

STEP 1

FORM A HEALTH AND SAFETY COMMITTEE

- Meet regularly to discuss issues.

TIP: Have a safety team at every location.



STEP 2

GET EXECUTIVE BUY-IN

- Management should demonstrate their commitment by leading by example.
- Encourage employees to follow all safety procedures and investigate all safety incidents immediately.

TIP: Include the importance of workplace safety in your company's mission statement.



STEP 3

IDENTIFY HAZARDS AND ASSESS RISKS

- A hazard is a situation or event with potential to cause harm. A risk is the likelihood that someone could be harmed by that hazard.

TIP: Create a workplace survey for employees to complete to ensure all hazards are routinely addressed.



STEP 4

WRITE IT DOWN

- Create written programs and processes.
- Management should be accountable for clearly outlining and enforcing safety requirements for employees to follow.



TIP: Include safety requirements in job descriptions to help increase accountability and decrease misinterpretation.

STEP 5

EDUCATE EMPLOYEES

- During on-boarding training for new employees.
 - When an employee transfers between departments or is assigned new responsibilities.
 - When changes are implemented.
 - If new hazards have been identified.

TIP: Create specific Job Hazard Analyses to help ensure proper steps are taken.



STEP 8

TALK ABOUT IT!

- Encouraging an open dialogue is one of the best ways you can promote a positive safety culture and ensure your workers wellbeing.

STEP 7

CHECK IT AND UPDATE IT

- Determine the strengths and weaknesses within your safety process.
- Look for ways to improve and reduce workplace hazards.
- Implement new and modify existing processes as needed.

TIP: Evaluate your safety plan and processes on a regular basis.

STEP 6

INVESTIGATE AND REPORT ALL INCIDENTS

- Determine the causes of the incident, identify what can be done to reduce the chances of a similar issue happening again and take corrective action.

TIP: Regularly communicating your company's safety record serves as a reminder to all employees that they should take necessary steps to perform their job safely.

