"The safety and health of our employees are our top priority. Everyone goes home safe and healthy – everyday."

Safety and Health Program

[Company name]

[Date Authorized]

[Version}

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Safety and Health Plan Basic Principles

Company Name and its management are completely committed to the safety and health of all employees. It is our priority that every employee goes home safe, every day.

Management Commitment and Responsibilities

Our strong safety culture is achieved through collaboration and cooperation of employees and management. Management provides the resources for our safety program, and is committed to the following general responsibilities:

1. To provide a work environment that protects employees from occupational injuries and illnesses.
2. To design, implement, and monitor company safety policies and procedures.
3. To lead annual reviews in company safety programs and procedures, and to make corrections and improvements as necessary.
4. To provide methods for employee feedback and input on company safety and health programs.
5. To ensure that periodic work hazard assessments are conducted.
6. To set safety and health improvement goals, and create action plans for achieving those goals.
7. To clearly establish the safety and health responsibilities of all employees, and to include them in written job descriptions.
8. To provide required safety and health training to employees.
9. To include safety and health as part of employee periodic evaluations.
10. To ensure that visitors receive appropriated training on the hazards they will be exposed to.
11. To ensure that contractors employed on the site have a commitment to safety excellence and meet the same requirements of company safety programs.
12. To provide recognition to employees who demonstrate outstanding commitment to safety and health.

The safety and health of our employees is our #1 priority.

Employee Commitment and Responsibilities

Employee involvement in all aspects of the safety program are critical to its success. Employees are closest to the work processes, so they must actively communicate with management to facilitate pro-active solutions to safety problems. Our employees are committed to the following responsibilities:

1. To immediately stop work in any instance where they feel safety or health is in jeopardy.
2. To follow all company safety and health policies and procedures.
3. To complete all necessary training before performing work.
4. To use all required personal protective equipment.
5. To inform management of all safety and health concerns.
6. To provide input and feedback to all company safety and health policies.

Company Profile

Company Name	
Owner or President	
Address	
Main Phone	
Website	
Description of Company Products or Services	
# of Employees	Year Founded

Analysis of Workplace Hazards

Company Name has performed a baseline hazard survey in all of its work areas. This was accomplished using a job hazard analysis process and outside consultants as necessary. All hazards found in these surveys are either eliminated or controlled. When dealing with workplace hazards, the company's hazard management priority is as follows:

1. Engineer out the hazard.
2. Change the work process to eliminate the hazard.
3. If the hazard cannot be eliminated through engineering or work controls, provide employees with proper personal protective equipment.

The hazard control hierarchy

Work processes and hazards are both constantly changing. To ensure employee protection, new hazard analysis will be performed as work processes, equipment, and environments

change. Employees will participate in these hazard assessments, which will be reviewed by management. Work will not be allowed to continue until these hazards are properly dealt with.

Hazard analysis will also occur on a regular basis, in accordance with the company job hazard analysis program.

Company Hazard Profile

The company has performed hazard analysis for each major job function. Each department will have their only detailed hazard analysis available for review. This is a basic summary so employees, visitors and contractors will have an understanding of the work hazards of this facility.

Department		
Department Head		
Major Job Tasks	**Major Hazards**	**Required Protective Measures**

Department		
Department Head		
Major Job Tasks	**Major Hazards**	**Required Protective Measures**

1. **Verbal Warning** - The supervisor will provide a verbal warning to the employee for failing to adhere to a safety policy.
2. **Written Reprimand** - A reprimand will be written by the supervisor, and discussed and signed by the employee. The reprimand will be placed in the employee file.
3. **Suspension** - The employee will be suspended without pay for an amount of time determined by management.
4. **Dismissal** - The employee's employment will be terminated.

Employee discipline will typically occur in the order listed above. However, depending on the severity of the infraction, management may decide to skip steps in the process. Any willful violation of policy that places the safety of any employee at risk may result in immediate dismal. Visitors, including contractors who violate safety and health rules and procedures, will be asked to leave the facility immediately.

Emergency Action Plans

The company will prepare an emergency action plan for all potential emergencies, and communicate the requirements of these plans to employees. The company works with appropriate outside agencies, such as the fire department, the police department, and the hospital to write emergency plans for all potential emergencies, including:

1. Fire.
2. Explosions.
3. Severe Weather.
4. Loss of Power.
5. Bomb Threats.
6. Chemical Spills.
7. Other Potential Emergencies

Each type of emergency will be practiced at least once a year. A total site evacuation drill focusing on one emergency type, with all work shut down, and coordinated with the appropriate agency, is conducted once a year. Each drill, whether simulated or actual evacuation, is evaluated by the drill planning committee, constituted each year with two managers or supervisors and two employee volunteers. This committee's written report is posted in the lunch room, and supervisors ensure that all employees know the results. When necessary, the emergency procedures are revised as a result of the evaluation report.

