

Developing an Effective Safety and Health System

10 Steps

1. Establish Goals
 - a. Specific
 - b. Measurable
 - c. Achievable
 - d. Realistic
 - e. Time Sensitive
2. Create and Maintain a Budget
 - a. Include Items such as PPE
 - b. Materials
 - c. Training
 - d. Incentives
3. Identify Safety Supervision
 - a. Safety Coordinator
 - i. Must understand safety programs
 - ii. And all regulatory requirements
 - iii. A field employee is ideal
 - iv. Small companies may combine this roles w/ other supervisory roles
 - v. System must be in place that all understand they are responsible for safety
4. Develop and Implement Programs
 - a. Develop Programs for each hazard area
 - i. Fall Protection
 - ii. Hand and Power tools
 - iii. Electrical
 - iv. Trenching
 - v. Etc.

- b. Once the programs have been developed
 - i. Business owner and management must implement the programs
 - ii. Should also incorporate operational information that reflects the type of work
 - iii. Must lead to a safety culture
- 5. Maintain Subcontractor Compliance
 - a. Subcontractors must at least comply with your safety programs
 - b. Contractor Program should have been developed as in part 4
 - c. Must have written policy denoting what each subcontractor is responsible for safety wise
- 6. Reward and Discipline Measures
 - a. Good documentation is critical
 - b. Must hold all management, employees and contractors accountable
 - c. Remember positive reinforcement has proven more effective
 - i. Verbal acclamations
 - ii. Small gifts
 - iii. reward programs
 - iv. Other programs
 - d. Negative reinforcement
 - i. Verbal Warning
 - ii. Written warning
 - iii. Termination
- 7. Employee Education
 - a. Direct link between Safety Program and jobsite operations
 - b. Incorporate all aspects of the project and type of work
 - c. Specific tools, equipment or operations may need special training
 - i. Pneumatic tools
 - ii. Forklifts
 - iii. Competent Person

8. Jobsite Incidents

- a. Should be a program within the safety system covering emergencies
 - i. Emergency contacts
 - ii. Crisis control
 - iii. Injured worker transportation
 - iv. Drug testing
 - v. Injury notification
 - vi. Injury Investigation

9. Jobsite Inspections

- a. Should involve both supervisor and worker
- b. Safety hazards should be:
 - i. Dealt with immediately
 - ii. All exposed should be notified
 - iii. If cannot be fixed immediately, interim measures to limit exposure must be enforced
 - iv. Or equipment or job must be stopped until hazard is fixed

10. Annual System Audits

- a. Evaluate each program as often as possible
- b. Or as often as required
- c. Questions to ask (feedback!)
 - i. Is plan working?
 - ii. Would something else work better?
 - iii. Are we meeting our program goals?
 - iv. If not what needs to be changed?
- d. After audits program should be adjusted if feedback warrants it