Section 1

Company Commitment (Required)

WHY

A Letter of Commitment is needed to show that the company and owners are indeed committed to workplace safety and the safe work practices. There needs to be an ongoing implementation of safety policies and the assignment of safety responsibilities to make sure the policies are functioning to promote and enhance safety in the workplace.

HOW

* Use any of the following templates to create your own Letter of Commitment. Modify the templates as needed. It should represent your company’s purpose in having a safety program.

**Sample 1**

**Source: AWAIR manual from dli.mn.gov/OSHA**

A Workplace Accident and Injury Reduction (AWAIR) Program for (company name)

It is our policy at (company name) to ensure a healthy workplace for all employees. We have implemented the following safety and health program. Managers, supervisors and employees are all responsible for implementing this program. We have committed resources to ensure safety on our jobsites. Our goal is to reduce the number of accidents and injuries, and that requires cooperation in all safety and health matters among employees, their fellow workers and management. Only through this cooperative effort can we establish and maintain an excellent safety record.

Employees are responsible for cooperation with all aspects of this safety and health program, including compliance with all rules and regulations for continuously practicing safety while on the job. The safety coordinator, project managers, superintendents and supervisors have our full support in enforcing the provisions of this policy.

(Insert name and title) is our safety coordinator. The coordinator will report directly to the company president. All supervisors and liaisons will report safety concerns to the coordinator. The site supervisors are responsible for safety and health at each worksite. Each site supervisor will choose an employee to act as the safety and health liaison for that site. Employees will report all safety and health concerns to their supervisors. The safety coordinator will set up training programs and provide the necessary personal protective equipment (PPE). Management will set accountability measures for meeting safety and health responsibilities.

Safety will be planned into each site using the attached list as a starting point. Each site is unique. The Construction site safety checklist will be used initially and adjusted for the specific location and job. The site checklist will be revised as the site changes. Supervisors will inspect each area of the worksite daily using the revised checklist. The safety coordinator will make random site inspections and review the results with management. Each employee will be trained about safety and health at the time of hire, at the start of each job and as needed.

Safety meetings will be scheduled at least monthly, with safety topics chosen by the safety coordinator. Attendance is mandatory at all safety meetings. Toolbox meetings and other on-site safety meetings will be arranged by the supervisor biweekly or as needed. Safety suggestions and safety audits will be reviewed at that time.

The site supervisor will investigate all accidents and near-miss events. The site supervisor will write the accident report with assistance from the liaison. The written reports will note corrective or preventive action taken. Training or retraining will be done as needed.

The safety coordinator will review all accident and near-miss reports, supervisor and site audits, and this program, and will make recommendations to management about how to improve the company’s safety and health efforts on an annual basis.

Safety is a very important part of our overall company program. A violation of our safety and health rules will be treated with the same disciplinary action as our other policies described in our company handbook under “Disciplinary actions” (e.g., drug abuse, absenteeism, or tardiness).

Our employees are our most important assets. We are serious about safety and health and keeping you gainfully employed here at (company name)

(\*attach the list referred to in paragraph 4 above)

**Sample 2**

**Source: MEA**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
(company name)

(Company name) believes that employee safety and health is as important to our business as production and quality. No job is so important or urgent that we cannot take the time to perform it safely.

Our corporate goal is to maintain a lost workday incident rate that is better than the national average for the industry.

To achieve this, (company name) will develop and maintain a comprehensive injury and illness prevention program. (Responsible person) has been appointed the responsible person for our program. He/she has been given the authority and time to administer the program.

A written injury and illness prevention program has been developed and approved. It specifies the policies, procedures, and rules that will help (company name) achieve our safety goals. All employees are encouraged to review this program and to actively participate in its execution.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner / President**

**Sample 3**

**Source: MEA**

(Company name) considers the safety and health of its employees, customers, and the public, to be a prime responsibility. In order to prevent accidents, and provide safe working conditions, management has instituted a policy to promote safe practices.

To implement its Safety Policy, management has established an accident prevention program. The program will focus on employee awareness, working conditions, and procedures.

