

<b>SAMPLE COMPANY</b>			
<b>Safety Strategy / Expectations- GENERAL INDUSTRY</b>			DATE: February 11, 2016
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AUTHOR: M. Jacobs	REVISED BY:	REVIEWED BY:	APPROVED BY: Milton Jacobs, CSP

## **MORE IN DEPTH SAFETY STRATEGY/ EXPECTATIONS**

This is a proposed strategy that will combine both OSHA compliance and injury prevention and will involve many members of the organization versus just the safety coordinator.

### **Daily/Weekly**

- ☐ QA Manager will educate new employees using New Orientation checklist. Manager will also provide new SDS sheets to Operations or Set Up/ Cleaning crew for review.
- ☐ Daily visual inspections of all machines that are running to be done by lead person or supervisor. No unguarded machine will operate.
- ☐ Supervisors to ensure all employees and visitors are using required Protective Equipment and safe work practices.
- ☐ Operator to inspect/document Powered Industrial Truck or Heavy Equipment prior to use.
- ☐ Morning stretch and flex to take place by lead person.

### **Monthly/Quarterly**

- ☐ Operations (lead person or designated person) to perform a documented monthly inspection of their work area. Correct deficiencies and turn into QA Manager/ Safety Coordinator.
- ☐ Designated person inspects fire extinguishers, eye wash stations.
- ☐ Safety Coordinator or designate to perform a quarterly audit of the facility. Report items to operations and maintenance.

### **Yearly**

Provide yearly safety education and review (document to file):

- ☐ LOTO/ electrical safe work practice
- ☐ Compressed Gas Cylinder use & Sling/ chain inspections
- ☐ Review Chemicals to see if new ones came on board
- ☐ Emergency Action Drill/Response
- ☐ Bloodborne Pathogens Training and Review
- ☐ Respirator Fit Testing and Training



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- ☐ Review First Aid/ CPR certificates (every 2 or 3 years)
- ☐ Review Forklift licenses/ near misses (due every 3 years)
- ☐ Evaluate Noise
- ☐ Review PPE plan
- ☐ Fire Extinguisher training (if needed)
- ☐ Review Machine safety and Recommendation Log
- ☐ Post OSHA 300 Log (Feb. 1-April 30)
- ☐ File OSHA Log electronically, March 2, Annually



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