

# Sample Written Program

For

# INDUSTRIAL SAFETY



# **INDUSTRIAL SAFETY PROGRAM**

**The following safety policy is provided only as a guide to assist employers and employees in complying with the requirements of 29 CFR 1910 and 1926, as well as to provide other helpful information. It is not intended to supersede the requirements of the standards. An employer should review the standards for particular requirements which are applicable to their individual situation and make adjustments to this program that are specific to their company. An employer will need to add information relevant to their particular facility in order to develop an effective, comprehensive program.**

**Industrial Safety Program  
For  
(Company Name)**

**TABLE OF CONTENTS**

TOPIC

Safety & Health Policy Statement

Safety & Health Goals

New Employee Orientation

Safety & Training

Employee Responsibilities

Accident Investigation/Reporting

Personal Protective Equipment

Safety Rules

Safety Committee

Emergency Action Plan

Safety Discipline

Employee Confirmation

## **SAFETY & HEALTH POLICY STATEMENT**

XYZ Manufacturing Company believes that NO JOB OR TASK IS MORE IMPORTANT THAN WORKER HEALTH AND SAFETY.

If a job represents a potential safety or health threat, every effort will be made to plan a safe way to complete the task in a safe manner.

Every procedure must be a safe procedure. Shortcuts in safe procedures by management and all other associates will not be tolerated.

If a worker observes any unsafe or unprotected exposure, which may pose a potential threat to their safety & health, he or she must inform management immediately.

If a job can not be done safely.....It will not be done.

Every employee is entitled to a safe and healthful place in which to work.

---

President

## **SAFETY & HEALTH GOALS**

The following goals have been established for XYZ Manufacturing Company:

- (1) Provide workers with a safe work environment.
- (2) Conduct routine/regular workplace inspections.
- (3) Provide Personal Protective Equipment.
- (4) Develop and implement safe work procedures and rules.
- (5) Provide on-going safety training
- (6) Enforce safety rules and appropriate discipline.
- (7) Provide on-going property conservation practices.

# NEW EMPLOYEE ORIENTATION

All new employees must attend our Safety Orientation Session prior to starting work within their assigned area. This session will be conducted under the direction of the Safety Director and in coordination with Human Resources.

Upon completion of the Safety Orientation Session, each new employee will be required to acknowledge that they have received, understand, and will abide by the XYZ Company Safety Program. All participants must sign a statement verifying that they have completed the session. This report will be filed in the employee's personnel file.

The following topics will be covered in the Safety Orientation Session:

- Company History
- Safety Program/Policy & Work rules
- Responsibilities
- Safety Education/Training
- Safety Audit/Inspections
- Accident Reporting/Investigation Requirements
- First Aid & Bloodborne Pathogens
- Personal Protective Equipment
- Tool & Equipment Use
- Material Handling
- Lockout-Tagout
- Machine Guarding
- MVR Requirements
- Hazard Communication
- Emergency Action
- Return-to-work & Light Duty Assignments

All new hires will be provided an opportunity to ask any question that pertains to their job duties and employment at XYZ Manufacturing Company.

## **SAFETY & TRAINING**

All in-house Safety & Training sessions will be coordinated by (Name of Safety Director).

Foremen and Assistant Foremen are required to be trained in Accident Investigation Procedures by the Safety Director.

Operators of forklift trucks are to be trained in-house in accordance with federal/state requirements. Operators must attend classroom instruction as well as “behind the wheel training”.

All employees who work with, or are exposed to, hazardous chemicals are to be trained in Hazard Communication, in accordance with federal and state regulations.

All employees who don respirators are to be trained in accordance with federal and state regulations. Those individuals who don respirators are required to have annual physicals.

Machine operators and maintenance personnel are to be trained in Lockout/Tagout procedures. Individual locks/keys will be assigned to those individuals participating in the LOTO program.

All employees who don Personal Protective Equipment (PPE) will be trained in the proper use of such equipment.

First-aid training and Bloodborne Pathogen (BBP) training will be conducted by (Name of Hospital) and the local chapter of the American Red Cross.

Machine/Equipment operators are to be trained in-house. Emphasis is to be placed on point of operation guarding. No employee is allowed to operate a machine unless it is properly guarded.

Employees who operate company vehicles are required to participate in an in-house Defensive Driving Program.

All production, shipping, and warehouse employees are required to attend a 4 hour in-house safety training session on an annual basis. This partial day session is held each January in the conference room. The Safety Director will decide the topic material; however each annual session is to place emphasis on material handling and machine guarding.

All employees, at time of hire, are to be trained in Emergency Action and proper evacuation of building in case of an emergency. Each employee is to be given instruction/training on where to exit and where to locate in the event of an emergency.

