

EANE

Safety Roundtable



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Outline For A Safety Program

I. Introduction

- A. Purpose of the Safety Program
- B. Importance of Workplace Safety
- C. Overview of Company Commitment to Safety

II. Objectives of the Safety Program

- A. Reduce Workplace Injuries and Accidents
- B. Comply with Legal and Regulatory Requirements
- C. Promote a Culture of Safety
- D. Enhance Employee Awareness and Training

III. Safety Program Framework

- A. Safety Policy Statement
 - 1. Vision and Mission for Safety
 - 2. Management's Commitment
- B. Roles and Responsibilities
 - 1. Safety Officer/Committee
 - 2. Managers and Supervisors
 - 3. Employees
- C. Communication Plan
 - 1. Safety Meetings
 - 2. Incident Reporting Systems
 - 3. Safety Bulletins and Updates

IV. Risk Assessment

- A. Identify Hazards
 - 1. Workplace Inspections
 - 2. Employee Feedback
- B. Risk Analysis
 - 1. Assess Severity and Likelihood
 - 2. Prioritize Risks for Mitigation
- C. Action Plan Development
 - 1. Control Measures
 - 2. Resource Allocation

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Outline For A Safety Program (continued)

V. Training and Education

A. Initial Safety Training

1. Orientation for New Employees
2. Specific Job Training

B. Ongoing Training Programs

1. Safety Refreshers
2. Specialized Training (e.g., equipment operation, first aid)

C. Evaluation of Training Effectiveness

VI. Implementation of Safety Measures

A. Safety Equipment and Personal Protective Equipment (PPE)

B. Safety Procedures and Protocols

1. Emergency Response Plans
2. Incident Reporting Procedures

C. Environmental Safety Controls

VII. Monitoring and Evaluation

A. Regular Safety Audits and Inspections

B. Incident Tracking and Analysis

C. Feedback Mechanisms

1. Employee Surveys
2. Safety Committee Reviews

D. Continuous Improvement Strategies

VIII. Reporting and Documentation

A. Incident Reporting Process

B. Safety Records Maintenance

1. Training Records
2. Audit Reports

C. Compliance with Regulatory Requirements

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IX. Recognition and Incentives

- A. Employee Recognition Programs
- B. Safety Performance Incentives
- C. Celebrating Safety Achievements

X. Conclusion

- A. Commitment to a Safe Work Environment
- B. Future Goals for the Safety Program
- C. Encouraging Employee Participation and Input

XI. Appendices

- A. Sample Safety Policy
- B. Risk Assessment Template
- C. Training Checklist
- D. Incident Report Form

This outline provides a structured approach to developing a comprehensive safety program that addresses all critical aspects of workplace safety. Adjustments can be made based on the company's specific needs and context.