10 WAYS TO GET YOUR PROGRAM STARTED

SAFE + SOUND

If you are not quite ready to implement a complete safety and health program, here are some simple steps you can take to get started. Completing these steps will give you a solid base from which to take on some of the more structured actions you may want to include in your program.

ESTABLISH SAFETY & HEALTH AS A CORE VALUE

1 Tell your workers that making sure they finish the day and **go home safely** is the way you do business. Assure them that you will work with them to find and fix any hazards that could injure them or make them sick.

LEAD BY EXAMPLE

2 **Practice safe behaviors** yourself and make safety part of your daily conversations with workers.

IMPLEMENT A REPORTING SYSTEM

3 Develop and communicate a simple procedure for workers to report any injuries, illnesses, incidents (e.g., near misses/close calls), hazards, or safety and health concerns without fear of retaliation. Include an option for **reporting hazards or concerns** anonymously.

PROVIDE TRAINING

4 Train workers on how to **identify and control hazards** in the workplace, as well as report injuries, illnesses, and near misses.

CONDUCT INSPECTIONS

5 Inspect the workplace with workers and **ask them to identify** any activity, piece of equipment, or materials that concern them. Use checklists to help identify problems.

COLLECT HAZARD CONTROL IDEAS

6 Ask workers for **ideas on improvements** and follow up on their suggestions. Provide them time during work hours, if necessary, to research solutions.

IMPLEMENT HAZARD CONTROLS

7 Assign workers the task of **choosing, implementing, and evaluating** the solutions they come up with.

ADDRESS EMERGENCIES

8 Identify foreseeable emergency scenarios and **develop instructions** on what to do in each case. Meet to discuss these procedures and post them in a visible location in the workplace.

SEEK INPUT ON WORKPLACE CHANGES

9 Before making significant changes to the workplace, work organization, equipment, or materials, **consult with workers** to identify potential safety or health issues.

MAKE IMPROVEMENTS TO THE PROGRAM

10 **Set aside a regular time** to discuss safety and health issues, with the goal of identifying ways to improve the program.

AIHA — HEALTHIER WORKPLACES | A HEALTHIER WORLD

VPPPA

ASSP — AMERICAN SOCIETY OF SAFETY PROFESSIONALS

OSHA

nsc — National Safety Council

CPWR — THE CENTER FOR CONSTRUCTION RESEARCH AND TRAINING

NIOSH — National Institute for Occupational Safety and Health