Emergency Action Plans have been created for potential emergencies.

Emergency Exit Routes

Management will ensure that the facility has sufficient exit routes for both normal use and emergency evacuation. Exit routes will be clearly marked, and they will conform to OSHA and NFPA requirements. The company will periodically audit the exit routes to assure conformance.

First Aid and Medical Emergencies

The company evaluates the need for first aid trained employees and ensures that there are enough to meet the needs of the facility. Onsite during all shifts designated persons fully trained in cardiac pulmonary resuscitation (CPR), first aid, and the requirements of OSHA's Bloodborne Pathogen Standard, are the first responders to any emergency. The procedures for the medical emergency will be listed in the company medical emergency action plan.

Work Area	# of Trained Employees	First Aid	CPR	AEDS
Front Office	3	☑	☑	☑
Manufacturing Floor	At least 50% of employees	☑	☑	☑
Warehouse	At least 50% of employees	☑	☑	☑
Drivers	100% of employees	☑	☑	☑

The company will ensure that first aid kits are stocked and readily accessible in the marked locations throughout the facility. Appropriate personal protective equipment (PPE) is provided for the different types of accidents possible at the site.

First Aid Kits		
Work Area	Storage Location	Kit Type
		☐ First Aid Kit ☐ Bodily Fluid Kit ☐ AED
		☐ First Aid Kit ☐ Bodily Fluid Kit ☐ AED
		☐ First Aid Kit ☐ Bodily Fluid Kit ☐ AED
		☐ First Aid Kit

requirements for their safety training. Management will solicit suggestions from employees for timely and relevant training events.

Designating Trainers

Management will designate trainers for the company training program. All trainers must be:
1. Designated by management.
2. Skilled at communicating important safety concepts to employees.
3. Experts in their area of work.
4. Able to recognize the hazards of the workplace and take steps to mitigate those hazards.
5. Sufficiently qualified to train employees as determined by the relevant OSHA standards.
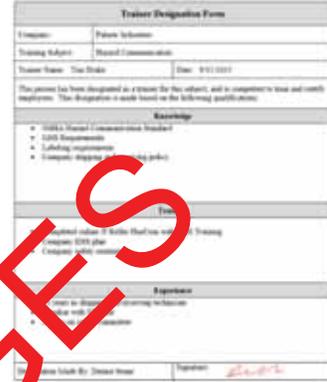
Trainers will be designated in writing.

Company Safety Policy Review

The company safety policy will be reviewed at least annually cooperatively by both management and employee representatives. The reviewers will consider:
1. The rate of injury and illnesses in the workplace.
2. The effectiveness of written safety policies.
3. The effectiveness of company safety training.
4. The overall company safety culture.

Once the review has been completed, the group will make recommendations for improvements and assist management in setting the next year's safety and health goals. Recommendations will be presented to management and made available to employees for review.

Purpose

The purpose of the Injury and Illness Policy is to record all work-related injuries and illnesses. The company is committed to providing a safe work environment for all employees. Any identified causes of these injuries will be immediately corrected. All company employees and any outside workers that are supervised by company employees are covered by this program. The OSHA recordkeeping program is for data recording only, and is separate from the company's incident investigation and correction program.

Program Coordinator

Name of Person or Position is in charge of the company injury and illness recordkeeping program. The responsibilities of the coordinator are as follows:

1. Maintain the OSHA 300 Log.
2. Review and file all OSHA 301 Incident Report Forms.
3. Complete the OSHA 300A Annual Summary every January.
4. Assist managers with to determine if injuries are work related.
5. Provide training to managers and employees on the company injury and illness reporting policies.

Determination of Work-Relatedness

An injury or illness will be considered work related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a preexisting injury or illness. Work-Relatedness is presumed for all events or exposures that occur in the work environment, unless an exception specifically applies.

Working from Home

Injuries or illnesses that occur while an employee is working at home, including work in the home office, will be considered work-related if it occurs while the employee is working for pay, and the incident is directly related to the performance of that work. Injuries or illnesses that are caused by the general home environment and are not related to work will not be considered work-related.

Travelling Employees

An injury or illness that occurs while the employee is in work-related travel status will be considered work-related. This includes injuries that may occur in the airport or other travel

program. The control measures must eliminate the hazard or fully protect employees from that hazard. The control measures are recommendations. Management will have the final decision on control measures once the hazard analysis is submitted.