Foremen and Assistant Foremen are to meet with the Safety Director on a quarterly basis to discuss training needs and goals.

## **EMPLOYEE RESPONSIBILITIES**

Each employee is responsible to follow established policies and procedures. Regular attendance is required of all. Following directions is critical. Responsibility does not end with just taking care of you.

Unsafe working conditions and acts must be reported to management.

It is the responsibility of each employee to work in a professional and safe manner.

## **ACCIDENT INVESTIGATION/REPORTING**

All injuries/illnesses must be reported to management as soon as possible.

It is the policy of XYZ Manufacturing Company to have all injuries/illnesses investigated by Foremen or Assistant Foremen within 24 hours of incident. A formal Accident Investigation Form (available from the Safety Director) must be forwarded to the Safety Director as soon as possible.

It is important that all incidents be reported, no matter how slight.

Any property/liability loss claim must also be reported to management as soon as possible. The Safety Director will conduct a loss investigation of all property/liability claims.

# PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) includes all clothing and accessories designed to protect against workplace hazards. In some situations the only available protection for employees will be the use of PPE and often in emergencies, PPE will be required for the safety of the workers.

As required by federal and state regulations, personal protective equipment is essential for the protection of eyes, ears, face and other body parts when working around hazardous machinery and equipment. All PPE must meet established standards (ANSI, NIOSH, OSHA, etc).

All Personal Protective Equipment (PPE) is provided by XYZ Manufacturing Company. Employees are not allowed to provide their own PPE unless authorized by the Safety Director. As a general rule, only company provided PPE is allowed.

Hazard Assessments have been completed throughout the production and warehouse areas of XYZ Manufacturing Company. PPE is required in the following areas:

## Warehouse

All employees and visitors are required to wear approved hard hats and eye protection. Steel-toed shoes/boots required of warehouse workers.

## Welding Shop

All employees and visitors are required to wear approved eye protection. Approved hard hats required of all welders. Approved hearing protection required of all welders. Welders are also required to don approved PPE in the form of goggles, helmet, leather coat, apron, steel-toed work boot, gloves, no cuff pants and other

equipment as deemed necessary by the Safety Director. Mechanical ventilation is required at all welding stations.

### Paint Shop

All employees and visitors are required to wear approved eye protection. Spray painters are required to wear company provided work clothing (disposable shirt/pants). Approved respirators are required during those times when spray painting, mixing, or clean-up is taking place. Steel-toed boots/shoes required of paint sprayers. All spray painting is to be conducted within the paint spray booth. Mechanical ventilation system is to be in operation when spray painting takes place.

### General Production Areas

Approved eye protection required of all who enter shop.

Visitor glasses (eye protection) are available in main office as well as next to loading dock door and warehouse entrance.

XYZ Manufacturing Company will reimburse employee (maximum - \$100) each 24 months for the purchase of approved steel-toed boot/shoe.

XYZ Manufacturing Company will provide prescription eye wear (approved safety eye protection) for those individuals requesting same. See Safety Director for additional information.

# SAFETY RULES

All safety rules must be obeyed. Failure to do so will result in strict disciplinary action.

- All injuries must be reported as soon as possible.
- No horseplay, alcohol, or drugs allowed on premises.
- No alcohol usage allowed during lunch break.
- PPE must be worn as prescribed by management.
- All tools/equipment must be maintained in good condition.
- Only appropriate tools shall be used for specific jobs.
- All guards must be kept in place.
- No spliced electrical cords/wiring allowed.
- Only authorized personnel can operate forklift vehicles.
- Smoking allowed only in lunchroom.
- Seat belt use required of all drivers/passengers.
- All OSHA Safety Standards will be followed for job processes requiring respiratory protection. **\*SEE SEPARATE WRITTEN RESPIRATORY PROTECTION PROGRAM.**
- All OSHA Safety Standards concerning Lockout/Tagout of energized equipment will be followed. **\*SEE SEPARATE WRITTEN LOCKOUT/TAGOUT PROGRAM.**
- All OSHA Safety Standards concerning Hazard Communications will be followed. **\*SEE SEPARATE WRITTEN HAZARD COMMUNICATIONS PROGRAM.**

- All OSHA Safety Standards concerning Forklift Safety will be followed. \***SEE SEPARATE WRITTEN FORKLIFT SAFETY PROGRAM.**

\*These sample written safety programs can be found on the Frankenmuth Safety Services Website. They can be downloaded as a PDF or Microsoft Word file.

## **SAFETY COMMITTEE**

The primary purpose of the Safety Committee is to promote safety awareness and reduce the potential for injury/loss throughout XYZ Manufacturing Company.

The Safety Committee is to be chaired by the Safety Director and include representatives from each department (total number of committee members not to exceed five individuals). Members can be volunteers or appointed. Membership is limited to two terms (1 year each) during any four year period.

