model Safety and health policy

[Company Name]

[Date]

**SAFETY & HEALTH PROGRAM**

### Management Commitment

#### Safety policy

[**Company name**] places a high value on the safety of its employees. (**Company name**) is committed to providing a safe workplace for all employees and has developed this program for injury prevention to involve management, supervisors and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this company that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

The time during which employees are participating in training and education activities shall be considered as hours worked for purposes of wages, benefits and other terms and conditions of employment. The training and education shall be provided at no cost to the employees. Members of the Safety/Health Committee will be allowed reasonable time to exercise the rights of the committee without any loss of pay or benefits.

Employees are required to comply with all company safety rules and are encouraged to actively participate in identifying ways to make our company a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties, must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors. And, we will establish a disciplinary policy to ensure that company safety policies are followed.

The Safety/Health Coordinator for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Safety is a team effort – Let us all work together to keep this a safe and healthy workplace.

Signature of Top Management Official\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[Add any additional policy items that you may have and/or deleting any that do not apply to your company.]**

### Safety and Health Responsibilities

#### Manager responsibilities

* Ensure that a plant wide safety committee is formed and is carrying out its responsibilities as described in this program.
* Ensure that sufficient employee time, supervisor support and funds are budgeted for safety equipment, training and to carry out the safety program.
* Evaluate supervisors each year to make sure they are carrying out their responsibilities as described in this program.
* Ensure that incidents are fully investigated and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
* Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
* Set a good example by following established safety rules and attending required training.
* Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

[Customize by adding any additional management responsibilities that you may have and/or deleting any that do not apply to your company.]

#### Supervisor responsibilities

* Ensure that each employee you supervise has received an initial orientation before beginning work.
* Ensure that each employee you supervise is competent or receives on-the-job training on safe operation of equipment or tasks before starting work on that equipment, project, or any new work assignment.
* Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE and that he/she is trained on any new PPE.
* Do a daily walk-around safety check of the work area. Promptly correct any hazards you find.
* Observe the employees you supervise working. Promptly correct any unsafe behavior. Provide training and take corrective action as necessary. Document employee evaluations.
* Set a good example for employees by following safety rules and attending required training.
* Investigate all incidents in your area and report your findings to management.
* Inform other employers/subcontractors of our safety/health program requirements prior to commencing work. Inform the safety coordinator whenever outside contractors will have employees on site.
* Talk to management about changes to work practices or equipment that will improve employee safety.

[Customize by adding any additional supervisor responsibilities that you may have and/or deleting any that do not apply to your company.]

#### Employee responsibilities

* Follow safety rules described in this program, OSHA safety standards and training you receive.
* Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
* Report all injuries to your supervisor promptly regardless of how serious.
* Report all near-miss incidents to your supervisor promptly.
* Always use personal protective equipment (PPE) in good working condition where it is required.
* Do not remove or defeat any safety device or safeguard provided for employee protection.
* Encourage co-workers by your words and example to use safe work practices on the job.
* Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

[Customize by adding any additional employee responsibilities that you may have and/or deleting any that do not apply to your company.]

### Employee Participation

#### Safety and health committee

Note:

Because of potential labor law issues, you should seek legal counsel advice before implementing a safety and health committee.

We have formed a safety/health committee to help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety/health program. The safety coordinator shall facilitate the selection process and all committee activities.

