



Sample Safety Program for Mississippi Employers

About This Sample Safety Program

As prescribed by Mississippi state workers compensation laws, insurance companies authorized in this state to provide coverage for an employer's liability for injuries, disability or death to persons in their employment, without regard to fault, should establish a safety program for the health and benefit of the employees of its insureds. This Sample Safety Program is intended to satisfy this requirement.

In order for a Safety Program to be effective, it should be modified to meet the specific needs of the insured. Great American Loss Prevention services are available to insured customers. Additional information about our valued-added services can be found on our Great American Insurance Company Website by using this link:

www.greatamericaninsurancegroup.com/Agent-Services/Pages/Loss-Prevention.aspx

For more information on our Loss Prevention services, contact us at 1-800-221-7274.

Effective Safety Programs have, at a minimum, the following elements:

- Responsibility
- Compliance
- Employee's Rights under Workers' Compensation Law, Miss. Code Ann. §71-3-1
- Communication
- Drug and Alcohol Testing
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

This sample safety program has been prepared for use by Mississippi employers. You are not required to use this program.

Proper use of this sample Safety Program requires the Program administrator of your establishment to carefully review the requirements for each of the Program elements found in this sample Safety Program, fill in the appropriate blank spaces and check those items that are applicable to your workplace. The recordkeeping section requires that the Program administrator select and implement the category appropriate for your establishment. Sample forms for hazard assessment and correction, accident/exposure investigation, and worker training and instruction are provided with this sample Safety Program.

This sample Safety Program must be maintained by the employer in order to be effective.

Responsibility

The Safety Program Administrator,

Program Administrator

has the authority and the responsibility for implementing and maintaining this Program for

Establishment Name

Managers and supervisors are responsible for implementing and maintaining the Safety Program in their work areas and for answering worker questions about the Safety Program. A copy of this Safety Program is available for all employees.

Compliance

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our Safety Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

Employee's Rights

Under the Workers' Compensation Law, Miss. Code Ann. §71-3-1, and the Rules of the Mississippi Workers' Compensation Commission, all employees are entitled to know their rights under the Workers Compensation Law. These rules are readily available to all employees. A copy of the Mississippi Workers' Compensation Facts and required posting are available with this Safety Program.

Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our Safety Program.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.
- Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

Drug and Alcohol Testing

Employers in Mississippi have the right to implement and maintain a written policy for drug and alcohol testing in the workplace. The employer's drug and alcohol policy shall comply with the requirements of Miss. Code Ann. §71-7-1 et seq. and the rules and regulations for drug and alcohol testing of employees and job applicants by public and private employers promulgated by the Mississippi State Board of Health. Pursuant to §7107-1, et seq., the election of a public or private employer to conduct drug and alcohol testing is voluntary.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our Safety Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries or illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Training and Instruction

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the Safety Program is first established;
2. To all new workers;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the Safety Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.

Training and Instruction (continued)

5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Recordkeeping

We have checked one of the following categories as our recordkeeping policy.

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

Category 1. Our establishment has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our Safety Program:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers, are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following checked schedule:

- For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or
- Since we have less than ten workers, including managers and supervisors, we only maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

Category 2. Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our Safety Program:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

- For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or
- Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

Hazard Assessment and Correction Record

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Accident/Exposure Investigation Report

Date & Time of Accident:

Location:

Accident Description:

Workers Involved:

Preventive Actions Recommendations:

Corrective Actions Taken:

Manager Responsible:

Date Completed:

Worker Training and Inspection Record

Worker's Name	Training Dates	Type of Training	Trainers

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