



OPENCOURSEWARE

# CONSTRUCTION SAFETY: 12

## SAFETY POLICY

SBC 3363

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## What is an OSH Policy Statement?

- The OSH policy statement is a document that sets out how the organisation will manage safety and health in the workplace.

## Why are OSH Policy Statement Important?

- A **statement of commitment from top management**
- Shows employees that management cares
- A guide for all levels of employees to base their actions and decisions
- The **starting point** for planning and organising OSH programmes
- Required by law

## Legal Requirements – OSHA 1994

- To have a written OSH policy statement
- Employees must be aware of the requirements of the policy
- OSH Policy is to be implemented
  - Organisation (responsibilities)
  - Arrangements (plans, resources, procedures, system of work, etc.)
- To revise the policy when necessary

## OSHA's Mission

- Encourage employers and employees to reduce workplace hazards
- Implement new and improve existing safety and health programs
- Encourage research that leads to innovative ways of dealing with workplace safety and health problems
- Establish the rights of employers and employees regarding the improvement of workplace safety and health
- Monitor job-related illnesses and injuries through a system of reporting and record-keeping
- Establish training programs to increase the number of safety and health professionals and to improve their competence continually
- Establish mandatory workplace safety and health standards and enforce those standards
- Provide for development and approval of state-level workplace safety and health programs
- Monitor, analyze and evaluate state-level safety and health programs

## OSHA's Effect on Construction Industry

- Consistent record-keeping and reporting of safety and health statistics
  - Statistics reported on annual occurrences per 100 workers (per 200,000 workhours)
- Safety and health awareness through better communications
  - Statutory reports at the workplace
- Workplace inspections
  - Issue citations and penalties when safety and health violations exist

## Safety Statistics

- Injury frequency rate (OSHA basis)
  - Based on number of injuries per 100 workers on an annual basis
  - $100 \text{ workers} \times 50 \text{ weeks} \times 40 \text{ hours per week} = 200,000 \text{ hours}$
  - Example:
    - Project expended 350,000 hours
    - Project experienced 2 injuries
    - $\text{Rate} = 2 \text{ injuries} \div 350,000 \text{ hours} \times 200,000 \text{ hours} = 1.14$

## Implementing the OSH Policy

1. Begin with **goals, objectives, identified risks** as stated in the policy
2. Establish **OSH programme(s)**.  
Example of programme
  - Maintenance of safety critical equipment and plant, safe working environment, means of access to and egress and requirement of Job Safety Analysis
3. Provide **resources and assign responsibilities**

## 4 Steps in Implementing OSH Policy

1. Formulate and write the policy
  - Include statements of vision and goals, the
  - Objectives and target related to risk
2. Implement policy by making arrangements
  - Organisation, OSH programmes, appointments

## 4 Steps in Implementing OSH Policy

3. Communicate the policy
  - Announce and display statement, communicate responsibilities and OSH programmes
4. Monitor and revise as necessary

## Formulating the OSH Policy

- The policy has to be read, understood and acted upon by employees, supervisors and managers. Therefore it must be **SMART**:
 

<b>Simple</b>	(Use layman's language, to the point)
<b>Measurable</b>	(Performance can be monitored)
<b>Achievable</b>	(Realistic and based on own needs)
<b>Reasonable</b>	(Always aim high but must be Practical)
<b>Tractable</b>	(Able to be analysed and tracked over period of time)

## Formulating the OSH Policy

- Make statements that take into account:
  - **Vision and goals** (“zero accident”)
  - **Legislation** (compliance, competency of employees)
  - **Clients** (compliance to clients’ safety procedures)
  - **Associations** (“Responsible Care”)
- Requirements Of OSHA1994 (Section 16)

## Formulating the OSH Policy

- **Address nature of hazards in the workplace**
  - Information from:
    - Hazard identification and Risk assessment
    - Consultation with workers especially recommendations from the Safety Committee
    - Good practice
  - General nature of hazards in industry
    - E.g. changing nature of hazards in various phase of construction industry

## Formulating the OSH Policy

- Policy statement should clearly state **role and responsibilities of employees**
- For example:
  - Managers and supervisors at all levels to enforce OSH rules in their respective area or function
  - Employee to report near-misses
  - Supervisors to investigate accidents
  - Managers to supervise contractors

## Monitoring the OSH Policy

- Record Keeping
- Accident/ill health record
- Compliance with legislation
  - Appointments (Safety and Health Officer, Safety Committee established, etc.)
- Targets set and achieved
- Compliance with organisation / arrangements (systems of work etc.)



## Monitoring the OSH Policy

- Monitoring and Surveillance of workplace environments
- Workplace inspections
- Auditing
- Incident / accident investigation

## Reviewing and Revising the OSH Policy

(By Safety Committee)

- Performance statistics
- Review policy
  - Experience
  - Operational or organisational changes
  - Alterations of plant or processes
  - New legislation
  - New hazards identified
  - Change of business

THANK YOU