**10-POINT SAFETY MANAGEMENT PLAN**

This manual is a “Sample Plan” provided for the members of the HomeBuilders SIF, which can be used as part of their overall Loss Control Program. Members of the HomeBuilders SIF should adopt a formal and operational safety management plan designed to fit the needs of their operations. We encourage our members to read this customizable manual in its entirety and make changes as necessary to meet their operational needs. **There are areas of this manual that contain [red brackets], in which companies can insert their company specific information to personalize their 10-Point Safety Management Plan.**

The HomeBuilders SIF has Loss Control Consultants on staff who are available to assist members with developing and implementing their Safety Management Plan. Additionally, our Loss Control Consultants are available to visit your location for an onsite assessment and evaluation of your operations and current Loss Control / Safety management Program. Members can take advantage of these free services by contacting our Loss Control Department at 225.387.0286, toll free at 1.877.542.2743, or by emailing [losscontrol@lhbasif.com](mailto:losscontrol@lhbasif.com).

**All claims must be reported to the HomeBuilders SIF’s Claims Department within 24 hours of an accident by calling 1.877.542.2743.**

**DISCLAIMER**

**We, the Louisiana Home Builders Association Self Insurers Fund (hereafter called “HomeBuilders SIF”), or our duly authorized agents, have the right to inspect your workplaces at any time in accordance with the signed application for coverage. Our inspections are not safety inspections. They relate only to the insurability of the workplaces and the premiums to be charged. We may give you reports on the conditions we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplaces are safe or healthful or that they comply with laws, regulations, codes or standards.**

**Some of the materials contained in this manual are excerpted from OSHA standards. The OSHA standards-making process is continually changing, therefore the OSHA materials contained in this manual may not be current. It is important to review the entire standard as there may be other sections that also apply. It is also important to understand that there may be newer editions of the OSHA standard made available which could have significantly different requirements.**

10-Point Safety Plan

[COMPANY NAME]

*Updated [September 2018]*

TABLE OF CONTENTS

[1. MANAGEMENT POLICY STATEMENT 4](#_Toc525117245)

[2. ASSIGNMENT OF RESPONSIBILITIES 5](#_Toc525117246)

[3. INSPECTIONS 8](#_Toc525117247)

[4. ACCIDENT INVESTIGATION 10](#_Toc525117248)

[5. SAFETY MEETINGS 17](#_Toc525117249)

[6. SAFETY RULES 19](#_Toc525117250)

[7. TRAINING 25](#_Toc525117251)

[8. RECORD KEEPING 26](#_Toc525117252)

[9. FIRST AID 27](#_Toc525117253)

[10. EMERGENCY PREPAREDNESS PROGRAM 27](#_Toc525117254)

# MANAGEMENT POLICY STATEMENT

Management of the [COMPANY NAME] considers its first responsibility to be the safety and health of all its employees. In accepting this responsibility, a loss control program has been established to provide a safe and healthful workplace. Management will provide the necessary resources to carry out this program and will comply with all applicable federal, state and local requirements.

Managers and supervisors will accordingly implement and enforce safety policies and safe procedures, encourage employees to remain accident-free, be on the constant alert for unsafe practices and conditions, and take action to eliminate such practices and conditions if they occur.

In turn, every employee must accept responsibility to prevent injuries to themselves and others by following the safety policies and procedures outlined in this program. In doing so, employees, their families and [COMPANY NAME] will benefit.

[OFFICER NAME]

Executive Management

# ASSIGNMENT OF RESPONSIBILITIES

**Executive Management**

1. Maintain an active safety plan whereby all members of management promote awareness and safe work practices on and off the job.
2. Provide a work environment in which identified occupational hazards are controlled when engineering methods are not feasible.
3. Require all employees to follow established safety rules and safe work practices. Safety performance will be measured and included in Job Performance Evaluations.
4. Provide adequate resources for achievement of approved safety objectives.
5. Actively support the loss control program as an example to employees.
6. Delegate authority to others to expedite and facilitate the application of the loss control program.
7. Evaluate the program on a regular basis and make adjustments as necessary.