Step 5 - Review, Submit And Implement

Once the job hazard analysis is completed, it must be submitted to management. The JSAs will be reviewed and logged for future reference. Once reviewed, management will take the appropriate actions. The assessor should follow up on their recommendations to make sure the hazards they have identified were mitigated.

Job Hazard Analysis Frequency

A job hazard analysis will be completed prior to the start of a new task or process. Work operations that are similar may be covered by the same JHA, but work processes with their own distinct hazards must have their own JHA.

Existing job hazard analyses will be reviewed on a schedule determined by the company. Work areas with high hazard profiles will be evaluated more frequently that work areas with minimal hazards.

Work Area	Work Process	Frequency of Analysis

Recordkeeping

Once received, the company will keep the most recent job hazard analysis for each work process on file. The company will track each job hazard analysis by number in a log, and will make sure that each hazard identified by the analysis is taken care of. Employees may review the company job hazard analysis files at any time.

Program Evaluation

The company job hazard analysis program will be reviewed on a regular basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews

  b. The likely accident sequence of events.

  c. Any alternative sequence of events.

10. Determine the most likely sequence of events and the probable causes of the incident.

11. Conduct a post-investigation briefing with management.

12. Prepare a report of the incident, and submit it to management and the safety committee.

Program Evaluation

  The company accident investigation program will be reviewed regularly. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.

Fire Prevention Program

Purpose

The purpose of this Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention. Fire is a dangerous hazard, and we will take all the precautions necessary to protect our employees.

Summary

The company is committed to minimizing the threat of fire to employees, visitors, and property. The company will comply with all applicable laws, regulations, codes, and best practices pertaining to fire prevention. The Fire Prevention Plan serves to reduce the risk of fires at the workplace by:

1. Identifying materials that are potential fire hazards and their proper handling and storage procedures.
2. Distinguishing potential ignition sources and the proper control procedures of those materials.
3. Describing fire protection equipment and/or systems used to control fire hazards.
4. Identifying persons responsible for maintaining the equipment and systems installed to prevent or control ignition of fires.
5. Identifying persons responsible for the control and accumulation of flammable or combustible material.
6. Describing good housekeeping procedures necessary to insure the control of accumulated flammable and combustible waste material and residues to avoid a fire emergency.
7. Providing training to employees on fire hazards to which they may be exposed.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide adequate controls and procedures to maintain a workplace with minimal fire risk.
2. To ensure that regular fire hazard assessments are performed.
3. To select equipment and work processes that minimize the risk of fire.
4. To create and authorize a fire prevention plan.

Good housekeeping and safe work practices are important for fire prevention. To limit the risk of fires, employees will take the following precautions:

1. Minimize the storage of combustible materials.
2. Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
3. Dispose of combustible waste in covered, airtight, metal containers.
4. Use and store flammable materials in well-ventilated areas away from ignition sources.
5. Use only nonflammable cleaning products.
6. Keep incompatible (i.e., chemically reactive) substances away from each other.
7. Perform "hot work" (i.e., welding or working with an open flame or other ignition sources) in controlled and well-ventilated areas.
8. Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
9. Ensure that heating units are safeguarded.
10. Report all gas leaks immediately. The program coordinator shall ensure that all gas leaks are repaired immediately upon notification.
11. Repair and clean up flammable liquid leaks immediately.
12. Keep work areas free of dust, lint, sawdust, scraps, and similar material.
13. Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
14. Ensure that required hot work permits are obtained.
15. Turn off electrical equipment when not in use.

Many workplaces are a fire hazard. Keep your area clean.

Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:

1. Make sure that worn wires are replaced.
2. Use only appropriately rated fuses.
3. Never use extension cords as substitutes for wiring improvements.
4. Use only approved extension cords [i.e., those with the Underwriters Laboratory (UL) or Factory Mutual (FM) label].
5. Check wiring in hazardous locations where the risk of fire is especially high.
6. Check electrical equipment to ensure that it is either properly grounded or double insulated.

Special Handling Procedures	
Storage Procedures	
Fire Control Procedures	
Fire Control Equipment	

Portable Heaters

All portable heaters shall be approved by the program coordinator. Portable electric heaters shall have tip-over protection that automatically shuts off the unit when it is tipped over. There shall be adequate clearance between the heater and combustible furnishings or other materials at all times. Portable heaters will not be left on unattended.

