

Crouch Slavin and Company provides software systems that will allow you to manage your training programs, track certifications and training achievements. Additionally, our software solutions will automate your record keeping. You will be able to capture safety and incident information resulting in quality information to determine improvements needed in your safety programs. The following article provides general information to get you started on today.

How to Establish a Safety Training Program

An effective safety and health program need not be costly and can usually be integrated into your operation easily. It generally consists of five elements:

1. Periodic inspections
2. Hazard correction
3. Employee training
4. Accident investigations;
5. Record-keeping

Periodic inspections: Use periodic inspections or “safety audits” to check for unsafe acts and conditions. Customize a checklist to help you document your observations and ensure your team takes corrective action.

Hazard correction: Establish a system to make sure you and your employees contain or eliminate the hazards you uncover. Prioritize each hazard and note the date you took corrective action. After an accident, document what steps you took to investigate, identify and remove hazards. Notify employees of your findings so everyone is aware of the need to enhance workplace safety.

Employee training: Show employees how to work efficiently and safely, especially when they are first hired, transferred between departments or assigned new responsibilities.

Accident investigations: Investigate all accidents-large and small. Once you determine the causes of an accident, identify what can be done to reduce the odds of a recurrence. It is important to:

- Gather the facts and do not conduct the investigations to find fault
- Interview the injured employee and any witnesses
- Preserve the scene, using photographs if necessary
- Keep any faulty machinery or equipment that could provide evidence for further evaluation
- Follow through to ensure that corrective actions have been made and are appropriate

Record-keeping: Keep records that cover:

- Safety meetings
- Inspections
- Hazard correction
- Employee training
- Accident investigations

Draft a written summary of your safety program that includes the names of those responsible for implementing it. A written document shows employees you are serious about their safety.

Tips for a safe work environment

1. **Use positive reinforcement** to motivate employees to follow the safety program. Reserve written reprimands for employees who blatantly violate safety rules. Consistently enforce the rules. Maintain written documentation whenever you give verbal warnings or discipline employees in other ways.
2. **Educate employees** about the safety program with frequent reminders, ranging from informal discussions of “best practices” to posting safety updates on central bulletin boards. Introduce a suggestion box so employees can submit ideas anonymously.
3. **Set up a safety committee** with a twofold mission: to create and maintain employee interest in safety and to serve as a communication and training vehicle. It should include both employees and supervisors and a representative of senior management should attend all meetings. You may want to rotate committee members to involve more employees and gather more ideas. Have the committee meet regularly and record and distribute minutes of each meeting to all employees. The committee should:
 - Conduct, document and review results of safety inspections and follow up on corrective actions
 - Analyze accident investigation reports and other loss data to determine, recommend and document appropriate prevention methods
 - Arrange training for employees
 - Distribute safety information;
 - Run safety suggestion programs

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