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 acclimations
      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. Forklits
      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