

## Planning for Workplace Safety

Beginning with the Organizational Safety Policy, the company's Safety Plan shows that Senior Management takes the commitment to worker health and safety seriously. The safety plan provides a system of policies, procedures and practices to help prevent accidents/incidents, gives workers the knowledge to help them create a safe working environment and outlines a consistent methodology for the company's approach to Health and Safety. It is one of the more important safety documents that a company can produce.

This workshop will give you the foundation to develop your Organizational Safety Plan and take the next step in building your safety culture.

This one-day workshop will help you teach participants:

- What a safety plan will include
- How to understand and write an Organizational Safety Policy
- The importance of the Introduction to the Safety Plan
- How to develop a basic Communications Plan for a specific accident/incident occurrence
- Ways to decide on training solutions to common accidents/incidents
- How to understand and explain the importance and structure of Incident Response Plans and Critical Incident Response Plans
- How to understand Safety Inspections and Safety Audits as methods to identify unsafe conditions and apply corrective action
- How to use a 6S Inspection Checklist to conduct a 6S Inspection
- How to brainstorm policies and procedures that you might find in the Appendix of a Safety Plan
- How to help your organization write, implement, and review a safety plan

### Course Overview

You will spend the first part of the day getting to know participants and discussing what will take place during the workshop. Students will also have an opportunity to identify their personal learning objectives.

### Writing a Safety Plan

A safety plan is made up of many components and in this session learners will be introduced to the basic structure of a safety plan.

### Organizational Safety Policy

Organizational safety policies communicate senior management's commitment to worker health and safety. This session teaches the basics of writing an organizational safety policy.

**Introduction to the Safety Plan**

A strong introduction to the safety plan maintains momentum which is gained from the declaration of safety in the safety policy. This session illustrates the importance of the introduction to the plan.

**Communications Plan**

The communications plan reinforces that every employee is a part of the entire safety process. This session introduces a sample communications plan and allows students to develop part of a plan for a specific incident.

**Safety Training**

Training is important to ensure that everyone is able to identify and address health and safety issues. This session will build upon a look at an employee orientation to decide training solutions to common accidents.

**Incident Response Plan**

Incident Response Plans must be able to deal with every type of accident/incident that can reasonably happen in a workplace. This session explores response plans by developing procedures for the plans.

**Safety and Health Inspections**

These inspections look for unsafe conditions and provide corrective actions. This session shows students methods to identify unsafe conditions and how to apply corrective actions.

**Safety Audits**

Safety audits allow an organization to make minor changes to their safety plans and practices to maintain a safe workplace. This session discusses another method to identify unsafe conditions and apply corrective action.

**Appendix**

A safety plan appendix contains important procedures additional to ones already set out in the plan. This section features a brainstorming session to develop appendix items for a sample safety plan.

**Workshop Wrap-Up**

At the end of the course, students will have an opportunity to ask questions and fill out an action plan.