

# ***PLOTTING A COURSE to an*** **EFFECTIVE SAFETY PROGRAM**

Follow these steps to develop a safety program that helps prevent collisions and injuries.

**1. Write it down!**

**2. Include guidelines for the following at a minimum:**

- Safe vehicle operation
  - Include policies on distracted driving, seat belts, speed and following distance
- Proper lifting/carrying techniques
- Control of slip/fall exposures
- Safe use of tools and equipment including hand trucks
- Warehouse and dock safety

*Other areas we recommend including are:*

- Worker selection, orientation and training
- Facility inspection and workplace evaluation
- Collision/incident investigation and analysis
- Loss experience recordkeeping and analysis

**3. Identify the individual(s) responsible for implementing the program.**

**4. Communicate the program to every worker by distributing printed copies or posting in common areas.**

A safety program's effectiveness is most often traced directly back to the commitment from everyone within an organization to make their workplace free of known and recognizable hazards. Ask your workers to sign a pledge!

**5. Coordinate any necessary training to get workers in compliance with your safety guidelines.**

**6. Conduct safety meetings regularly, at least once a quarter. Document attendance and the agenda.**

**7. Review and update the safety program annually or more frequently if needed.**

Be sure to communicate with workers about any changes made to the program.

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**Collisions are not random events, but rather preventable events. Having a written safety program will help workers navigate safely through the work day.**

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