**Managers/Directors**

1. Maintain responsibility and accountability for safety performance under their direction.
2. Educate and train employees concerning potential job hazards and the associated safeguards.
3. Utilize engineering methods and safe work practices where feasible to control workplace hazards.
4. Institute and enforce work practices which reflect safety and efficiency in accomplishing assigned tasks.
5. Review and follow-up on accident/injury investigations to ensure that the root cause(s) of the accident has been identified and appropriate corrective action has been taken.

#### Supervisors

1. Support the loss control program and the safety performance of personnel under their direction.
2. Understand the loss control program and any changes. Ensure all employees under their direction are informed of the loss control program and receive a copy of the safety rules.
3. Instruct each employee regarding correct actions when there are violations of established safety rules.
4. Assure that each employee is trained on the hazards of the job and how to avoid and/or control them.
5. Instill a positive safety awareness in each employee through personal examples.
6. Take prompt corrective action whenever unsafe acts or unsafe conditions are observed or reported by employees
7. Report and investigate all accidents/injuries under their direction. Determine the cause(s) of the accident and implement corrective actions to prevent recurrence
8. Enforce good housekeeping practices.
9. Serve and enforce proper use of required personal protective equipment.
10. Obtain prompt first-aid for injured employees. Provide transportation on request for injured employees to the nearest medical facility if the injury cannot be handled by first-aid.
11. Provide applicable suggestions and/or information for loss control program revisions.
12. Attend all safety meetings.
13. Conduct area safety inspections of the workplace on a monthly basis.

**Safety Coordinator**

1. Analyze and maintain accident investigation reports and trends.
2. Serve on the safety committees.
3. Evaluate all OSHA (Occupational Safety & Health Administration) recordable injuries.
4. Assist applicable supervisor(s) if necessary in safety orientations for new employees.
5. Conduct quarterly audits in order to determine compliance of all required safety rules, policies and procedures. Submit findings to upper management.
6. Assist in establishing procedures and guidelines for the loss control program(s).
7. Investigate accidents/injuries as considered necessary by management
8. Assure that all applicable Local, State and Federal Safety Requirements are met.

**Safety Committee** (if applicable)

1. Coordinate safety activities.
2. Schedule monthly and/or quarterly meetings.
3. Conduct safety/educational programs for on and off the job.
4. Coordinate department safety interest and motivational programs.

##### Employees

1. Read, follow and support the loss control program.
2. Perform their job(s) in the safest manner prescribed.
3. Inspect work area(s) regularly, report workplace hazards, unsafe acts and make suggestions to correct/control hazards.
4. Conduct themselves in a way that enhances their personal safety and that of their fellow workers.
5. Report all injuries and/or accidents to your immediate supervisor on the day of occurrence, even if you deem them to be minor.
6. Keep the work area and/or job site clean and organized.
7. Attend all safety meetings.

When in doubt of a job procedure or a safety issue, ask your supervisor.

# INSPECTIONS

Employers who have a successful—and generally more profitable—competitive business, conduct an inspection of their equipment, facilities and adherence to good work procedures by employees at least monthly.

These inspections may not be formal, but the employer is monitoring his operation and equipment on a regular basis and is correcting defects in his operation.

The purpose of these inspections is to:

* To verify that the safe work rules and procedures that have been established are being followed.
* To verify and examine the effectiveness of the safety training programs.
* To examine the loss control program for any weaknesses.
* To correct unsafe acts or conditions in the work place as they are observed or discovered.
* To examine the effectiveness and ability of line management to manage safety in their assigned work areas.
* To motivate employees and management to work safely by giving them continual feedback on their individual and collective safety performance.
* To increase safety awareness among all employees.
* To keep the business profitable and competitive.

To conduct an effective inspection, the inspector must focus 100% of his attention to the inspection. He cannot be distracted with other issues while the inspection is being done.

The employer should select a competent person with a thorough knowledge and understanding of the equipment, procedures and materials used in the operation to conduct the inspection.

The inspector should practice observation techniques, as it is a learned trait. The inspector’s observations should focus on both the physical conditions of equipment and facilities and the worker’s behavior in performing his assigned tasks.

The inspector should check employees for the proper safety equipment for the job being done.