Office Fire Hazards

Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:
1. Avoid overloading circuits with office equipment.
2. Turn off nonessential electrical equipment at the end of each workday.
3. Keep storage areas clear of rubbish.
4. Ensure that extension cords are not placed under carpets.
5. Ensure that trash and paper set aside for recycling is not allowed to accumulate.
6. Clean up spills immediately.

Cutting, Welding, and Open Flame Work

Employees will ensure the following work practices are followed for cutting, welding, and open flame work:
1. All necessary hot work permits have been obtained prior to work beginning.
2. Fire watches are established when required.
3. Cutting and welding are done by authorized personnel in designated cutting and welding areas whenever possible.
4. Adequate ventilation is provided.
5. Torches, regulators, pressure-reducing valves, and manifolds are UL listed or FM approved.
6. Oxygen-fuel gas systems are equipped with listed and/or approved backflow valves and pressure-relief devices.

Maintenance of Safeguards on Heat Producing Equipment

Responsible Person or Position is responsible for maintaining the safe guards of heat producing equipment. These safe guards prevent accidental ignition of combustible materials. This will be accomplished by following the manufacturer's maintenance requirements and NFPA recommendations.

Equipment	Location	Maintenance Procedures

Flammable and Combustible Materials

The program coordinator shall regularly evaluate the presence of combustible materials in the workplace. Certain types of substances can ignite at relatively low temperatures or pose a risk of catastrophic explosion if ignited. Such substances obviously require special care and handling.

Class A Fires

These include common combustible materials (wood, paper, cloth, rubber, and plastics) that can act as fuel and are found in non-specialized areas such as offices. To handle Class A combustibles safely:

1. Dispose of waste daily.
2. Keep trash in metal-lined receptacles with tight-fitting covers (metal wastebaskets that are emptied every day do not need to be covered).
3. Keep work areas clean and free of fuel paths that could allow a fire to spread.
4. Keep combustibles away from accidental ignition sources, such as hot plates, soldering irons, or other heat- or spark-producing devices.
5. Store paper stock in metal cabinets.
6. Store rags in metal bins with self-closing lids.
7. Do not order excessive amounts of combustibles.

Hazard Communication

Purpose

The company is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all our employees. To ensure that information about the dangers of all hazardous chemicals used by the company is known by all affected employees, the following hazardous information program has been established. Under this program, employees will be informed of the contents of the OSHA Hazard Communications standard, the hazardous properties of chemicals in the work area, safe handling procedures and chemical protective measures.

This written hazard communication plan will be available at the following location for review by all employees: (Plan Location).

Program Responsibilities

Management

Management has the following responsibilities:

1. To establish guidelines for hazard communication that meets the need of the company and is compliant with OSHA and local regulations.
2. To ensure that employees are provided with the proper materials for communicating hazards to employees.
3. To designate an employee to administrate and supervise the hazard communication program.
4. To provide training to employees on hazard communication.
5. To ensure the company is operating in accordance with this policy by performing periodic reviews and audits.
6. To review this safety policy for effectiveness periodically and when program deficiencies are discovered.

Hazard Communication Supervisor

The company Hazard Communication Program Coordinator is (Name of Person or Position). The Hazard Communication Supervisor has the following responsibilities:

1. To supervise the implementation and execution of the hazard communication program.
2. To provide or coordinate hazard communication training for employees.
3. To ensure that materials received to the company are properly labeled and have safety data sheets (SDS).

4. To ensure that all chemicals used at the facility are included on the chemical inventory list.
5. To ensure that the company hazard communication program meets the requirements of OSHA.
6. To schedule periodic audits to monitor program effectiveness.

Supervisors

Supervisors have the following responsibilities:
1. To ensure that their functional areas have the appropriate hazard warnings.
2. To ensure that their functional areas have the proper SDS and that they are available to employees.
3. To make sure no employees work with or near chemicals without receiving the appropriate training.
4. To provide communication between employees and management on safety issues.

Employees

Employees have the following responsibilities:
1. To attend required safety training classes prior to starting work.
2. To make sure that all chemicals used in the workplace are properly labeled.
3. To review the material safety data sheet for each chemical prior to using it.

Chemical Shipping Container Labeling

The (Position Responsible) will verify that all shipping containers with hazardous chemicals received for use are properly labeled. There are two shipping container labeling systems in use. Both methods will be acceptable until December 1st, 2015. After that date, the company will only accept chemical containers labeling with the GHS system.

Hazard Communication Standard Shipping Labeling Requirements

Chemicals containers must meet the following labeling requirements.
1. Be clearly labeled as to the contents.
2. Have the appropriate hazard warning.
3. List the manufacturers name and address.

GHS Labeling Requirements

Chemical containers must be labeled with the following information.

