|  |
| --- |
| *[Environmental Protection Agency Department Name]* |
| Safety Plan |
| *[Year]* |

|  |
| --- |
|  |

Table of Contents

[A. Safety Policy 2](#_Toc66293222)

[Manager Responsibilities: 2](#_Toc66293223)

[Supervisor Responsibilities: 2](#_Toc66293224)

[Employee Responsibilities: 3](#_Toc66293225)

[B. Safety Committee 3](#_Toc66293226)

[C. Employee Safety Meetings 4](#_Toc66293227)

[D. Record Keeping and Review 4](#_Toc66293228)

[E. Safety Inspection Procedures 4](#_Toc66293229)

[Annual Site Survey 4](#_Toc66293230)

[Periodic Change Survey 4](#_Toc66293231)

[Monthly Safety Inspection 5](#_Toc66293232)

[Job Hazard Analysis 5](#_Toc66293233)

[F. Hazard Prevention and Control 5](#_Toc66293234)

[Eliminating Workplace Hazards 5](#_Toc66293235)

[Basic Safety Rules 5](#_Toc66293236)

[G. Job Related Safety Rules 6](#_Toc66293237)

[Required PPE 6](#_Toc66293238)

[Work Rules 6](#_Toc66293239)

[Work with Ladders 6](#_Toc66293240)

[Lifting Tasks 7](#_Toc66293241)

[H. Equipment Maintenance 7](#_Toc66293242)

[I. Emergency Planning 7](#_Toc66293243)

[In case of fire 7](#_Toc66293244)

[In case of earthquake [*if applicable*] 8](#_Toc66293245)

[If an injury occurs 9](#_Toc66293246)

[J. Safety and Health Training and Education 9](#_Toc66293247)

[K. Acknowledgements 10](#_Toc66293248)

# Safety Policy

The *[Community’s Name]* places a high value on the safety of its employees. They are committed to providing a safe workplace for all employees and have developed this program for injury prevention to involve management, supervisors, and employees in identifying and eliminating hazards that may develop during our work process.

It is the basic safety policy of this organization that no task is so important that an employee must violate a safety rule or take a risk of injury or illness in order to get the job done.

Employees are required to comply with all safety rules and are encouraged to actively participate in identifying ways to make our organization a safer place to work.

Supervisors are responsible for the safety of their employees and as a part of their daily duties must check the workplace for unsafe conditions, watch employees for unsafe actions and take prompt action to eliminate any hazards.

Management will do its part by devoting the resources necessary to form a safety committee composed of management and elected employees. We will develop a system for identifying and correcting hazards. We will plan for foreseeable emergencies. We will provide initial and ongoing training for employees and supervisors.

***“Safety is a team effort – Let us all work together to have a safe and healthy workplace****.”*

e

## Manager Responsibilities:

1. Ensure that a safety committee is formed and is carrying out its responsibilities as described in this program.
2. Ensure that sufficient employee time, supervisor support, and funds are budgeted for safety equipment, training and to carry out the safety program.
3. Evaluate supervisors and employees each year to make sure they are carrying out their responsibilities as described in this program.
4. Ensure that incidents are fully investigated, and corrective action taken to prevent the hazardous conditions or behaviors from happening again.
5. Ensure that a record of injuries and illnesses is maintained and posted as described in this program.
6. Set a good example by following established safety rules and attending required training.
7. Report unsafe practices or conditions to the supervisor of the area where the hazard was observed.

## Supervisor Responsibilities:

1. Ensure that each employee you supervise has received an initial orientation before beginning work.
2. Ensure that each employee you supervise is competent or receives training on safe operation of equipment or tasks before starting work on that equipment or project.
3. Ensure that each employee receives required personal protective equipment (PPE) before starting work on a project requiring PPE.
4. Do a daily walk-around safety-check of the work area. Promptly correct any hazards observed.
5. Observe the employees you supervise working. Promptly correct any unsafe behavior.
6. Provide training and take corrective action as necessary. Document employee evaluations.
7. Set a good example for employees by following safety rules and attending required training.
8. Investigate all incidents in your area and report your findings to management.
9. Talk to management about changes to work practices or equipment that will improve employee safety.

## Employee Responsibilities:

1. Follow safety rules described in this program and training you receive.
2. Report unsafe conditions or actions to your supervisor or safety committee representative promptly.
3. Report all injuries to your supervisor promptly regardless of how serious.
4. Report all near-miss incidents to your supervisor promptly.
5. Always use personal protective equipment (PPE) in good working condition where it is required.
6. Do not remove or defeat any safety device or safeguard provided for employee protection.
7. Encourage co-workers by your words and example to use safe work practices on the job.
8. Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety.