Some of the equipment and activities to be included in an inspection are:

* Ladders--condition and proper use
* Scaffolds--safe construction and use
* Power tools-safe condition, guards and use
* Hand tools--safe condition and proper use
* Forklifts, manlifts, mobile equipment--condition, service schedule and operation.
* Extension cords--condition
* Guards on woodworking equipment such as saws, planers, and notchers
* Generators, compressors--condition, guards, service schedule, and proper use.
* Housekeeping--arrangement and cleanliness.
* Guards on exposed fans, rotating shafts, belts, pulleys and chain and sprocket drives on equipment.
* Fall exposures--use fall protection while roofing and guard stairways, roof, wall and floor openings
* Proper lifting procedures
* Vehicles, trailers and drivers--safe condition, service record and safe operation. Current license for the vehicle driven.
* Proper storage of flammables --No Smoking signs posted
* Proper labeling and storage of chemicals
* Safety Data Sheets (SDS) on all hazardous chemicals used in the operation.
* First aid kits with rubber gloves and Blood Borne Pathogen kits on job site.
* Emergency equipment--fire extinguishers, emergency lighting.
* Emergency Preparedness--emergency phone numbers posted, medical facility selected, emergency plan in place for all contingencies such as: fire, flood, tornado hurricane and bomb threats or any other possible emergency.

This is not a complete list of items to be inspected monthly. You may add or remove items necessary to develop an inspection checklist tailored to your operation.

A written inspection checklist should be developed and used to ensure that all items that need to be inspected are included, and there won’t be any potentially costly omissions of items that should be inspected monthly.

Inspections are crucial to help the employer maintain all aspects of the operation in a safe, competitive and profitable condition.

# ACCIDENT INVESTIGATION

* The accident investigation should begin as soon as the injured employee has received medical attention.
* An accident is defined as a series of events that caused or could have caused personal injury, property damages or interruption of operations.
* Accident investigations, if properly conducted and analyzed, can lead to corrective actions to remove identified hazards from the workplace and prevent a recurrence of a similar type of accident in the future.
* The results of accident investigations can be used to train employees in hazard recognition and control. It is useful to hold a safety meeting with employees shortly after the completion of the investigation to review the causes of an accident and how to avoid a recurrence in the future. Employees can have some input on additional corrective action not previously identified.
* Investigations should be conducted on accidents in which there was property damage or a costly error in operations even though no injuries incurred. Any costly negative event should be investigated and the basic causes identified whether an injury was involved or not. Corrective action should be taken and employees trained in any new procedures and safeguards.

**Accidents are investigated to:**

* Determine accident causes.
  + Did the hazard control system break down?
  + Were rules and regulations violated?
  + Was defective machinery involved?
  + Was human error involved?
  + Were existing procedures adequate?
* Uncover indirect accident causes. For example, a worker slips on oil spilled on the floor and is injured. Oil on the floor is the direct cause of the accident. A thorough investigation might reveal other factors:
  + Poor housekeeping
  + Failure to follow a maintenance schedule
  + Faulty equipment leaking oil
  + Inadequate supervision (require oil to be cleaned up after a spill and get the source of the problem corrected before the accident occurs.)
* Prevent similar accidents.
* Document facts.
* Provide cost information.
* Promote Safety.
* Investigations demonstrate the employer’s interest in the safety and health of his employees.

**Key questions to ask for a complete investigation:**

* What was the injured employee doing when the accident occurred?
* Was the injured employee doing his assigned task according to proper procedures in an authorized area?
* Was the injured employee properly trained to do the job?
* Were the proper tools being used to do the job?
* Was the tool in good condition and properly guarded?
* Was the injured employee supervised?
* Is the job equipment or operation new to the area?
* Was the injured employee trained in hazard recognition and control?
* What was the exact time, location and date of the accident?
* What was the physical condition of the area at the time of the accident?
* What immediate or temporary action could have prevented the accident?

* Had corrective measures been recommended, but not implemented?

**Interviewing injured employees and witnesses:**

* Conduct interviews as soon as possible while the information is still fresh in the person’s mind.
* Let the witness narrate what happened in his own words with very little interruption.
* Ask questions to complete the witness’ account.
* Review the witness’ story as you understood it from his description, then correct any misunderstanding.
* Ask the witness for recommendations to prevent a recurrence of the accident.
* Having the witness make corrective recommendations reinforces the fact-finding objective of the accident investigation.

