



4 Point Safety
Plan

eSafetyLine

The Four Point Safety Plan

Back in January 1989 OSHA issued the Safety and Health Management Guidelines that have been used to develop a Basic safety program called the Four Workplace Program. This is a voluntary program that helps to break down the huge task of planning a safety program into 4 basic components. The point of each is to recognize and promote effective safety and health management as the best way to provide a safe and healthful work place.

POINT ONE: MANAGEMENT COMMITMENT AND EMPLOYEE INVOLVEMENT

Safety as a priority must come from the top down, from the owners, management and supervisors down to the employees in the field. There can be no exceptions to the Safety Program in order for it to be most effective. You, as employees, know very well what hazards lie at the worksite. Because of this, you need to be part of the solution. When management is looking for form an employee-management safety committee-volunteer. Don't look at it as just another task, but as a way for management to hear what is really happening on the site. Only by knowing what the hazards are can management work to keep the employees safe.

POINT TWO: WORKSITE ANALYSIS

Depending on the size of the company, this can be done by the management and/or the employees, the OSHA Consultation Program or an independent expert. A Worksite Analysis is a procedure to help make sure that all hazards at a jobsite are identified to keep the workers safe. Once the initial analysis is completed, each job should be reevaluated, broken down to basic steps to see if any hazards have been missed or if new ones have surfaced. It must be remembered that as employees on-site you may be the first to recognize a hazard. You should never hesitate to bring it to the attention of a supervisor.

POINT THREE: HAZARD PREVENTION AND CONTROL

Once the workplace hazards have been identified, they must then be prevented or controlled. The best way to deal with hazards is to eliminate them from the worksite. This can sometimes be done by substituting a less toxic material for one that is being used. Hazards can not always be eliminated so ways to control them must be put in place. The control measures will be developed from the hazard analysis that has been performed. You should thoroughly understand these controls in order to keep yourself and others safe. If you don't understand something about these controls: ASK!, you may save your life or the life of a coworker.

POINT FOUR: TRAINING

An effective accident prevention program requires proper job performance from everyone in the workplace. This can be accomplished through training on specific job-related tasks as well as any special hazards that may be present or involved in the completion of a task.

By following this Four Point Program the likelihood of all employees ending the work day unharmed will definitely increase.

Discussion Questions

Why should employees be included in the formation of the Safety Plan?

Who should follow the Four Point Plan?

MEETING / TRAINING ATTENDANCE ROSTER

COMPANY: _____

_____ SAFETY MEETING

JOB/DEPT: _____

_____ SAFETY TRAINING

DATE: ___/___/___

TIME: _____

TOPICS ADDRESSED: _____

EMPLOYEE'S SIGNATURES

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYEE SUGGESTIONS AND RECOMMENDATIONS: _____

ACTION TAKEN: _____

Supervisor's Signature

_____/_____/_____
Date

Safety Coordinator's Signature

_____/_____/_____
Date