

# Safety & Health Management System Guidelines

- *Elements of a safety and health management system*
- *Written sample*
- *Resources*



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# Introduction

This document was developed by the Michigan Occupational Safety and Health Administration (MIOSHA), Consultation Education & Training (CET) Division to help employers develop a system approach to safety and health. Workplace injuries are preventable. A safety and health management system (SHMS) is your best defense against a workplace injury.

An effective safety and health management system has five primary elements:

- Management Commitment
- Employee Involvement
- Workplace Analysis
- Hazard Prevention and Control
- Safety and Health Training

This systematic approach integrates occupational safety and health objectives into the company's organizational structure.

The results of a system approach include:

- An effective system supports the organization's philosophy.
- Safety and health policies and goals are clearly communicated.
- Accountability for implementing the system is understood and accepted.
- Long-term solutions are implemented rather than one-time fixes.
- Evaluation of results over time promotes continual improvement.
- An effective system positively impacts the company's bottom line.

This document provides guidelines to help you understand the elements of a SHMS. Then you can begin to evaluate where you are and what you need to do to build or strengthen your current system.

Also included is a SHMS fill-in-the-blank written sample. The written sample is a tool to help you begin the process of writing and documenting your SHMS. It is important to customize your written system to fit your specific needs, types of hazards, and size and complexity of your business.

Additional resources are listed at the end of the document. MIOSHA CET Consultants can provide assistance at no charge to help you evaluate and build your SHMS.

# Elements of a Safety and Health Management System

The following elements are described throughout these guidelines in an effort to help you develop and implement an effective system.

- Management Commitment and Planning
- Employee Involvement
- Safety and Health Training
- Worksite Analysis
- Hazard Prevention and Control

The following descriptions describe major processes that need to be put into place to successfully implement a continuous improvement process for safety and health. The strategies are intended to help you focus on the process rather than on individual tasks. For example, to fix or replace a guard on a machine versus developing a system to assure guards stay functional. Sites that maintain their focus on the larger processes are far more successful. They can see the “forest” from the “trees” allowing them to make adjustments or improvements as needed. They never lose sight of their intended goals and tend not to get distracted or allow obstacles to interfere with their mission. The process or system will take care of the task implementation and ensure that the appropriate resources are provided and priorities established. Each element interacts with the other. However, it all begins with management commitment.

## ***Management Commitment and Planning***

Management commitment provides the motivating force, resources and controlling activities within the organization. Senior management, including the top executive on site, must act as a role model for how all employees are expected to work to create a safe work environment. Top management must provide visible ongoing commitment and leadership for implementing the safety and

health management system covering all workers, including contract workers. All employees must be provided equally high quality safety and health protection.

Culture consists of an organization’s values, beliefs, legends, rituals, mission, and goals. An organization that demonstrates a sense of responsibility to its employees, customers, and community most likely has a positive culture. Ultimately a positive safety culture is when all of the organization’s values translate into a system of expected safe behavior.

## **Recommendations for Improving Management Commitment and Planning:**

- Create a safety and health vision statement by top management.
- Designate a safety and health person within your facility. This person will be the champion of the company’s safety and health vision.
- Develop a written safety and health policy. A safety and health policy is a statement of commitment. Whatever form the policy takes, leadership must ensure the safety and health policy statement is something management and employees accept and embrace. It is a part of the organizational culture that requires a belief and willingness to “walk the talk.” A good place to start with a safety and health system is a message from senior management. The safety and health policy states management’s commitment to the safety and health of its workers calling on all members of the organization to be actively involved. Policy statements can vary in length and content, depending on whether they only contain policy, or also include your company philosophy, rules, and procedures. Some policy statements will cover items such as specific assignment of responsibility, delegation of authority, and description of duties.