**Corrective measures:**

* Corrective measures should be implemented with little delay. A safety meeting should be held with employees to inform them of the basic causes of the accident and the corrective action being implemented to prevent a recurrence.
* Any accident that requires a medical provider’s attention should be investigated. (It is recommended any accident resulting in a costly loss even if there is no injury should be investigated. You want your safety program to reduce all losses.)

SUPERVISOR’S INVESTIGATION REPORT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Injured Worker | | **Date & Time of Accident** | | |
| **Injured Worker’s Occupation or Job Duties** | | | | |
| **Nature of Injury** *Describe the extent of the injury and the specific body member(s) injured.* | | | | |
| **What happened?** *Describe how the accident happened including where it occurred and what task was being performed.* | | | | |
| **Why did it happen?** *Describe the cause of the accident (direct or underlying).* | | | | |
| **What should be done?** *What corrective actions are required to prevent a recurrence of the accident?*  *What should be done immediately?*  *What other future actions are needed?* | | | | |
| **How, when and by whom should corrective action be taken?** | | | | |
| **Referred to for corrective action** | | | **Target date for completion** | |
| **Signature (Supervisor)** | **Reviewed & Approved by** | | | **Date** |

**Investigation Guide**

Investigation requires “looking into” all facts involved in the accident. You must determine: Who, Where, What, When, Why

Determine the facts through:

* Inspection/Observation
* Inquiry and Discussion
* Knowledge of Operations
* Knowledge of Work Procedures
* Hazard Recognition

It is important to determine each step of the accident sequence:

|  |  |  |
| --- | --- | --- |
| **People** | **Conditions** | **Accident or Injury** |
| Was the person involved:  1. Trained in appropriate work methods?  2. Aware of the hazards?  3. Capable of performing his/her job?  a. Were there physical limitations?  b. Were there external limitations? | 1. What conditions of the workplace, machinery, tools, methods, task, etc. contributed to the accident?  2. What employee actions and/or limitations contributed to the accident?  3. What management actions/controls, or lack of, contributed to the accident? | Describe the accident and injury to help:  1. Identify the accident causes/conditions.  2. Develop statistics that identify patterns, trends, or accidents or a repeat nature.  3. Decide if the corrective action taken effective or if it is still needed. |

It is imperative that you do not stop at this point. Corrective action is vital if similar accidents are to be prevented. After the cause is identified, develop and implement appropriate corrective action(s). Does:

* Your recommendation involve the correction of an unsafe condition?
* Corrective action involve additional education or specific training of employees?
* Your recommendation involve different personnel selection and orientation?
* Your recommendation involve increased monitoring or supervision on your part?
* Your recommendation address the adequacy of management actions/controls?

**STEPS IN ACCOMPLISHING YOUR CORRECTIVE SUGGESTIONS:**

Remember: Proper corrective action may involve a variation or combination of each step:

* Select the person(s) who will best apply, and is in a position to apply, the suggestions and recommendations.
* Set the target date for completion of corrective suggestions.

Follow up to determine if corrective action has been taken and is effective.

# SAFETY MEETINGS

Safety meetings should be held at least monthly and after any accident, introduction of new equipment, process or procedure. The employer or his designee should conduct the safety meeting.

A record of the topics covered, date of the meeting and signatures of the attendees should be maintained for one full year. Items that can be included in your safety meetings are:

* Review pertinent topics from tool box talks booklets.
* Review policies and procedures on jobs that are performed routinely.
* Review required OSHA standards for level of compliance.
* Review operational manual on tools and equipment for proper operation, service and maintenance.
* Review housekeeping status.
* Plan the day or week’s work so the job can be done safely and efficiently.
* Review non-routine tasks with employees to make sure all safety measures are identified and followed.
* Cover information obtained from inspections of equipment and the work area. Emphasize the areas that need improvement and are not up to your standards. Let your employees know what you expect of them.
* Review accident investigations basic causes and corrective actions.

