



## 10 KEY ELEMENTS FOR SAFETY PROGRAM SUCCESS

### **Management Commitment & Employee Involvement**

- ❑ Managers and owners must visibly and financially support safety
- ❑ Safety must be treated on equal level with production and quality
- ❑ Employees should participate in physical inspections and be able to submit suggestions for improvement

### **Supervisor Accountability**

- ❑ Equal emphasis on safety, performance, quality, etc.
- ❑ Safety should be tied into financial incentives

### **Accident Investigation and Prompt Accident Reporting**

- ❑ Employees should report all accidents and near misses so that every situation can be investigated
- ❑ Every accident should be investigated and results communicated to employees to increase safety awareness

### **Regular Safety Training**

- ❑ New employees should receive safety orientation within 3 days of hire
- ❑ Avoid “annual training” and maintain regular schedule of safety trainings and safety committee meetings

### **Understand the Role of Safety Coordinator**

- ❑ Everyone has safety responsibility – the coordinator is just a coach
- ❑ Safety coordinator must be provided with authority to make decisions

### **Document and Enforce Safety Procedures & Rules**

- ❑ Employees must be held accountable for written rules and procedures
- ❑ Maintain a disciplinary system for safety violations

### **Good Hiring Practices**

- ❑ Pre-Screen workers during the interview / application process
- ❑ Develop a physical & drug screen requirement for applicants

### **Identify Hazards & Correct Them**

- ❑ Conduct regular hazard inspections and encourage employees to assist in their perspective areas
- ❑ Follow up on hazard identification and correction

### **Early Return to Work Program**

- ❑ RTW programs send a strong message of unity among workers
- ❑ RTW programs make the single largest financial impact of any worker compensation or safety program