

What is a Safety Plan?

The Saskatchewan Chamber of Commerce has partnered with the Saskatchewan Workers' Compensation Board in an effort to improve Saskatchewan's workplace safety record.

To increase awareness about the importance of Workplace Safety we are encouraging all businesses to formalize a Workplace Safety Plan.

A safety plan, or your accident prevention program in writing, is a valuable tool for that can help your organization manage the various aspects of safety in the workplace.

To support your organization in the development of its Safety Plan, The Saskatchewan Chamber of Commerce has compiled a list of elements typically included in a Safety Plan. Safety plans are customized to YOUR business - some of the key elements may not be applicable to you; use your discretion.

Introduction:

1. Safety policy
2. Identification of Safety Responsibilities

Key Elements

1. New Employee Health and Safety Orientation
2. Emergency Evacuation and Operations Plan
3. Identification of Hazards
4. Use of Methods to Reduce Hazards (e.g. Personal Protective Equipment, administrative controls, etc.)
5. Procedures for Dealing with Accidents
6. First-aid and CPR Access
7. Process for Safety Problems Reporting and Resolving
8. Safety Meetings
9. Safety Bulletin Boards

Safety Program Criteria

The underlying purpose for any safety program is to eliminate or reduce any potential losses that may occur, as a result of an illness or injury, from the day-to-day operation of a business.

The important elements of a health and safety program are:

1. **Management Leadership** – The commitment of the leadership of the organization to health and safety.

2. **Hazard Identification and Analysis** – Process by which hazards are identified and managed before the work begins.
3. **Hazard Controls** – Methods to mitigate the risks or control the hazards (training, engineering, protective equipment).
4. **Communications** – The method by which management’s commitment and safe practices are communicated to the work force.
5. **Emergency Preparedness** – How well is the organization prepared to deal with emergencies.
6. **Investigations** – If an incident occurs how is it investigated and learned from in terms of preventing future injuries.

Please comment on how you organization addresses these key elements.

Resources / links:

1. <http://www.worksafesask.ca/JIC-Certification> - A guide to health and safety programs geared towards larger employers.
2. [Understanding the WCB](#) - Information about managing health and safety programs geared towards small & medium-sized employers.
3. <http://www.worksafesask.ca/> - Injury prevention information related to specific industries and hazards.

Questions on how to create or revamp your safety plan?

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