



Loss Control Department  
*Technical Information Paper Series*

# Outline of a Model Safety Program

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# Outline of a Model Safety Program

## ***Introduction***

A successful day can be defined as one in which all goals for that day have been met, or exceeded. Ensuring that everyone who comes to work leaves at the end of the shift in as good a condition as when they arrived must be one of those daily goals.

A safety program—formal or informal—will not succeed without unwavering management support. Whether a safety program succeeds or fails falls squarely on the shoulders of management. This responsibility cannot be abdicated. A consistent culture engendered and nourished by management, which makes it unacceptable to "throw caution to the winds" in the name of production, customer service, or profit, is essential to the welfare of the people and the company.

This checklist is thorough, but not exhaustive. As with all checklists, this one is designed to identify important elements of a safety program. Some elements may not be applicable to your operation, and, there may be others which you need which are not listed here. The user should not assume that if all elements on this checklist are implemented, that a complete safety program is in place. Only the management of an organization can determine whether or not a safety program is adequate to protect its people and property.

## ***1. Basic Program Elements***

- Purpose of program (justification, support)
- Statement of policy; mission statement; safety philosophy
- Principles, goals, objectives, procedures, evaluation and measures
- Organization of safety program (hierarchy; reporting structure; place within the organization; sample organizational chart)
- Assignment of responsibility and authority and accountability (who has specific duties; define responsibilities; roles of management, safety director, supervisor, employee)
- Management support (commitment, direction, role)
- Resources (personnel, material, financial)
- General information about meetings

## ***2. Regulatory Compliance and Recordkeeping***

- Identify pertinent regulations and standards, and relevant agencies: OSHA, EPA, ADA, DOT, CPSC, FDA, USDA, EEOC, etc.
- OSHA requirements and compliance, including recordkeeping; inspections
- Accident and injury/illness records

### ***3. Employee Involvement and Communication***

- Safety and health rules and personal conduct
- Orientation, education, and training
- Suggestions
- Motivation, incentives, awards, awareness (contests, posters)
- Alcohol, drugs, etc. (policies against use/abuse, and policies for testing, disciplinary action, etc.)

### ***4. Safety Committee***

- Roles and responsibilities
- Subcommittees (inspections, incentives and awards, communications, etc.)
- Safety meetings and minutes (schedules, content, etc.)
- Program evaluation
- Reports to employees and management

### ***5. Inspections and Audits***

- Inspection committee (subcommittee of Safety Committee)
- Self-initiated safety/health inspections and compliance with facility policies/rules
- Safety audits
- Reports: who writes them, who gets them, what is done with them; recommendations to management; follow-up; actions, etc.

### ***6. Special Human Resources Programs***

- After-injury procedures
- Americans with Disabilities Act (all aspects: employment, physical access, transportation))
- Anti-discrimination laws and regulations
- Behavior-based safety management
- Customer/consumer safety
- Employer liability
- Fraud prevention
- Hiring, firing, performance evaluation
- Medical evaluation and monitoring
- Personal conduct (horseplay, observing safety rules, etc.)
- Return-to-work/light duty/rehabilitation
- Sexual harassment
- Special needs of disabled employees (training, equipment, life safety, etc.)
- Substance abuse, drug testing
- Workplace violence prevention program
- Wellness

## ***7. Hazard and Incident Analysis***

- Hazard identification and analysis
- Procedures to correct hazards
- Accident investigation
- Accident analysis
- Near miss investigation and analysis

## ***8. Special Safety Programs***

- Back injury prevention
- Bloodborne pathogens
- Confined space entry
- Construction safety, trenching, shoring
- Dock safety
- Electrical safety
- Fall protection and prevention
- First aid, CPR
- Hearing conservation program
- Housekeeping
- Indoor air quality
- Industrial hygiene assessment and monitoring
- Knife safety
- Laboratory safety
- Lasers
- Life safety and evacuation
- Lock-out/tag-out, control of hazardous energy
- Machine safeguarding
- Materials handling and safe lifting
- Office safety
- Personal protective equipment program
  - Training, fit testing
  - PPE hazard assessment
- Robotics
- Safety of visitors, vendors, contractors, customers (policies, safety rules, PPE, etc.)
- Scaffold and ladder safety; work platforms
- Shiftwork/work schedules
- Thermal conditions (heat, cold)
- Video display terminals
- Walking and working surfaces
- Warehousing
- Welding, cutting, hot work

## ***9. Hazardous Materials***

- Hazard communication (OSHA)
- Material safety data sheets
- Hazardous substances inventory
- Hazardous materials handling, transportation, storage, disposal

## ***10. Equipment and Machinery***

- Equipment selection and installation procedures
- Maintenance and repair policies, procedures, records
- Employees fully trained in use and maintenance of all equipment
- Battery charging and changing
- Boiler and machinery inspection and maintenance
- Compressed air equipment
- Grinding and buffing equipment
- HVAC inspection and maintenance
- Lift truck safety and operator training (driving, fueling, etc.)
- Material handling equipment
  - Conveyors
  - Elevators
  - Cranes
  - Elevated equipment (jacks)
  - Hoists, ropes, chains, slings
- Powered platforms, personnel lifts, and vehicle-mounted work platforms
- Tool safety
  - Hand tools
  - Power tools (portable)
  - Powder actuated tools

## ***11. Transportation and Fleet Safety***

- Driver Selection
- Driver Orientation
- Driver Training
- Driver Supervision
- Vehicle Selection
- Vehicle Inspection and Maintenance
- Accident Reporting and Analysis
- Driver Records
- Vehicle Records
- Regulatory Compliance (DOT)
- Driver Incentive Programs (may be separate from other incentive programs)

## **12. Property Safety and Protection**

### ***General***

- Facility shutdown procedures (both routine and emergency)
- Lighting (interior and exterior)
- Storage areas

### ***Exterior***

- Parking lots, driveways, curbs, roads, sidewalks
- Fences, gates (holes, gaps, locks)

### ***Emergency Preparedness***

- Emergency Preparedness Plan
- Evacuation planning ; life safety; means of egress
- Natural hazard preparedness

### ***Fire Prevention And Protection***

- Fire extinguishers
- Fire department connections
- Fire brigade
- Smoke and heat detection devices
- Alarms
- Smoking controls
- Electrical safety
- Sprinkler system maintenance and testing
- Storage and use of flammable and combustible materials

### ***Security***

- Security systems
- Guard force, alarms, etc.
- Cash, valuables
- Premises security, fencing

## ***References***

1. *Accident Prevention Manual for Business and Industry*, 11th ed. (Chicago: National Safety Council, 1996)
2. *Fundamentals of Industrial Hygiene*, 4th ed. (Chicago: National Safety Council, 1998)
3. *Fire Protection Handbook*, 18th ed. (Quincy, Mass.: National Fire Protection Association, 1997)
4. *National Fire Codes*. (Quincy, Mass.: National Fire Protection Association, current year)
5. Occupational Safety and Health Standards. *Code of Federal Regulations*, Title 29, Parts 1910-1926. (Washington, DC: Department of Labor, Occupational Safety and Health Administration, current year)

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