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| Safety Program Template |
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| Revised: 2/19/2014 |
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**Safety Program**

Your safety is the constant concern of this organization. Every precaution has been taken to provide a safe workplace. The Safety Coordinator makes regular inspections and holds regular safety meetings. The Safety Coordinator also meets with management to plan and implement further improvements in our safety program. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home.

Responsibilities

The cooperation of every staff member is necessary to make this organization a safe place in which to work. Help yourself and others by immediately reporting unsafe conditions or hazards to your supervisor or to a member of the safety committee. Give earnest consideration to the rules of safety presented to you by posters, signs, discussions with your supervisor, posted department rules, and regulations published in the handbook. Begin right by always thinking of safety as you perform your job, or as you learn a new one.

# Management’s Responsibilities

The most important single element of effective safety activity is the leadership and support of management. If management believes that safety is worthwhile and supports a safety program the probability of preventing accidents is extremely great.

Safety should be built into business operations in the same manner as other good practices of business. Management has the responsibility for providing a safe place of employment.

Management’s responsibilities in safety are to:

* Adopt an effective safety plan.
* Announce to employees that a safety plan has been adopted and strongly urge that all employees support the program to keep the work environment safe. This can be a letter or memo to all employees stating your positive support of safety
* Actively support the plan by personally following safe practices and encouraging others to do so. Employees will follow the example set by management.
* Assume direct responsibility for safety or appoint an individual who will be responsible for successful operation of the program.
* Provide employees with safe tools, equipment and any other resource plus training for its use to do the required job.
* Periodically review accident records to determine if the safety plan is effective.
* Periodically review progress and reemphasize your support of the program.
* Take immediate action to correct any unsafe condition or action.

# Safety Coordinator’s Responsibilities

In order for safety to be effective, one person must be assigned full responsibility for safety activity. The person assigned safety responsibility should be given the authority to carry out the safety program.

Accidents take no time off. There must be someone continually alert to hazardous conditions and correct them ASAP.

The duties and responsibilities of the safety director are:

* Formulates, administers, and makes necessary changes in the accident prevention program.
* Makes regular monthly reports to management of the safety process.
* Maintains accident record system, makes accident report, investigates accidents, and checks to see corrective action is taken.
* Assists in training employees in safety.
* Makes personal safety inspections and supervises safety inspections made by safety committees and others for the purpose of discovering and correcting unsafe work practices before they cause accidents.
* Makes certain that federal, state, and local laws or ordinances are complied with.
* Initiates and conducts activities that will stimulate and maintain the interest of employees in safety.
* Works with safety committee.

# Supervisor’s Responsibilities

Supervisors have an important role for safety in their areas. The supervisors are indispensable to effective safety, for they have immediate contact and control in their areas.

In the final analysis, the program succeeds or fails according to the interest and efforts that the supervisors put forth. If the supervisors show attitudes and manner of conduct that they are in support of safety, they will convince their employees that it is a necessary part of their work and will win their support for it. Supervisors should understand their responsibility for safe working conditions and safe work practices in their departments.

Supervisor’s safety responsibilities and duties are to:

* Select employees who are qualified for the work, which they are to perform.
* Give detailed instructions as to job performance and explain hazards and safety precautions in assigning workers to jobs.
* Provide workers with safe tools and equipment to perform their jobs.
* Train employees in the proper use of the tools and equipment.
* Plan work to see that the workers, materials, and equipment are available to perform the job safely.
* Actively participate in safety promotional activities.
* Personally supervise all hazardous work or work that is new and unusual.
* Regularly inspect and maintain physical properties to insure that good housekeeping practices are followed and that mechanical failures do not occur.
* Personally investigate all accidents and correct any unsafe practices or conditions to prevent reoccurrence.
* Constantly observe work procedures in order to detect and correct any unsafe practices and conditions and develop improved methods.
* Promptly report accidents occurring in their departments.
* See that the injured workers promptly receive first aid or medical treatment.
* Follow disciplinary procedures for violation of the safety and health policy and procedures.

# Employee’s Responsibilities

The Williams-Steiger Occupational safety and Health Act of 1970 requires “that every employer covered under the Act furnish to his/her employees employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his/her employees.” The Act also requires “that employees comply with standards, rules, regulations and orders under the Act which are applicable to their own actions and conduct.”

Employee responsibilities for safety include the following:

* Follow all safety rules and regulations.
* Maintain equipment in good conditions with all safety guards in place when in operation.
* Report all injuries, no matter how minor immediately to a supervisor.
* Encourage co-workers to work safely.
* Attend all safety training that may be required.
* Report unsafe conditions immediately to a supervisor.