* Half of the committee is made up of non-management employees and in representative numbers as required by the statute. Non-management representatives shall be selected by and from among this group, and in accordance with any contract that may exist between a collective bargaining unit(s) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [**insert company name]**.
* Elected representatives will serve for at least one year and shall not be allowed to succeed themselves in the same position more than once. Terms may be staggered.
* The committee shall be co-chaired by the safety/health coordinator and a committee representative selected by members of the committee.
* The safety/health committee shall, within reasonable limits and in a reasonable manner, exercise the following rights:
* Review the safety/health program upon establishment and yearly thereafter.
* Review incidents involving work-related fatalities, injuries/illnesses, near-miss incidents and safety/health complaints.
* Review company work injury/illness records (other than personally identifiable medical information) and other reports/documents relating to occupational safety/health.
* Conduct inspections at least quarterly and in response to employee/committee complaints.
* Conduct interviews with employees during inspections.
* Conduct meetings at least quarterly and keep written minutes.
* Observe the measurement of employee exposure to toxic materials and harmful physical agents.
* Establish procedures for exercising the rights of the committee.
* Make recommendations on behalf of the committee, and in making recommendations, permit any member(s) of the committee to submit separate views to management for improving the program.
* The regularly scheduled meeting time is \_\_\_\_\_\_\_\_\_ on the first \_\_\_\_\_\_\_\_ of every third month, at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ room. This may be changed by vote of the committee.
* A committee member will be designated at each meeting to keep minutes. A copy will be posted on the employee bulletin board after each meeting. After being posted for one month, the minutes will be filed for two years by the Safety Coordinator.

[Customize by adding any additional safety committee information that you may have and/or deleting any that do not apply to your company.]

#### Employee safety meetings

All employees are required to attend a monthly safety meeting held on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of each month in the \_\_\_\_\_\_\_\_\_\_\_ room. This meeting is to help identify safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our safety program. Written minutes will be kept on file for two years by the safety coordinator.

[Customize by adding any additional employee safety meeting information that you may have and/or deleting any that do not apply to your company.]

### Hazard Recognition

#### Recordkeeping and review

Employees are required to report any injury or work-related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the Minor Injury Log posted [customize by adding location of the log].

The employee must use an “Employee’s Injury/Illness Report Form” to report more serious injuries. The supervisor will:

* Investigate a serious injury or illness using procedures in the “Incident Investigation” section.
* Complete an “Incident Investigation Report” form.
* Give the “Employee’s Report” and the “Incident Investigation Report” to [Add the name or title of the person to whom this information will be given.].

[Add the name or title of the responsible person] will:

* Determine from the Employee’s Report, Incident Investigation Report and any claim form associated with the incident whether it must be recorded on the OSHA 300 Injury and Illness Log and Summary according to the instructions for that form.
* Enter a recordable incident within seven days after the company becomes aware of it.
* If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
* Before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee will review the log for trends and may decide to conduct a separate investigation of any incident.

[Add the name or title of the responsible person] will post a signed copy of the OSHA log summary for the previous year on the safety bulletin board each February 1 until April 30. The log will be kept on file for at least five years. Any employee can view an OSHA log upon request at any time during the year.

[Customize by adding any additional Hazard Recognition policies that you may have and/or deleting any that do not apply to your company.]

### Incident Investigation

#### Incident investigation procedure

If an employee dies while working or is not expected to survive, or when three or more employees are admitted to a hospital as a result of a work-related incident, [Customize by adding the name or title of person responsible] will contact OSHA within eight hours after becoming aware of the incident. [Add the name or title of the responsible person] must talk with a representative of the department. [Add the name or title of the responsible person] must report **all** **of the following**:

* the employer name
* location and time of the incident
* number of employees involved
* the extent of injuries or illness
* a brief description of what happened
* the name and phone number of a contact person.

DO NOT DISTURB the scene except to aid in rescue or make the scene safe.

Whenever there is an incident resulting in death or serious injuries that have immediate symptoms, a preliminary investigation will be conducted by the immediate supervisor of the injured person(s), a person designated by management, an employee representative of the safety committee and any other persons whose expertise would help the investigation.

The investigation team will take written statements from witnesses and photograph the incident scene and equipment involved. The team will also document, as soon as possible after the incident, the condition of equipment and any anything else in the work area that may be relevant. The team will make a written “Incident Investigation Report” of its findings. The report will include a sequence of events leading up to the incident, conclusions about the incident and any recommendations to prevent a similar incident in the future. The report will be reviewed by the safety committee at its next regularly scheduled meeting.

When a supervisor becomes aware of an employee injury where the injury was not serious enough to warrant a team investigation as described previously, the supervisor will write an “Incident Investigation Report” to accompany the “Employee’s Injury/Illness Report Form” and forward them to (add the name or title of the responsible person).

