

# Safety Program

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Instructions: You may use this Sample Safety Program as a reference when devising your own, however, it is highly recommended to tailor the template to your operations and the potential risks and hazards that may be encountered in practice.

Date of Safety Program: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Revision Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Management Commitments

\_\_\_\_\_ aims to establish a safe environment for all staff and clients by adhering to the goals, strategies, and protocols outlined within this document.

The goals for this Safety Program include:

The individual responsible for overseeing this program is \_\_\_\_\_, and a copy of this program can be found \_\_\_\_\_.

Name of overseeing individual: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Responsibilities

### Management Responsibilities

Leaders within this organization must set an example by employing various methods to showcase the organization's dedication to workplace safety and health.

Management will demonstrate their dedication through a range of approaches, including:

- Attending safety briefings
- Following the safety protocols
- Provide a safety orientation to all staff
- Providing suggestions and guidance for safety procedures
- Providing opportunities for staff safety training
- Monitoring safety procedures, updating protocols when appropriate
- Documenting and investigating any incidents

- \_\_\_\_\_
- \_\_\_\_\_

## Staff Responsibilities

While it is much to the discretion of the company to ensure working conditions are safe for all, individual adherence to the safety program is essential for a successful program, and ensuring the health and wellbeing of all involved. Additionally, any staff with any concerns or queries about safety are encouraged to communicate these freely with others, or with supervising bodies.

All staff are responsible for complying with all safety standards, demonstrating this through a range of approaches, including:

- Following established procedures when completing tasks and handling equipment.
- Reporting and documenting any unsafe conditions, risks, injuries, illnesses, or equipment malfunctions to management immediately.
- Attending all mandatory training opportunities.
- Only staff that are trained or certified for a particular task or equipment can do so unless under a special circumstance. For example, if an experienced team member supervises during training.
- When unsure about a procedure, staff must ask for clarification or assistance.
- Staff must not report to work if they are ill, fatigued, injured, or impaired in any other way that may cause injury or unsafe conditions for themselves or others.
- \_\_\_\_\_
- \_\_\_\_\_

## Workplace Assessments

As part of the organization's policy, all staff will comply with any and all workplace assessments. These may typically occur following staff concerns, referrals, or program evaluations. The designated safety representative will work alongside assessors.

The safety representative responsible for workplace assessments is:

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

If this person is unavailable, contact your department supervisor, another management official, or the department contact using the following contact number: \_\_\_\_\_

## Emergency Procedures

In the case of an **emergency**, it is essential to **call emergency services** as soon as possible on \_\_\_\_\_ . For any injury or illness, **first-aid materials** are located \_\_\_\_\_ .

In the case of a fire, accident, or **evacuation** emergency, all staff and individuals within the building

must meet \_\_\_\_\_.

## Emergency Contacts

Emergency Service	Contact Number
Emergency Services	
Fire Services	
Ambulance Services	
Rescue Squad	
Medical Services	

## Management Contacts

As soon as it is safe to do so, any injuries or illnesses must be reported to the supervisor, or any other overseeing staff. These can be reported to any of the following:

Name	Contact Number	Email

For contact **after hours**, use the following:

Name: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

## Incident Assessment

### Injury or Illness Reporting

Fatalities and some serious injuries require time-sensitive reporting, which should be handled by the safety representative or other management representative. Work-related fatalities should be reported within 8 hours. Work-related hospitalizations, amputations, eye loss, or other serious illness/injury must be reported within 24 hours.

### Incident Reports

Following an incident it is policy to understand how and why the incident occurred, including the risk factors enabling the incident, and how it may be prevented in the future. This will enhance the safety of the workplace and all involved.

The following are some guidelines for incident assessment, yet it should be considered that these

may be subject to change in accordance with the type of incident.

1. In an **emergency** it is essential to immediate **contact emergency services** on \_\_\_\_\_
2. When it is safe to do so, the lead manager or supervisor must report the incident and complete the appropriate documentation.
3. Complete an incident report form or relevant document to include the staff member's report, supervisor/management report, and the incident assessment report. This involves documenting the injury or illness, and analyzing all contributing factors to determine causal.
4. Examine the incident report with management or the safety committee to identify corrective measures, training initiatives, or updates to the safety program. Within this step, ensure that all actions are communicated well, and that responsibilities for follow-up tasks are delegated amongst designated individuals.

## Risk Appraisal

In committing to the Safety Program, it is essential to identify the risks or hazards that may contribute to an incident. This requires ongoing revision as the program and environment adapts.

