How to Build a Safety Program from Scratch

Learn the basic steps to building an OSHA compliance program and how to reduce your risk in 10-15 minutes

A Berg Compliance Solutions, LLC e-book
Written by Russell Carr
Company Founder & President

Berg COMPLIANCE SOLUTIONS

EHS Compliance For Small Business

Most small businesses lack the expertise and time needed to navigate the complicated mess of OSHA & EPA regulations, leaving them vulnerable to costly injuries, fines, and lawsuits.

Berg Compliance Solutions offers turnkey and virtual programs to help businesses get peace of mind knowing they are fully compliant and positioned for success.

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Berg Compliance Solutions, LLC

EHS COMPLIANCE FOR SMALL BUSINESS

Affordable outsourced EHS compliance solutions designed for small manufacturing, construction & industrial services companies.

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Is Managing Workplace Safety Really That Important?

At Berg Compliance Solutions, we know you want to be known in your industry for building a "best in class" company. In order to do that, you need the peace of mind knowing your company is OSHA compliant.

The problem is – navigating the complex and ever-changing OSHA regulations is extremely confusing. As a small company, you and your team are already stretched thin, and the thought of navigating the complicated mess of compliance standards can be flat out overwhelming.

But as you know, the cost of making mistakes with OSHA compliance is even greater. Failure to keep up leaves you vulnerable to massive fines, serious employee injuries, and serious legal problems. If you find yourself confused by safety laws or suspect that you might be doing it wrong – you are not alone.

Hi, my name is Russell Carr, President and founder of Berg Compliance Solutions. During my career as a small business owner and entrepreneur, I owned and operated 3 small contracting businesses which exposed my employees to major health and safety hazards on a regular basis. While we never experienced any serious employee injuries, I was cited by OSHA & suffered other related losses and problems including skyrocketing Workers Compensation Premiums and lost business opportunities due to my own safety program mistakes.

I don't want this to happen to you.

That's why I founded Berg Compliance Solutions, a new kind of consulting company with a mission dedicated to help small companies like yours to design OSHA & EPA programs to manage environmental, health and safety compliance and risk.

To learn how Berg Compliance Solutions can you design a custom-tailored EHS program for your business, schedule a free consultation with us now. Or, feel free to contact me directly at rcarr@bes-corp.com or at 512-923-0374.

Otherwise, continue reading to get valuable insights that will help you reduce your risk and strengthen your company!

In your corner,
Russell Carr

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Start with OSHA law

"OSHA mandates that employers provide a safe & healthful workplace for their employees."

But how do you meet this requirement?

Employers must assess their workplace to determine which health and safety hazards exist, and then build a customized safety program to control those hazards in order to protect employees from harm.

This infographic will explain the basic steps that companies must take to meet this standard.

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What can happen if a company fails to meet OSHA laws?

Failure to manage OSHA requirements puts the company, its employees & ownership at risk for major liabilities, including:

Serious Employee Injuries or Fatalities

Major Fines & Penalties That Can Run Into The $10s or $100s of Thousands of Dollars

Potential Civil & Criminal Liability That Can Result In $Million+ Settlements & Jail Time

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What are health and safety hazards?

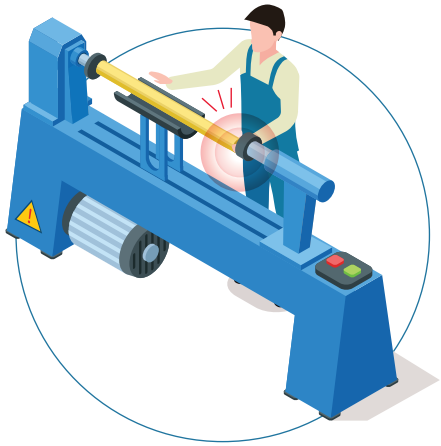
Let's start with the basics. Health and safety hazards pose the fundamental risks to your employees and contractors, and OSHA mandates that you identify and control them so they don't cause harm.

Here are some common examples, but there are many more depending on your industry.