Joint Loss Management (Safety) Committee

The Safety Committee brings employees and management together in a non-adversarial, cooperative effort to promote safety and healthful work environment for all employees and others that may work, visit or enter its facilities. The Center encourages employees and management to take an active role in this goal.

* There will be a minimum of 4 individuals in the Safety Committee comprising of equal representation of management and employees.
* The Safety Committee will meet on an as needed basis not less than once per quarter.

Safety rules and guidelines

To ensure your safety, and that of your co-workers, please observe and obey the rules and guidelines appropriate to the general populace or specific jobs:

* Observe and practice the safety procedures established for the job.
* In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee or volunteer treat his own or someone else's injuries or attempt to remove foreign particles from someone else's eye.
* In case of injury resulting in possible fracture to legs, back, or neck, or any accident resulting in an unconscious condition, or a severe head injury, the employee is not to be moved until medical attention has been given by authorized personnel.
* Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
* Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
* Pile materials, boxes, or other equipment so as not to block aisles, exits, fire extinguishers, electric lighting or power panel, valves, etc. Fire Doors and Aisles Must be Kept Clear!
* Keep your work area clean.
* Observe “no smoking” regulations.
* Shut down your machine before cleaning, repairing, or moving it.
* Running and horseplay are strictly forbidden.
* Do not block access to fire extinguishers.
* Do not tamper with electric controls or switches.
* Do not operate equipment until you have been properly instructed and authorized to do so by your supervisor.
* Do not engage in such other practices as may be inconsistent with ordinary and reasonable common sense safety rules.
* Report *any* unsafe condition or acts to your supervisor.
* Help to prevent accidents.
* Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
* Lift properly — use your legs, not your back. For heavier loads, ask for assistance.
* Do not throw objects.
* Clean up spilled liquid, oil, or grease immediately.
* Place trash and paper in proper containers and not in cans provided for cigarette butts.
* When alone in the office, keep doors locked.
* Be planful when you will be entering or leaving the office when it is dark out. Park in the Center’s reserved area when possible. If you feel uncomfortable with the situation, contact the emergency number posted.
* If you find yourself in any situation in which you do not feel safe, remove yourself from the situation and notify your supervisor immediately.
* Adhere to office protocol about setting the alarm and/or letting Audubon staff know that all Center staff are out of the building.

# Safety checklist

It is every paid and volunteer staff member's responsibility to be on the lookout for possible hazards. If you spot one of the conditions on the following list — or any other possible hazardous situation — report it to your supervisor immediately.

* Slippery floors and walkways
* Tripping hazards
* Missing (or inoperative) entrance and exit signs and lighting
* Poorly lighted stairs
* Loose handrails or guard rails
* Loose or broken windows
* Dangerously piled supplies or equipment
* Open or broken windows, file cabinet drawers, or doors
* Unlocked doors and gates
* Electrical equipment left operating
* Open doors on electrical panels
* Leaks of steam, water, oil, other liquids.
* Blocked aisles
* Blocked fire extinguishers, hose sprinkler heads
* Blocked fire doors
* Evidence of any equipment not working properly, including running hot or overheating
* Evidence of smoking in non-smoking areas
* Roof leaks
* Directional or warning signs not in place
* Safety devices not operating properly

# Good housekeeping

Your work location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles.

Disciplinary Policy

We take your safety seriously and any willful violation of safety rules may result in:

* A verbal warning
* A written warning and re-training
* Dismissal

The Center is sincerely concerned for the health and well-being of each member of the employee and volunteer staff.

Accident/Incident Reporting

Employees are required to report all injuries to their supervisors and obtain proper first-aid treatment immediately. Supervisors will complete an Accident Report for all accidents/incidents regardless of whether or not first aid is required.

The following forms and procedures shall be used:

* **Accident Report:** All accidents/incidents must be recorded on the Accident/Incident Report form. This report shall be completed by the supervisor and forwarded to the Office Manager.
* **First Report of Injury** **(State Workers’ Compensation Report):** For all cases requiring medical attention, this report shall be filed in accordance with applicable state laws. The Office Manager will file appropriate state forms with Workers’ Compensation insurance carrier.

Accident/Incident Investigating

Accident investigation is of prime importance in the accident prevention program. Its chief purpose is to determine the cause of the accident so that recurrences can be prevented. An accident is an indication that some hazard, exposure, or condition needs correction if a future accident is to be prevented.

