

## **Business Plan for Safety - Step 8**

### **Written and Communicated Safe Work Practices**

Safe work practices are essential to a safe work environment. Written procedures should be developed and used to guide your company's safety effort. These in turn need to be communicated to all management and hourly employees.

The safety manual or handbook should include company wide work practices, OSHA specific written procedures and job or task specific safe operating procedures. The manual should also include Safety Policy Statement, Management and Employee Responsibilities and General Work Rules. Ask your employees or Safety Committee to help in developing these guidelines.

Examples of some of the information that should be included:

- Safety Policy Statement
- Management and Employee Safety Responsibilities
- Safety Coordinator Responsibilities
- General Work Rules
- Housekeeping
- Proper Lifting
- Personal Protective Equipment
- First Aid Procedures
- Hazard Communication
- Lockout/Tagout
- Fire Extinguisher Operation
- Safe Use of Tools and Equipment
- Machine Guarding and Safe Operating Procedures
- Emergency Evacuation
- Bloodborne Pathogens if applicable
- Job Specific Safe Work Practices

Other items should be included as necessary.

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