

Worksheet #				
1a	<b>1b</b>	1c	2a	2b
3a	3b	4a	4b	

## Communicate Your Commitment to a Safety and Health Program

Take some simple steps to show your commitment to a safety and health program:

1. Build your case for a safety and health program (Worksheet 1a).
2. Write a safety and health policy (Worksheet 1b).
3. Share your safety and health policy (Worksheet 1c).

### To-Do

- Write a draft policy that reflects your values, commitment, and approach to safety and health.
- Get feedback on the draft policy.
- Sign and date the policy.

### Write a safety and health policy

A written safety and health policy can help you show your commitment. It can signal that safety and health is truly important to your whole organization. It should affirm safety and health as part of the organization's culture. You can build your safety and health program on the statements in your policy—and look at those statements again as you make your program better over time.

Your safety and health **program** is a system of actions. It's the way you protect workers' safety and health in practice. Your safety and health **policy** is a set of statements: the principles on which you'll build your program.

To be useful, your policy should include statements about:

- Why safety and health is important to you and your business.
- Your approach to safety and health in the workplace.
- Protection for workers from retaliation for speaking up about safety or stopping unsafe work.
- Roles and responsibilities for everyone in your program.

Working with your team of safety champions, use the questions below to help you write your policy. (The questions come with sample answers, but these are just examples. Your own statements should fit the needs of your business and your workforce.) Keep in mind that your policy is not set in stone. You'll be reviewing its impact over time, and updating it to respond to changes in your business and the world it operates in.

## Questions (and example answers) to help you write your policy

### How would you describe the importance of safety and health in your business?

"As we run this business, the first thing we think of should be our employees' safety and health."

"Safety and health must be a part of every one of our operations."

"Our safety and health program needs to keep injuries and illnesses to an absolute minimum."

"We will comply with all safety and health laws that apply to us. To do this, management will constantly be aware of conditions in all work areas that can lead to injuries."

### Your statement:

### What is your approach to preventing injuries and illnesses in the workplace?

"We will carry out regular safety and health inspections. Through them, we will find and fix unsafe working conditions or practices, control health hazards, and comply fully with the safety and health standards for every job."

"We will train all employees in good safety and health practices for our work environment."

"We will provide mechanical and physical safeguards as much as feasible."

"We will provide needed personal protective equipment, as well as instructions on how to use and care for it."

“We will investigate every incident promptly and thoroughly. This will let us find the root cause, correct the problems, and avoid another incident in the future.”

**Your statement:**

**What are the roles of workers and managers in your safety and health program?**

“In the end, management is responsible for safety and health in our workplace. But a safety and health program works better when some responsibilities are shared:

- Top management takes responsibility for leading the safety and health program, for how well it works, for making it better, and for providing safe conditions.
- Supervisors are responsible for developing the right attitudes on safety and health in themselves and in those they supervise. They make sure all work is done with the highest regard for the safety and health of everyone involved, including themselves.
- Workers are responsible for following all rules and regulations and always working safely.”

“Workers are the experts on the tasks they carry out and the tools, equipment, and materials they use. We encourage workers to report safety and health concerns and suggest ways to make the workplace safer. They can do so directly with their supervisors, or anonymously using our suggestion box.”

**Your statement:**

**How will you prove to workers that they won't be punished for speaking up or stopping work for safety and health concerns?**

"No employee has to work at a job they know is unsafe or unhealthy."

"We will not tolerate any retaliation, ridicule, or retribution for reporting a safety hazard or stopping work you believe to be unsafe."

**Your statement:**

*DRAFT - UNDER DEVELOPMENT*

**Any other questions related to your business, industry, or workplace:**

**Your statement:**

*DRAFT - UNDER DEVELOPMENT*

## Get feedback on your draft policy

After you've answered the questions above (including any you added yourself), put your policy statements together (see page 5). This is your draft policy.

Share the draft with your team of safety champions to get feedback. Revise it, including with ideas that will help it speak to everyone. Once you are satisfied, sign it and date it. Then you'll get it out to everyone in your business (Worksheet 1c).

**Feedback:**

**Your statement:**

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## Case Study: Building Support for a Safety and Health Policy

Markham Apparel, Inc., is a 12-person company that provides cutting and sewing services for sportswear manufacturers. **The owner formed a team of three people**—herself, the production manager, and a long-time warehouse worker who had made many suggestions for safety improvements over the years.

The owner wanted to get the message across to workers that they could—and should—stop production if they felt an operation was unsafe. She proposed the following policy statement:

*“We expect our employees to stop a job if they see an unsafe operation or behavior. We value the courage of anyone who does this. If there is a stop-work action, we will follow a written procedure for notifying management, investigating and correcting the hazard, and following up on lessons learned.”*

The production manager was concerned this statement could hurt the company’s ability to fulfill its contracts on time, costing it clients. **The team discussed this concern at length.** In the end, they agreed that a new focus on finding hazards before they caused injuries would really prevent disruptions and costs. Production wouldn’t need to be stopped often, they agreed, but it was the right thing to do when it did need to happen. **The team went on to set up the procedure for a stop-work action.**

## Safety and Health Policy

Use this space to draft and then revise your statement.

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Signature

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Date