

## Two Examples of Written Safety Program Contents

### **ANSI A10.38**

- Commitment to safety
- Company safety person
- Statement to responsibility for implementation
- Procedures for coordinating with other employers
- Statement regarding “competent” persons
- Requirements for pre-task safety analysis
- Requirements for new-hire training
- Procedures for periodic task training
- Assignment of responsibility for job site inspections
  - At least daily
- Procedures for recordkeeping
- Procedures for incident investigation
- Designation of management person for review of injury and illness reports
- Emergency response plan
- Discipline policy
- Policy to address substance abuse
- Reference to compliance with all laws and regulations
- Procedure for permits if/when applicable
- Safety procedures for scope of work
- Hazard Communication Program with Material Safety Data Sheets

### **OSHA Small Business ETool**

A. Initiate and Maintain Such Programs as May be Necessary to Comply with this Part-1926.20(b)

#### B. Management Commitment to Safety and Health

- (1) Provide employees with sanitary and safe working conditions
- (2) Assign safety and health responsibilities
- (3) Give safety and health designees authority to correct hazards
- (4) Ensure employees that they may voice safety and health concerns without fear of reprisal
- (5) Inform employees of hazards
- (6) Coordinate hazard communication with other employers on site
- (7) Post the OSHA State or Federal Poster

#### C. Hazard Identification and Determination

- (1) Evaluate operations, procedures, facilities, and equipment to identify hazards
- (2) Monitor exposure levels
- (3) Ensure regular safety and health inspections
- (4) Conduct accident investigations

(5) Determine if engineering or administrative controls or personnel protective equipment are to be used

(6) Develop a Hazard Communication Program and Material Safety Data Sheets

D. Hazard Elimination and Control

(1) Ensure machines and tools are in safe working order and in compliance with relevant standards

(2) Institute engineering and work practice controls to eliminate health hazards

(3) Perform housekeeping to remove hazards posed by scrap and debris in work areas

(4) Provide appropriate personal protective equipment when other controls are infeasible

(5) Guarantee safe means of egress

E. Emergency Response Planning

(1) Develop emergency response plans

(2) Develop fire prevention and protection programs

F. First Aid and Medical

(1) Provide medical services, first aid treatment, and supplies

(2) Ensure availability of emergency rescue for injured employees

(3) Post emergency numbers for physicians, hospitals, or ambulances

G. Training

(1) Train employees to recognize hazards

(2) Train workers to recognize and avoid unsafe conditions [

(3) Provide training on safe work practices and applicable standards

(4) Provide training on safe operation of equipment and machinery

(5) Provide training on hazards of access ladders and stairways

(6) Provide training on confined and enclosed space entry hazards and precautions

H. Recordkeeping and Abatement Verification

(1) Record injuries and fatalities

(2) Maintain medical records

(3) Maintain exposure records

(4) Maintain appropriate documents and tags for abatement verification