- Establish performance benchmarks for supervisor responsibility and accountability. The beliefs and perception of senior management about safety and health affects the behaviors and practices of the management staff. Employee's attitude and conduct toward safety and health is often a result of a supervisor's attitude and behavior. An analysis of safety organizations and companies of all sizes shows successful safety efforts result from the application of sound safety and health practices. If you establish a standard of performance for managers/supervisors and hold them accountable, they will be much less likely to leave safety and health problems unresolved. Various tools, such as hazard inspection forms, safety observation forms, training forms, etc., can be developed and used to actively engage supervisors and monitor results.
- Establish ongoing communication. Managing safety and health includes verbal and written communication as a two-way process between employer and employees. Regular safety and health communication keeps employees informed and invites feedback and suggestions. Utilizing a company newsletter, "lessons learned" fact sheets, specific safety and health alerts, designated safety bulletin board, posters, and other safety and health brochures all present opportunities to communicate safety and health to your employees.
- Recognize employee safety and health efforts. Top management should recognize employees for their efforts and achievements. Incorporating a recognition program into your safety and health system provides a good counter balance to a disciplinary system by focusing on the positive which can motivate employees to practice safe behaviors. Examples include letters or certificates of appreciation, a special parking place, employee of the month, or other small tangible tokens of appreciation like a baseball cap or safety pin. Recognition programs based on reduction of incidents are not recommended as they may

cause employees to under report injuries and illnesses.

- Review accidents/incidents. Senior management should review all accident/incident reports, acknowledge accident trends, and provide the necessary resources and follow-up for corrections. When employees are injured, take a personal interest in their recovery. Assuring the appropriate steps have been taken to prevent a reoccurrence will demonstrate active management participation in the safety and health system.

### ***Employee Involvement***

Employee involvement provides the means through which workers develop and express their own commitment to safety and health. The best safety and health management systems involve employees at every level of the organization. Employees are often those closest to the hazard and have first-hand knowledge of workplace hazards. Utilizing employees' knowledge and experiences to help identify and resolve problems is an effective way to involve employees.

### **Recommendations for Employee Involvement:**

- Develop how an employee reports hazards through your safety and health suggestion program. Employees have good ideas that may help improve work methods, prevent injuries and illnesses, or identify specific hazards. Frequently these ideas or concerns do not get reported because there is no effective way to present them. A well-organized hazard reporting and suggestion system encourages contributions from employees. Keep the following in mind during the development of your suggestion system:

- what type of information you will want to collect (form development);
  - how often forms will be collected; who will review the suggestions;
  - how decisions will be made; and
  - timelines for actions.
- Establish a Safety and Health Committee. A safety and health committee provides an opportunity to involve employees in the planning and implementation of the safety and health management system. The committee will require the support of top management and include representatives from various departments and levels in the organization. Effective committees define their primary responsibilities, function, and extent of authority. Safety and health committees can engage in numerous activities such as procedure development; review of accidents; identify accident trends; assist with incident investigations; identify, evaluate, and resolve safety and health issues; review safety suggestions; and conduct training. The committee can also promote safety and health involvement with other employees by acting as a communication link between employees and management.
  - Hold everyone responsible for safety and health. Encourage all employees to communicate with each other about unsafe actions and conditions. Identify safety and health responsibilities for all employees. This information can be included in job descriptions as well as developing performance measures that are evaluated and reviewed annually. Through ongoing employee training and communication, employees will learn what is expected in safe behavior and participate actively to improve the system.

### ***Safety and Health Training***

The goal of training is to assure employees understand safety and health hazards in the workplace and how to protect themselves and others from the hazards while doing their job. Training can be a combination of classroom,

on-the-job training, or one-on-one training with coworkers or supervisors.

### **Recommendations for Safety and Health Training:**

- Develop a safety and health training system. All employees need varying levels of knowledge in safety and health in order to do their jobs safely. An effective safety and health training system involves an assessment of employee competencies to carry out their job responsibilities; removal of barriers for all employees to participate in training (provided in a language trainees understand, during compensated time); assure trainers are competent, and periodically evaluate the effectiveness of training. Maintain training records and assure repeat training is built into the system.
- Provide training on your safety and health management system. All employees need to understand how your safety and health system will function;
  - how to report accidents and near-misses;
  - how to identify and report hazards;
  - what the role of the safety and health committee is; and
  - who is on the committee. All facets of your system are relevant for employees to understand what their responsibilities are and how they can participate.

### ***Worksite Analysis***

Worksite analysis is a comprehensive evaluation of the hazards and potential hazards in your workplace. Before your organization can effectively implement hazard prevention controls, a thorough understanding of these hazards must be explored.

### **Recommendations for Worksite Analysis:**

- Analyze your current injuries and illnesses and determine the root causes that created the situation. Determining the cause will allow you to modify your system.
- Conduct a baseline comprehensive hazard identification survey. The hazard survey conducted by MIOSHA staff provides an overview of the more obvious hazards and non-compliance with MIOSHA standards.

