

EFFECTIVE HEALTH AND SAFETY PROGRAMS: DEVELOPING YOUR INJURY AND ILLNESS PREVENTION PROGRAM



Having an effective health and safety program can help your workplace prevent injuries and illnesses among employees as well as reduce the associated direct and indirect costs. Below are the essential elements of an effective program.

Assignment of a Responsible Person(s)

It is important that someone be put in charge of the program. This means that a specific person in your workplace has been assigned the responsibility and authority for employee safety and employees know who this person is.

Investigation of Accidents, Injuries, Illnesses and Near Misses

Accidents, injuries, illnesses, exposures and near misses are investigated. This information should be analyzed for hazards and underlying problems.

Hazard Identification

Inspections to identify hazards are conducted on a regular basis and job tasks are analyzed for potential safety and health risks.

Hazard Control

Steps are taken to eliminate or reduce hazards (e.g., engineering controls, policies and procedures, work practices, appropriate personal protective equipment, etc.) in a timely fashion.

Communication with Employees About Safety

There is a system, such as a health and safety committee, tailgate meetings or suggestion boxes, for communicating with your employees about safety and for encouraging them to speak up about workplace hazards without fear of reprisal. Employees receive information about the safety program and safety issues related to their jobs (including about any chemicals they use).



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Employee Training

Health and safety training is provided to all employees about the hazards in their job and the safety procedures that will protect them. This training is provided in a manner they understand.

Employee Compliance with Safety

There are procedures for ensuring that all employees comply with the safety rules that have been explained to them.

Record Keeping/Documentation

Records are kept to document scheduled inspections, actions taken to correct problems, names of workers trained, the dates and types of training provided.



Adapted from materials developed for California's Worker Occupational Safety and Health Training and Education Program (WOSHTEP).