# Safety Committee

A safety committee will help employees and management work together to identify safety problems, develop solutions, review incident reports and evaluate the effectiveness of our safety program. The committee is made up of management-designated representatives and one employee representative each from the Tribe’s programs.

 Employees in each program should have representation on the committee.

 Term limits to serve on the committee will be determined by the Tribal Administrator or The Council.

 A chairperson will be selected by majority vote of the committee members each year. If there is a vacancy, the same method will be used to select a replacement.

 In addition to the committee responsibilities explained above, duties of safety committee members include:

 A monthly self-inspection of the area they represent

 Communicating with the employees they represent on safety issues and

 Encouraging safe work practices among co-workers.

 The regularly scheduled meeting time will be set each month

 A committee member may be designated each month to keep minutes on the attached minutes form. A copy will be posted on the employee bulletin board after each meeting. After being posted for one month, the minutes will be filed for one year. The minutes form contains the basic monthly meeting agenda.

#  Employee Safety Meetings

All employees are to attend a monthly safety meeting at the designated time and location. This meeting is to help identify safety problems, develop solutions, review incidents reports, provide training and evaluate the effectiveness of our safety program. Minutes will be kept on the attached minutes form. Meeting minutes will be kept on file for one year.

# Record Keeping and Review

Employees are required to report any injury or work related illness to their immediate supervisor regardless of how serious. Minor injuries such as cuts and scrapes can be entered on the minor injury log posted on the safety bulletin board. The employee must use an "Employee's Injury/Illness Report Form" to report more serious injuries.

The supervisor will:

1. Investigate a serious injury or illness using procedures in the "Incident Investigation" section below.
2. Complete an "Incident Investigation Report" form.
3. Determine from the Employee’s Report, Incident Investigation Report, and any form associated with the incident, whether it must be recorded on the OSHA Injury and Illness Log and Summary according to the instructions for that form.
4. Enter a recordable incident within six days after the organization becomes aware of it.
5. If the injury is not recorded on the OSHA log, add it to a separate incident report log, which is used to record non-OSHA recordable injuries and near misses.
6. Each month before the scheduled safety committee meeting, make any new injury reports and investigations available to the safety committee for review, along with an updated OSHA and incident report log.

The safety committee should/will review the log for trends and may decide to conduct a separate investigation of any incident.

# Safety Inspection Procedures

[*Community’s Name*] is committed in identifying hazardous conditions and practices which are likely to result in injury or illness to employees. We will take prompt action to eliminate any hazards we find. In addition to reviewing injury records and investigating incidents for their causes, management and the safety committee will regularly check the workplace for hazards as described below:

Annual Site Survey -- Once a year an inspection team made up of members of the safety committee will do a wall-to-wall walk through inspection of the entire worksite. They will write down any safety hazards or potential hazards they find. The results of this inspection will be used to eliminate or control obvious hazards, target specific work areas for more intensive investigation, assist in revising the checklists used during regular monthly safety inspections and as part of the annual review of the effectiveness of our health and safety plan.

Periodic Change Survey -- We will assign a supervisor or form a team to look at any changes we make to identify safety issues. Changes include new equipment, changes to production processes or a change to the building structure. A team is made up of maintenance, production, and safety committee representatives. It examines the changed conditions and makes recommendations to eliminate or control any hazards that were or may be created as a result of the change.

Monthly Safety Inspection -- Each month, before the regularly scheduled safety committee meeting, safety committee representatives will inspect their areas for hazards using the standard safety inspection checklist. They will talk to co-workers about their safety concerns. Committee members will report any hazards or concerns to the whole committee for consideration. The results of the area inspection and any action taken will be posted in the affected area. Occasionally, committee representatives may agree to inspect each other's area rather than their own. This brings a fresh pair of eyes to look for hazards.

Job Hazard Analysis -- As a part of our on-going safety program, we will use a “Job Hazard Analysis” form to look at each type of job task our employees do. This analysis will be done by the supervisor of that job task or a member of the safety committee. We will change how the job is done as needed to eliminate or control any hazards. We will also check to see if the employee needs to use personal protective equipment (PPE) while doing the job. Employees will be trained in the revised operation and to use any required PPE. The results will be reported to the safety committee. Each job task will be analyzed at least once every two years, whenever there is a change in how the task is done or if there is a serious injury while doing the task.