Whenever there is an incident that did not but could have resulted in serious injury to an employee (a near-miss), the incident will be investigated by the supervisor or a team depending on the seriousness of the injury that would have occurred. The “Incident Investigation Report” form will be used to investigate the near miss. The form will be clearly marked to indicate that it was a near miss and that no actual injury occurred. The report will be forwarded to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to record on the incident log.

[Customize by adding any additional Incident Investigation policies/forms that you may have and/or deleting any that do not apply to your company.]

#### Safety inspection procedures

[Customize by adding your company name here] is committed to aggressively identifying hazardous conditions and practices that are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, the management and the safety committee will regularly check the workplace for hazards as described as follows:

* **Annual site survey and audit** – Once a year, an inspection team made up of members of the safety committee will do a wall-to-wall walk thorough inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular quarterly safety inspections and as part of the annual review of the effectiveness of our accident prevention program. All written programs will be reviewed, and a written statement of findings and remedial actions shall be kept for two years.
* **Periodic change survey** – The safety coordinator (or a team) will look at any changes we make to identify safety issues. Changes include new equipment, new PPE, changes to production processes or a change to the building structure. A team is made up of maintenance, production and safety committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.
* **Quarterly safety inspection** – Each quarter, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area for one month and a copy filed for two years. Occasionally, committee representatives may agree to inspect each other’s area rather than their own. This brings a fresh pair of eyes to look for hazards.
* **Job hazard analysis** – As a part of our ongoing safety program, we will use a “Job Hazard Analysis” form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task with the safety coordinator and/or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and how to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every \_\_\_\_\_ years **(**customize**)**, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

[Customize by adding any additional safety self-inspection policies that you may have and/or deleting any that do not apply to your company.]

### Hazard Prevention and Control

#### Eliminating workplace hazards

**[Customize by adding your company name here]** is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible, we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the previous methods of control are not possible or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

#### Basic safety rules

The following basic safety rules have been established to help make our company a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program. Failure to comply with these rules will result in disciplinary action.

* Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
* Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
* Never operate a piece of equipment unless you have been trained and are authorized.
* Use your personal protective equipment whenever it is required.
* Obey all safety warning signs.
* Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
* Do not bring firearms or explosives onto company property.
* Smoking is only permitted outside the building away from any entry or ventilation intake.
* Horseplay, running and fighting are prohibited.
* Loose clothing, jewelry and hair longer than shoulder length shall not be worn around moving machinery.
* Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.

[Customize by adding any additional safety policies that you may have and/or deleting any that do not apply to your company.]

#### Job-related safety rules

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed as follows:

* **Work in or pass through any production area:** For example, the machine shop or paint shop:
* **Required PPE**: Safety glasses – Check prior to use for broken or missing components (such as side shields) and for scratched lenses. Safety glasses must have a “Z87.1” marking on the frame. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.
* Work rules:
* Walk within marked aisles.
* Do not distract or talk with employees when they are using a machine.
* **Work with bench grinders**: Machine shop
* **Required PPE**: Eye protection (full-face shield with safety glasses under the shield).
* Work rules:
* Check that there is a gap between the tool rest and the wheel of no more than 1/8”.
* Check that the upper wheel (tongue) guard has a gap of no more than 1/4".
* Check that the wheel edge is not excessively grooved. Dress the wheel if necessary.
* Do not grind on the face of the wheel.
* **Work with ladders**: All locations
* **Required PPE**: Full body harness when working at greater than 25’ and both hands must be used to do the job
* Work rules:
* Before you use a ladder, check it for defects such as loose joints, grease on steps, or missing rubber feet.
* Do not paint a ladder! You may hide a defect.
* Do not use a ladder as a brace, workbench, or for any other purpose than climbing.
* Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
* Always face the ladder when climbing up or down.
* If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
* Only one person is allowed on a ladder at a time.
* Always keep both feet on the ladder rungs except while climbing up or down. Do not step sideways from an unsecured ladder onto another object.
* If you use a ladder to get to a roof or platform, the ladder must extend at least 3’ above the landing and be secured at the top and bottom.
* Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
* Do not stand on the top step of a step ladder or the step immediately below.
* Set a single or extension ladder with the base degree of the working ladder length away from the support.
* **Lifting tasks:** All locations
* **Required PPE:**
* Leather gloves – for sharp objects or surfaces (employer provided).
* Steel toe safety shoes in shipping areas (to be supplied by the employee) must be in good condition.
* Work rules:
* Do not lift on slippery surfaces.
* Test the load before doing the lift.
* Get help if the load is too heavy or awkward to lift alone.
* Break the load down into smaller components, if possible, to provide a comfortable lift.
* Do not overexert!
* Make sure you have a good handhold on the load.
* Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
* Do not twist while lifting (especially with a heavy load). Turn and take a step.
* Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting.
* Avoid long forward reaches to lift over an obstruction.
* Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform.
* Do not lift while in an awkward position.
* Use a mechanical device such as a forklift, hoist, hand truck or elevatable table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.

