

STEP 1

Visible, Active Senior Management Leadership

For a safety program to be truly effective, it must start at the top. It should have a higher purpose than simply complying with OSHA. Although OSHA compliance is important, if that is the only purpose of a company's safety effort the safety program will not be as effective as it should be. Safety needs to be considered a core organizational value that directly contributes to the overall success, growth and profitability of the company. Safety is an investment in the continued success of the company.

Safety should start with a Mission Statement. That mission should reflect the importance safety has to the organization and it should tie directly into the overall

Corporate Mission.

The following is a sample of the *Safety Mission Statement*.

It is the full intent of our Corporation to provide as safe and healthful work environment as possible. By doing so we will protect our most vital assets and contribute directly to our company's continued growth, success and profitability.

What are a company's most valuable assets?

- Employees
- Property
- Equipment
- Service, Sales or Production Capabilities
- Financial Strength
- The Company's Good Name

This is what an effective safety program management system is designed to achieve. This will only happen if upper management takes the necessary leadership role to make it happen.

What should upper management be doing:

- Promote safety as a key organizational value. (This needs to be made clear to everyone in the company)
- Authorize needed resources to ensure the safety program is successful.
- Establish clear management safety responsibilities for all levels of management.
- Set high goals and standards for performance.
- Hold everyone accountable for the success of the program.
- Measure results and strive for continuous improvement.
- Stay actively involved in the process.
- Accept no excuse for failure.
- Constantly promote the value of the safety program.

MANAGEMENT SAFETY RESPONSIBILITIES

All levels of management are committed to ensuring that every effort is made to assure that safety is a primary consideration at all times. The following has been developed to clearly outline each management level's safety responsibilities.

SENIOR MANAGEMENT:

- * Sets the tone and commitment for the safety program and communicates this to all levels of management.
- * Establishes yearly safety performance goals and objectives.
- * Holds all levels of management responsible and accountable for the safety performance of the company.
- * Clearly demonstrates the company's commitment to the safety program by allocating appropriate resources, manpower and direction necessary to accomplish the company's goals and objectives.
- * Reviews monthly statistical and injury reports and tracks safety performance.
- * Reviews all serious accidents and where appropriate expresses the company's concern to the injured employee and the employee's family.

SUPERVISORS:

- * Follows closely and requires all of his/her employees to follow all safety rules and guidelines.
- * Conducts new employee safety orientation and covers departmental specific safety training.
- * Conducts monthly safety meetings and employee safety contacts.
- * Thoroughly investigates all employee accidents and injuries. Reports these immediately to their department manager and takes the necessary corrective action as soon as possible.
- * Conducts regular departmental safety inspections to ensure that safe working conditions are being maintained at all times.
- * Corrects unsafe conditions and unsafe acts as they occur and documents corrective action taken on each.
- * Communicates the company's commitment to the safety program to their employees and holds them accountable for their individual safety performance.

SAFETY COORDINATOR RESPONSIBILITIES

An appropriate management level individual will be designated as the Safety Coordinator. This individual will be given the necessary authority to carry out the responsibilities of the job. Management will give the individual the utmost support and cooperation.

The following responsibilities are included:

- * Will conduct New Employee Safety Orientation and Training and will work closely with other employees that will be involved in safety training.
- * Will conduct Facility Safety & Housekeeping Inspections and recommend needed corrections immediately.
- * Will counsel employees on safe work behavior.
- * Will communicate the effectiveness of the safety program to senior management.
- * Will review the safety program constantly and update the program as necessary.
- * Will review all accident reports and will investigate, along with foremen/supervisors, all serious accidents.
- * Will provide leadership in directing the safety program.
- * Will work closely with foreman/supervisor on safety related issues.
- * Will stay up to date on all OSHA regulations affecting the company and communicate changes to all management/employees.
- * Will train all foremen/supervisors on the safety program and changes in company, state or federal safety regulations.
- * Will lead by example and follow all company safety policies.