A comprehensive hazard survey is the most basic of all the tools used to establish the inventory of hazards and potential hazards at your workplace. After a baseline has been established, periodic surveys need to be conducted to take advantage of new information about hazards or the introduction of new hazards into the workplace. Each time there is a proposed change of facilities, equipment, processes, or materials in your workplace, the change should be analyzed for hazards before being introduced. A comprehensive survey should include both safety and industrial hygiene surveys.

- Adopt a change management process. Establish and implement methods to identify and take appropriate steps to prevent and control potential risks associated with new processes or operations at the design stage and changes to existing operations, products, services, or suppliers. Reviewing employee reports of hazards, incident investigations, and injury and illness reports can assist in the identification of hazards.
- Conduct job safety analysis. Job safety analysis (JSA) is a process for employees and supervisors to observe and evaluate a job task to determine specific hazards and identify solutions to minimize or eliminate the hazards. A written procedure is developed that provides safe operating instructions on how to perform the task safely and specify any personal protective equipment necessary. It is recommended that JSAs be performed on all jobs, prioritizing the most hazardous jobs such as work with machines, equipment, and hazardous chemicals.
- Conduct safety and health inspections. The purpose of conducting routine inspections is to identify system issues that may be contributing to unsafe conditions and unsafe actions. On-the-job training in hazard recognition and MIOSHA standards will assist employees in learning how to identify hazards. Safety and health inspections can be a regular function of the safety and

health committee as well as a management function. To ensure that you conduct effective inspections, talk to workers during the inspections;

- observe workers doing their jobs and wearing appropriate personal protective equipment;
  - assess required safeguards for equipment, machinery and housekeeping;
  - use appropriate equipment to assess noise levels, temperature and humidity or air contaminants;
  - document findings and retain records. Inspection reports should include the potential hazard (including location, equipment, and personnel), action required, responsible person for actions, and correction date. Establish a follow-up system to assure corrections are completed.
- Implement an accident reporting system and accident/near-miss investigation. Each accident and near-miss, regardless of its severity needs to be reported, documented, and investigated. The investigation should look at the root causes of the incident without placing blame on an individual. The purpose of conducting the investigation is to identify direct and indirect causes of the incident and ways to prevent the incident from reoccurring.

### ***Hazard Prevention and Control***

Effective management establishes procedures for timely identification, prevention, and control of hazards. Once the actual or potential hazards are identified, a hazard prevention and control program can be implemented. Controlling exposures to occupational hazards is the fundamental method of protecting workers. A hierarchy of controls is used to best determine how to implement feasible and effective controls.

1. Engineering controls
2. Administrative controls
3. Personal protective equipment

Engineering controls are used to remove a hazard or place a barrier between the worker and the hazard. Well-designed engineering controls can be highly effective in protecting employees and they do not depend on employee interactions to provide this high level of protection. Engineering controls include hazard elimination; for example, moving a meter out of a permit space to eliminate the hazard of an employee entering a permit space. Substitution is an engineering control whereby a less hazardous material or process is used. Examples are using powder coating instead of spray finishing or using a water-based paint instead of a solvent-based paint. Proper ventilation and guarding are also means of engineering controls.

Administrative controls often involve worker rotation or other means of scheduling work or tasks to minimize the length of time the employee is exposed. Work practices involve the way a task is performed and is also a part of administrative controls.

Personal protective equipment (PPE) is the least effective means of protecting employees and can be very costly to sustain. It is considered a less reliable control because its effectiveness is dependent on the PPE being properly selected, worn, maintained, and cleaned.

The idea behind this hierarchy is that the control methods at the top of the list are usually more effective and protective than those at the bottom. Following the hierarchy normally leads to the implementation of inherently safer systems, ones where the risk of illness or injury has been substantially reduced. Most standards require the implementation of feasible engineering and/or administrative controls before personal protective equipment is used as a control method.

### **Recommendations for Hazard Prevention and Control:**

- Develop an ergonomics program. An ergonomics program will establish a system to identify, eliminate, or reduce human risk factors, fitting the work to the employee, rather than the employee to the work. An effective ergonomic program will contribute

to a reduction in illnesses caused by repetitive motion, forceful work, and awkward work postures.

- Develop safety and health work practices and rules. Safe work practices and rules are essential for any organization because they prescribe the accepted behavior and practices you expect employees to follow. Ask employees for their input in composing the rules and practices. Learn what MIOSHA standards impact your operations such as Hazard Communication (Right to Know), Personal Protective Equipment, Control of Hazardous Energy Sources (Lockout), Welding and Cutting, Fire Exits, Powered Industrial Trucks, Respiratory Protection, Noise, etc. Becoming more knowledgeable in these standards will increase employee knowledge of safety and health, assure preventative maintenance systems are put into place, and gain a better understanding of employee rights and responsibilities.

To learn more about these five components, take a look at the [MIOSHA Safety and Health Toolbox](#).

Or go to: [www.michigan.gov/miosha](http://www.michigan.gov/miosha), select "A-Z Topic Index" and "Toolbox."

# SAMPLE WRITTEN SAFETY AND HEALTH MANAGEMENT SYSTEM

This template is a tool to help you begin integrating safety and health into your organization. Additional documentation will need to be developed to verify the existence of a written safety and health management system. The written system described by the employer must be a part of every program, activity, and department in the organization and reflected on a daily basis in practice in the workplace.

Establishment Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Email: \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Employer Safety and Health Representative: \_\_\_\_\_

Employee Safety and Health Representative: \_\_\_\_\_

## MANAGEMENT COMMITMENT AND PLANNING

The organization's culture can directly influence the success of the safety and health management system. Our management will play a major role to ensure its success. Management commitment requires managing safety and health like other organizational concerns, integrating safety and health into the entire organization, becoming personally involved, and establishing accountability for safety and health at all levels in the organization.

### SAFETY AND HEALTH POLICY STATEMENT

*"Every employee at (Name of Establishment) is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards. We will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times. Nurturing a positive employee environment with open communication, employee involvement, participation, accountability, and respect will help (Name of Establishment) achieve a high level of safety and health performance."*

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Signature/Chief Executive Officer

## ***SAFETY COORDINATOR'S RESPONSIBILITY***

It is the responsibility of (Name/Title) to coordinate, implement, and administer (Name of Establishment) safety and health system. Responsibilities include:

- Conduct or facilitate safety and health training.
- Serve as a safety and health staff resource for supervisors and employees.
- Create statistical reports that compare severity and frequency rates against prior records.
- Accompany work site managers on all regulatory inspections (e.g., MIOSHA, Fire Inspector, etc.).

(List other company-specific assigned safety and health responsibilities.)

## ***SUPERVISOR'S RESPONSIBILITY***

Our supervisor's attitude plays an important part in obtaining or preventing the acceptance of safe and healthful work practices, policies, and procedures. It is the supervisor's responsibility to identify potential hazards, identify methods to control or eliminate the hazards, ensure employees engage in safe and healthful work practices, and ensure employees receive safety and health training to do their work. Safety and health performance will be part of our supervisor's evaluation.

(List other company-specific assigned safety and health supervisory responsibilities.)

## ***SAFETY AND HEALTH COMMITTEE***

Our management will take an active role on the safety and health committee. At least annually the safety and health committee will develop written safety and health goals and track monthly progress. These goals will be communicated to all employees. Our committee will be comprised of management and hourly employees. Members will be (Elected/Appointed/Volunteer) and will serve on the committee for (Length of Time).

(See Employee Involvement as previously discussed for additional safety and health committee information.)

## ***RESPONDING TO SAFETY AND HEALTH ISSUES***

Our management will take prompt consistent action when responding to safety and health issues. They will demonstrate our management commitment to addressing safety and health concerns and encourage employee participation. Management will respond to employees reports of hazards or potential hazards and (describe your company's system for employees to report hazards).

Immediate supervisors will review, investigate, and take any necessary and appropriate action on all employee report of hazards or potential hazards. The employee reporting the hazard or potential hazard will be notified of the outcome. Reporting of hazards or potential hazards will be without fear of reprimand.

## ***SAFETY AND HEALTH MEETINGS***

(Name/Title) will hold safety and health meetings to communicate with employees on safety and health issues. These meetings will be held (Monthly/Quarterly) or more often if needed.