# Hazard Prevention and Control

## Eliminating Workplace Hazards

The [*Community’s Name*] is committed to eliminating or controlling workplace hazards that could cause injury or illness to our employees. We will meet the requirements of state safety standards where there are specific rules about a hazard or potential hazard in our workplace. Whenever possible we will design our facilities and equipment to eliminate employee exposure to hazards. Where these engineering controls are not possible, we will write work rules that effectively prevent employee exposure to the hazard. When the above methods of control are not possible or are not fully effective, we will require employees to use personal protective equipment (PPE) such as safety glasses, hearing protection, foot protection etc.

## Basic Safety Rules

The following basic safety rules have been established to help make our organization a safe and efficient place to work. These rules are in addition to safety rules that must be followed when doing particular jobs or operating certain equipment. Those rules are listed elsewhere in this program.

1. Never do anything that is unsafe in order to get the job done. If a job is unsafe, report it to your supervisor or safety committee representative. We will find a safer way to do that job.
2. Do not remove or disable any safety device! Keep guards in place at all times on operating machinery.
3. Never operate a piece of equipment unless you have been trained and are authorized.
4. Use your personal protective equipment whenever it is required.
5. Obey all safety warning signs.
6. Working under the influence of alcohol or illegal drugs or using them at work is prohibited.
7. Do not bring firearms or explosives onto organization property.
8. Smoking is only permitted outside the building away from any entry or ventilation intake.
9. Horseplay, running, and fighting are prohibited.
10. Clean up spills immediately. Replace all tools and supplies after use. Do not allow scraps to accumulate where they will become a hazard. Good housekeeping helps prevent injuries.
11. Do not distract or talk with employees when they are using a machine.

# Job Related Safety Rules

We have established safety rules and personal protective equipment (PPE) requirements based upon a hazard assessment for each task listed below:

## Required PPE

* Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.
* Leather gloves – for sharp objects or surfaces
* Steel toe safety shoes in production and shipping areas (to be supplied by the employee) must be in good condition.

## Work Rules

Work with Ladders: All locations

Required PPE:

* Full body harness when working at greater than 25’ and both hands must be used to do the job.

Ladder safety:

1. Before you use a ladder check it for defects such as loose joints, grease on steps, or missing rubber feet.
2. Do not paint a ladder! You may hide a defect.
3. Do not use a ladder as a brace, workbench or for any other purpose than climbing.
4. Do not carry objects up or down a ladder if it will prevent you from using both hands to climb.
5. Always face the ladder when climbing up or down.
6. If you must place a ladder at a doorway, barricade the door to prevent its use and post a sign.
7. Only one person is allowed on a ladder at a time.
8. Always keep both feet on the ladder rungs except while climbing. Do not step sideways from an unsecured ladder onto another object.
9. If you use a ladder to get to a roof or platform, the ladder must extend at least 3' above the landing and be secured at the top and bottom.
10. Do not lean a step ladder against a wall and use it as a single ladder. Always unfold the ladder and lock the spreaders.
11. Do not stand on the top step of a step ladder.
12. Set a single or extension ladder with the base 1/4 of the working ladder length away from the support.

Lifting Tasks: All locations

Required PPE:

* Safety glasses. Check prior to use for broken or missing components (such as side shields) and for scratched lenses. If they are prescription glasses, the initials of the lens manufacturer must be stamped into the corner of the lens to show that they are safety glass lenses.
* Leather gloves – for sharp objects or surfaces
* Steel toe safety shoes in production and shipping areas (to be supplied by the employee) must be in good condition.

Lifting safety:

1. Do not lift on slippery surfaces.
2. Test the load before doing the lift.
3. Get help if the load is too heavy or awkward to lift alone.
4. Break the load down into smaller components if possible to provide a comfortable lift.
5. Do not overexert!
6. Make sure you have a good handhold on the load.
7. Do not jerk the load or speed up. Lift the load in a smooth and controlled manner.
8. Do not twist while lifting (especially with a heavy load). Turn and take a step.
9. Keep the load close to the body. Walk as close as possible to the load. Pull the load towards you before lifting if necessary.
10. Avoid long forward reaches to lift over an obstruction.
11. Avoid bending your back backwards to loft or place items above your shoulder. Use a step stool or platform
12. Do not lift while in an awkward position.
13. Use a mechanical device such as a forklift, hoist, hand truck or elevating table whenever possible to do the lift or to bring the load up between the knees and waist before you lift.
14. Back injury claims are painful for the worker and expensive for the organization. Lift safely!

# Equipment Maintenance

The [Community’s Name] and [Environmental Agency’s Name] have machinery and equipment that must be inspected or serviced on a routine basis. A checklist/record to document the maintenance items will be maintained and kept on file for the life of the equipment.

# Emergency Planning

## In case of fire

An evacuation map for the building is posted safety bulletin board. It shows the location of exits, fire extinguishers, first aid kits, and where to assemble outside. All employees will receive training on how to use of fire extinguishers as part of their initial orientation.

