



## to Implement a Workplace Safety Plan

A safe workplace is a more productive one.  
Creating a workplace safety plan can help reduce  
the risk of employee injury or illness.





**Pass**



**Fail**

# 1

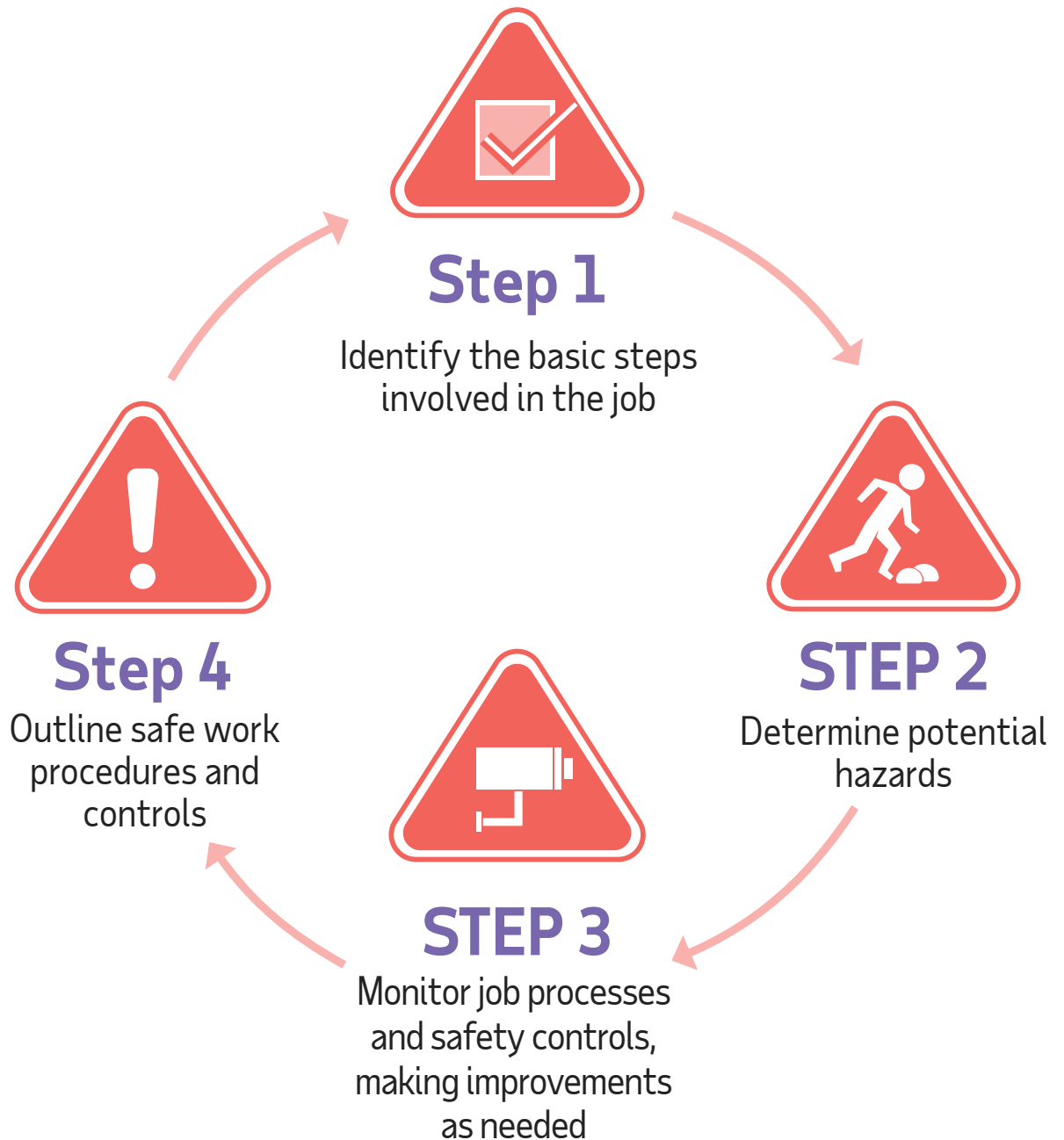
## **Inspect and improve your worksite.**

Do a walk-through of your facilities and look for any potential hazards that should be addressed ASAP — everything from tripping risks to too-dark lighting. Identify potential injuries and create an action plan to address them.

# 2

## Conduct a job safety analysis

Review job procedures from beginning to end and build safety practices into every role:





# 3

## Put it in writing

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After you've inspected your worksite and conducted a job safety analysis, turn your findings into written safety guidelines that detail your processes and expectations. By clearly defining your policies, you'll establish a culture of responsibility and accountability, better manage your risk and have materials readily available if an incident occurs.

# 4

## Train your employees

Offer on-site training tools and safety resources, like the guidelines mentioned in step #3. Your carrier can be a great source for training assistance. Educating employees helps them understand why safe practices are necessary and how they can use them to help minimize or eliminate accidents. Be sure to make safety training part of your onboarding process for new employees, too.



# 5



## Analyze accidents

When accidents happen, figure out why and how they happened. Record the incident to help identify patterns or recurring issues. This will allow you to make proper adjustments to your worksite and job procedures, and possibly avoid future occurrences.



40%

of injured employees have been on the job less than a year.<sup>1</sup>

Sources: (1) U.S. Occupational Safety and Health Administration

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