## ***POLICIES, PROCEDURES, SAFETY AND HEALTH RULES***

Our management is responsible for implementing major decisions, policies and safety and health procedures. Specific safety and health procedures that are required by MIOSHA will be put in writing

such as: lockout, right to know, personal protective equipment assessment and certification, confined space, respiratory program, etc. Copies of these written programs are available in (Location). Written safety and health rules will be posted at (Location) and communicated with all employees. These rules will be enforced and followed by everyone at our facility. The required MIOSHA posters will be posted (Location).

## **EMPLOYEE INVOLVEMENT**

### ***SAFETY AND HEALTH COMMITTEE***

The purpose of our safety and health committee is to participate in the implementation of the safety and health system at (Name of Establishment).

Our committee will be comprised of management and employee representatives. Our committee will meet (Monthly/Quarterly).

The committee will:

- Have defined goals and objectives.
- Address safety and health issues.
- Record and post minutes of the meetings.
- Involve employees in problem solving.
- Document action taken and post on the bulletin boards for all employees to read and/or comment.
- Have a formal agenda.

Committee members are: (list members)

### ***SAFETY INSPECTIONS***

Our employees will participate in regular safety and health inspections (Monthly/Quarterly) to help identify potentially hazardous conditions and unsafe actions and initiate corrections. Findings will be presented to (Name/Title/Safety and Health Committee) for review. Corrective action will be implemented under the direction of (Name/Title) in a timely manner.

### ***SUGGESTION SYSTEM***

Our employees are encouraged to make safety and health suggestions to help improve a process, prevent an accident, or to make any improvement in the safety and health system. The suggestion system will be implemented by (Name/Title) who will be responsible for determining priority and the proper means of implementation. Safety suggestions will be shared with the safety and health committee for input. Suggestion forms can be placed in suggestion boxes at (Location) or given directly to (Name/Title).

### ***EMPLOYEE PARTICIPATION***

Our employees will be given an opportunity to provide input regarding recommendations on safety and health products, procedures, and training as it pertains to daily work operations. For example, employees may be given some responsibility to test out products or conduct research to substantiate recommendations. Employee input may be provided through the suggestion system, report of hazard, or through actions the safety and health committee initiates. Employees may participate in a variety of ways such as; a trainer, inspector, or problem solver.

# WORKSITE ANALYSIS

We will conduct a worksite analysis, through systematic actions that provide information as needed to recognize and understand the hazards and potential hazards of our workplace. Listed below are types of worksite analysis actions that can assist with making an inventory of potential hazards in our workplace:

- A. Comprehensive hazard surveys (insurance inspections, MIOSHA On-site, etc.).
- B. Hazard analysis of changes in the workplace (new equipment, new processes).
- C. Regular site safety and health inspections (employee and management).
- D. Employee report of hazards or potential hazards.
- E. Accident and incident investigations with corrective actions and follow-up.
- F. Injury and illness trend analysis.
- G. Personal protective equipment assessment.
- H. Job safety analysis.
- I. Ergonomic analysis.
- J. Specific identification of confined spaces.
- K. Identification of energy sources for specific machines.
- L. Copies of written inspections and surveys by: fire department, in-house as required by safety and health standards (e.g., overhead crane inspections, powered industrial truck daily inspection, etc.).

## ***NEW EQUIPMENT, PROCESSES, AND FACILITY HAZARD ANALYSIS***

(Name/Title) will analyze new facilities, equipment, processes, and materials for hazards and potential hazards. Findings will be documented and plans developed to minimize or design out the hazards.

## ***JOB SAFETY ANALYSIS (JSA) AND PERSONAL PROTECTIVE EQUIPMENT (PPE) ASSESSMENT***

The main purpose of our JSA is to prevent accidents by anticipating and eliminating hazards. (Name/Title) will periodically perform the JSAs and personal protective equipment assessments to assure the appropriate safeguards and protection are in place and to develop safe work practices and procedures. When JSAs and personal protective equipment assessment are performed, employees will be involved in the process.

## ***EMPLOYEE REPORT OF HAZARDS***

Our employees play a key role in identifying, controlling, and reporting hazards that may occur or already exist in the workplace. Employee reports of potential hazards can be an effective tool to trigger a closer look at a piece of equipment, operation, or how work is being performed. Reports of potential hazards can also provide suggestions to eliminate a hazard.

