

Step 6

Safety and Health Process Coordination and Employer Education

Each company will be required by the new rules to appoint an individual, as the company Safety Coordinator. This individual, will need to be given the necessary time, authority and resources to facilitate developing the company's safety program. The Safety Coordinator must demonstrate an interest in employee safety and have a high level of trust from the employees.

All levels of management must be willing to work with the Safety Coordinator and support the company safety efforts. The Safety Coordinator is responsible for overseeing the company safety program and working with management and employees, but he/she cannot assume duties and responsibilities that need to be carried out by line management.

The following is a list of some of the responsibilities a Safety Coordinator should be responsible for:

- Overall coordination of the safety and health program
- Training of management and employees in safety responsibilities and specific safety related topics.
- Maintaining an updated knowledge of safety and health regulations.
- Review of all accidents and assisting supervisors in conducting accident investigations.
- Tracking the overall progress of the safety program and communicating this to management and employees.
- Providing assistance and advice to management and employees on safety related issues.
- Conducting regular safety inspections.
- Following up on employee concerns and complaints.
- Working with the company safety committee.
- Developing new safety policies and procedures as necessary to help improve the safety program.
- Compiling injury and illness statistics and related records.

SAFETY TRAINING GUIDELINES

OBJECTIVES:

This section is intended to ensure that all of **Our Company** personnel are trained in the development of safe working practices and to enforce accident prevention measures that support **Our Company** "Safety Policy".

GENERAL SCOPE:

To provide employees training in the identification of potential accident exposures. To apply appropriate corrective measures to eliminate hazards and/or exposure and to notify supervision immediately.

SPECIFIC SCOPE:

Provide special training for work exercises that deal with specific known physical and/or health hazards that cannot be eliminated from the work place.

GENERAL TRAINING SESSIONS:

Safety training meetings shall be conducted presenting subjects that best cover general safety concerns which should include, but not be limited to, the following:

General Work Rules	Good Housekeeping
Flammables & Combustible Liquids	Proper Lifting Procedures
Electrical Safety	Personal Protective Equipment
Hazard Communication Program	Company Safety Policy
Employee Commitment to Safety	Lockout/Tagout Procedures
Dressing for Safety	Ladders and Platforms
Hand and Power Tools Safety	Bloodborne Pathogens
Safe use of Fire Extinguishers	Safe Means of Egress
Fire Prevention Procedures	Injury Reporting Procedures
and Emergency Evacuation Plan	Reporting Unsafe Conditions
Working with Subcontractor's	Minor First Aid Procedures
Employees	
Facility Specific Safety Concerns	

Other topics as considered by **Our Company**

SPECIFIC TRAINING SESSIONS:

Specific training will be conducted on an as needed basis or prior to exposure covering the following areas, but not limited to only these areas:

Fork Lift Operator Training	Confined Space Entry
Welding & Cutting Safety	Hearing Conservation
Procedures	Power Platforms & Manlifts
Selection, use and care of	Hoists and Slings
Respirators including Fit	
Testing	

Other topics as identified by **Our Company**.

The above training topics will be reviewed on a regular basis and updated to comply with changes in Federal, State, and Local Codes.

Training sessions will be conducted by the Supervisor or a designated instructor. Where required by OSHA, training will be documented and all employees will be required to sign-off on a sign-off sheet indicating they have received the proper training.

Where it appears that employees could benefit, retraining will be given in one or more of the above areas. Employees having difficulty understanding any of the above procedures will be given additional training if it is felt necessary.

SUPERVISOR SAFETY MEETINGS

Safety meetings conducted by each supervisor are to be held each month, preferably during the first week of the month. The meeting, number of employees in attendance, and subject discussed are to be turned in to the department manager.

The following tips are provided to assist in making the meetings successful:

1. Gather your employees into a group so that you may be easily heard.
2. Start on time.
3. Give employees a chance to report safety concerns and give suggestions.
4. Report progress on correcting unsafe conditions previously reported.
5. Discuss all accidents and close calls experienced by the group. Determine how to prevent a recurrence.
6. Discuss the company's safety record - Good or Bad.
7. Advise of new programs or procedures to be implemented.

Safety Topics

1. Review the topics in advance -- take notes on important points to be discussed.
2. Relate the topic to your area.
3. Note **key points** (no more than 5) you want to cover in this meeting.
4. List two questions for each key point to ask employees.
5. Start the discussion with a story or example.
6. Get employees involved by asking them for other examples or stories.
7. Lead the meeting -- don't read the topic.
8. Cover the key points -- one by one using the questions.
9. Close the meeting with a re-cap.
10. Ask employees if there are any final questions.
11. Complete the safety meeting report.
12. Follow-up on items noted by employees.

SAFETY MEETING - SUPERVISOR'S REPORT

Date _____

Supervisor _____

Subject of Meeting: _____

Attendance: (Names) _____

REMARKS: Unsafe conditions and suggestions offered by employees or other supervisors for correction of hazardous conditions.

(Send original to the office and copies as directed.)