

## **Step 8**

### **Written and Communicated Safe Work Practices**

Safe work practices are essential to a safe work environment. Written procedures should be developed and used to guide your company's safety effort. These in turn need to be communicated to all management and hourly employees.

The safety manual or handbook should include company wide work practices, OSHA specific written procedures and job or task specific safe operating procedures. The manual should also include Safety Policy Statement, Management and Employee Responsibilities and General Work Rules. Ask your employees or Safety Committee to help in developing these guidelines.

Examples of some of the information that should be included:

- Safety Policy Statement
- Management and Employee Safety Responsibilities
- Safety Coordinator Responsibilities
- General Work Rules
- Housekeeping
- Proper Lifting
- Personal Protective Equipment
- First Aid Procedures
- Hazard Communication
- Lockout/Tagout
- Fire Extinguisher Operation
- Safe Use of Tools and Equipment
- Machine Guarding and Safe Operating Procedures
- Emergency Evacuation
- Bloodborne Pathogens if applicable
- Job Specific Safe Work Practices

Other items should be included as necessary.

## **SAFETY MANUAL TABLE OF CONTENTS**

### **SECTION I            GENERAL**

- A. SAFETY POLICY STATEMENT
- B. EMPLOYEE COMMITMENT TO SAFETY
- C. MANAGEMENT SAFETY RESPONSIBILITIES
- D. SUPERVISOR SAFETY RESPONSIBILITIES
- E. SAFETY COMMITTEE GUIDELINES
- F. SAFETY COORDINATOR RESPONSIBILITIES
- G. EMPLOYEE RESPONSIBILITIES
- H. REPORTING AND CORRECTING UNSAFE CONDITIONS
- I. SAFE WORK RULES AND PRACTICES
- J. POSITIVE COUNSELING
- K. CORRECTING UNSAFE BEHAVIOR
- L. TRANSITIONAL DUTY POLICY

### **SECTION II   SAFETY TRAINING**

- A. SAFETY TRAINING GUIDELINES
- B. HOW TO TRAIN
- C. SUPERVISOR SAFETY MEETINGS
- D. SAFETY MEETING SUPERVISOR'S REPORT
- E. NEW EMPLOYEE SAFETY TRAINING SIGN-OFF FORM
- F. DEPARTMENT SPECIFIC SAFETY TRAINING CHECK-OFF FORM

### **SECTION III   EMPLOYER SAFETY PROCEDURES**

- A. GENERAL HOUSEKEEPING GUIDELINES
- B. SAFE LIFTING
- C. ACCIDENT REPORTING AND INVESTIGATION GUIDELINES/FORM
  - SUPERVISOR ACCIDENT INVESTIGATION FORM
  - EMPLOYEE INJURY REPORT
- D. PERSONAL PROTECTIVE EQUIPMENT
- E. MEDICAL SERVICES AND FIRST AID
- F. ACCIDENT/INJURY CLEAN-UP PLAN  
(BLOODBORNE PATHOGENS GUIDELINES)
- G. MONTHLY SAFETY INSPECTION GUIDELINES

### **SECTION IV   SPECIAL SAFETY PROCEDURES**

- A. ELECTRICAL SAFETY GUIDELINES
- B. HEARING CONSERVATION GUIDELINES
- C. FLOOR, PLATFORM AND WALL OPENING PROTECTION
- D. LOCKOUT/TAGOUT GUIDELINES
- E. HAZARD COMMUNICATION GUIDELINES
- F. MAINTENANCE WELDING AND CUTTING
- G. PRODUCTION WELDING AND CUTTING
- H. HOT WORK PROCEDURES AND PERMIT

- I. RESPIRATORY PROTECTION GUIDELINES
- J. CONFINED SPACE ENTRY GUIDELINES

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### **SECTION V           SAFE USE OF EQUIPMENT AND TOOLS**

- A. SAFE USE OF STEP, PORTABLE AND EXTENSION LADDERS
- B. SAFE USE OF HAND, PORTABLE POWERED AND AIR POWER TOOLS
- C. CRANE AND HOISTING EQUIPMENT SAFETY
- D. SAFE USE OF COMPRESSED GAS CYLINDERS AND COMPRESSED AIR EQUIPMENT
- E. MACHINE GUARDING

### **SECTION VI FIRE PROTECTION AND EMERGENCY ACTION PLAN**

- A. FIRE PREVENTION PLAN
- B. SAFE USE AND HANDLING OF FLAMMABLE AND COMBUSTIBLE LIQUIDS
- C. SAFE USE OF PORTABLE FIRE EXTINGUISHERS
- D. EMERGENCY REPORTING AND EVACUATION PROCEDURES

### **SECTION VII MATERIAL HANDLING EQUIPMENT**

- A. FORK-LIFT SAFETY PROGRAM
- B. MANUAL AND ELECTRICALLY OPERATED PALLET JACKS

### **SECTION VIII OSHA**

- A. WHAT OSHA EXPECTS
- B. OSHA RECORDKEEPING FORMS/GUIDELINES
- C. OSHA INSPECTION PROCESS
- D. WHAT TO DO IN CASE OF AN OSHA INSPECTION
- E. ACCESS TO EMPLOYEE EXPOSURE AND MEDICAL RECORDS