



*If you would like more information on workplace safety please contact your Association Coordinator Wendell Macnab*

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**FREE Safety Plan Template** for attendees with professional instruction on how to institute a plan in your business.  
Join SCF Arizona at one of these

#### **Safety Works EXPO's:**

##### Prescott Safety Works Expo

March 24, 2009

Prescott Resort Conference Center  
1500 Highway 69, Prescott AZ 86301  
[www.regonline.com/prescott](http://www.regonline.com/prescott)

##### Phoenix Safety Works Expo

May 5 & 6, 2009

Fiesta Inn Resort  
2100 S Priest Dr, Tempe AZ 85282



#### **A BASIC SAFETY STRATEGY**

No manager or business wants an accident to occur in the workplace. A serious accident or loss of life can cause great emotional trauma and can be very costly. A basic four part safety plan can create a culture of safety within your business and help keep employees safe from injury.

#### **Management Commitment and Employee Involvement**

As the owner or manager of a business, your attitude toward safety is critical and will be reflected by your employees. If you believe in safe work practices, and hold your employees accountable, they will follow your example. Demonstrate your commitment by involving your employees in the planning and implementation of the safety plan. If you involve your employees in identifying and resolving safety issues, they will work to achieve the goal. Suggestions include:

- Post your company's safety policy next to the compliance posters where the employees can see it.
- Hold a meeting with your employees to communicate the safety policy to them. During the meeting, discuss your objectives and set goals for safety and health
- Show support by taking an active part in the meeting. For example, conduct the meeting yourself and personally review all inspection and accident reports to ensure follow-up when needed

#### **Worksite Analysis**

You should conduct periodic inspections of your operations to ensure the hazards are either eliminated or minimized.

- Assign teams to review each job for hazards in procedures or equipment. This should be done regularly if jobs or procedures change.
- Provide an open-door policy that creates an atmosphere for all employees to report physical hazards and unsafe work practices.

#### **Hazard Prevention and Control**

After you have determined where the hazards and potential hazards are within your business, you can implement the system that will either eliminate or minimize them.

- Create safe work procedures, based on the analysis of job specific hazards. Make sure the employees understand and follow the procedures.
- Enforce the safety rules. Solicit input from the employees on the disciplinary action to be taken if a violation occurs.
- Provide the necessary personal protective equipment.

#### **Training Your Employees**

Training is critical to the accident prevention plan and no employee should be allowed to undertake a job assignment until he or she has received the proper training and authorization.

- The employees should be trained and informed on every potential hazard to which they might be exposed. The training should be evaluated to verify that the employees understood the information.
- Newly hired or long-term employees moving to different job assignments can be the most likely to sustain injury. Their actions should be monitored by their supervisors.