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Basic Elements of an Effective Safety and Health Program

Maine Department of Labor

Safetyworks!

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BASIC ELEMENTS OF AN EFFECTIVE SAFETY AND HEALTH PROGRAM

A. Management Commitment and Leadership.

1. Policy statement: goals established, issued, and communicated to employees.
2. Program revised annually.
3. Participation in safety meetings, inspections, agenda items in meetings.
4. Commitment of resources is adequate.
5. Safety and health rules and procedures incorporated into site operations.

B. Assignment of Responsibility/Fixing Accountability.

1. Safety and Health designee on site, knowledgeable and accountable.
2. Supervisors (including foremen) understand their safety and health responsibilities.
3. Employees adhere to safety and health rules.

C. Identification and Control of Hazards

1. Periodic site safety and health inspection program involves supervisors and foremen.
2. Preventative controls in place (PPE, maintenance and engineering controls.)
3. Action taken to address hazards.
4. Safety and health committee, where appropriate.
5. Technical references available.
6. Enforcement procedures by management.
7. Work habits modified as required.
D. Industrial Hygiene Program

Safety and health/industrial hygiene are two different but related disciplines; historically, one envisions a safety and health program as one that is designed to prevent/minimize injuries and illnesses in the workplace. This document provides guidance in developing such a program. The following information is provided to outline areas of the program that are unique to the health discipline and are critical to ensuring your program is comprehensive:

1. In performing site inspections, a baseline survey of health hazards shall be accomplished through an initial assessment. These may involve complete industrial hygiene engineering studies before equipment or process installation in general industry or in pre-job planning in construction. The use of recognized procedures for all sampling, testing,

2. Based on a review of monitoring records and material safety data sheets, known potential hazard areas shall be checked for possible problems in work practices, ventilation, storage, handling and use of toxic materials, emergency equipment, respirator usage and maintenance, and radiation and noise protective measures where applicable.

E. Training and Education and Implementation of that into the Work Force.

1. Supervisors and foremen receive basic training.
2. Specialized training taken when needed.
3. Employee training program exists, is ongoing, and is effective.
4. Work habit modification is a goal to reduce injuries.

F. Recordkeeping and Hazard Analysis.

1. Records of employee injuries/illnesses are maintained and posted.
2. Supervisors perform accident investigations, determines causes and proposes corrective action.
3. Injuries, near misses and illnesses are evaluated for trends and similar causes; corrective action initiated.

G. First Aid and Medical Assistance.

A tailored program designed to meet the needs of the workplace. Must include methods will use to prevent illness and injury and how you will manage injuries.