

# Seven Steps to a Safer Workplace

An occupational health and safety program helps ensure a safe, productive workplace. Follow these seven steps to establish an effective program for your small business.

## **Step 1 Health and Safety Policy**

Develop a statement of the employer's commitment to the health and safety program, including the aims of the program and the responsibilities of the employer, supervisors and workers.

## **Step 2 Regular Inspection**

Regularly monitor work procedures, equipment and machinery to ensure hazards to workers are eliminated and controlled.

## **Step 3. Education and Training**

Make sure workers know about all pertinent hazards in the workplace; are familiar with health and safety regulations that apply and ensure and that workers demonstrate competency at the tasks they are required to perform.

## **Step 4 Monthly Meetings**

Discuss health and safety matters, identify any unsafe condition or practice and implement solutions to any health or safety concerns.

## **Step 5 Accident Investigation**

Determine the causes of accidents and near misses so that corrective actions can be taken to prevent similar incidents.

## **Step 6 Records and Statistics**

Maintain a first aid treatment record book, inspection and accident investigation reports, and records of program activities and training. These will allow you to identify trends of unsafe conditions or work procedures.

## **Step 7 Maintaining an Effective Program**

Review the program annually to identify the extent of effectiveness and deficiencies of the existing health and safety activities. Examine the potential for future injury and the progress of the organizations current safety effort.

Maintain a strong commitment to safety policies and procedures and the interest and involvement of the workers