

Toolbox Safety Talk: What Goes into a Safety & Health Plan?

SIGN IN: Full Names below. Who conducted or Led this Talk: _____	
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SUMMARY

1. It's not 1 size fits all. OSHA expects the employer to customize it to your job and your hazards.
2. Needed: Management Commitment & Employee Involvement: Yes, we are all on the same team!
3. Do you value safety? Is it a "Have to" or is it a "Want to"?

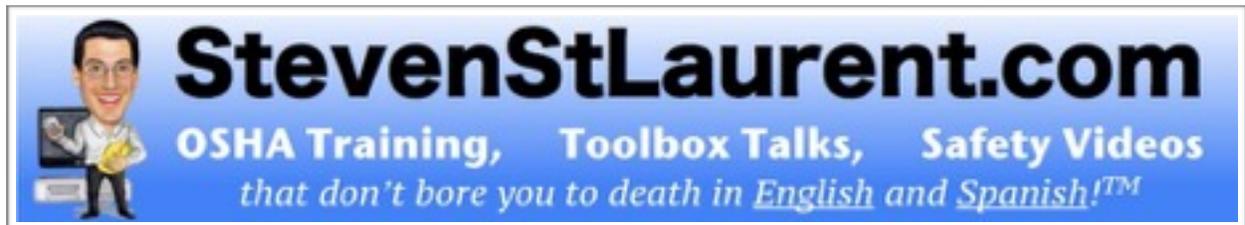
Notes:

Written Policies/Programs Required for pretty much any workplace:

- | | |
|--------------------------|-------------------------------------|
| 1.) Assess for Hazards | 12.) Chemicals |
| 2.) Report Incidents | 13.) Electricity |
| 3.) Training | 14.) Ladders |
| 4.) Discipline | 15.) Lifts/Vehicles |
| 5.) Violence | 16.) Tools/Machines |
| 6.) Medical Surveillance | 17.) Slip, Trips & Falls |
| 7.) Cell Phones | 18.) The General Duty Clause: (i.e. |
| 8.) PPE | Extreme Weather, |
| 9.) First Aid/Bloodborne | Ergonomics) |
| 10.) Emergencies | 19.) Additional topics... |
| 11.) Fire/Housekeeping | |

REFERENCES

On the following pages I have taken **excerpts** from a very helpful 40-page PDF that OSHA created for each Construction and General Industry (which means manufacturing, facilities, restaurants, hospitals or any other workplace). Basically, it's almost the same document. Those full PDF's are found here: <https://www.osha.gov/shpguidelines/download-recommendedpractices.html>



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Management Leadership



Worker Participation



Find and Fix Hazards



Recommended Practices for **Safety** and **Health** Programs



Occupational Safety
and Health Administration

www.osha.gov/shpguidelines

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10 EASY THINGS TO GET YOUR PROGRAM STARTED

If these recommended practices appear challenging, here are some simple steps you can take to get started. Completing these steps will give you a solid base from which to take on some of the more structured actions presented in the recommended practices.

1. SET SAFETY AND HEALTH AS A TOP PRIORITY

Always set safety and health as the top priority. Tell your workers that making sure they finish the day and go home safely is the way you do business. Assure them that you will work with them to find and fix any hazards that could injure them or make them sick.

2. LEAD BY EXAMPLE

Practice safe behaviors yourself and make safety part of your daily conversations with workers.

3. IMPLEMENT A REPORTING SYSTEM

Develop and communicate a simple procedure for workers to report any injuries, illnesses, incidents (including near misses/close calls), hazards, or safety and health concerns without fear of retaliation. Include an option for reporting hazards or concerns anonymously.

4. PROVIDE TRAINING

Train workers on how to identify and control hazards using, for example, [OSHA's Hazard Identification Training Tool](#).

5. CONDUCT INSPECTIONS

Inspect the workplace with workers and ask them to identify any activity, piece of equipment, or material that concerns them. Use checklists, such as those included in [OSHA's Small Business Handbook](#), to help identify problems.

6. COLLECT HAZARD CONTROL IDEAS

Ask workers for ideas on improvements and follow up on their suggestions. Provide them time during work hours, if necessary, to research solutions.

7. IMPLEMENT HAZARD CONTROLS

Assign workers the task of choosing, implementing, and evaluating the solutions they come up with.

8. ADDRESS EMERGENCIES

Identify foreseeable emergency scenarios and develop instructions on what to do in each case. Meet to discuss these procedures and post them in a visible location in the workplace.

9. SEEK INPUT ON WORKPLACE CHANGES

Before making significant changes to the workplace, work organization, equipment, or materials, consult with workers to identify potential safety or health issues.

10. MAKE IMPROVEMENTS

Set aside a regular time to discuss safety and health issues, with the goal of identifying ways to improve the program.

participants. Thus, the “Education and Training” core element supports the “Worker Participation” core element. Similarly, setting goals (as described under “Management Leadership”) will be more effective if you routinely evaluate your progress in meeting those goals (see “Program Evaluation and Improvement”). Progress in each core element is important to achieve maximum benefit from the program.

