Section 7: Enforcement of Safety and Health Programs (Required)

**Safety rules need to be enforced.** Supervisors must monitor employees to assure engineering controls and personal protective equipment are correctly used and procedures are correctly followed. Supervisors should be trained to reinforce positive behavior and correct negative actions and attitudes.

OSHA has long-believed that safe work practices are not effective if their use is not enforced and, typically, the employer is responsible if the organization does not enforce its own rules. This is sometimes difficult to do. Many supervisors do not like to discipline employees, especially if the employees are generally good workers. Others do not feel upper management backs them when they take disciplinary action against employees. Still others feel intimidated by an organization’s grievance process. Upper management should support and encourage supervisor attempts to fairly and equally enforce rules. If workplace rules are not enforced, they cease to have meaning.

Enforcement of safe work practices should be fair, consistent throughout the organization and based on established policy. Management and supervision should be conscious of the examples they set for the workplace and should obey the same rules as the rest of the workforce. Not only should negative behavior be discouraged, but positive behavior should be reinforced as well. Exceptional performance or efforts in workplace safety and health should be recognized by the organization.

HOW

* Explain how your company’s safety rules will be enforced.
* Make sure that rules are enforceable and that the rules are consistent and fair for all employees.
* Be sure to include penalties for safety rule infractions.
* If you include incentives for safe work, be sure incentives are not so large that employees will not report unsafe conditions or do not report accidents.
* Employees should be coached to correct unsafe behavior and disciplined if violations continue.
* Use the following samples to create a Safety Program Enforcement Policy specific to your company.

**Sample**

**Safety Program Enforcement Policy**

In order for our safety program to effectively reduce and prevent work-related accidents and injuries, it is necessary that the policies be strictly adhered to. Any deviations from the stated safety policies by an employee could endanger that employee as well as his/her coworkers.

Each individual employee is responsible for following the safety program and the procedures set forth within the program (training will be provided in safety meetings). The job supervisor will be responsible for enforcement for all employees on each job which they supervise. The Safety Coordinator also has the responsibility for enforcement any time s/he is on a job site.

An employee found to be in violation of any of the procedures set forth in the safety program will be called in for a discussion to determine if training is needed. If situation continues, employee will receive written notice. Repeated violations by an employee will result in disciplinary action and possibly termination for that employee. The job supervisor may also be held accountable for repeated violations on job sites that they supervise. The need for an extent of any disciplinary action will be determined by management and/or the safety coordinator.

*Note: Make sure you put in what you want for your company.*

How will you handle:

* Stealing?
* Drunkenness?
* Drug use?
* Fighting?

**Sample**

**Safety Incentive Program**

An incentive program is effective only if it is in addition to a strong safety program. The program should have a specific focus, addressing specific safety issues and not safety in general. Rewards should have meaning to employees. Awards need not be monetary. Sometimes emblems or other recognition items can become status symbols if awarded and promoted properly.

Your incentive program requires strong promotion. Promotional works should be planned and implemented before the program starts.

Employees who have had no lost time for:

6 months will receive:

12 months will receive:

18 months will receive:

24 months will receive:

Site crew who remained lost-time free for the entire project will receive:

Reward for accomplishing a specific goal

will receive:

Spot rewards, such as a flashlight, jacket, hardhats, can be awarded for employees doing a safe act for people who change a habit.

**Employee Warning Notice**

Employee Name:

Date:

Job Area:

**THIS IS A WARNING FOR REASONS LISTED BELOW:**

* Safety Violation (what):

* Absenteeism/Tardiness/Leaving work area (when):

* Non-performance (where/when/how):

* Misconduct: (where/how):

* Other:

**REPEAT OF THIS VIOLATION COULD BE CAUSE FOR DISMISSAL.**

Employee Signature:

*Your signature indicates simply that you have received and reviewed a copy of this warning; it* ***does not*** *mean you agree or disagree with the content of the notice.*

Supervisor’s Signature:

Superintendent’s Signature:

**Sample Enforcement Policy**

The following are the consequences for safety violations. Violations have been broken down by degree of seriousness:

**Life Threatening Violations:**

1. Working with live power when live power is required

***Consequence:***

2. Fall Hazards

***Consequence:***

3. Cave-in Protection

***Consequence:***

4. ***Other:***

***Consequence:***

**Could Turn Into Life Threatening**

1.

***Consequence:***

2.

***Consequence:***

3.

***Consequence:***

**Could Cause Serious Injury**

1.

***Consequence:***

2.

***Consequence:***

3.

***Consequence:***

**Could Cause Minor Injury**

1.

***Consequence:***

2.

***Consequence:***

3.

***Consequence:***