1. A product identifier.
2. A signal word, either "Danger" or "Warning".
3. A hazard statement.
4. A standard pictogram.
5. A precautionary statement.
6. The name, address, and telephone number of the chemical manufacturer, importer, or other responsible party.

It is the policy of the company that no chemicals will be released for work until this information is verified.

Secondary Chemical Container Labeling

The supervisor of each work area will ensure that all secondary chemical containers are properly labeled. Secondary chemical container labeling can be labeled with the same shipping container labels, or information that communicates the following:

1. The identity of the chemical.
2. The hazards of the chemical.

The label may use a combination of words, symbols or pictures to communicate this information. The company will use a standard labeling method for all secondary containers.

All chemicals will be labeled properly.

Safety Data Sheets

The (Position Responsible) will establish and maintain the company Safety Data Sheet program. This person will ensure that procedures are in place that maintains the necessary SDSs and that new ones are reviewed for new or significant safety and health information. Any new information will be immediately communicated to employees and added to the SDS storage locations. Copies of Safety Data Sheets for all hazardous chemicals to which employees of this enterprise may be exposed will be stored at:

1. (SDS Location 1)
2. (SDS Location 2)
3. (SDS Location 3)

SDSs will be available to all employees in their work area for review during each work shift. If SDSs are not available or new chemicals in use do not have an SDS, employees may not use the chemical, and they will immediately contact (Name or Position Responsible).

If a SDS is not received with a shipment of chemicals, those chemicals will be kept away from employees and out of use in a staging area until a proper SDS is obtained. Old safety data sheets that are no longer applicable must be removed from the SDS binder.

Hazardous Non-Routine Tasks

Periodically, employees must perform hazardous non-routine tasks. Before starting work on such projects, each affected employee will be given information by the owner or area supervisor about hazardous chemicals to which they may be exposed during such activity.

This information will include:

- Specific chemical hazards.
- Protective/safety measures employees can take.
- Measures the enterprise has taken to reduce the hazard, including ventilation, respirators, presence of other employees, and emergency procedures.

The following are examples of hazardous non-routine tasks that may be expected of employees.

Hazardous Task	Associated Hazardous Chemical

Chemicals in Pipes

Some work activities are performed by employees in areas where chemicals are transferred through pipes. Prior to starting work in these areas, employees will contact the Hazard Communication Coordinator for information regarding:

- The chemicals in the pipes, or the insulation material on the pipe.
- Potential hazards.
- Safety precautions to be taken.

Hazardous Chemical List

The company will maintain a list of all hazardous chemicals in use at this facility as part of this written program. The following is a list of all known hazardous chemicals on site. More information on each chemical noted is available by reviewing the SDSs.

Chemical Inventory		
Product Name	Hazard Warning	Location

This training program will consist of two parts. The first part is a classroom training session, where the requirements of the OSHA Hazard Communication Standard and the company Hazard Communication Plan are covered. The second part consists of a workplace evaluation where the employee demonstrates the required knowledge, understanding, and abilities of the course. After completing the training class, each employee will sign a form to verify they attended the training and understood the policies on hazard communication.

Prior to a new hazardous chemical being introduced into any area of this workplace, each employee of that area will be given training as outlined above.   (Person or Position Responsible) is responsible for ensuring that SDSs on any new chemicals are available.

Contractor Requirements

It is the responsibility of (Position or Person Responsible) to provide contractors the following information:

- Hazardous chemicals to which they may be exposed to while on the job site, and the procedure for obtaining SDSs.
- Precautions employees may take to lessen the possibility of exposure, by using appropriate protective measures, and an explanation of the labeling system used.
- The company hazardous chemical labeling system.

This information will be communicated as part of a contractor site safety orientation.

It is the responsibility of (Position or Person Responsible) to identify and obtain SDSs for the chemicals that contractors bring into the workplace.

Program Evaluation

The company hazard communication program will be reviewed on a yearly basis. The company will evaluate the effectiveness of the program, and correct any deficiencies discovered. Employees will have an opportunity to review and comment on this program. Program reviews will also be conducted whenever any incident causes the company to question the effectiveness of the program.

Personal Protective Equipment

Purpose

The Personal Protective Equipment Plan provides direction to managers, supervisors, and employees about their responsibilities in the selection, use, care and disposal of personal protective equipment.

