

ACCIDENT PREVENTION PLAN

MANAGEMENT SAFETY COMPONENT

One of the primary objectives of _____ is to provide a safe and healthy working environment for each of our employees. Accidents and injuries are prevented by controlling the work environment and the actions of employees.

Employee safety is to be the first consideration in the operation of this business. Management has committed to provide all mechanical and physical facilities to attain the highest standards of personal safety and health. Safe practices on the part of the workers must be part of all operations. Employees must understand their personal responsibility for the prevention of injuries on and off the job. All injuries can and should be prevented.

We will maintain a safety and health program that conforms to the best practices for similar businesses. To succeed, the program must represent the proper attitudes toward injury and illness prevention on the part of both supervisors and employees. Cooperation in all safety and health matters is required. Only through such operation, can a safety program be established and preserved.

Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum.

We have taken the responsibility of leadership in the safety and health program, for its effectiveness and improvement, and for the training and safeguards required to ensure safe conditions. In turn, we ask each employee to accept the responsibility for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations and for continuously practicing safety while performing his or her job.

SAFETY RESPONSIBILITIES

The prevention of accidents and injuries is achieved through control of the working environment and control of people's actions. Unless responsibilities for safety are assigned, there is no assurance that safeguards are implemented or enforced.

All responsibilities in safety should be clearly designated--everyone should know their responsibilities. Responsibilities for a function must be matched by the authority to perform that function. No person should be held responsible for the performance of a function unless the responsibility is accompanied by the power to accomplish the job.

Upon the assignment of responsibilities, the person given the responsibilities must be held accountable for the fulfillment of those areas of responsibility. The lack of procedures for fixing accountability is safety's greatest failing. When people are held accountable, they will accept the given responsibility.

_____ will be the primary person responsible for the implementation and enforcement of the company safety policy. _____ will verify compliance with federal, state, and/or national safety standards/regulations. _____ will also ensure training in areas affecting safety and health of the work place, and the investigation of accidents, property damage incidents, and near misses. In the absence of the president, _____ will assume the responsibility for enforcing the program.

_____ will be responsible for all documentation and records developed as a result of safety training, meetings, accident investigations, and hazard reports required by this plan.

_____ are responsible for inspecting job sites on a daily basis to verify that the proper safety equipment is being used by _____. They have the authority to intervene when unsafe behavior is observed and correct hazardous conditions that have been observed or reported.

The employees are responsible for understanding and practicing the safety rules, report any unsafe conditions to _____ immediately, and report any accidents or incidents immediately, regardless of who was at fault.

PROGRAM ANALYSIS COMPONENT

ACCIDENT PREVENTION PLAN ANALYSIS

Management will review the Accident Prevention Plan during the first month of each calendar year. The purpose of this review is:

- * To determine if all areas of exposures are addressed in the Accident Prevention Plan.
- * To determine any new hazards that should be included in the Accident Prevention Plan.
- * To provide additional employee training as required.
- * To analyze work place injuries, illnesses, accident trends, and near misses.

The annual reviews will be documented, showing the date of the review and any new areas of exposure identified. Documentation will be maintained by _____.

ACCIDENT/INJURY ANALYSIS

All Accident Investigation reports, Hazard Reports, Incident Reports, Inspection Reports and the OSHA 200 form will be reviewed quarterly to determine any trends in accidents or hazards that may be developing.

Documentation of these reviews will be retained by the office manager.

SAFETY RECORDKEEPING COMPONENT

_____ will be responsible for maintaining all documentation of training, accident reports, OSHA logs, hazard reports, incident reports and any other documentation incidental to the implementation of this accident prevention plan. All training, accident reports, hazard reports, and incident reports will be completed by _____.

INJURY RECORDS

An injury log will be maintained in the office. Recordable injuries will be recorded on an OSHA 200 form within 24 hours of being reported.

The summary portion of the OSHA 200 form will be posted from the first day of February to the first day of March each year in the office for each location, as well as in the corporate office.

Injury records will be retained for a period of five calendar years.

Each employee injury file will contain a TWCC Employer's First Report of Injury or Illness, the Accident Investigation form, all supporting medical forms and information, correspondence, and a phone log.

INSPECTION REPORTS

Documentation will include:

- Date of inspection
- Name of Inspector
- Discrepancies found
- Person responsible for corrections
- Date of correction

Reports will be filed in a log and maintained until all discrepancies are corrected, or at least 12 months, whichever is longer.

SAFETY MEETINGS/TRAINING

Documentation will include:

- Date of training
- Name of trainer
- Subject(s)
- Signed attendance roster

All training required by OSHA will be conducted on a timely basis and records will be maintained in accordance with OSHA or other directing guidelines.

