

(Sample)

## **Safety and Health Training Plan**

(Company Name)

### **1.0 Purpose**

Training is one of the most important elements in our company's Safety and Health Program. It gives employees an opportunity to learn their jobs properly, bring new ideas into the workplace, reinforce existing ideas and practices, and put our Safety and Health Program into action.

Everyone in our company will benefit from safety and health training through fewer workplace injuries and illnesses, reduced stress, and higher morale. Productivity, profits, and competitiveness will increase as production costs per unit, turnover, and workers compensation rates lower.

### **2.0 Management commitment.**

\_\_\_\_\_ will provide the necessary funds and scheduling time to ensure effective safety and health training is provided. This commitment will include paid work time for training and training in the language that the worker understands. Both management and employees will be involved in developing the program.

To most effectively carry out their safety responsibilities, all employees must understand (1) their role in that program, (2) the hazards and potential hazards that need to be prevented or controlled, and (3) the ways to protect themselves and others. We will achieve these goals by:

- Educate all managers, supervisors and employees on their safety management system responsibilities;
- Educate all employees about the specific hazards and control measures in their workplace;
- Train all employees on hazard identification, analysis, reporting and control procedures;
- Train all employees on safe work procedures.

Our training program will focus on health and safety concerns that determine the best way to deal with a particular hazard. When a hazard is identified, we will first try to remove it entirely. If that is not feasible, we will then train workers to protect themselves, if necessary, against the remaining hazard. Once we have decided that a safety or health problem can best be addressed by training (or by another method combined with training), we will follow up by developing specific training goals based on those particular needs.

**Employees.** At a minimum, employees must know the general safety and health rules of the worksite, specific site hazards and the safe work practices needed to help control exposure, and the individual's role in all types of emergency situations. We will ensure all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards.

# Osha Safety Procedures Manual

**Albert A Gayle**

## **Osha Safety Procedures Manual:**

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