



**armorex™**

# Safety Plan

**Your business slogan here.**

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# 1. INTRODUCTION

## 1.1 Overview

A safety plan is a comprehensive plan that will prevent your company from potentially fatal accidents. This plan helps minimize possible injuries and prevent employees and the entire company from future harm. As this is an evolving document, always ensure that the appropriate employees have the most recent version of the safety plan in their possession.

## 1.2 Purpose

The purpose of this document is to offer a structured methodical framework for [YOUR COMPANY NAME'S] safety plan. This plan will allow the safe operation of the company by identifying physical and health hazards that can harm employees. The plan will outline certain procedures to prevent accidents and take action when hazards occur. This document will also serve as a blueprint to keep workers safe by compiling activity-specific safety plans into a manual. This document can also help prepare for special emergencies.

## 1.3 Goals

In the course of completing this document, you will highlight the goals and priorities of your organization and develop a plan to achieve such goals. These goals can include any of the following:

- Development, implementation, and maintenance of a safe workspace for all employees

- Consistently improving the safety plan to reduce incidents and ensure long-term safety and wellness
- Zero incidents and celebrating a great safety record
- Control of costs relating to workers' compensation insurance coverage

## 1.4 Objectives

The primary objective of a safety plan is to protect company employees from work hazards by providing safe working conditions and reducing occupational risks. This detailed document provides guidance in the event of fire, accidents, natural disasters, and other safety-threatening emergencies. With this safety plan, employees can understand their roles and responsibilities when responding during hazardous situations. Following this safety plan should help remove any dangers and improve overall working conditions.

## 2. Roles and Responsibilities

Make the roles and responsibilities for both employer and employees clear to avoid misinterpretation. Remember, the more comprehensive your safety plan, the better your hazard prevention and the safer your company remains.

### 2.1 Employer Responsibilities

The Employer is responsible for providing employees with a workplace free of possible hazards. Offices and buildings should be free of hazards that can cause physical harm. Your company should use various techniques to show commitment to workplace safety and overall health. Here are some ways to demonstrate commitment:

- Attending safety meetings
- Setting an example to follow rules and regulations
- Permitting free access to tools and equipment for safe execution of a job
- Attending employee training programs if appropriate to reinforce employee training
- Actively participating in or leading health and safety committees
- Keeping the company aware by presenting on safety and health topics
- Regularly emphasizing to the community the organization's concern with safety and health
- Conducting regular inspections
- Providing employees with training on specific safety issues and equipment
- Following up after safety incidents with thorough accident investigations, correcting problems and implementing post-accident employee training
- Recognizing and rewarding employees with the best health and safety suggestions and practices

Your company should also provide appropriate medical examinations for employees in order to maintain a healthy team. Test results should be on file and maintained appropriately following federal rules and regulations relating to privacy.

## 2.2 Employee Responsibilities

As much as it is [YOUR COMPANY NAME'S] responsibility to provide a completely safe environment for workers, each employee also plays a role in a successful safety plan. We ask workers to understand and agree to this vital responsibility to work in the best possible manner. Workers taking responsibility for their safety encourages individual wellness. [YOUR COMPANY NAME] encourages employees to communicate about safety concerns and offer suggestions to improve overall safety.

The major responsibilities of an employee include:

- Seeking permission and obtaining training before operating machinery if it is part of the employee's regular duties. Workers should undergo training prior to using any powered industrial trucks.
- Requesting clarification or help if unsure about the safety of a particular job and stopping the work immediately until there are clear instructions or guidance to proceed.
- Never engaging in scuffling, horseplay, and other activities that could put the team in danger.
- Avoiding going to work under the influence of alcohol and/or drugs. Never reporting to work impaired by illness, fatigue, or other causes that may expose the worker or others to dangerous working conditions.
- Always staying true to the company's safe working rules and overall policies.

- Putting on necessary safety and protective equipment at all times in various work locations.
- Handling equipment and work processes in accordance with established procedures and documented protocols.
- Raising or lifting heavy objects using the appropriate techniques to avoid injuries and accidents.
- Taking note of and reporting unsafe conditions, injuries, and deficiencies in equipment to management early.
- Following all management instructions for safe conduct.
- Participating in accident prevention and safety training and instruction, including the practice drills.



## 3. Safety Plan

Once employees and employers understand their fundamental responsibilities, it becomes imperative to follow the appropriate safety plan. Here's a breakdown of [YOUR COMPANY NAME'S] safety plan:

### 3.1 Incident Investigation

It is [YOUR COMPANY NAME'S] policy to completely investigate illnesses and injuries to understand the cause and how to prevent them from recurring. The Incident Investigation process helps [YOUR COMPANY NAME] improve work processes to create a safer workplace.

Here are important procedures for investigating employee incidents:

1. Dial 911 in an emergency situation.
2. The appropriate team supervisor should report injury or illness cases and complete the necessary paperwork for the safety team follow up, insurance carrier needs, or human resource actions.
3. Create and use a company Incident Reporting Form that includes the investigation report and the team supervisor report.
4. Always review the incident investigation report with the safety committee and management to know the right corrective action, training, or other changes to make in the safety plan.
5. Safety corrections may include counseling and employee coaching to improve safety, prevent injuries, and correct unsafe behaviors.