## ***ACCIDENT/INCIDENT INVESTIGATION***

We will conduct an investigation for all accidents/incidents and near misses. Our primary goal of conducting an investigation is to determine the “root cause” to prevent the risk of a future occurrence. Investigation reports can help determine injury and illness trends over time, so that patterns with common causes can be identified and prevented. Investigations are not intended to place blame.

Accidents and “near-miss” incidents will be investigated by (Name/Title). The reports will be reviewed by (Name/Safety Committee) within (Days/Hours) of an accident/incident.



# HAZARD PREVENTION AND CONTROL

Our management will develop systems to prevent and control hazards. These include: the establishment of controls through engineering, work practice, personal protective equipment, and/or administrative actions; systems to track hazard correction; preventive maintenance systems; emergency preparation; and medical program.

Our written system will be implemented to assure guards, housekeeping, and personal protective equipment are provided and being used.

A written plan of action for the correction of hazards found in the workplace will be implemented by (Name/Title). Actions will be communicated to all employees.

A machine-specific maintenance schedule will be established by (Name/Title). Maintenance logs will be kept to document work performed and repairs scheduled or ordered.

Required written programs such as: lockout/tagout, respiratory protection, right to know, confined space, bloodborne infectious diseases, asbestos, benzene, lead, hearing conservation, and fork lift permits will be developed.

Copies of applicable MIOSHA standards will be located at (Location) for employee review or can be viewed on line at [www.michigan.gov/mioshastandards](http://www.michigan.gov/mioshastandards).

Our supervisors will correct and reinforce safe and healthful work practices as part of their daily routine. Our written disciplinary procedure will assist in fair and consistent enforcement, and will include remedies and follow-up.

Through a team effort all employees at (Name of Establishment) will make “safety checks” a part of routine work practices.

# SAFETY AND HEALTH TRAINING

Our goal of safety and health training is to provide a mechanism for our employees to understand safety and health hazards and how to protect themselves and others. Safety and health training programs include determining the training needs, involving our employees in the program design, and implementing the training.

Our training should be designed for the type of work and potential hazards employees may be exposed to. Listed below by groups are the employees that need training:

- Supervisors
- Maintenance
- Hourly/Line Workers
- Set up Operators
- Machine Operators
- Office Workers
- Other (Contractors, temporary, etc.)

All of our employees at (Name of Establishment) will be thoroughly trained to perform their jobs safely and productively. Our employee training will be documented and reviewed as necessary to ensure consistent safe and healthful work practices.

### ***TRAINING WILL BE CONDUCTED***

- A. For new and current employees.
- B. When required by a specific standard, equipment, or procedure.
- C. When new methods are developed or changed.
- D. When an employee's responsibilities or designated job duties change.
- E. When a pattern of unsafe or unhealthy behaviors are observed.
- F. When new hazards are identified.
- G. When new controls are implemented.
- H. When personal protective equipment is provided.
- I. When an employee shows a deficiency in knowledge of a company rule and procedure.
- J. When a specific health standard such as: asbestos, benzene, lead, cadmium, ethylene oxide, formaldehyde, hexavalent chromium, and others mandate it.

### ***TRAINING RECORDS***

- A. The records will be maintained by (Name/Title). Training documents will include: who was trained, training subject, content, and date.
- B. Our training schedules will follow, at a minimum, the training requirements of the MIOSHA standards.
- C. Our training shall consist of a combination of lecture, discussion, interactive computer learning, videotape, written materials, practical training and testing, or one-on-one (on the job) training.

### ***NEW EMPLOYEE TRAINING***

- A. Our new employee orientation training program will be provided for all new employees and will be specific for the duties performed. New employee training will be conducted before the employee operates equipment or machinery or exposed to hazards. Training will be conducted by (Name/Title).
- B. Examples of training to be conducted:
  - Asbestos
  - Bloodborne Infectious Diseases
  - Confined Space Entry
  - Ergonomics
  - First Aid/CPR
  - Hazard Communication Program
  - HAZWOPER
  - Hearing Conservation Program
  - Lockout/Tagout

- Personal Protective Equipment
- Powered Industrial Trucks
- Respiratory Protection Program

### ***SAFETY LITERATURE-BULLETIN BOARD***

At (Name of Establishment), a portion of our bulletin board is reserved for safety and health documents, memos, and safety and health committee minutes.