It is recommended that managers and staff work in collaboration during this identification process. Additionally, any identified risks or hazards should be communicated appropriately, and be minimized through training and protocols. This may include:

- Equipment operation manuals.
- Safety sheets for equipment, materials, or procedures.
- Incident assessment reports.
- Ongoing documentation of previous incident history, including injuries and illnesses.
- Safety program documents for specific tasks requiring additional information or risk prevention.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Risk Analysis

A risk analysis should be completed as required, and will include the steps, controls or tasks required to avoid an incident. These may also be used to devise training or education procedures.

Process	Risks and hazards	Actions	Risk/importance level	Additional Information
Step 1				
Step 2				
Step 3				

Risk analyses should be completed and updated following:

- Workplace injuries or illnesses.
- The addition of new processes, equipment, or tasks that may pose risks.
- The identification of a new risk or hazard.
- Following staff concerns or suggestions surrounding safety.

- \_\_\_\_\_
- \_\_\_\_\_

## Personal Protective Equipment and Resources

Staff will be provided with personal protective equipment (PPE) and tools required for work tasks by the organization. In addition, staff will be provided training on how to use PPE, and have opportunities to provide suggestions and feedback for equipment.

## Control and Prevention of Hazards

The organization will complete regular assessments through inspection, surveys, and staff feedback to continue identifying new risks and hazards. Identifying these will help support a proactive approach towards health and safety, and prevent or control hazards by:

- **Administrative controls:** The organization may devise administrative controls to reduce exposure or eliminate hazards. This may involve extended breaks or additional staff rotations.
- **Encouraging safe practice:** The organization will devise necessary regulations to encourage safe practice around certain tasks or situations.
- **Engineering controls:** The organization will ensure the environment and the tasks by eliminating or replacing hazards with less-hazardous options, or forming barriers between staff and hazards.
- **Management enforcement:** The management and supervisors within the organization will oversee the enforcement of safety protocols, by effective communication and advocating for staff safety.
- **Safety Training:** Staff will have opportunities (both mandatory and optional) for training and upskilling regarding safety.

- \_\_\_\_\_
- \_\_\_\_\_

## Effective Communication

The Safety Program relies on effective communication, as it is key in the dissemination of information. The following are ways in which this organization will communicate with staff:

- Following recruitment, new staff will have a safety orientation.
- Training will be provided to all staff.
- Manuals will be provided where required.
- Posters and signage will be displayed appropriately.

- Safety meetings will be completed at least \_\_\_\_\_ . Meeting minutes will be made available to all.

- \_\_\_\_\_
- \_\_\_\_\_

In its commitment to health and safety, the organization extends opportunities for staff to voice their concerns or suggestions regarding safety. With consideration that this may be uncomfortable for some, the organization has implemented a procedure for anyone to anonymously communicate their ideas through the following:

- Suggestion boxes located at \_\_\_\_\_.
- \_\_\_\_\_
- \_\_\_\_\_

## Training and Education Opportunities

The organization will provide ongoing training and education opportunities to proactively ensure health and safety. The purpose of this will be to provide knowledge and promote staff awareness of risks and hazards, including how to identify, avoid, and report these.

Training will be provided:

- Following recruitment, during staff orientation.
- When introducing new equipment or procedures.
- Refresher training will be completed following an incident or when required.
- \_\_\_\_\_
- \_\_\_\_\_

## Ongoing Evaluation and Progression

To ensure that the organization is proactive in its approach to safety, the safety program will be reviewed and updated regularly to ensure it continues meeting safety goals, and complies with laws and company policies. Evaluation may involve:

- Checking that program components are being implemented in protocols.
- Staff are involved in aspects of the evaluation by providing feedback.
- Protocols such as incident reports and risk assessments are being adhered to.
- Updates to the plan based on the organization's incident history, compliance assessments, or risk analyses.

This responsibility is at the discretion of:

Name: \_\_\_\_\_ Contact number: \_\_\_\_\_

## Documentation

The organization must accurately document all programs and information regarding safety. These

must be securely stored at \_\_\_\_\_,

by \_\_\_\_\_.

## Acknowledgment Form

### Responsibilities

I have received a copy of the safety program, and understand my commitments to abiding by these at all times. If there is any time I observe an unsafe work condition or a potential risk, I will report to my department supervisor, safety representative or management personnel.

### Incident Reports

I understand my responsibility to report any work-related incidents, injuries or illnesses that are my own, or fellow colleagues. This will be done as soon as it is safe to do so. I also acknowledge my responsibility in alerting supervisors or managers of conditions that may risk unsafe conditions.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_