Back injury claims are painful for the worker and expensive for the company. Lift safely!

The following signatures document that the employee received training on how to lift safely.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Training Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[These rules are included as an example only. You must customize this program by adding any additional job-specific safety rules that you may have and/or deleting any that do not apply to your company. Be sure to include the job description, location, work rules, and personal protective equipment required.]

### Disciplinary Policy

Employees are expected to use good judgment when doing their work and to follow established safety rules. We have established a disciplinary policy to provide appropriate consequences for failure to follow safety rules. This policy is designed not so much to punish as to bring unacceptable behavior to the employee’s attention in a way that the employee will be motivated to make corrections. The following consequences apply to the violation of the same/similar rule or the same/similar unacceptable behavior:

* **First instance** – verbal warning, notation in employee file, and instruction on proper actions.
* **Second instance** – written reprimand, and instruction on proper actions.
* **Third instance** – one to five-suspension without pay, written reprimand, and instruction on proper actions.
* **Fourth instance** – termination of employment.

An employee may be subject to immediate termination when a safety violation places the employee or co-workers at risk of permanent disability or death.

[These rules are included as an example only. You must customize this program by adding any disciplinary rules that you may have and/or deleting any that do not apply to your company.]

### Equipment Maintenance

The following departments have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

**Machine shop**

**Equipment Interval Location of record**

Bigload 20-ton Crane\* Monthly Maintenance file cabinet

150-ton press brake Weekly Folder attached to the press

**Vehicles**

**Equipment Interval Location of record**

1986 Toyota Forklift A68710\* Daily File cabinet in the garage

1992 Ford Taurus LST385 Monthly Vehicle glove box

\*Forklifts and cranes shall be examined daily prior to being placed into service or after each shift if used on a round-the-clock basis.

[These rules are included as an example only. You must customize this section by adding any equipment maintenance rules that you may have and/or deleting any that do not apply to your company. Be sure to include the equipment, location, and other pertinent information.]

### Emergency Planning

What will we do in an emergency?

#### In case of fire

An evacuation map for the building is posted. [Customize by adding location, if this applies to your company]. It shows the location of exits, fire extinguishers, first aid kits and where to assemble outside. [Customize by adding meeting location for your location. A copy of the map is attached to this program.]

All employees will receive training on how to use of fire extinguishers as part of their initial orientation. A fire evacuation drill will be conducted once a year during the first week of \_\_\_\_\_\_\_\_. [Customize by adding fire drill and fire extinguisher training information as it pertains to your business.]

* If you discover a fire, tell another person immediately. Call or have them call 911 and a supervisor.
* If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher if you have received the proper fire extinguisher educational training.
* **If the fire grows or there is thick smoke, do not continue to fight the fire.**
* Tell other employees in the area to evacuate.
* Go to the designated assembly point outside the building.
* If you are a supervisor, notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
* Verify that 911 has been called.
* Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
* Tell supervisors in other areas to evacuate the building.
* Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

[Customize these rules by adding procedures in case of fire as it pertains to your business. Also see 1910.38(a) for any additional Emergency Action Plan requirements.]

