

**10 Steps to a Truly
Effective Safety Program**

- Step 1:** **Assessment of needs** -- Ask yourself why you want or need a safety program? To reduce workers' compensation insurance costs? To improve employee retention?
- Step 2:** **Establish goals** -- Determine employee goals and outline responsibilities to achieve those goals. Establish some type of accountability for your program, such as tying promotions and merit increases to involvement and support of your safety efforts.
- Step 3:** **Form a safety committee** -- Include people from production, senior management, risk management, production management, human resources, maintenance, etc. Clearly define the mission, goals, and duties of the committee and its members.
- Step 4:** **Determine management's commitment** -- Your safety program must have the support of senior management. Make senior management a visible part of the process and keep them informed every step along the way.
- Step 5:** **Establish employee involvement** -- Involve employees at all levels from the beginning of the process through its implementation and maintenance.
- Step 6:** **Develop policies and procedures** -- Review existing policies and procedures to determine the need for any changes. Make certain that effective disciplinary and positive reinforcement procedures for employees and supervisors are in place as well.
- Step 7:** **Provide training for supervisory and production personnel** -- Training should include a means of ensuring comprehension and retention of information presented.
- Step 8:** **Conduct worksite analysis** -- Complete a baseline audit of physical conditions. Perform safety analysis for all operations. Analyze new facilities, processes, and equipment. Most importantly, provide a system for employee reporting.
- Step 9:** **Ongoing correction of unsafe conditions** -- Implement programs to identify safety and health deficiencies and to deal with these problem areas.
- Step 10:** **Accident investigation** -- Develop an accident investigation team that can assist in analyzing trends to determine the root cause(s) of recurring incidents.

Please contact the Lyons Companies Risk Control Department for additional information.

Please Note: The information and suggestions presented by Lyons Companies in this issue of Safety & Risk Control TIPS are for consideration in your loss prevention efforts. Lyons Companies does not warrant, via this issue of Safety & Risk Control TIPS that all your hazards or exposures are adequately controlled or that property, operations, workplaces, machinery or equipment are safe or in compliance with any law, rule, or regulation. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies

