Tool Box Talks

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SAFETY MANAGEMENT

OSHA estimates that workplace injuries, illnesses and fatalities cost business approximately $170 billion per year. The most surprising statistic is that most of these incidents can be prevented by establishing effective Safety and Health Management Systems (SHMS). The critical components for an effective SHMS are:

Commitment of both management and employees to a safe work environment and their level of involvement:

- Developing and communicating a safety and health policy to all employees;
- Demonstrating management commitment by instilling accountability for safety and health, obeying safety rules and reviewing accident reports;
- Conducting regular safety and health meetings involving employees, managers and supervisors;
- Assigning responsible person(s) to coordinate safety and health activities;
- Integrating safety and health into business practices;
- Involving employees in safety and health-related activities

Comprehensive worksite analysis/auditing:

- Evaluating all workplace activities and processes for hazards;
- Reevaluating workplace activities when there are changes in any processes, materials, or machinery;
- Conducting on-site inspections, identifying hazards, and taking corrective actions;
- Providing a hazard reporting system for employees to report unsafe and unhealthy conditions;
- Investigating all accidents and near misses to determine their root causes.

Hazard prevention and control:

- Eliminating and controlling workplace hazards;
- Establishing a preventive maintenance program;
- Keep employees informed of safety and health activities and conditions;
- Planning for emergencies (i.e. developing evacuation plans, fire drills, additional employee training)

Safety training for employees, supervisors and managers:

- Provide training on specific safe work practices before an employee beings work;
- Provide additional training for new work processes
- Provide additional training when accidents and near misses occur
- Provide refresher training on a routine basis.

How this topic applies to this job: _____
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Date: _____ Jobsite/Project #: _____
Supervisor/Foreman (print name): _____ Signature: _____

Attendees: Print Name/Signature (use back if necessary):

Name: _____ Signature: _____
Name: _____ Signature: _____
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