One size does not fit all

While the action items under each core element are specific, they are not prescriptive. The process described in these recommended practices can, and should, be tailored to the needs of each workplace. Likewise, your safety and health program can and should evolve. Experimentation, evaluation, and program modification are all part of the process. You may also experience setbacks from time to time. What is important is that you learn from setbacks, remain committed to finding out what works best for you, and continue to try different approaches.

Injuries and illnesses occur in all types of workplace settings, from manufacturing sites, to hospitals and healthcare facilities, to offices and service industries.⁵ Workers can even be injured or become ill outside physical facilities, such as when driving a vehicle as part of a sales or service job. The preventive approaches described in these recommended practices work equally well across all sectors of the economy; for all different kinds of hazards; in both mobile and fixed work environments; and for small, medium-sized, and large organizations. Small employers may find that they can best accomplish the actions outlined in these recommended practices using informal communications and procedures. Larger employers, who have more complex work processes and hazards, may require a more formal and detailed program. They may also wish

to integrate their safety and health program with other programs that they are using to manage production, quality control, and environmental protection or sustainability.

The importance of worker participation

Throughout these recommended practices, OSHA emphasizes the importance of worker participation in the safety and health program. For a program to succeed, workers (and, if applicable, their representatives) must participate in developing and implementing every element of the safety and health program. This emphasis on worker participation is consistent with the OSH Act, OSHA standards, and OSHA enforcement policies and procedures, which recognize the rights and roles of workers and their representatives in matters of workplace safety and health. Several action items described in these recommended practices rely on perspectives, expertise, and input that can come only from workers and their representatives.

When more than one employer is involved

Host employers, contractors, staffing agencies, and their workers should pay particular attention to the “Communication and Coordination for Host Employers, Contractors, and Staffing Agencies” section. This section describes actions that host employers and contractors, subcontractors, and temporary staffing agencies (and their workers) should take to ensure protection of everyone on the worksite.

For tools and resources to help you implement these recommended practices, visit: www.osha.gov/shpguidelines

⁵ Please note: OSHA has developed a separate document of *Recommended Practices for Safety and Health Programs for the Construction Industry*.

CORE ELEMENTS OF THE SAFETY AND HEALTH PROGRAM

RECOMMENDED PRACTICES

MANAGEMENT LEADERSHIP

- Top management demonstrates its commitment to continuous improvement in safety and health, communicates that commitment to workers, and sets program expectations and responsibilities.
- Managers at all levels make safety and health a core organizational value, establish safety and health goals and objectives, provide adequate resources and support for the program, and set a good example.

WORKER PARTICIPATION

- Workers and their representatives are involved in all aspects of the program—including setting goals, identifying and reporting hazards, investigating incidents, and tracking progress.
- All workers, including contractors and temporary workers, understand their roles and responsibilities under the program and what they need to do to effectively carry them out.
- Workers are encouraged and have means to communicate openly with management and to report safety and health concerns without fear of retaliation.
- Any potential barriers or obstacles to worker participation in the program (for example, language, lack of information, or disincentives) are removed or addressed.

HAZARD IDENTIFICATION & ASSESSMENT

- Procedures are put in place to continually identify workplace hazards and evaluate risks.
- Safety and health hazards from routine, nonroutine, and emergency situations are identified and assessed.
- An initial assessment of existing hazards, exposures, and control measures is followed by periodic inspections and reassessments, to identify new hazards.
- Any incidents are investigated with the goal of identifying the root causes.
- Identified hazards are prioritized for control.

HAZARD PREVENTION & CONTROL

- Employers and workers cooperate to identify and select methods for eliminating, preventing, or controlling workplace hazards.
- Controls are selected according to a hierarchy that uses engineering solutions first, followed by safe work practices, administrative controls, and finally personal protective equipment (PPE).
- A plan is developed to ensure that controls are implemented, interim protection is provided, progress is tracked, and the effectiveness of controls is verified.

EDUCATION & TRAINING

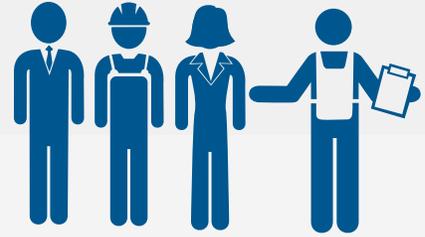
- All workers are trained to understand how the program works and how to carry out the responsibilities assigned to them under the program.
- Employers, managers, and supervisors receive training on safety concepts and their responsibility for protecting workers' rights and responding to workers' reports and concerns.
- All workers are trained to recognize workplace hazards and to understand the control measures that have been implemented.

PROGRAM EVALUATION & IMPROVEMENT

- Control measures are periodically evaluated for effectiveness.
- Processes are established to monitor program performance, verify program implementation, and identify program shortcomings and opportunities for improvement.
- Necessary actions are taken to improve the program and overall safety and health performance.