Accident/Incident Investigations shall be conducted as follows:

* The Supervisor shall investigate all accident/incidents requiring doctor care or first-aid.
* The investigation shall include a discussion with the employee and other employees who may have been witnesses.
* The Supervisor shall determine the cause of the accident/incident, take corrective action, and prepare a written report using the Accident/Injury Investigation Report form. The written report should avoid general terms and clearly state the specific cause of the accident.
* The Safety Coordinator and Supervisor shall review accident/incident reports and insure that prompt corrective action has been taken.
* The Supervisor shall follow up to insure compliance with organization policies and to offer such advice and assistance as he/she can.

Training Requirements for safety and health

Circumstances when training may be required:

* All new employees
* Employee disregard for safety rules and regulations
* Whenever new processes or equipment are added

Emergency evacuation and response plans

# Emergency Response Procedures

## Notification

1. Alert staff and tenants, customers and/or on-site contractors to the emergency.

* Notify personnel
* Stop work activities, if necessary
* Lower background noise in order to speed communication
* Begin emergency procedures

1. Call 911 about the emergency and include essential information:

* What happened
* Where it happened
* Whom it happened to
* When it happened
* How it happened
* The extent of the damage
* What aid is needed

1. Rescue and Response

* No one should attempt emergency response or rescue until the okay from emergency personnel has been given and evacuation routes have been identified.
* Enforce the buddy system: No one is to enter the hazardous area without a partner and the okay from emergency personnel. At all times, personnel in the hazardous area should be in line-of-sight or communications contact with the Supervisor.

# Evacuation Procedures

When notified to evacuate, all employees are to immediately evacuate the building/area.

* Walk; do not run, to the nearest exit.
* Assemble in the back parking lot by the sign at the head of the trail for a head count.
* Everyone is to remain in the assembly areas until the head count is completed and your supervisor releases you or gives you further instructions.
* **Supervisor** will notify **Emergency Personnel** when they have accounted for everyone under their jurisdiction.
* No one is to interfere with the public emergency forces during the execution of their respective functions.

Safety and Health Communications

Encourage employees to

* suggest safety and health changes to management
* notify management of any unsafe conditions or equipment
* actively participate on safety committees

Provide all employees with a copy of the safety program

Post information such as notification of safety meetings and the minutes of the meeting

Safety & Health signs and posters

Driver Safety

# Policy

The safety and well-being of our employees is of critical importance to the organization. We therefore each have a responsibility to not only protect ourselves when on the road but also should do our part to protect those around us. Employees that are required to drive on company business at any time will be expected to consistently apply follow all the procedures below.

# Procedures

* When using a vehicle for company business the employee must make sure the vehicle has a current state inspection.
* Employees must provide the Office Manager a copy of their current license.
* All employees are expected to wear seat belts at all times while in a moving vehicle being used for company business, whether they are the driver or a passenger.
* Although use of cell phones - whether personal or business-owned - under any circumstances is strongly discouraged while driving. The use of hands-free technology may be warranted in unusual or emergency circumstances.
* Engaging in other distracting activities including, but not limited to: eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
* Use of alcohol, drugs or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability is prohibited.
* All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior while driving.
* Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
* Employees must promptly report any accidents to local law enforcement as well as to the company in accordance with established procedures.
* Employees are also expected to report any moving or parking violations received while driving on company business and/or in company vehicles.
* Failure to adhere to these procedures may result in disciplinary action per company policy.

EMPLOYEE RECEIPT

*Please sign, detach and return to the Safety Coordinator.*

I hereby acknowledge receipt of the Safety Program of . I understand that it is my ongoing responsibility to read and understand the safety policies and practices.

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| --- | --- | --- | --- |
| Signature |  | Date: |  |
| Print Name |  |  |  |

## NEW EMPLOYEE ORIENTATION GUIDELINE

The Supervisor will review the Employee Safety Handbook with each new employee as a condition of employment. Failure to adhere to these programs as presented may result in disciplinary actions and possible dismissal.

\_\_\_\_\_\_\_\_\_\_ Safety Responsibility

\_\_\_\_\_\_\_\_\_\_ General Rules and Regulations

\_\_\_\_\_\_\_\_\_\_ Housekeeping

\_\_\_\_\_\_\_\_\_\_ Fire Protection

\_\_\_\_\_\_\_\_\_\_ Fall Protection

\_\_\_\_\_\_\_\_\_\_ Hand and Power Tools

\_\_\_\_\_\_\_\_\_\_ Ladders

\_\_\_\_\_\_\_\_\_\_ Equipment and Motor Vehicles

\_\_\_\_\_\_\_\_\_\_ Electrical

\_\_\_\_\_\_\_\_\_\_ Floor and Wall Openings and Stairways

\_\_\_\_\_\_\_\_\_\_ Confined Areas or Spaces

\_\_\_\_\_\_\_\_\_\_ First Aid Medical Procedures