SAFETY HAZARD EXAMPLES

FALLS

ELECTROCUTION



EXPOSED MACHINERY

HEALTH HAZARD EXAMPLES

EXCESSIVE NOISE CAN RESULT IN HEARING LOSS

EXPOSURE TO CHEMICALS OR HAZARDOUS SUBSTANCES CAN CAUSE HEALTH PROBLEMS

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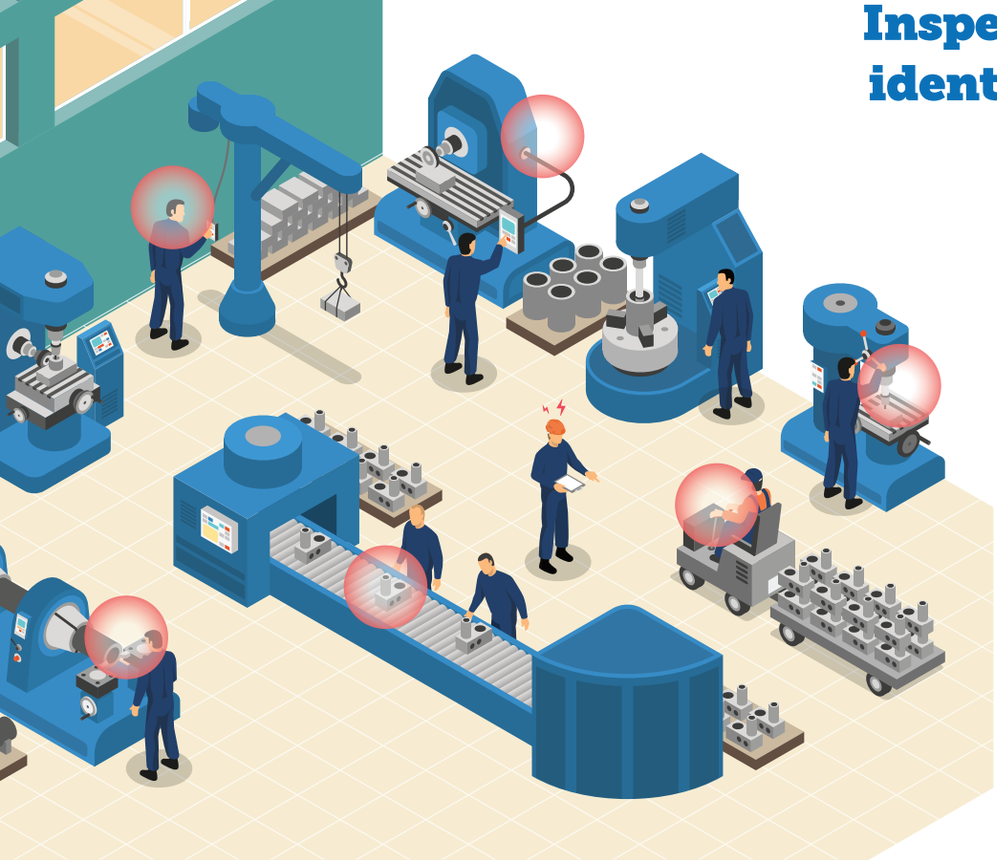
Steps to building safety program

STEP 1



Inspect your workplace to identify which health and safety hazards exist.

This is called "hazard identification" and never forget that this is an ongoing process. Start by identifying the most serious & common hazards in your operations, but always be on the lookout for new hazards especially if you add new equipment or processes.

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Develop a customized OSHA safety program based on identified workplace hazards

Once you've identified your major health and safety hazards, now it's time to develop a customized OSHA health and safety program which will help "control" and minimize those hazards.

Research OSHA regulations to determine which safety standards apply to your operations and then start building your program.

Develop a Customized OSHA compliance manual

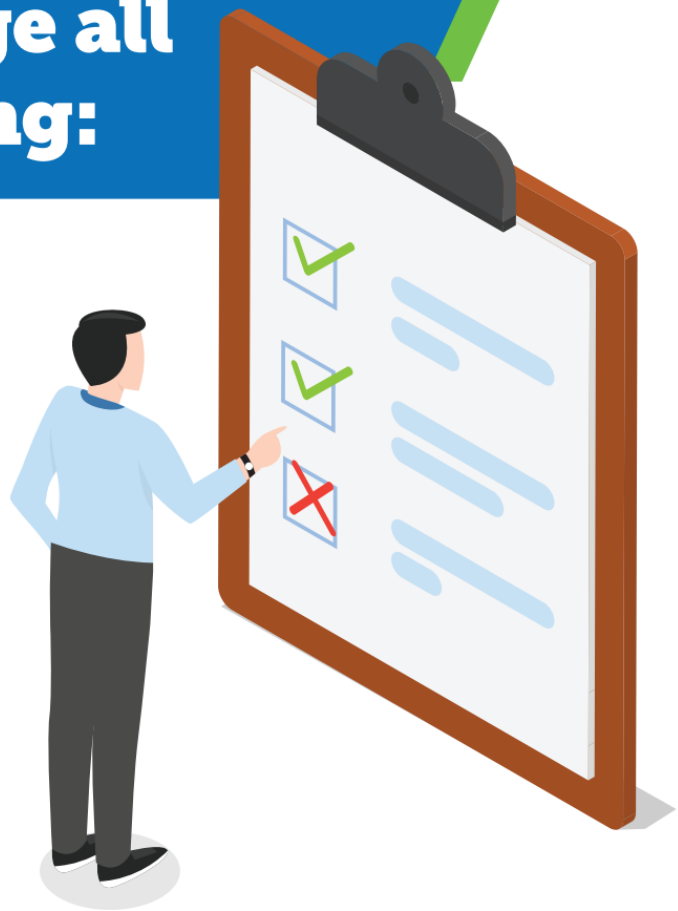
Include all relevant OSHA standards & policies designed to control your identified health & safety hazards.