SAFETY EDUCATION & TRAINING COMPONENT

The training of employees is vital in a successful Safety Program.

Safety training is not a one-time occurrence. Continual monitoring and interaction supports accident prevention efforts.

Safety rules and safe work procedures should be discussed specifically with each employee on an ongoing basis. Work routines should be reviewed periodically and employees should be given explanations of potential hazards to avoid and safeguards to follow. Discussions should include not only a review of safety procedures, but also an explanation of why they are necessary and will accept nothing less than full compliance. When conditions warrant, it may become necessary to re-train employees in safety rules or procedures. Repeated disregard for safety will not be tolerated and may result in reprimand, suspension, or termination.

It is vital to our safety program that all safety training programs and meetings are carefully documented. Written records of all training activities will be kept. _____ is committed to good safety training which positively develops an attitude in all employees that strengthens and supports safety awareness.

Safety meetings and training will be held every _____. Everyone will attend these meetings.

ACCIDENT INVESTIGATION COMPONENT

Investigations are required on all accidents including those “near misses” not producing injuries. Near misses are reviewed to determine if a recurring hazard exists, therefore, they must be thoroughly investigated and reported. Accidents that do not produce injury have probably produced other job hindrances such as delays, damaged equipment, etc.

All accidents are to be investigated by the lead person of the employee involved. Investigations will be conducted as soon as possible, within 24 hours after the accident.

Management will be involved in all accident investigation reports. Reviews will be conducted to determine if trends are occurring.

The accident investigation will contain the following elements concerning the incidence:

- When did it occur?
- Where did it occur?
- How did it occur?
- Why did it occur?
- What can be done to prevent recurrence?

In order to produce a thorough and effective investigation, it is necessary to:

- * Understand the need for the investigation
- * Prepare for the investigation
- * Gather facts concerning the investigation
- * Interview the injured employee
- * Take Pictures
- * Draw diagrams
- * Get witness statements
- * Analyze the facts
- * Develop conclusions
- * Make a detailed report
- * Correct the situations that caused the accident
- * Follow through on corrective action
- * Double check the corrective action
- * Critique the investigation

The intent of the accident investigation is to determine what basic condition or act caused the accident so corrective action can be taken to prevent recurrence and not to identify the guilty party. The goal is to determine the facts, not the fault.

PROGRAM REVIEW & REVISION COMPONENT

Management will periodically review and revise the Accident Prevention Plan to reflect current hazards identified in the work place. This will be completed each quarter. Any new hazards identified during the review will be included in the Accident Prevention Plan and employees will receive immediate training as required. The annual reviews will be documented showing the date of the review and new areas of exposure will be included.

SELF-AUDIT & SAFETY INSPECTION COMPONENT

_____ will be responsible for conducting and documenting the safety inspections on the job. Records of these inspections will be kept by the _____. This information will also be given to _____.

All self-audits and inspections will include a detailed survey of the equipment, work areas, job sites, etc.

The following procedures will be included in the self-audit and inspections:

- * General housekeeping
- * Hand tool inspection
- * Material storage
- * Manual lifting exposures
- * Power tool inspections
- * Personal protective equipment
- * Electrical safety
- * Fire prevention
- * Forklift safety
- * First aid procedures
- * Ladder safety procedures
- * Vehicle inspections

The records will list the hazards, corrective actions, and the date for correction.

The employees are responsible for conducting daily inspections of the job site and either correcting or notifying management of any identified hazards.

All vehicles will be inspected thoroughly by the driver before use. Monthly inspection forms will be completed. Documentation of these inspections will be kept for at least one year.

EMPLOYEE HIRING PROCEDURES COMPONENT

_____ is responsible for final approval before a new employee is hired to ensure that only qualified and properly trained employees are hired.

The hiring procedures will include:

- * A standard, written application
- * Personal interviews by _____
- * Reference checks
- * Motor vehicle record checks

New employees will be trained on the job by the lead person with regular supervisor feedback. Documentation will be available regarding the employee's skills, attention to safety, and knowledge of the job.

Performance safety evaluations will be completed annually on all employees. If safety violations are observed, the employee will be re-instructed and this information will be documented.

ADDITIONAL FUND REQUIREMENTS COMPONENT

LIGHT DUTY PROGRAM

Efforts will be made to return the injured employee to work after the injury. By maintaining contact with the insurance company, the treating physician, and the injured employee, we will provide alternate jobs that meet the injured employee's restrictions.

We understand that by providing alternate duty jobs to return the injured employee to work helps boost the morale of the employee as well as fills the necessary jobs that would otherwise require overtime or might not be completed.