Some safety meeting topics you can use are:

* Scaffolds- how to erect to OSHA standards, maintain, inspect and use them safely and store them.
* Ladders-how to inspect, use and store them.
* Electrical safety- use of Ground Fault Circuit Interrupter (GFCI). Care and inspection of extension cords, maintenance of ground plugs and placing of scaffolds and ladders to avoid power lines.
* Fall protection when working at elevation, on roofs, and where there are wall, floor and roof openings.
* Use, operation and care of power tools, hand tools and nail guns. (There could be a separate meeting on each of these type tools)
* Housekeeping.
* Fire Prevention.
* Reporting of job related injuries.
* Lock-out/Tag-out procedures.
* Trenching and excavations

.

* Forklift safety.
* Driving safety.

There is so much information your employees need to know to be efficient, productive and safe workers, you will never run out of material for safety meetings.

An important check you can make to verify the effectiveness of your loss control program is to observe your employees performing their jobs after the safety meeting. Are they working as you instructed them in the safety meetings?

This is the best time to reinforce your procedures by immediately correcting those employees who are working unsafely, and let your employees know you are sincere about your loss control program.

**GET YOUR MONEY’S WORTH OUT OF YOUR SAFETY MEETINGS BY TEACHING YOUR WORKERS WHAT THEY NEED TO KNOW AND THEN FOLLOWING UP!**

# SAFETY RULES

The purpose of safety rules is to thoroughly acquaint each of you with a set of safe working rules and procedures that will help you to preserve your health and welfare. It is well understood that you and your family are the beneficiaries of a good loss control program.

No safety plan, however complete, can cover all conditions that might arise; therefore, it is necessary for you to use your best judgment along with the observance of established job safe practices. It is the desire of the facility to establish the safest working conditions by using the safest protective devices and equipment available, and to promote a good housekeeping program.

It is necessary to have your cooperation in order to promote a culture of safety. If you do not completely understand all of your job procedures and safety rules, ask your supervisor for an explanation prior to starting work. It is Management’s responsibility to provide the equipment and methods for your safe work performance. However, it is your responsibility to work according to established procedures. Accidents are caused; they just don’t happen. You can prevent accidents by putting forth your best daily efforts and give your complete cooperation in accomplishing your assigned tasks. Let’s remember, your job is only as safe as you make it.

**GENERAL SAFETY RULES**

1. **Personal Conduct**

The following will not be tolerated:

1. Deliberate failure to follow established safe work practices, rules or regulations provided by Management.
2. Disregard of any supervisor’s instructions.
3. Attitudes of indifference, recklessness, hostility and inattention to the job being performed.
4. Horseplay of any kind.
5. Drinking of alcoholic beverages or taking controlled drugs.
6. Sleeping on the job.
7. Physical Condition

The following physical conditions must be reported to your supervisor immediately upon receiving either a verbal or written report from a medical doctor who has attended you:

1. Defective eyesight.

2. Defective hearing.

3. Muscular weakness.

4. Either high or low blood pressure.

5. Heart disease and/or problems.

6. Any other physical defect that might affect your safe work performance.

7. All accidents, whether resulting in injuries or not, all sickness or other

ailments no matter how slight they may seem, which are in any way

attributable to or connected with your employment, must be reported to your supervisor.

In any case requiring the services of a medical doctor, supervision must be notified immediately. Authorization for any visit to a physician connected with your employment must be obtained from supervision prior to you leaving the work site.

1. **Clothing and Safety Equipment**

Required personal protective clothing and/or equipment shall be worn at all times as deemed necessary by your immediate supervisor.

Existing written safety procedures pertaining to your job assignments will prevail in each department, section office or unit.

1. **Electrical Equipment**

1. Only employees who are qualified by prior approved training will work on or make repairs to electrical equipment.

1. All electrical circuits shall be tagged and locked out at the main disconnect for work before repairs to equipment are started. Our objective is a “ZERO” energy state prior to engaging repairs.
2. All electrical powered equipment, including electrical hand tools shall be inspected by the approved user and must be properly grounded before using.
3. Safety guards on all powered equipment must be in place before equipment is used.
4. Always disconnect the power supply line of tools and/or equipment before changing accessories.
5. Do not use the power cord of tools in order to lift or lower them.
6. Inspect the insulation on power lines and/or cables for frayed and/or broken connections each time tools are used.
7. Follow additional job safe practices provided by supervision.
8. **Ladders, Scaffolds and Guards**

1. Do not use chairs and/or tables, desk or castered equipment in place of ladders. Use an approved ladder.

1. Ladders must be inspected for cracked or broken rungs prior to use by the user, and if found unsafe, they must be reported to supervision.