Meetings are to be scheduled, when possible, for the same day each month (2<sup>nd</sup> Tuesday of each month – 2:00 p.m.). All meetings are to take place in the conference room. Each meeting should have a set agenda and minutes of each meeting recorded. A copy of the minutes shall be forwarded to the Executive Vice-President within 48 hours of meeting.

Each Safety Committee Meeting shall include a review of the prior month's minutes as well as a review of the prior month's injury/illness log and investigations of losses/claims. Past injuries/claims/losses need to be reviewed for any patterns or trends.

General functions of the Safety Committee can include:

- (1) Identifying workplace hazards
- (2) Enforcement of Safety Rules
- (3) Measuring safety performance
- (4) Reducing frequency/severity of injuries
- (5) Creating safety policies
- (6) Developing and monitoring safety programs

Specific tasks of the Safety Committee can include:

- (1) Conducting self-inspections of the workplace

- (2) Review employee reports of hazards
- (3) Assist in safety training
- (4) Creating safety incentive programs
- (5) Publish/distribute safety newsletter
- (6) Inspect PPE
- (7) Post safety posters/slogans on bulletin board
- (8) Identify Light Duty Jobs

The Safety Committee of XYZ Manufacturing Company was formed to promote safety throughout our organization. The benefits of a Safety Committee are numerous and XYZ Manufacturing believes that this is a forum for problem solving. The Safety Committee has an open door policy and welcomes suggestions.

## EMERGENCY ACTION PLAN

The Emergency Action Plan (EAP) is in place to ensure employee safety from fire and other emergency. At the time of an emergency, all employees should know what type of evacuation is necessary and what their role is in carrying out the plan. In some emergencies total and immediate evacuation will be necessary. In other emergencies only partial evacuation may be necessary.

When a fire is detected it is necessary that the fire alarm pull station be activated as soon as possible. The fire alarm will notify the emergency response team who will perform assigned duties. The activation of the alarm will also notify the local fire department.

In the event of bomb threat, toxic chemical release, hazardous weather, or other emergencies – notification will be made over the public address system.

In the event of fire, bomb threat, or toxic chemical release; employees are to proceed to the nearest available and safe exit and leave the building as soon as possible. Floor plans (maps) and exits have been posted in each department.

It is of critical importance that all employees and visitors are accounted for.

Shop and Warehouse employees are to meet in the \_\_\_\_\_ Parking Lot on \_\_\_\_\_ Street. Secondary location is the intersection of \_\_\_\_\_ and \_\_\_\_\_ Street.

Office employees are to meet in the \_\_\_\_\_ Parking lot on \_\_\_\_\_ Street. Secondary location is the intersection of \_\_\_\_\_ and \_\_\_\_\_ Street.

In the event of Weather emergencies all employees (and visitors) are to evacuate their assigned area and report to the lower level bomb shelter. Again, it is of critical importance that all employees and visitors are accounted for.

Supervisors within each area shall take a head count at the designated meeting areas. It is the responsibility of each supervisor to advise fire and police departments of any missing persons.

There will be evacuation training each April and October (full evacuation to designated areas).

## **SAFETY DISCIPLINE**

Management personnel at all levels are responsible for taking action when a violation is observed. If a violation is observed, they must take action immediately to correct the violation and enforce this disciplinary policy. Employees who fail to follow safety rules and regulations established to protect them and their fellow employees endanger themselves and others.

Visitors and contractors on site are also required to abide by the safety rules and regulations.

The following procedures will be followed when a violation is observed:

### **FIRST VIOLATION\***

Verbal warning with written confirmation in personnel file.

### **SECOND VIOLATION\***

Written warning and ½ day suspension (written confirmation in personnel file).

### **THIRD VIOLATION\***

Written warning and one week suspension (written confirmation in personnel file).

### **FOURTH VIOLATION\***

Termination (written confirmation in personnel file).

\*As warranted by type of violation (use of drugs/alcohol, criminal activity, etc.) termination of employment may take place after any such violation.

## **EMPLOYEE CONFIRMATION OF SAFETY PROGRAM**

This is to certify that I, \_\_\_\_\_, have read and will observe the safety practices as outlined in this booklet and other rules presented to me during my employment with XYZ Manufacturing Company. I understand that the safety practices listed are not the only procedures and/or rules that I will be called upon to follow.

I also understand that it is a requirement of my employment that any injury/illness be reported to my supervisor immediately.

SIGNED \_\_\_\_\_

WITNESS  
\_\_\_\_\_

DATE \_\_\_\_\_

***This form to be filed in personnel file***

The information and suggestions contained in this material have been developed from sources believed to be reliable. However, Frankenmuth accepts no legal responsibility for the correctness or completeness of this material, or its application to specific factual situations.