COMMUNICATION AND COORDINATION FOR HOST EMPLOYERS, CONTRACTORS, AND STAFFING AGENCIES

- Host employers, contractors, and staffing agencies commit to providing the same level of safety and health protection to all employees.
- Host employers, contractors, and staffing agencies communicate the hazards present at the worksite and the hazards that work of contract workers may create on site.
- Host employers establish specifications and qualifications for contractors and staffing agencies.
- Before beginning work, host employers, contractors, and staffing agencies coordinate on work planning and scheduling to identify and resolve any conflicts that could affect safety or health.



Recommended Practices for
Safety & Health Programs
in **Construction**



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NINE EASY THINGS TO GET YOUR PROGRAM STARTED

If these recommended practices appear challenging, here are some simple steps you can take to get started. Completing these steps will give you a solid base from which to take on some of the more structured actions presented in the recommended practices.

1. ALWAYS SET SAFETY AND HEALTH AS THE TOP PRIORITY

Tell your workers that making sure they finish the day and go home safely is the way you do business. Assure them that you will work with them to find and fix any hazards that could injure them or make them sick.

2. LEAD BY EXAMPLE

Practice safe behaviors yourself and make safety part of your daily conversations with workers.

3. IMPLEMENT A REPORTING SYSTEM

Develop and communicate a simple procedure for workers to report any injuries, illnesses, incidents (including near misses/close calls), hazards, or safety and health concerns without fear of retaliation. Include an option for reporting hazards or concerns anonymously.

4. PROVIDE TRAINING

Train workers on how to identify and control hazards using, for example, [OSHA's Hazard Identification Training Tool](#).

5. CONDUCT INSPECTIONS

Inspect the job site with workers and ask them to identify any activity, piece of equipment, or material that concerns them. Use checklists and other resources, such as OSHA's [Construction Industry Digest](#), to help identify problems.

6. COLLECT HAZARD CONTROL IDEAS

Talk with workers about ideas on safety improvements throughout the project.

7. IMPLEMENT HAZARD CONTROLS

Assign workers the task of choosing, implementing, and evaluating the solutions.

8. ADDRESS EMERGENCIES

Identify foreseeable emergency scenarios and develop instructions on what to do in each case. Meet to discuss these procedures and post them in a visible location at the job site.

9. MAKE IMPROVEMENTS

Set aside a regular time to discuss safety and health issues, with the goal of identifying ways to improve the program.

CORE ELEMENTS OF THE RECOMMENDED PRACTICES FOR SAFETY AND HEALTH PROGRAMS IN CONSTRUCTION

MANAGEMENT LEADERSHIP

- Top management demonstrates its commitment to eliminating hazards and to continuously improving workplace safety and health, communicates that commitment to workers, and sets program expectations and responsibilities.
- Managers at all levels make safety and health a core organizational value, establish safety and health goals and objectives, provide adequate resources and support for the program, and set a good example.

WORKER PARTICIPATION

- Workers and their representatives are involved in all aspects of the program—including setting goals, identifying and reporting hazards, investigating incidents, and tracking progress.
- All workers, including contractors and temporary workers, understand their roles and responsibilities under the program and what they need to do to effectively carry them out.
- Workers are encouraged and have means to communicate openly with management and to report safety and health concerns or suggest improvements, without fear of retaliation.
- Any potential barriers or obstacles to worker participation in the program (for example, language, lack of information, or disincentives) are removed or addressed.

HAZARD IDENTIFICATION AND ASSESSMENT

- Procedures are put in place to continually identify workplace hazards and evaluate risks.
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- A plan is developed that ensures controls are implemented, interim protection is provided, progress is tracked, and the effectiveness of controls is verified.

EDUCATION AND TRAINING

- All workers are trained to understand how the program works and how to carry out the responsibilities assigned to them under the program.
- Employers, managers, and supervisors receive training on safety concepts and their responsibility for protecting workers' rights and responding to workers' reports and concerns.
- All workers are trained to recognize workplace hazards and to understand the control measures that have been implemented.

PROGRAM EVALUATION AND IMPROVEMENT

- Control measures are periodically evaluated for effectiveness.
- Processes are established to monitor program performance, verify program implementation, and identify program shortcomings and opportunities for improvement.
- Necessary actions are taken to improve the program and overall safety and health performance.

COMMUNICATION AND COORDINATION FOR EMPLOYERS ON MULTIEMPLOYER WORKSITES

- General contractors, contractors, and staffing agencies commit to providing the same level of safety and health protection to all employees.
- General contractors, contractors, subcontractors, and staffing agencies communicate the hazards present at the worksite and the hazards that work of contract workers may create on site.
- General contractors establish specifications and qualifications for contractors and staffing agencies.
- Prior to beginning work, general contractors, contractors, and staffing agencies coordinate on work planning and scheduling to identify and resolve any conflicts that could impact safety or health.