1. If you discover a fire: Tell another person immediately. Call or have them call 911 and a supervisor.
2. If the fire is small (such as a wastebasket fire) and there is minimal smoke, you may try to put it out with a fire extinguisher.
3. If the fire grows or there is thick smoke, do not continue to fight the fire.
4. Tell other employees in the area to evacuate.
5. Go to the designated assembly point outside the building.
6. If you are a supervisor notified of a fire in your area: Tell your employees to evacuate to the designated assembly location. Check that all employees have been evacuated from your area.
7. Verify that 911 has been called.
8. Determine if the fire has been extinguished. If the fire has grown or there is thick smoke, evacuate any employees trying to fight the fire.
9. Tell supervisors in other areas to evacuate the building. Go to the designated assembly point and check that all your employees are accounted for. If an employee is missing, do not re-enter the building! Notify the responding fire personnel that an employee is missing and may be in the building.

## In case of earthquake [*if applicable*]

The [*Community’s area location*] of the United States *is/is not* subject to earthquakes. There will be no advance warning. The shock will be your only warning. Because there are power lines over [*describe assembly location*] is the designated assembly location for earthquake evacuation. We have bolted tall narrow storage racks to the floors, walls or to each other to provide a wide base to help reduce the potential for collapse. *A wrench is available at the rear entrance to turn off the gas shut-off outside the building.* All supervisors will be trained in the gas shut off procedure. An earthquake drill will be conducted each year during the first week of September. In the event of an earthquake:

If you are inside a building:

1. Drop under a desk or table, cover your head and hold on. Stay away from windows, heavy cabinets, bookcases or glass dividers.
2. When the shaking stops, supervisors are to check for damage and available evacuation routes then begin an evacuation of their area to the designated assembly location.
3. Evacuation should proceed as quickly as possible since there may be aftershocks.
4. Supervisors must account for each employee in their work group as quickly as possible.
5. First aid certified employees should check for injuries and help evacuate injured employees. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
6. If a gas odor is in the building, tell a supervisor to turn off the gas at the main. Open windows.
7. Supervisors and first aid employees must not re-enter the building once evacuation is complete.
8. Do not approach or touch downed power lines or objects touched by downed power lines.
9. Do not use the phone except for emergency use.
10. Turn on a radio and listen for public safety instructions.

If you are outside: Stand away from buildings, trees, telephone, and electric lines.

If you are on the road: Drive away from underpasses/overpasses. Stop in a safe area. Stay in the vehicle.

*[Delete if not applicable in your area]*

## If an injury occurs

1. A first aid kit should be available at the workplace. Also, each organization vehicle should be equipped with a first aid kit located in the glove box or under the driver's seat. These kits are checked monthly by members of the safety committee. An inventory of each kit is taped to the inside cover of the box. If you are injured, promptly report it to any supervisor.
2. All supervisors should be required to have first aid cards. Other employees may have been certified. A list of current first aid and CPR certified supervisors and employees is posted on the safety bulletin board along with the expiration dates of their cards.
3. In case of serious injury, do not move the injured person unless absolutely necessary. Only provide assistance to the level of your training. Call for help. If there is no response, call 911.
4. Aids/HIV and Hepatitis B are the primary infectious diseases of concern in blood. All blood should be assumed to be infectious. These diseases can both be deadly. Employees are not required to perform first aid as part of their job duties. In the event of a bleeding injury where first aid is needed, use gloves if possible, to prevent exposure to blood or other potentially infectious materials. The injured person can often help by applying pressure to the wound. Gloves and a mouth barrier for rescue breathing are available in the first aid kits. If you are exposed to blood while giving first aid wash immediately with soap and water and report the incident to a supervisor. The appropriate follow-up procedures will be initiated, including medical evaluation, counseling, Hepatitis B vaccine and blood testing of the source person if possible.

# Safety and Health Training and Education

Training is an essential part of our plan to provide a safe work place. To Ensure that all employees are trained before they start a task that requires training. Some of the trainings we may require are:

* Basic Safety Orientation
* First Aide/CPR
* Safe Lifting
* Chemical Hazards (General)
* Fire extinguisher safety
* Respirator Training (Employees who use a respirator)
* Lockout Awareness Training

# Acknowledgements

Employee Acknowledgment:

I have read this document and will abide to these safety rules to the best of my ability.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Funding Acknowledgements:



“This material is based upon work supported under a grant by the Rural Utilities Service, United States Department of Agriculture.”

“Any opinions, findings, and conclusions or recommendations expressed in this material are solely the responsibility of the authors and do not necessarily represent the official views of the Rural Utilities Service."