

TOOLBOX TALK

HEALTH & SAFETY



Six Components of a Health & Safety Plan

Employers are required to have an accident prevention program. These six components are critical to having an effective safety and health plan:

Leadership Involvement: The implementation of an effective prevention program includes a commitment by the employer to provide the visible involvement of top management, so that all employees fully understand that management has a serious commitment to the program. Studies have shown that management involvement in your program have a direct impact on reducing your DART and TRIR rates.

Worker Participation: Employees and management should participate in a process to identify potential hazards in the workplace. Examples of employee participation includes:

- Accident, Illness, Injury, and Near-Miss tracking and investigations
- Hazard Monitoring and Employee Exposure Reports
- Creating a Process to plan, evaluate, and implement Hazard Controls
- Conduct Workplace Inspections and Investigations
- Conduct Surveys of Work-Related Health Problems
- Make Recommendations for Workplace Improvement (ex. Stop Work)

Hazard Identification & Assessment: Work between management and employees to assess the hazard by creating a job hazard analysis to help identify ways to prevent and control workplace hazards.

Hazard Prevention & Control: To prevent and control hazards effectively, one must look at eliminating hazards and bringing about real change by using OSHA's Hierarchy of Controls/Systems of Safety approach. Look first to eliminate hazards by making changes that address hazards at their source. If hazards cannot be completely eliminated, hazard control methods involving Engineering Controls are the next best way to address hazards.

Education & Training: Employees should be provided education and training about workplace hazards and how they can be prevented, eliminated, or controlled. Education can include orientation, safety manuals, and SDS sheets for the different chemicals and materials they will be handling. Workplace specific training should be done by a qualified employee and be given to those who operate equipment and machinery for their job.

Program Evaluation: The real test of an effective health and safety prevention program is whether it prevents, removes, and controls hazards. There are a variety of ways to evaluate the program for preventing illnesses and injuries, including:

- Workplace Inspections and Training
- Measurements and Tests of Worker Exposure
- Record Accidents, Illnesses, Injuries, and Near Misses
- Record Hazard Identification and Removal/Control of Hazards
- Compliance with Federal and State Law

Six Components of a Health & Safety Plan

Take Home Point:

Do your part to ensure you have an effective health and safety plan. Remember, it doesn't work unless everyone buys in and works together.

Date: _____

Safety Leader: _____

Crew Members:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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