Awareness training will be used to help employees recognize and benefit from safe practices, both on and off the job. Working conditions and procedures will be reviewed, and changed or modified from time to time to help provide a safer working environment.

Management has assumed primary responsibility for the Safety Program, but the help and cooperation of all employees is needed to make the program a success. Accidents and injuries are upsetting and costly to the employee, his/her family, and the company. Each employee must assume responsibility for helping to create and maintain a safe working environment.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner / President**

**Sample 4**

**Source: MEA**

It is the policy of (company name) to strive for the highest safety standards on our projects. Safety does not occur by chance. It is the result of careful attention to all company operations by those who are directly and indirectly involved. Employees at all levels must work diligently to execute the company's policy of maintaining safety and occupational health.

Our safety program has been developed to assure compliance with Federal, State and Local regulations with particular emphasis on the Occupational Safety and Health Act of 1979 (OSHA), and the OSHA requirements that apply to our construction operations. It is the obligation of all employees to be knowledgeable of the standards established by these agencies and to implement the rules and regulations contained therein on projects under their direction.

Regard for the safety of the general public, our own employees, and the employees of our subcontractors is a supreme responsibility of all levels of our organization. We intend to prevent any human suffering. Accidents, even minor ones, cause pain, both physical and mental. Prevention of injury and illness is a goal well worth achieving.

A safe operation is organized, clean, and efficient. If every employee views accidents in the same way we consider all other aspects of our operations, we will be in a better position not only to control accidents but also to improve the total performance of our company. It is therefore of the utmost importance that all aspects of our safety program be strictly adhered to and that the intent of this program be followed to the letter. Management views safety as a very important part of our construction industry. Therefore, management will stand behind safety on all aspects well within reason, helping to keep our job sites in a safe working environment. Any recommendation to improve our safety program is encouraged.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner / President**

**Sample 5**

**Source: MEA**

As a member of our organization, you automatically accept an obligation to your fellow employees and an economic obligation to the company to see that operations under your care, custody and control are carried out in an efficient and safe manner.

Along with other responsibilities, safety consciousness must always exist in your thinking and planning. Because of this obligation, you must not only prevent obvious unsafe acts on the part of those that you work with, but you must anticipate potential hazards. After an accident occurs, it is too late to prevent it. All employees must recognize that working in an unsafe manner is counter-productive. Most importantly, each employee is encouraged to demonstrate leadership ability by setting a good example.

To make our approach to safety more effective and uniform throughout the organization, you are receiving this manual, outlining and formalizing our Safety Program. We feel this will be a useful tool in helping in understanding our mutual responsibilities.

**1. Orientation**

Before a new employee begins work with he/she will go through a safety orientation.

**2. Training and Education**

Training and education cannot be over-emphasized as a means of learning the safe approach to employee work effort, as well as what to do in case of an accident. We will communicate information covering the company safety policies, rules and procedures in as many ways as possible.

It is important to the management of this company, to see that our employees receive the safety training necessary to safely carry out the duties of their jobs. We will make available to you safety training for electrical construction so you, as an employee, may be trained to be aware of unsafe conditions and methods to correct unsafe conditions.

The Safety Program Coordinator has material that will help dispense safety information in your work. This material is generally distributed on a periodic basis. However, all personnel are encouraged to contact the Safety Program Coordinator and request illustrative material that addresses problems specific to their particular situation.

**3. Weekly Safety Meetings**

We will hold and document weekly safety meetings. There is a safety manual provided on every major job site. It is the responsibility of each supervisor to either hold the meeting or to delegate it to someone else. We encourage all of our subcontractors to attend our safety meetings if their company does not hold one. These meetings are designed to help all employees on our job sites to be more aware of job site safety as well as safety off the job site.

**4. Supervisors’ Meetings**

It is **required** that all supervisors and foremen attend a Managers Safety Meeting on a regular basis. This meeting has been beneficial in many areas. It brings everyone up to date with all jobs in progress. We will share insights that other supervisors and foremen would find helpful in their jobs such as sharing safety production reports.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Owner / President**