Program Responsibilities

Management

Management has the following responsibilities:
1. Establish a written company personal protective equipment policy that outlines the requirements for selection and use of personal protective equipment.
2. Provide personal protective equipment at no cost to employees.
3. Prioritize management and engineering controls for the elimination of work hazards. PPE should only be required when these methods are not feasible.
4. Perform hazard analysis to determine the appropriate personal protective equipment.
5. Provide training to employees on the use of personal protective equipment.
6. Use signs and other techniques to inform employees of PPE requirements.
7. Designate a PPE program administrator.
8. Ensure that workplace PPE evaluations are performed at least annually.

PPE Program Administrator

The PPE Program Administrator is Enter Name or Position. The program administrator has the following responsibilities:
1. To administer the company PPE program.
2. To facilitate communication between employees, supervisors, and management on PPE issues.
3. To ensure the company is adhering to this PPE policy by performing periodic inspections and audits.
4. To coordinate or provide training to supervisors and employees on PPE use and requirements.
5. To assist supervisors in procuring proper PPE.
6. To provide signs and other PPE awareness tools.
7. To review this written policy periodically for effectiveness.

Supervisors

Supervisors have the following responsibilities:
1. Conduct job hazard analysis to assess the need for personal protective equipment.
2. Certify in writing the tasks evaluated, hazards found, and actions recommended.
3. Enforce PPE and safety rules.
4. Select appropriate PPE for the work process.
5. Include employees in the evaluation process for selecting appropriate PPE.

Employees

Employees have the following responsibilities:
1. To work in accordance with company safety policies.
2. To use and wear all required personal protective equipment.
3. To inspect PPE before every use.
4. To discard worn or defective PPE.
5. To give supervisors feedback about the fit, comfort, and suitability of the PPE that is selected.
6. To immediately report any safety incidents.

The Hazard Control Hierarchy

Personal protective equipment may only be used when they are no feasible engineering or administrative alternatives to eliminate the hazard. When evaluating existing hazards and creating recommendations for abatement, employees will utilize the hazard control hierarchy.

Engineering Controls

Engineering controls is the preferred method for dealing with hazards. Engineering controls are changes made to the work environment that eliminates the hazard. Engineering controls can include:
1. Eliminating the use of chemicals or hazardous substances in a work process.
2. Add guardrails in elevated work areas.
3. Adding protective shielding in areas with electrical hazards.
4. Use of increased ventilation to eliminate exposure hazards.

Administrative Controls

If administrative controls cannot be implemented, administrative controls will be considered. These may include:
1. De-energizing equipment before work or inspections are done.
2. Using work schedules to minimize exposure.
3. Scheduling work for times where hazards are lower, such as moving work in hot weather to a cooler time of day.
4. Moving the work to a safer location.

PPE Selection

Type of PPE	Work Location	Work Process

Fall Protection

Fall protection is a complex requirement. The policies for the use of fall protection in the workplace are described in the company Fall Protection Program.

Type of PPE	Work Location	Work Process

PPE Operating Procedure for Employees

Select the Appropriate PPE

Employees should select the PPE that is appropriate for the hazard. The work area should be labeled with the PPE that is required. If there are any questions, consult a supervisor.

Inspect the PPE prior to Use

PPE must be inspected prior to each use. The company will provide training on the proper maintenance and inspection of PPE. If there is a problem with the PPE, it may not be used. Remember, if there is any doubt about its effectiveness, there is no doubt. Do not use it.

Don the PPE

PPE should be put on in accordance with the manufacturer's instructions. Test the PPE to make sure that it fits properly and provides a proper barrier to the hazard.

Wear the PPE

PPE should not inhibit for ability to work. If a task cannot be done while using the PPE, do not attempt it. Ask a supervisor for help. If there is any indication that the PPE has failed, leave the work area immediately and notify a supervisor.

Remove and Store the PPE

Do not remove the PPE until you have left the hazard area. Reusable PPE should be cleaned and placed into the appropriate storage location. Disposable PPE should be placed in the proper container.

PPE Training Requirements

Train exposed employees before they are assigned to the hazardous task. Training must include:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to properly don, doff, adjust, and wear PPE.
4. The limitations of the PPE.
5. The proper care, maintenance, useful life, and disposal of PPE.

After the employee(s) demonstrate correct use, care, and disposal procedures of the PPE, the supervisor and employee will certify completion of training.

Monitoring and Review

Supervisors will monitor worksite tasks for changes in, or the introduction of new hazards. If new hazards are discovered, they will conduct a task analysis for appropriate PPE. A worksite analysis will be conducted at least annually for each task that requires employees to use PPE.

The PPE program administrator will monitor the effectiveness of this plan and make recommendations to management to improve the plan. This PPE written policy will be reviewed at least annually for effectiveness.

