# Mineral HR and compliance made simple.



# Anatomy of a Safety Manual

A Safety Manual is all about expectations. It establishes what your employees can expect from you as the employer in terms of safety. It also sets your expectations for how employees should be protecting themselves. In doing so, you set the benchmark for what your safe workplace looks like.

Every section in the Safety Manual tackles different aspects of your safety program. It doesn't matter what kind of business you have big or small, high risk or low every company should have a safety manual. The only differences will be what's inside each section.





#### Roles and Responsibilities

- Management and employee
- responsibilities
- Safety Committee Resources
- Safety leadership at your workplace Phone numbers and contact info

Incident

Investigation

corrective measures

Guidance on who undertakes

investigations of an incident

Overview of the investigation

process, including reporting

Outline of disciplinary or other

Guidelines

• External Safety resources (websites, hotlines, etc.)



#### **Employee** Safety Rules

- When PPE, fall protection, lifting tools, etc. are expected to be used and where PPE is stored
- Cell phone and radio use • Rules regarding eating in the
- workplace
- Drug & Alcohol-free workplace rules · Aisles, fire exits, and other escape route designations



# **OSHA** Inspections

This is where you designate the name and contact info of whom to notify if OSHA arrives for an inspection as well as the location of other information OSHA may request.



## **Equipment & Tools**

- Training rules and lockout/tagout rules for machinery
- Electrical precautions
- Rules for who can use equipment
- · Hand and power tool rules
- Rules for reporting unsafe equipment or tools



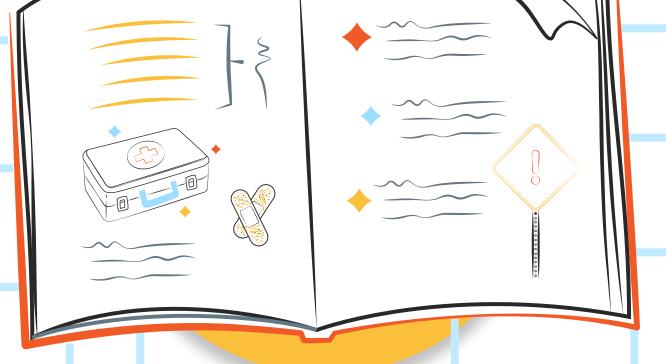
## **Incident Reporting**

- · Location of first aid kits
- · Location and number of emergency clinics and preferred
- medical provider Name and phone number
- of managers · How to report an incident



#### Return to **Work Program**

This section includes definition of the company's Return to Work program. These programs are commonly created in consultation with a workers' compensation provider, and in-line with ADA, OSHA, and FMLA guidelines.





#### Hazard Identification and Assessment

This section should include policies based on what types of hazards might be present at your workplace. Some things are nearly universal, like slips, trips, and falls, lacerations, repetitive motion, or chemical safety. But others are workplace dependent, like confined space, lockout/ tagout, trenching and shoring, forklifts, etc.



# Job Hazard Analysis

Part of keeping your team safe is taking a step-by-step look at what they are doing, when, how, and where. Then, taking that information and looking at what safety hazards might exist at each stage. This section systematizes that into a process. It outlines what triggers that assessment and how to control and prevent them.



#### **Hazard Prevention** & Control

This is where your company can outline, in writing, how you are proactively keeping your workplace safe. This includes specific safety practices, training, enforcement, maintenance, and administrative rules.



# Office Safety

Use this section for any guidelines specific to your office setting. This is especially useful if your workplace is dominated by warehouse, factory, kitchen, garage, etc.



# Security

Populate this section with policies surrounding door access, key assignments, alarm codes and other rules that govern security. While this is especially important if you have expensive equipment, data, or merchandise, it is still important even for those that do not.



# **Emergency Action Planning**

This is where you will put information about responding to emergencies such as structure fires, bomb threats, or robberies. But it also can be used to list larger scale disasters such as wildfires, hurricanes, or earthquakes. This information could include evacuation routes, rally points, and post-crisis phone tree information.



# Fire & Utility Safety

Separate from your Emergency planning, this section covers the location of electrical panels, sprinkler systems, alarm panels, and gas mains. It also covers policies and procedures around the maintenance of fire extinguishers and fire suppression systems, and fire drills.



#### **Personal Protective** Equipment

Indicates when and where personal protective equipment (PPE) is required for specific tasks. It includes information on where and how to find the PPE, and when to retire worn or damaged PPE.



#### Vehicles and Fleet Safety Guidelines

If your staff drives companyowned vehicles or even their own vehicles for work, it is a good idea to maintain policies surrounding those hazards. This could include stated requirements for driving sober, with adequate grade driver's license, with upto-date liability insurance, and while abiding all traffic laws. It could also govern the maintenance of company-owned vehicles to keep them in peak condition.



# Employee Acknowledgment

At the end of the day, Safety is very much an HR function. Make sure that at the end of your Safety Manual is a place for your employees to sign that they have read and understand the information inside. This gives you a place to start a conversation when a lapse leads to an injury or accident.