



## WRITTEN SAFETY PLAN MANAGEMENT

### SUMMARY OF RESPONSIBILITIES

Overall safety activity will be directed and coordinated by the Safety Director who will report to the President. Each Job Supervisor will be responsible for accident prevention on the job. The Safety Director will work with the Safety Coordinators and the Job Supervisors to establish appropriate procedures on each job for the control of conditions and practices, which may cause personal injury or damage to equipment or property. The Job Supervisors are the key personnel in the accident prevention program and their active participation in job - site safety, health and environmental activities are required.

Craftsperson's are expected to follow safe work practices and to take an active part in protecting themselves, their fellow worker and any others whom their work brings them into contact with, against accident and / or injury.

### LINE RESPONSIBILITIES

#### **Management:**

- 1) Has full responsibility for matters involving Safety, Health, and Environmental.
- 2) Holds executives responsible for Safety, Health, and Environmental matters.
- 3) Authorizes necessary expenditures for Safety, Health, and Environmental matters.
- 4) Passes on policies as formulated by Safety, Health, and Environmental department and others.
- 5) Participates in the Safety, Health, and Environmental program as recommended by the Safety, Health, and Environmental department and other managers.

#### **Safety, Health, and Environmental Team:**

- 1) Serves as a staff capacity without line authority.
- 2) Coordinates Safety, Health, and Environmental activities.

- 3) Maintains and analyzes accident and incident records.
- 4) Conducts educational activities for supervisors and employees at all levels.
- 5) Conducts activities for stimulating and maintaining interest of employees.
- 6) Develops employees Safety, Health and Environmental educational programs.
- 7) Supervises and appraises accident and incident investigations.
- 8) Plans and directs a regular program of audits.
- 9) Determines compliance with applicable regulations.
- 10) Issues regular reports showing Safety, Health, and Environmental performance.

**Supervisors:**

- 1) Inspect for compliance with safe work practices and rules.
- 2) Train employees to work safety.
- 3) Responsible for the Safety of their crews.
- 4) Responsible for a safe workplace.
- 5) Responsible for obtaining prompt first aid to the injure
- 6) Report and investigate all accidents and incidents and correct causes
- 7) Hold crew safety meetings.
- 8) Discuss Safety, Health, and Environmental issues with individual employees.

**Employees:**

- 1) Works in accordance with accepted work practices.
- 2) Reports unsafe conditions and practices.
- 3) Observes safety rules and regulations.
- 4) Makes safety suggestions.
- 5) Does not undertake a job that is not understood.

# NEW EMPLOYEE ORIENTATION

## **New Employee:**

New employees are required to successfully complete the New Employee Orientation Examination with a score of 80% before assignment to any job location

Issuance of Personal Protective Equipment and training on the equipment will take place during the orientation.

Employees required to operate special equipment shall be given sufficient training to safely operate that equipment.

The new hire orientation program is located in the \_\_\_\_\_ Training Manual.

## **Supervisory Personnel:**

All new supervisory personnel are required to successfully complete the New Employee Orientation Examination with a score of 80% before assignment to any job location.

Supervisors who will have employees working on special equipment shall be given sufficient training to safely operate that equipment.

All Supervisors will be required to successfully complete additional training to indoctrinate them into specific policies relating to job safety requirements, accident notification and investigation, inspections, etc.

The Supervisor indoctrination-training program is located in the \_\_\_\_\_ Training Manual.