3. Ladders must be used for access to scaffolds.

1. All ladders must be tied off at the top or in some other efficient manner in order to keep them from slipping, shifting, or falling.

5. Scaffolding material must be inspected by the user and supervisor prior to use.

1. Barricades and/or warning signs must be used at wet floor passageways and when overhead work is being performed. They must be removed when the job is complete.
2. Follow all other ladder, scaffold and guard safe rules provided by supervision.
3. Housekeeping and Personal Welfare

1. Clean bodies and clothes are essential to good health and such should be maintained.

1. All trash and/or waste containers, packing and paper boxes, etc. must be put in the proper place.
2. Nails protruding from boards, boxes or shipping containers, etc. must be removed or bent down immediately.
3. Containers are provided for all used paper towels, cigarette packages and butts, paper, candy wrappers, etc., and must be used. Deliberate and willful scattering of trash will not be tolerated.
4. Any and all work areas must be cleaned before the job can be accepted as being complete.
5. Aisles, ramps, steps, platforms and other passageways must be kept clean and free of obstruction.
6. Toilets and break areas are provided for personal needs and must be used for these purposes. They are to be kept clean and orderly at all times.
7. All employees are requested to park their vehicles between striped parking spaces and/or in other designated areas. Do not park in such a manner that you take up more space than required.
8. Do not run up and down stairwells. Use provided handrails. Never carry loads up and/or down stairs that block your vision while walking. Never leave obstructions in stairwells.
9. Corridors – All employees are requested to observe and/or listen for ongoing traffic in corridors prior to exiting from an office into a corridor.
10. Energy conservation – All employees are requested to turn off personal appliances, prior to leaving work at the close of your work shift.
11. In the event of a fire, notify the fire department and try to extinguish the fire prior to it becoming uncontrollable. Report the incident to your supervisor and to the Loss Control Coordinator immediately.
12. All employees are requested not to leave valuables unattended (on desk top or in unsecured desks). Report all thefts to your immediate supervisor at once. Remember, it is requested that you do not bring valuables to work.
13. Do not lean, and/or tilt back on the rear legs of a work chair or place feet on desk tops. Most chair fall accidents happen when a person was sitting down, rising or moving about on and/or in a chair. However, a few do occur when leaning and/or tilting back on rear chair legs.
14. Close file and/or desk drawer immediately after placing and/or retrieving needed items.
15. Electrical cords are not to be placed across employee walkways. Failure to secure and/or tape down cords has the potential to cause an employee tripping hazard.
16. Do not store materials and/or boxes in employee walkways. Should an employee have to step over items in order to continue passage, this action may result in a fall and/or trip.

1. Only authorized employees shall operate office machinery and/or equipment.
2. Razor blades, thumb tacks and other sharp objects shall not be thrown loosely into desk drawers. Never leave knives or scissors on a desk top unattended.
3. Do not place hands, fingers or feet inside protective guards or inside doors, desk or file wells while attempting to work on energized equipment or while attempting to close a door or a file. You may lose an appendage.
4. Card index files, dictionaries or other heavy objects should be kept off the top of file cabinets and other high furniture.
5. Additional safety rules may be added by supervision in each individual work unit. These rules will also be followed by all employees.

Safety is everyone’s responsibility; let’s prevent accidents rather than treat the results that unsafe practices and unsafe conditions can produce.

1. **Compliance With Rules**

All personnel are expected to comply fully with these Safety Rules. Any failure to do so will result in appropriate disciplinary action. All disciplinary action will be consistent with fair and just treatment of each individual employee. Any disciplined employee who feels he or she has not been fairly treated should follow the established procedures in resolving the problem.