### ***SAFETY AND HEALTH WORK OBSERVATIONS***

Safety and health work observations will be performed periodically by supervisors or designated observers.

Safety and health work observations ensure: 1) an employee has the knowledge to perform the work as trained, and 2) is actually performing their work task safely. Specific observations or audits are especially critical for lockout/tagout, confined space, or where the risk of exposure is high. Results will be documented and follow-up training will be provided as needed.

# Additional Resources to Build a Safety and Health Management System

The following is a list of other written programs related to specific MIOSHA standards. Because all businesses differ in many aspects, each company should tailor their own system and formulate safety and health procedures and rules applicable to their own conditions and/or work environments.

The following items can be used separately or combined to help you write and implement a Safety and Health Management System. Please mark the needed materials and visit our website at [www.michigan.gov/miosha](http://www.michigan.gov/miosha) to download these documents at no cost.

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## [SP #16 Personal Protective Equipment for General Industry](#)

*Or go to: [www.michigan.gov/mioshapublications](http://www.michigan.gov/mioshapublications), select "Sample Plans and Special Programs" and "Personal Protective Equipment for General Industry."*

This booklet reviews types of personal protective equipment, how to conduct an assessment, information on training and sample forms.

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## [SP #22 Right to Know Hazard Communication Compliance Guide](#)

*Or go to: [www.michigan.gov/mioshapublications](http://www.michigan.gov/mioshapublications), select "Sample Plans and Special Programs" and "Right to Know Hazard Communication Compliance Guide."*

This booklet contains information on training, assessing the chemical hazards in your workplace, and developing your program.

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## [SP #27 Lockout/Tagout Compliance Guide](#)

*Or go to: [www.michigan.gov/mioshapublications](http://www.michigan.gov/mioshapublications), select "Sample Plans and Special Programs" and "Lockout/Tagout Compliance Guide."*

This booklet reviews all required areas of a comprehensive lockout tagout program. It includes examples and suggestions to consider in developing a program.

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## [SP #28 Confined Space Entry Training and Workshop](#)

*Or go to: [www.michigan.gov/mioshapublications](http://www.michigan.gov/mioshapublications), select "Sample Plans and Special Programs" and "Confined Space Entry Training and Workshop."*

This booklet is a sample program with worksheets designed to help an employer in developing a system to control hazards associated with entries in a permit required confined space.

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## [CET #5230 BID Exposure Control Plan for Limited Exposure](#)

*Or go to: [www.michigan.gov/mioshapublications](http://www.michigan.gov/mioshapublications), select "Sample Plans and Special Programs" and "Bloodborne Infectious Disease Exposure Control."*

This booklet is designed to help an employer develop a bloodborne infectious disease control program.

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## [CET #5730 Model Respiratory Protection Program](#) (Replaced by USDOL OSHA Sample Respiratory Protection Program)

*Or go to: [www.michigan.gov/mioshapublications](http://www.michigan.gov/mioshapublications), select "Sample Plans and Special Programs" and "Respiratory Protection."*

This compliance guide is to help you design your respirator program.

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## [CET Sample Perception Survey](#) – MTI level One Course materials from "Blueprint for a Safety and Health Management System"

*Or go to: [www.michigan.gov/mti](http://www.michigan.gov/mti) and select "CET Sample Protection Survey."*

The use of perception surveys provides a means to measure leading indicators of safety performance by providing a snapshot of the current safety culture through the perception of your employees and managers.

Through the MIOSHA Training Institute (MTI), there are numerous low-cost training seminars throughout the state to help you formalize your safety and health system. Visit the MIOSHA website to determine which classes would be beneficial to you. Other support services provided by MIOSHA include the publication library, fact sheets, standard interpretations, free DVD loan library, and consultation services.

[www.michigan.gov/miosha](http://www.michigan.gov/miosha)

517-322-1809





## Safety Pays!

For every \$1 invested in workplace safety and health... employers see a \$4 to \$6 return.

### Bottom Line Benefits

- 1 Reduced absenteeism
- 2 Lower turnover rates
- 3 Higher productivity
- 4 Greater efficiency
- 5 Increased quality
- 6 Decreased scrap/waste
- 7 Increased employee morale
- 8 Positive brand image
- 9 Decreased health care costs
- 10 Decreased workers' compensation costs

LARA is an equal opportunity employer/program. Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.