Walking and Working Surfaces

Purpose

The purpose of this program is to provide employees with a work environment that is free of slip, trip, and fall hazards. This policy should not be considered a substitute for applicable OSHA regulations. Employees with occupational fall risk have additional requirements covered by the company Fall Prevention Program.

Policy

This policy applies to all company work areas and operations. Every employee must be trained on the requirements of the program, and will adhere to its policies. This policy has three areas of emphasis.

First, the company will proactively identify hazards. Once identified, the company will take steps to eliminate the hazard by either changing work practices or engineering out the hazard. If the hazard cannot be eliminated, the company will provide personal protective equipment and training to employees.

Program Responsibilities

Management

Management has the following responsibilities:

1. To provide a workplace free of slips, trips, and falls hazards.
2. To develop and maintain a written slips, trips, and falls prevention plan.
3. To provide training to employees on how to identify, manage, and eliminate hazards.
4. To perform job hazard assessment to identify potential hazards.
5. To include slips, trips, and falls hazards in the company safety orientation program.
6. To provide engineering solutions to eliminate hazards.
7. To provide all required PPE, at no cost to the employees.
8. To perform periodic inspections and audits to ensure compliance with this program.

Program Administrator

The Slips, Trips, and Falls Prevention Coordinator is Etner Name or Position. This person has the following responsibilities:

1. To administrate and supervise the company slips, trips, and falls prevention program.
2. To perform or coordinate required training for employees.
3. To identify engineering solutions to hazards and make recommendations to management.

Slips, Trips and Falls Prevention

Employees, supervisors and management should work together to establish a safe working environment. Safe behavior should be emphasized at all times. Unsafe working conditions, equipment and/or tools should immediately be reported to a supervisor. Preventing slips, trips and falls is an ongoing task. Inspect work areas before work and monitor throughout the day for hazards or potential hazards. Be aware that the potential for hazards can change frequently.

Employees must be aware of their surroundings and take steps to minimize or eliminate hazards daily. Good housekeeping is the most basic, yet important step to preventing slip, trip and fall accidents. Listed below are some steps and procedures to follow to avoid slip, trip and fall accidents. These steps are highlights, and not a comprehensive list. It is up to the supervisors to enforce practices and behaviors that are appropriate for their functional area.

Housekeeping

1. Clean spills immediately.
2. Use wet floor signs or barricade the area to identify wet areas.
3. Remove debris and scrap frequently from work areas and place in designated locations.
4. Keep walkways clear of materials, debris and clutter.
5. Keep floors swept.
6. Run cords, cables and hoses overhead when possible, otherwise secure and cover cords, cables and hoses that cross walkways.

Lighting

1. Keep work areas well lit.
2. Replace burned-out bulbs immediately.
3. Maintain appropriate lighting through the use of portable light stands if necessary.
4. Move cautiously in darker areas and when moving from well-lit to darker areas.

Stairways

1. Keep stairwells free of materials and debris.
2. Walk slowly and use handrails when going up or down stairs.
3. Take one step at a time.
4. Keep outside steps free of ice and snow.

Walking/Working Surfaces

1. Mark uneven walking and working surfaces with warning tape or signs.
2. Create smooth transitions between different floor levels with the use of ramps or wedges.
3. Tape temporary floor covers together.
4. Cover or guard all floor openings and holes to prevent people from falling into the area.

Ladders

1. Never use a chair, box, table or other objects not specifically made for standing on to reach elevated levels. Always use a ladder.
2. Use only ladders meeting OSHA requirements, and are appropriate and meet the weight requirements for the work being performed.
3. Place ladders at a 4:1 ratio from the vertical support. For every 4 feet of working length the ladder base should be 1 foot out from the top support.
4. Never use a metal ladder on or around electrical elements. Always use a wood or fiberglass ladder.
5. Whenever climbing, descending or working from a ladder, maintain a 3-point contact with the ladder.

Scaffolds

1. Construct all scaffolds according to the manufacturer's instructions.
2. Install guardrail systems along all open sides and ends of platforms.
3. Use appropriate fall protection for scaffolds more than 10 feet above a lower level.
4. Use caution when working with tools and building materials on the limited space of a scaffold.
5. Provide safe access to scaffold platforms.
6. Do not climb cross-bracing as a means of access.

Miscellaneous

1. Use appropriate Personal Protective Equipment (PPE). Make sure you are properly trained on PPE and its use. If you are unsure then talk to your supervisor.
2. Wear proper footwear.
3. Watch where you are walking. Pay attention and do not allow yourself to be distracted from the task at hand.
4. Never rush through a task, work at a normal pace.
5. Carry fewer objects and make more trips.
6. Get help moving large, heavy or awkward shaped items.
7. Report all slip, trip or fall accidents, or near accidents, even if no one was hurt. This will allow changes to be made to avoid the incident from reoccurring.