The listed Safety Rules are illustrative and should not be viewed as an exclusive listing to encompass situations not specifically mentioned. Management reserves the right at all times, when circumstances warrant it, to promulgate new rules or modify existing ones in order to insure a safe, healthy and productive work environment for all our employees, contractors or guests.

# 7. TRAINING

Safety training will be provided for new employees, and/or existing employees as required under federal, state and local regulations.

* Know associated job hazards and safeguards.
* Potential job hazards and safeguards.
* Required personal protective equipment.
* Know where to get assistance when needed.

Annual training will be provided for all persons in supervisory positions in the following:

* How to conduct safety orientations.
* How to conduct facility and/or area inspections.
* How to conduct accident investigations.
* How to perform a Job Safety Analysis.
* How to use safety in job plans.

The training should be accomplished by the job supervisor but may be done by a training specialist or a qualified third-party vendor.

# RECORD KEEPING

Each supervisor and/or Director/Manager shall maintain written copies for a period of one year from the end of the year for which the records are maintained. These will include:

* Accident investigation
* Safety Meeting minutes
* Employee Training records
* Area and/or facility inspection reports
* Employer’s Report of Occupational injury and illness Quarterly Summary. LWC-WC1017A
* OSHA 300 log, if applicable (retained for at least five years)

* OSHA form #301 or equal (retained for at least five years)
* The annual summary (OSHA Form #300A) shall be posted no later than February 1, and not removed until after April 30.

The types of work-related injuries and illnesses that must be recorded and investigated are cases that result in:

* Death
* Medical treatment beyond first aid
* Days away from work
* Restricted work or transfer to another job
* Loss of consciousness

Note: All work-related incidents resulting in death must be reported to OSHA within 8 hours of the accident.

Also, all work-related incidents resulting in the in-patient hospitalization of one or more employees or an employee's amputation or an employee's loss of an eye, must be reported to OSHA within 24 hours.

These incidents can be reported to OSHA by telephone using OSHA’s toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742) or in person to the OSHA Area Office that is nearest to the site of the incident or by electronic submission using the reporting application located on OSHA's public Web site at [*www.osha.gov*](https://www.osha.gov/index.html).

# FIRST AID

Each department, office, section or unit manager and/or supervisor shall adopt and implement a first aid program which will provide for a trained first aid person at each job site on each shift. A first aid kit with proper supplies for job hazard exposures will be maintained and restocked as needed.

First aid is the emergency one time treatment of the ill and/or injured before professional medical or surgical attention can be obtained. Effective first aid facilities should be maintained; and it is suggested that supervisory personnel be encouraged to enroll in the approved American Red Cross multimedia or first response course. This will ensure that trained personnel are available at all times to assist injured employees.

All employees required to administer first aid shall have required blood borne pathogen training. All first aid kits must have blood borne pathogen protection and cleaning kits.

# EMERGENCY PREPAREDNESS PROGRAM

* Be in compliance with Federal, State and Local Regulations.
* Post emergency telephone numbers.
* Have a contingency plan for natural disasters, fire, explosions, bomb threats and medical emergencies.
* Post evacuation plans that will include evacuation routes and predetermined safe assembly areas.
* Train employees and contractors in emergency procedures, evacuation and assembly areas.
* Conduct training drills at least annually.
* Emergency plans will be updated at least annually, and will include training of the employees and contractors in the revised plan.
* Conduct monthly inspections on all access passageways and doors to ensure they are clear, unobstructed and operable.

INVESTIGATION REPORT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Injured Worker | | **Date & Time of Accident** | | |
| **Injured Worker’s Occupation or Job Duties** | | | | |
| **Nature of Injury** *Describe the extent of the injury and the specific body member(s) injured.* | | | | |
| **What happened?** *Describe how the accident happened including where it occurred and what task was being performed.* | | | | |
| **Why did it happen?** *Describe the cause of the accident (direct or underlying).* | | | | |
| **What should be done?** *What corrective actions are required to prevent a recurrence of the accident?*  *What should be done immediately?*  *What other future actions are needed?* | | | | |
| **How, when and by whom should corrective action be taken?** | | | | |
| **Referred to for corrective action** | | | **Target date for completion** | |
| **Signature (Supervisor)** | **Reviewed & Approved by** | | | **Date** |