Make sure to update and customize your OSHA manual to include all of your company specific information and requirements. Your safety manual cannot be "generic."

Common OSHA Standards

- Hazard Communication
- Control of Hazardous Energy (Lockout/Tagout)
- Emergency Action Plan
- Personal Protective Equipment
- Powered Industrial Trucks
- Respiratory Protection
- Hearing Conservation
- Confined Spaces
- Machine Guarding
- Fall Protection
- Scaffolding
- And more.....

Once your OSHA compliance manual is built, now it's time to implement and manage all requirements including:



- ☑ Develop & Deliver Customized Safety Training
- ☑ Create Lockout/Tagout Procedures
- ☑ Create Hazard Assessments
- ☑ Conduct Routine Health & Safety Inspections
- ☑ Conduct Health Hazard Exposure Testing
- ☑ And much more...

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Develop a Training Plan: Determine which OSHA training topics apply and which employees need to be trained

Develop customized training modules to include both applicable OSHA standards and how to control your company specific hazards

Assign knowledgeable and experienced trainer to deliver training

Trainer must understand topics and be able to answer questions

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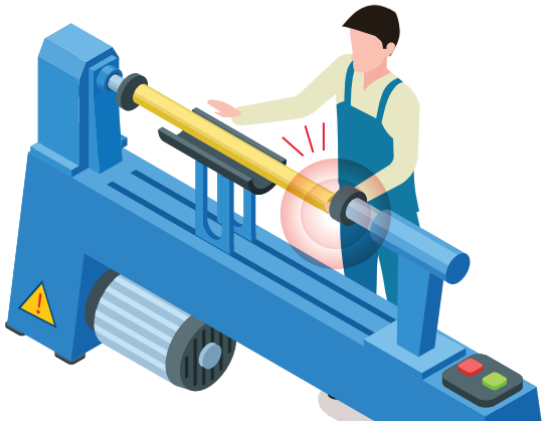
Conduct routine inspections

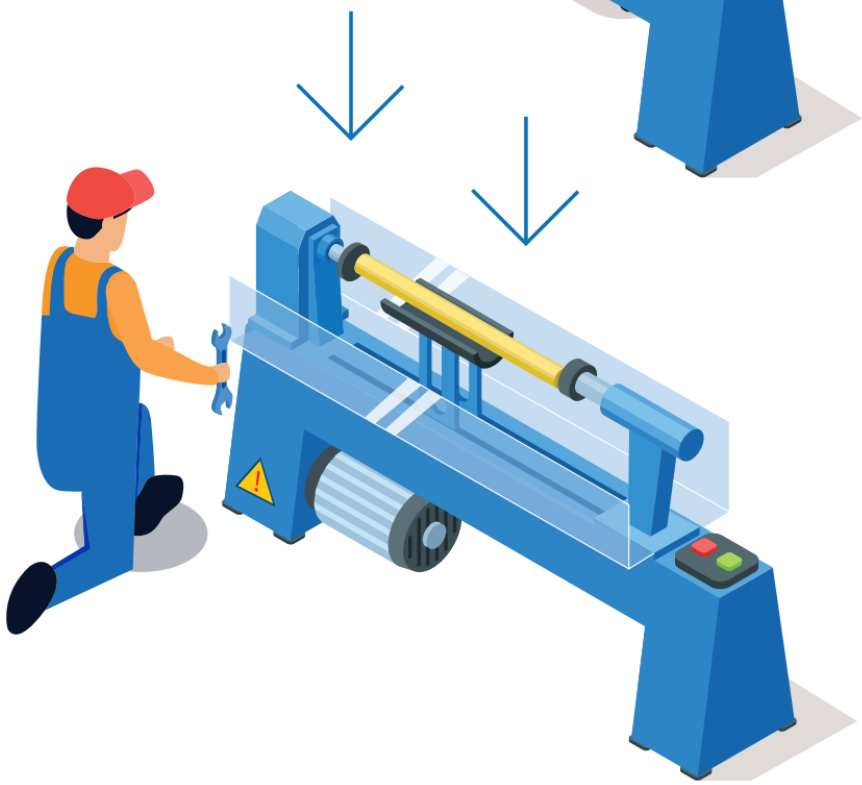
Conduct routine inspections to quickly identify and correct health & safety hazards before they lead to injuries or worse



