

# Michigan Municipal Workers' Compensation Fund

## Safety and Health Resource Manual

---

### Developing a Safety and Health Program

The following provides an outline of the essential components of an effective occupational safety and health program.

#### Section I -- Employer Information

- ⦿ In this section you need to enter basic information about the municipality and the types of activities you conduct. Items of information necessary include the following:
  - Name of municipality.
  - Primary business address, city, state and zip.
  - Telephone numbers of the administrative office.
  - Type of operation(s) and brief description of primary types of occupations employed or processes used.
  - List all locations where you conduct operations. For example, storage buildings, maintenance and so on.
  - List by name and job position all persons you have assigned authority and responsibility to implement and maintain your safety program.

#### Section II -- Safety Coordinator

- ⦿ List the name and other pertinent information about each person responsible for carrying out your safety program:
  - Designate only one primary Safety Coordinator; however, you may assign responsibilities for parts of your safety program to as many people as necessary.
  - For each person describe the authority and responsibility assigned to him or her.
  - Include telephone numbers and business mail addresses for each person.

#### Section III -- Methods to Establish A Safe Workplace

- ⦿ Discuss the methods you will use to identify safety and health hazards. Some methods you may want to consider are:
  - Review of applicable MIOSHA (or state MIOSHA) General Industry Safety Standards and state safety requirements.
  - Review of industry and general information on potential occupational safety and health problems specific to your operation.
  - Evaluate all previous accidents, injuries, illnesses and unusual events that have occurred at each of your locations.
  - Study of Material Safety Data Sheets (MSDS) to identify health and safety hazards associated with chemicals used in your workplaces.
  - Scheduled inspections of general work areas and specific work locations.
  - Evaluation of information provided by employees.
- ⦿ List and describe each safety-training program that you provide for your employees. You should also include a short description of each job safety class.
- ⦿ If you used a task safety analysis to develop information about safe procedures and to identify safety problems, describe the process and the location where you keep these records.

# Michigan Municipal Workers' Compensation Fund

## Safety and Health Resource Manual

---

- ⦿ If you have developed a set of general safety rules or a policies and procedures manual, mention it here and list where copies are available in the workplace.

### Section IV -- Procedures for Safety Inspections and Correction of Hazards

- ⦿ Discuss your procedure for scheduling and making safety inspections. Discuss each of the following items:
  - The frequency for each type of safety inspection you plan to conduct.
  - The person(s), by title, who are responsible for the safety procedures and the correction of hazards.
  - The procedures the person making the inspection will use.
  - The method you will use to document safety inspections and corrective action taken on problems identified.
  - The methods you use to assure that the responsible person has taken corrective action on problems found during inspections.
  - The methods you will use to alert employees to uncorrected problems.
- ⦿ List:
  - Each checklist or inspection form you use to document inspections and state where these forms are available.
  - Any other method or form you use to document inspection activities and where you keep these records.
- ⦿ List procedures for follow-up. This assures that the person responsible has corrected the problem. Monitor so that problem does not recur.

### Section V -- Safety and Health Training Programs

- ⦿ List when you plan to provide safety training. The following are minimum requirements:
  - For all employees when your program is first established.
  - For all new employees prior to starting work.
  - For employees who receive a new job assignment
  - When you introduce new substances, processes procedures, or equipment.
  - When you introduce new protective equipment or different work practices.
  - When you find new or previously unrecognized hazards.
  - For all supervisors to assure they know workplace hazards.
- ⦿ Discuss your program for documenting training you provide your employees. Include complete information about the forms that you use and about where you retain them.
- ⦿ Review when refresher training is given and the documentation you maintain.
- ⦿ List each type of refresher training provided and the frequency.
- ⦿ State who is responsible for the various types of refresher training.
- ⦿ List and discuss all other types of safety and health training you provide and the methods used; i.e., video, discussion, lecture, hands-on, or computer-based.

### Section VI -- Employee Safety Communications Program

# Michigan Municipal Workers' Compensation Fund

## Safety and Health Resource Manual

---

- Ⓞ Describe your procedures for communication of safe working conditions, work practices and required personal protective equipment to be included in all initial and refresher training.
- Ⓞ Discuss all methods of communications about safety and health matters with employees. Specify what methods you use: meetings, posters, payroll stuffers and so on.
- Ⓞ Describe how you solicit safety-related information from employees -- for example, a safety suggestion program. Discuss your provisions for the anonymous submission of ideas for or concerns about safety and health matters.
- Ⓞ State how you inform employees that they may express any concern, comment, suggestion or complaint about a safety-related matter without fear of reprisals or other job discrimination.

### **Section VII -- Procedures to Assure Employee Compliance with Safety Rules**

- Ⓞ Describe your procedures to ensure employees follow safe work rules.
- Ⓞ Describe how you inform employees that policies and procedures for safe work conditions and practices as well as required personal protective equipment are mandatory.
- Ⓞ Describe specifically how you will enforce mandatory policies and procedures; for example:
  - Recognition programs for compliance or good safety records.
  - Discipline for non-compliance and how the discipline will be applied.

### **Section VIII -- Accident and Illness Investigation Procedures**

- Ⓞ Discuss your accident and injury/illness investigation program and procedures:
  - State that the persons responsible should conduct the investigation as soon as possible after the accident, injury or illness.
  - Include a procedure to investigate "near-miss" or unusual occurrences.
  - List any forms you use and where they are available.

### **Section IX -- Recordkeeping Procedures**

- Ⓞ List the forms you use to document accident and injury investigation and where these forms are maintained.
- Ⓞ Describe your record-keeping program for occupational injury and illness.
- Ⓞ List the period of retention of all written records.
- Ⓞ Discuss maintenance of MIOSHA 200 and 101 forms.

### **Section X -- Review and Approval**

At a minimum, senior management official should approve and sign the plan. You may have as many levels of approval and signatures as are necessary.

You may want to consider having the responsible persons (safety coordinators) sign the plan.