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.

1 ESTABLISH SAFETY & HEALTH AS A CORE VALUE

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.

2 LEAD BY EXAMPLE

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

3 IMPLEMENT A REPORTING SYSTEM

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.

4 PROVIDE TRAINING

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

5 CONDUCT INSPECTIONS

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.

6 COLLECT HAZARD CONTROL IDEAS

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

7 IMPLEMENT HAZARD CONTROLS

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

8 ADDRESS EMERGENCIES

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.

9 SEEK INPUT ON WORKPLACE CHANGES

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

10 MAKE IMPROVEMENTS TO THE PROGRAM

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

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