

**A Working and Operational Safety Plan (as required by Louisiana Workforce Commission) shall include the following ten components:**

1. **Management Policy Statement.** This document shall be signed by the top executive of the company acknowledging management's responsibility and commitment to a safety plan and their intention to comply with all applicable local, state, and federal safety requirements and appropriate industry standards. Management shall commit resources, responsibility, and accountability to all levels of management and to each employee for the safety program.
2. **Responsibility for safety** shall be defined in writing for executive and middle level operating management, supervisors, safety coordinator, and employees.
3. **Inspections shall be made** of all areas of the work place at least quarterly by a supervisor at the site. A written report (check list or narrative) is to be completed for each inspection and retained for a period of one year. The report will be designed to cover the identification of recognized unsafe conditions, unsafe acts, and any other items inherent in a particular job. The form will include a space to indicate any corrective action taken.
4. **An accident investigation of any job-related injury that requires a visit to a clinic or physician shall be initiated by the injured employee's supervisor as soon as possible on the shift the accident occurs.** The accident investigation report will include information required to determine the basic causes of the accident by asking the questions who, what, where, when, and how. The accident investigation report shall include information on the injured person, his or her job, what happened, basic causes, corrective actions required, the time frame to make corrections, and who will be responsible for seeing that corrections are implemented.
5. **Safety meetings shall be held by a supervisor with all of his/her employees at least quarterly.** A record will be kept showing the topics discussed, date of meeting, and the names of the persons attending. Safety meeting topics will be designed to instruct the employees on how to perform their jobs productively, efficiently, and safely.
6. **Safety Rules.** Management shall develop specific safety rules that apply to the operations being performed. The rules should be short, concise, simple, enforceable, and stated in a positive manner. The safety rules are to be followed and adhered to by all management personnel and all employees. The rules shall be written with a copy provided to each employee and documented.
7. **Training.** Management shall implement a training program that will provide for orientation and training of each new employee, existing employees on a new job, or when new equipment, processes, or job procedures are initiated. The training provided will consist of, but not be limited to, the correct work procedures to follow, correct use of personal protective equipment required, and where to get assistance when needed. Training shall be provided to all persons in operating supervisory positions in conducting safety meetings, conducting safety inspections, accident investigation, job planning, employee training methods, job analysis, and leadership skills.
8. **Record Keeping.** In addition to OSHA logs which are retained for five years (a federal requirement), each firm shall maintain other safety records for a period of one year from the end of the year for which the records are maintained (a state requirement). These will include inspection reports, accident investigation reports, minutes of safety meetings, training records, and the LWC-WC-1017A form.
9. **First Aid.** Management shall adopt and implement a first aid program which will provide for a trained first aid person at each job site on each shift. A first aid kit with proper supplies for the job exposures will be maintained and restocked as needed. Emergency phone numbers for medical services and key company personnel must also be maintained.
10. **Emergency Preparedness Program.** Management shall develop a written emergency preparedness plan to ensure to the extent possible the safety of all employees, visitors, contractors, and vendors in the facility at the time of emergency situations, such as but not limited to natural disasters, fire, explosions, chemical spills and/or releases, bomb threats, and medical emergencies. Emergency shutdown and startup procedures will be developed in industries having equipment that requires several steps to properly shutdown and secure. Employees shall be trained in these procedures to reduce the incidences of additional injuries, property damage, and possible release of hazardous materials to the environment. Emergency plans shall comply with all governmental regulations and state and local emergency response committee requirements. All employees and contractors shall be trained in the facility's emergency plan. Employees shall be trained in the updated emergency plan. Evacuation routes shall be posted in all work areas showing primary and secondary routes for employees' evacuation to a safe, predetermined location for a head count.