

Safety Management Plan

A Publication of the Concrete Sawing and Drilling Association

Customized Safety Management Plan by

[Your Company Name Here]

[Insert logo here]

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Important Information Concerning this Safety Management Plan

This Safety Management Plan has been developed to assist our members in establishing safety and health programs that will benefit both company and employees. The intended use of this manual is to provide a starting point for developing company-specific safety programs.

The manual is divided into a Field Safety Management Plan and a Reference Section.

The Field Safety Manual is intended for the operator in the field to identify company-specific safety policies related to key issues of operation. The Reference Section is designed to serve as a guide on additional topics that may affect the overall company safety program.

It is recommended that each company form a safety committee to establish and periodically review your company's safety policies. This manual provides a sample safety program.

Once your company's safety committee has made the necessary changes, the final policy should be distributed to all employees. Companies often ask each employee to provide written acknowledgment of receipt of the company safety manual and also to periodically acknowledge review of the policies. This review may be accomplished as part of a periodic safety training program.

It is highly recommended that a safety meeting be conducted to present and discuss the safety policies. This will provide an opportunity for questions and answers regarding specific policies. The company should document the distribution of this Safety Management Plan and all training and refreshers to individual employees, by name.

Asking employees to sign an attendance roster and electronically store it with a copy of the meeting agenda and/or policy. Additionally, obtain and retain the acknowledgement form.

The Safety Management Plan and your program should be tailored to accurately reflect your company's policies and procedures and local, state, and federal regulatory requirements.

DISCLAIMER

CSDA CANNOT AND DOES NOT REPRESENT THAT ADOPTION OF THIS MANUAL WILL MEET LEGAL REQUIREMENTS, EITHER AS OF THE TIME OF ISSUE, OR THEREAFTER. YOU SHOULD SEEK LEGAL ADVICE IN THAT REGARD. CSDA AND ASSURANCE SAFETY CONSULTING ASSUME NO LIABILITY FOR THE IMPLEMENTATION OF THE SAFETY MANUAL OR ANY OF ITS PARTS, AND YOUR USE OF THIS MANUAL IS AT YOUR OWN RISK.

ALSO PLEASE NOTE THAT THE INFORMATION IN THIS MANUAL WAS PREPARED IN THE YEAR 2024. CSDA DOES NOT ASSUME ANY OBLIGATION TO NOTIFY THE USER OF SUBSEQUENT CHANGES IN LOCAL, STATE OR FEDERAL LAW OR CHANGES IN INDUSTRY PRACTICES THAT MAY AFFECT THE VALIDITY OF THE MANUAL. THE USER SHOULD, IN ALL CASES, COMPARE AGAINST CURRENT REQUIREMENTS AND INDUSTRY PRACTICES.

IN USING THIS MANUAL, YOU AGREE TO THESE PROVISIONS.

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The information in this Safety Manual includes references to specific operations that CSDA member companies may have some exposure to. If substantial work is performed that is related to these program references, the member company may need to implement the information and related training on the topics contained in these programs. These references may be revised from time to time. CSDA does not assume any duty to update these references or advise users of changes. The user should determine if and when changes are made by issuing authorities.

1 SAFETY MANAGEMENT PLAN

1.1 SAFETY POLICY STATEMENT

It is the policy of the COMPANY to maintain a safe workplace and reduce work-related injuries. Management will drive this effort by implementing industry safety standards and engineering controls and by educating and training every employee.

As COMPANY employees, you are the key to the safety program. It is your responsibility to understand the safety rules, work in a safe manner and actively participate in our safety program.

You are our most valuable asset and have a direct impact of safety on the job site, your participation is needed to maintain a safe workplace.

COMPANY is committed to the safety of every employee, and we need your commitment also. Thank you for your support.

Sincerely,

President

1.2 SAFETY RESPONSIBILITIES

MANAGEMENT

The primary function of management is to adopt safety policies and to visibly support the safety effort. Management will assume the following responsibilities:

1. Direct the implementation of the safety program, formulate and/or approve safety policies.
2. Designate a Safety Program Coordinator and provide appropriate authority to carry out the duties of the position.
3. Approve & support changes in the safety program and resulting changes in the organization.
4. Respond promptly to loss control recommendations regarding management duties as they relate to the safety program.
5. Allocate adequate resources to establish and maintain the safety program.
6. SUPPORT AND PARTICIPATE IN THE SAFETY PROGRAM.

SAFETY COORDINATOR

The main function of the Safety Coordinator is to delegate the responsibilities of the program and to monitor and direct these activities. The Safety Coordinator will:

1. Coordinate safety program implementation between company management and field operations.
2. Organize safety training meetings for company employees.
3. Conduct periodic reviews of the safety programs to determine if they are current with company needs and regulatory requirements.
4. Receive, review and maintain filing of safety paperwork: Incident Reports, Toolbox Talk documentation, new hire orientation documentation, etc.
5. Maintain an awareness of job site conditions and situations relative to the safety program.
6. Provide foremen with safety policy information and training and explain expectations concerning related paperwork: Toolbox Talks, Incident Investigation forms, etc.
7. SUPPORT AND PARTICIPATE IN THE SAFETY PROGRAM.

OPERATORS

Operators have a significant impact on the success of the safety program. The following are identified as duties of the operators:

1. Maintain safety as a value on the job sites.
2. Enforce and follow all safety rules.
3. Use and enforce the use of all personal protective equipment required by local, state, and federal standards.
4. Personally use all safety equipment and follow safety rules.
5. Practice Stop Work Authority when you see an unsafe act or condition.
6. Conduct daily safety inspections prior to beginning each job. Using the Job Safety Analysis form or like documentation is recommended.
7. Cooperate with incident investigations for all injuries and events.
8. Report any injuries, no matter how minor, immediately.
9. Assess each job relative to safety and the hazards of that particular job. Safety should be discussed with the helpers prior to the start of each job.
10. SUPPORT AND PARTICIPATE IN THE SAFETY PROGRAM.

ALL EMPLOYEES

Every employee has the responsibility to work safely. The following are identified as duties of the employee:

1. Follow all established safety rules.
2. Practice Stop Work Authority when you see an unsafe act or condition.
3. Report any unsafe conditions or equipment deficiencies to your supervisor immediately.
4. Report any and all injuries to your supervisor immediately.
5. Use all personal protective equipment as required by project ownership, local, state, and federal standards.
6. SUPPORT AND PARTICIPATE IN THE SAFETY PROGRAM.