#### If an injury occurs

* A first aid kit is kept [customize by adding the location of first aid supplies in your business]. Also, each company vehicle is equipped with a first aid kit located in the glove box or under the driver’s seat. These kits are checked quarterly by members of the safety committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor. [Customize by adding any additional locations of first aid supplies or deleting the previous information if it does not apply to your business.]
* Supervisors and other employees may be first aid/CPR certified. A list of current first aid and CPR certified supervisors and employees are posted on the safety bulletin board along with the expiration dates of their cards. [Customize by adding the location of first aid trained personnel in your business, if any.]
* **In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training and authorization. Call for help. If there is no response, call 911.**
* Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. All blood should be assumed to be infectious. These diseases can both be deadly. Employees are not required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves, if possible, to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid, wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated.

### Safety and Health Training and Education

#### Safety training

Training is an essential part of our plan to provide a safe workplace at **(Customize by adding your company name here)**. To ensure that all employees are trained before they start a task that requires training, we have a safety coordinator whose name is posted on the safety bulletin board. **(Customize by inserting the name or title of the person responsible.)** The safety coordinator is responsible to verify that each employee has received an initial orientation (plus retraining whenever new hazards, chemicals, tasks or PPE are introduced) by his or her supervisor, has received any training needed to do the job safely, and that the employee file documents the training. The safety coordinator will make sure that an outline and materials list is available for each training course we provide and that written compliance plans are in place and current:

| **Course** | **Who Must Attend\*** |
| --- | --- |
| Basic Orientation | All employees (given by the employee’s supervisor) |
| Safe Lifting | Any employee who lifts more than 20 pounds |
| Chemical Hazards (General) | All employees |
| Chemical Hazards (Specific) | An employee who uses or is exposed to a particular chemical  |
| Fire extinguisher safety | All employees |
| Respirator Training | Employees who use a respirator |
| Forklift Training | Employees who operate a forklift |
| Lockout Training (Awareness) | All employees |
| Lockout Training (Advanced) | Employees who service/repair equipment/machinery |
| Welding Safety | Employees who operate the arc welder |
| PPE Training | Employees who use PPE (for example, safety glasses, safety-toe shoes) |
| Confined Space (Awareness) | All employees |
| Confined Space (Advanced) | Employees involved in confined space entry |
| Hearing Conservation (noise) | Employees exposed to less than 85 decibels |
| Electrical Safe Work Practices | Employees who work on energized (live) circuits/equipment |
| Chemical Hygiene Plan | Employees who work in laboratories |
| Bloodborne Pathogens | Employees potentially exposed to BBP, medical staff, emergency responders |
| Process Safety Management | All employees |
| Excavation/Trenching | Employees involved with this work |
| Cotton Dust | Exposed Employees |
| Life Safety Code (1991 ed.) | All employees |
| Evacuation/Means of Egress | All employees |
| Ladder Safety | Employees who use ladders |
| Machine Guarding | All employees  |
| Fall Protection | All Employees |
| Accident/Incident Investigation | Safety/Health Committee, Supervisors |
| Hazard Identification/Surveys | Safety/Health Committee, Supervisors |
| Rights/Responsibilities | Safety/Health Committee, Supervisors, Management |
| Recordkeeping | Safety/Health Committee, Supervisors, Management |
| Common on-the-job accidents | Safety/Health Committee, Supervisors |
| Common safety violations | Safety/Health Committee, Supervisors |

Note:

Safety/Health Committee members must be trained, based upon the scope of the committee’s duties, in all of the areas as described, as applicable.

[Customize by adding additional training required in your business and deleting any of the training that does not apply.]

#### Safe lifting training course outline

* Required materials
* videotape on lifting techniques
* safe-lifting rules handout.
* Outline – One-hour class
* Talk about injury statistics related to lifting and handling materials.
* Talk about some injuries that have occurred in our workplace.
* Show video
* Answer questions from participants about video.
* Go over company safe-lifting rules
* Demonstrate techniques.
* Discuss mechanical lifting aids such as hoists and carts that are available in our workplace.
* Have employees sign their names to the training roster.