

Worksheet #				
1a	1b	1c	2a	2b
3a	3b	4a	4b	

Allocate Resources

Take these steps to begin allocating resources:

1. Define the resources you need (Worksheet 3a).
2. Set a budget for managing health and safety as part of your organization's financial plans and operations (Worksheet 3b).

To-Do

- Identify the resources you need to start and run your program, and to meet program goals.
- Make sure workers get the time and resources to participate.

Define the resources you need

For your safety and health program to succeed, you'll need resources to create and implement it. Think about safety and health like any other part of your business (quality, productivity, environment, on-time performance). Allocate resources to it as you would for any other business area.

This worksheet covers high-level resource needs to get your program started. Later worksheets will help you decide what other resources you need for hazard identification and hazard controls.

Identify resources you need to start and run your program

Resource needs will depend on your organization's size, complexity, hazard types, and program maturity and development. Commonly, you'll need:

- Capital to buy safety equipment and supplies—for example, fire extinguishers or first aid supplies.
- Staff time—for example, time for all workers to participate in the program. Workers' and managers' time may be your biggest resource cost.
- Health and safety education and training.
- Access to information and tools—for example, vendor information, Safety Data Sheets, injury and illness data, checklists, and online databases.
- Access to safety and health experts.

Start thinking about what you need now, while you're starting up your program, and what you'll need down the road. You'll notice that some of these costs are one-time costs and others are ongoing investments. Base your estimates heavily on workers' input. Engage with them so they can tell you about what they do (and how they do it) and you can uncover where resources are needed.

Note that you can get some resources free of charge (see pro tip).

Pro Tip

Take advantage of OSHA's free On-Site Consultation Program

(<https://www.osha.gov/consultation>).

The program offers confidential safety and health services, including help on safety and health program topics, to small and medium-sized businesses in all 50 states, the District of Columbia, and several U.S. territories.

Identify resources you need to achieve program goals

If you used the table in Worksheet 2a, go back to the table and add a "Resources or Other Key Needs" column. Some examples are shown below.

Goal	Resources or other key needs
Within the next two months, set up a system for workers to report hazards.	<ul style="list-style-type: none"> • Staff time (both workers and management) • Tracking system
Double the time spent identifying hazards (for example, the time devoted to workplace inspections) in one year.	<ul style="list-style-type: none"> • Staff time • Software for reporting hazards
Within one month, check safety information in manuals for all your mechanical equipment to learn if any safeguards are missing.	<ul style="list-style-type: none"> • Staff time • Access to the inventory of equipment • Time to interview workers who use the equipment to find out <i>why</i> safeguards are missing. (Were they never installed? Are they hard to use?) • Funding to purchase missing equipment safeguards
Ensure that all workers complete required training annually.	<ul style="list-style-type: none"> • Staff time • List of required training • List of workers • Tracking system for training
When an injury occurs, ensure that the worker's supervisor begins an investigation within 24 hours.	<ul style="list-style-type: none"> • Staff time • Process for starting an investigation • Notification system • Training for supervisors on how to start an investigation • Tracking system for recording and closing injury and incident investigations

Goal	Resources or other key needs

Pro Tip

As the examples in the table above show, all the activities for achieving goals need staff time to complete. Consider setting aside a “safety and health program hour” once a week. During this time workers or team can carry out safety and health tasks you assign.