Fall Prevention Program

The slips, trips, and falls program is designed to protect employees from injuries due to trips and falls. It is not designed for workers who work at heights and have an occupational risk of

Emergency Action Plans

The company is committed to protecting employees in the event of an emergency. The purpose of this program is to establish policies for action plans to guide employees in the event of an emergency. These plans will be developed, approved by management, and communicated to all employees.

Program Responsibilities

Management

Management has the following responsibilities:
1. To identify potential work related emergencies.
2. To develop policies and procedures to protect employees in the event of an emergency.
3. To establish clearly marked exit routes.
4. To establish a system for warning employees of emergencies.
5. To provide all required equipment for emergency action response.
6. To identify employees to coordinate and assist with emergency action response.
7. To establish procedures for personnel who must operate critical equipment before they evacuate.
8. To provide training to employees for emergency action.

Program Administrator

The company Emergency Action Program administrator is (Enter Name or Position). The responsibilities of the program administrator include:
1. To identify potential workplace emergencies.
2. To coordinate the development of emergency action plans.
3. To coordinate or conduct training with employees.
4. To coordinate emergency drills.
5. To assist in the evaluation of this written program.
6. To ensure this program is compliant with OSHA and other regulations.

Emergency Action Coordinators

Emergency Action Coordinators coordinate the emergency action and response for specific emergencies. The responsibilities of the Emergency Action Supervisors include:
1. Coordinate with the Program Administrator to develop emergency action plans.
2. Supervise the response in the event of an emergency.
3. Receive muster reports from emergency coordinators.
4. Receive reports on critical operations from emergency coordinators.
5. Coordinate with emergency services during emergencies.

Identification of Potential Emergencies

The Program Administrator will create a list of possible emergencies for this facility. This will include potential fires, weather related events, and medical emergencies. The program administrator will also review the company job hazard analyses, to identify potential process related emergencies, which may include hazardous material spills.

Required Emergency Action Plans

Emergency Situation	Location	Affected Employees
Fire		
Flooding		
Hurricane		
Tornado		
Medical Emergency		
Hazardous Material Fire		
Earthquake		
Violent Acts		
Bomb Threat		

Emergency Contact Procedures

The company will rely on local emergency services for response to most emergency situations. These services will be briefed on the potential company emergencies. The Program Administrator will coordinate visits with emergency y service providers to ensure they are familiar with the facility and the company emergency action plans.

On-Site Company Emergency Services			
Service	Contact Person	Phone Number	Location
Local Emergency Services			

Alarm	Alarm Type	Length	Notes
Fire			
Flooding			
Hurricane			
Tornado			
Medical Emergency			
Hazardous Material Fire			
Earthquake			
Violent Acts			
Bomb Threat			

Assembly Areas and Shelters

Emergency Evacuation Assembly Areas

The company will designate assembly areas for evacuation. These assembly areas must meet the following requirements:

1. The assembly area must be large enough to accommodate the amount of people assigned to it.
2. The assembly area must be far enough away from the facility so that employees are not put at risk from the hazards of the facility.
3. The assembly area must be a short walking distance from the facility, and must be able to accommodate disabled and special needs employees.
4. The assembly area must be free of hazards, including traffic hazards.
5. Their assembly area must have a means to communicate with the EAP coordinator.

Storm Shelters

If the facility is susceptible to severe weather events, such as hurricanes, storms, flooding, or tornados, the company will set up storm shelters for the employees. These storm shelters may be shelters specifically designed for the purpose, or areas of the facility that are sturdy and safe enough to protect employees in the event of an emergency, Each storm shelter will include:

1. Battery operated radio or other method of communication.
2. Flashlights.
3. Fresh batteries.
4. First aid kit.
5. Blankets.
6. Food supplies.

Emergency Action Plan	Frequency of Drills
Fire	
Flooding	
Hurricane	
Tornado	
Medical emergency	
Hazardous Material Fire	
Earthquake	
Violent Acts	
Bomb Threat	

Locations of Emergency Action Plans

The current authorized version of the company emergency action plans will be kept with this program. The emergency action plans will also be posted in public areas for employees to review.   The action plans that are relevant to the work area will be posted in designated areas.

Work Area	Posting Location	Emergency Action Plans

Program Evaluation

The Program Administrator will review this program at least annually. The program will also be reviewed if conditions change, or if there is any sign that this program is ineffective. All