvement of the Safety Process.



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## IV. Employee Responsibilities

Employees shall support and implement the safety process by fulfilling the following responsibilities:

- Comply with all safety rules and regulations.
- Wear required safety equipment.
- Encourage coworkers to work safely.
- Report unsafe acts and conditions to the supervisor.
- Report all injuries, no matter how minor, immediately to a supervisor.
- Operate all equipment with safety guards in place and notify the supervisor of maintenance of any concerns (equipment related).
- Operate all company vehicles or own vehicles on company time in a safe and courteous manner abiding by all Federal, State, and local laws. Utilize seat belts and obey posted speed limits.
- Participate in safety training sessions, contributing ideas and suggestions on how to improve safety procedures and conditions.



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## V. Controlling Accident Hazards/ Safety Inspections

Self-inspections and internal audits are used to detect unsafe working conditions and unsafe behavioral activities. Quarterly self-inspections will be conducted by competent persons. These will be documented and a corrective action plan will be set up for deficiencies.



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## VI. Accident Investigation

An accident is an unplanned incident that produces an unexpected result.

\_\_\_\_\_ reviews all accidents no matter how minor. A full investigation is performed for those accidents resulting in lost time, work slowdown, and property damage (complete accident investigation form). Accident investigations if performed properly can help to eliminate or control many methods and conditions that might cause accidents/ production interruptions.

The “Accident Investigation Report” is separate from the “First Report of Accident” form submitted to the insurance carrier.

Supervisors are responsible for the following:

- Complete an accident investigation promptly at the scene of the accident,
- Take charge of the investigation including completion of the report,
- Determine root cause(s) of the accident,
- Take corrective action to eliminate or control the hazard or address unsafe acts,
- Train and brief employees on the outcome of the investigation to prevent recurrence.



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The information contained herein is intended to provide general advice and instruction, and is not intended to apply to or be relied upon universally for all safety situations. Other or additional safety measures may be required under specific circumstances and the responsibility of implementing an effective health and safety plan to protect employees rests with the employer/homeowner. SSCI shall have no liability for any accident, injury or liability of any nature based upon the failure of any entity or person to implement a comprehensive health and safety program specifically tailored to its business and/or home.

## VII. Medical Program

\_\_\_\_\_ has a medical program in effect. We have the following:

- First aid kit located on site in the first aid room/ area.
  
- Injuries that require medical attention are sent to the local hospital or treatment clinic and a note accompanies the employee when returning (indicating restrictions if any).
  
- Light duty is available for all employees and the Human Resource Manager and supervisors oversee this process.
  
- Early reporting for all employees who are injured or on light duty.



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## Safety Process Expectations

Below is an overview of how the safety process will progress on a daily, monthly, quarterly and yearly basis. This format can be used as a checklist.

### DAILY

- ❑ Employees /supervisors will perform daily **visual inspections** for safety hazards. Any deficiency noted will be documented and corrective action will be taken.
- ❑ Supervisors and employees will report and investigate (done by supervisors) all accidents resulting in lost time, production slowdown or property damage. An “Accident Investigation report” will be completed within twenty-four hours of the accident.
- ❑ Supervisors will educate all employees on *new* hazards introduced at \_\_\_\_\_.
- ❑ Human Resources/ Safety Coordinator will ensure all new hires receive adequate education on “Right To Know”, Job safety analyses, company rules, Protective Equipment, Bloodborne Pathogens, Motor Vehicle Safety, Emergencies, and the safety process. This will be documented.

### MONTHLY

- ❑ Supervisors will perform **awareness** training (one topic) from list of safety activities (see yearly items)
- ❑ Supervisors will perform a **documented inspection** for safety hazards (including hoists). Any deficiency noted will be documented and corrective action will be taken.
- ❑ Safety Committee (every two months) meeting with management representative and employee representation. The committee will perform the following:
  1. Review deficiency reports to ensure hazards are controlled.
  2. Review all accidents for that month.
  3. Review new equipment and procedures and processes.
  4. Perform monthly safety inspections and document.
  5. Track accident goals and operational issues (absenteeism, etc.)

### QUARTERLY

Supervisors, Management will meet and discuss the following:

- ❑ Deficiency reports; accident investigations; set and review safety budgets; trend analyses; goals; repeat offenders; incomplete recommendations; training completed; employee recognition; and any other safety and health concerns.



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- ❑ Management safety audit or safety site tour to be accomplished.
- ❑ Evacuation drill shall be accomplished.

## YEARLY

Supervisors, Management/ Human Resources will meet and perform the following:

- ❑ Review the overall process for effectiveness; establish goals and incident rates; develop training goals; develop budget goals.

Safety Coordinator or competent person will perform education (in addition to monthly awareness) and program review (for all management and employees) for the below items. They are as follows:

- \*OSHA 300 log posted yearly
- \*"Right To Know"/ Haz Com
- \*Hazardous Energy (lock- out)
- \*Emergency evacuation/ contingency planning
- \*Personal Protective Equipment (gloves, etc.)
- Driver safety training
- Violence in the workplace
- Back Safety (Ergonomics)
- \*Respiratory Protection
- \*Fire safety
- \*Electrical safe work practices
- \*Bloodborne Pathogens
- Stress Management
- \*Hazwoper/ DOT
- \*Powered Industrial Truck
- \*Hoist inspection

{\* OSHA requirement}



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