



# Safety Program Management

A safety program is much more than simply stating that “safety is important around here.” Safety must be a core value of the organization, the fundamental belief that keeping employees safe from injury is a top priority.

## Program Includes:

- 2 Videos or DVD's
- Administrative Materials
- Software Templates

**Video Length:** 38 minutes  
(combined)

Blue Prints for Safety  
www.utahsafetycouncil.org

## PROGRAM OVERVIEW:

Developing a safety program in your company might seem like an overwhelming task. This program transforms what can feel like an unmanageable project into a simple and clear process that anyone can adhere to. Filled with practical advice and information from experienced safety professionals, this five-part module leads you from beginning to end through the steps needed to establish, maintain, and manage an effective safety program.

## YOU WILL LEARN:

- The Importance of Establishing a Safety Program
- Tips for Establishing Safety as a Core Value in Your Company
- How to Create a Written Safety Policy
- How to Establish and Communicate Safety Goals
- Responsibilities of Managers and Employees in the Safety Process
- How to Identify and Control Hazards
- How to Train Management and Employees
- How to Establish Communication, Feedback, and Response Methods
- How to Establish Emergency Response Procedures and Accident Management
- How to Establish Accident Investigation Procedures
- How to Measure and Monitor Effectiveness

## PROGRAM CONTENTS:

- Safety Program Requirements
- Step-by-step Instructions for How to Manage Your Safety Program
- A Guide to Recordkeeping Requirements for Occupational Injuries and Illnesses
- Written Program Development
- Safety Program Management Written Program
- Recordkeeping Forms:

*Activity Assessment Form*

*Emergency Call List*

*Hazardous Material Review*

*Job Safety Analysis*

*How to Write Practice Statements*

*Emergency Response Information*

*Injury Cost Assessment Worksheet*

*OSHA 300 Log and Summary of*

*Occupational Injuries & Illnesses*

*Potential Injuries Assessment Form*

*Safe Work Procedure Development*

*Worksheet*

*Safety Program Element Evaluation*

*Safety Project Management Schedule*

*Safety Goals Worksheet*

*Safety Committee Action Items*

*Safety Committee Members*

*Safety Committee Minutes*

*Safety Meeting Planner*

*Safety Program Activities Plan*

*Safety Program Training Record*

*Safety Training Calendar*

*Self-Inspection Checklist*

*Safety Policy Development*

*Worksheet*

*Safety Action Sheet*

*Safety Program Assessment*

*Worksheet*

*Employee Injury Report*