### **Injury and Illness Reporting**

In scenarios of serious injuries, there are time-sensitive requirements for reporting. Employees and the appropriate team supervisor should report serious injuries as soon as possible. It's important to report injuries within eight hours to twenty-four hours, depending on the severity of the condition.

## 3.2 Hazard Identification and Assessment

[YOUR COMPANY NAME] assesses the potential hazards employees may face through the normal workday. The team supervisor is responsible for collecting, organizing, and reviewing information to know the types of current hazards or potential ones. Here is some relevant information workplace employers and employees should consider:

- Operating manuals for equipment and machinery
- Self-inspection reports and inspection reports from insurance carriers, consultants, and government agencies
- Workers' compensation reports and relevant records
- History of previous illnesses and injuries
- Safety data sheets (SDS) from chemical manufacturers
- Existing health and safety plans, including process safety management, personal protective equipment, confined spaces, lockout, and others
- Patterns of frequently occurring injuries
- Results of work hazard analysis, also known as job safety analysis

### Work Hazard Analysis

[YOUR COMPANY NAME] conducts a detailed work hazard analysis, outlining the steps and tasks of a job and controls in place to avoid possible hazards. The analysis is helpful for building, updating, and maintaining the safety training and education program.

[YOUR COMPANY NAME'S] safety representatives identify the work process, list steps important in performing the task, identify possible hazards, and develop an action plan for correction.

## Job Hazard Analysis for [COMPANY JOB OR WORK PROCESS]

Evaluation Date: \_\_\_\_\_

Steps to Perform a Job	Description of Hazard in Steps	Action Plan for Hazard Control	Level of Importance (Low (L), Medium (M), or High (H))	Other Relevant Comments
Step 1				
Step 2				
Step 3				

### 3.3 Hazard Prevention and Control

[YOUR COMPANY NAME] prioritizes regular inspections along with employee feedback or reports to keep hazard information correct. With the continual identification of hazards, the following standard methods are imperative for control:

- **Safe Work Practices:** For continuous protection of employees from all work-related hazards, implementation of specific workplace rules is imperative. Such rules include procedures relating to use of possibly dangerous equipment.

- **Training:** All employees go through the necessary safety classes to identify and avoid hazards during orientation. Managers and safety representatives also highlight hazards workers may encounter and the safe work procedures.
- **Personal Protective Equipment:** Safe work practices may not be completely efficient in eliminating hazards. Hence, use of personal protective equipment (PPE) like face shields, safety glasses, hardhats, and steel-toed safety boots may be vital.
- **Engineering Controls:** [YOUR COMPANY NAME] strives to ensure work environment and the job reduces or eliminates exposure to work hazards. Hence, employers remove hazards from equipment, facilities, and processes through design.
- **Enforcement:** Employing safe working practices are conditions for employment, and violation of the safety rules can be a cause for corrective action or employment termination.
- **Administrative Controls:** Some administrative controls like additional relief workers, exercise breaks, and rest breaks may help reduce work hazards by controlling stress. Administrative controls are in conjunction with other controls

### 3.4 Internal Communication

For the success of [YOUR COMPANY NAME'S] safety, internal communication on safety issues is vital. Here are some of the major ways to communicate with employees:

- Review safety plan upon hiring
- Safety meetings are held at least every \_\_\_\_\_ (list days/month).  
[YOUR COMPANY NAME] reviews safety meeting minutes to follow up proper

action planning. If necessary, review other methods to ensure safety communication with employees

[YOUR COMPANY NAME] has various helpful procedures for proper communication. Employees may submit safety concerns with management through: **(list the types of communications methods you make available to your employees, such as those below)**

- Online safety site on the Internet
- Safety suggestion boxes (include a list of locations)
- Telephone “care line”
- Third-party hotline.

## 3.5 Training Programs

For the safety of employees, initial and ongoing safety training is imperative. [YOUR COMPANY NAME’S] safety orientation helps introduce new employees to the organizational culture and structure.

The purpose of the training program is to provide workers with specialized training when work involves certain hazards. It also provides employees with the necessary knowledge and skills for work safety to avoid creating hazards that affect safety.

[YOUR COMPANY NAME’S] safety training is for employees:

- When cross training on new types of equipment
- When new substances, procedures, or equipment are introduced to the workplace and represent a new hazard
- When starting new job assignments

# 4. Action Plan

After creation of a suitable safety plan, you need an action plan on how to implement the planning phases and the final plan when necessary.

## 4.1 Key Personnel

Assign the key personnel and distribute the duties and responsibilities for safety. The list of assigned staff must be updated and distributed amongst the key people.

## 4.2 Record Keeping

[YOUR COMPANY NAME] is responsible for maintaining records of applicable safety-related programs. Records remain in a file at [LIST LOCATION] by [COMPANY REPRESENTATIVE NAME].

Some common regulations that require record keeping are:

- Lockout/Tagout
- Noise/Hearing
- Hazard Communication
- Bloodborne pathogens
- Personal Protective Equipment (PPE)
- Employee Exposure/Medical Records

# 5. Implementation

## 5.1 Month 1

Summarize the key tasks to be completed during the first month of implementing the safety plan.

Task / Procedure	Status	Responsible person

## 5.2 Subsequent Months

Explain the implementation of the safety plan for the subsequent months, as needed.  
Focus on strategic tasks.

Task / Procedure	Status	Responsible person