



# 10 WAYS TO GET YOUR PROGRAM STARTED

If you are not quite ready to implement a complete safety and health program, here are some simple steps you can take to get started. Completing these steps will give you a solid base from which to take on some of the more structured actions you may want to include in your program.

- Establish safety and health as a core value. Tell your workers that making sure they finish the day and **go home safely is the way you do business. Assure them that you will work with them to find and fix any hazards** that could injure them or make them sick.
- Lead by example. Practice safe behaviors yourself and make safety part of your daily conversations with workers.
- Implement a reporting system. Develop and communicate a simple procedure for workers to report any injuries, illnesses, incidents (including near misses/close calls), hazards, or safety and health concerns without fear of retaliation. Include an option for reporting hazards or concerns anonymously.
- Provide training. Train workers on how to identify and control hazards in the workplace, as well as report injuries, illnesses, and near misses.
- Conduct inspections. Inspect the workplace with workers and ask them to identify any activity, piece of equipment, or materials that concern them. Use checklists to help identify problems.
- Collect hazard control ideas. Ask workers for ideas on improvements and follow up on their suggestions. Provide them time during work hours, if necessary, to research solutions.
- Implement hazard controls. Assign workers the task of choosing, implementing, and evaluating the solutions they come up with.
- Address emergencies. Identify foreseeable emergency scenarios and develop instructions on what to do in each case. Meet to discuss these procedures and post them in a visible location in the workplace.
- Seek input on workplace changes. Before making significant changes to the workplace, work organization, equipment, or materials, consult with workers to identify potential safety or health issues.
- Make improvements to the program. Set aside a regular time to discuss safety and health issues, with the goal of identifying ways to improve the program.

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