

CHAPTER 2

THE OUTLINE FOR A SAFETY AND HEALTH PLAN

I. MANAGEMENT COMMITMENT

A. Policy Statement

1. May include safety and health goals
2. Illustrates management involvement in workplace safety and health

B. Objectives for the Safety and Health Program

1. Based on the priorities of your workplace
2. Should be measurable with time frames for completion

C. Assignment of Responsibility for Safety and Health

1. Descriptions of duties
2. Policy on accountability

II. HAZARD ASSESSMENT AND CONTROL

A. Hazard Assessment and Correction

1. Initial survey by CAL-OSHA consultant or other professional
2. Periodic surveys and sampling
3. Employee reporting of hazards
4. Tracking of identified hazards and their correction

B. Accident Investigation

1. Identification of causes and their correction
2. Preventive actions
3. Monitoring workplace injuries and illnesses

C. Record Keeping

1. CAL-OSHA 300 (Log and Summary of Occupational Injuries and Illnesses)
2. Material Safety Data Sheets

3. Employee access to personal medical and exposure records
 4. Other required or appropriate records
- D. Equipment Monitoring and Maintenance Program
1. Production equipment
 2. Personal protective equipment

III. SAFETY PLANNING, RULES, AND WORK PROCEDURES

A. Control of Potential Hazards

With regard to equipment design, purchasing, engineering, maintenance, and production

B. Safety Rules

1. General
2. Specific to tasks, based on safe work procedures
3. System for informing employees

C. Work Procedures

1. Analysis of tasks to develop safe work procedures
2. Implementation

D. Employee Involvement

1. Reporting hazards
2. Enforcement of rules
3. Disciplinary procedures and reorientation

E. Emergency Procedures

1. First aid
2. Emergency medical
3. Fire, egress

IV. SAFETY AND HEALTH TRAINING (INITIAL AND REFRESHER)

A. Supervisors

1. Safety and health policy, rules, and procedures
2. Hazards of the workplace and how they are best controlled
3. Accident investigation

B. Employees

1. New employee safety orientation
2. General and specific rules
3. Use of personal protective equipment
4. Preparation for emergencies
5. Training required by CAL-OSHA standards
6. Safe work procedures