Assign qualified person(s) who

understands hazard recognition & correction

It is best to document inspections and keep track of corrective actions



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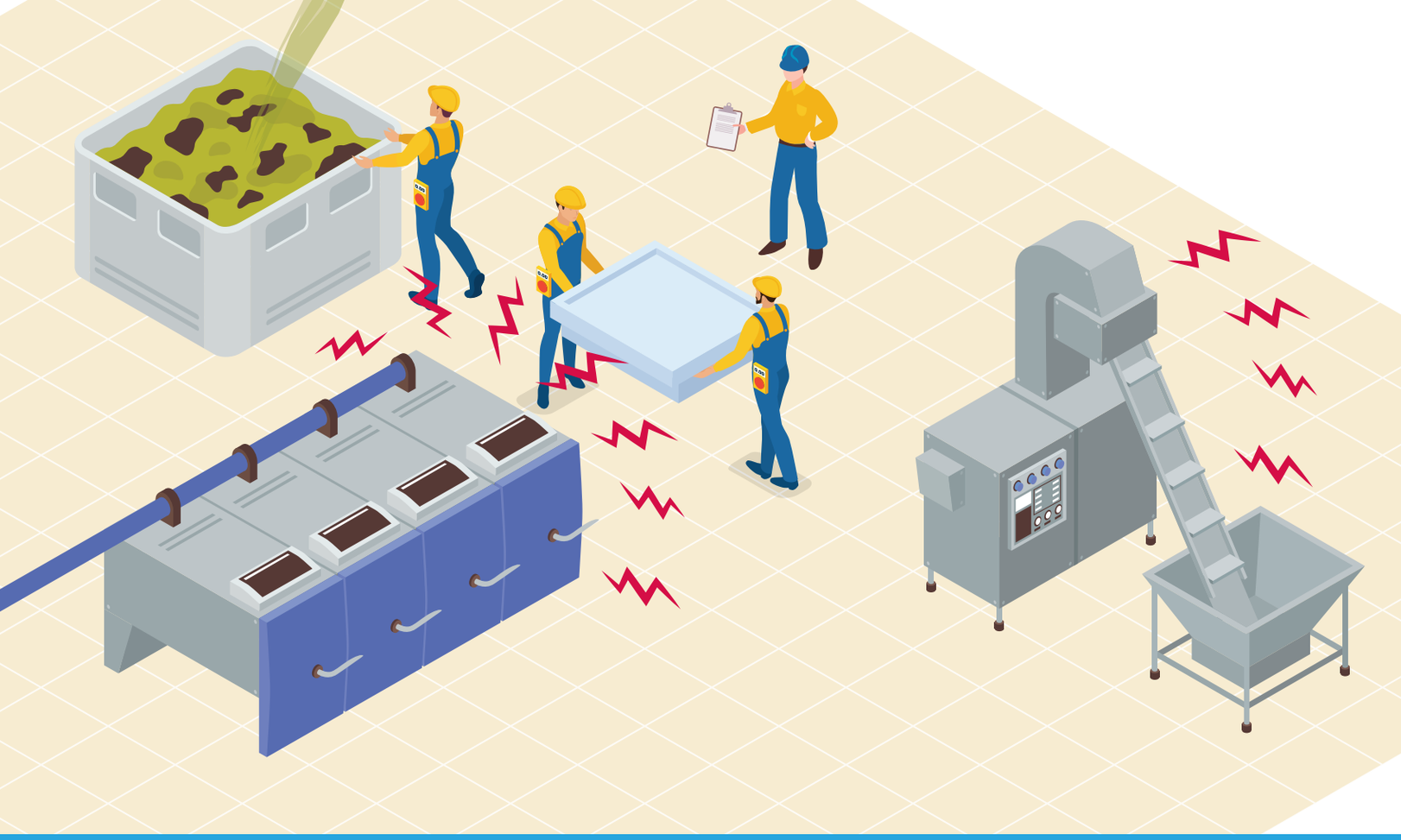
If needed, conduct health exposure testing

Identify "suspect" areas requiring noise, chemical or contaminant exposure level testing

If test results show that your company exceeds exposure limits, then develop engineering controls to minimize those exposures or build & manage Hearing Conservation or Respiratory Protection programs as needed.



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Other Key OSHA program requirements

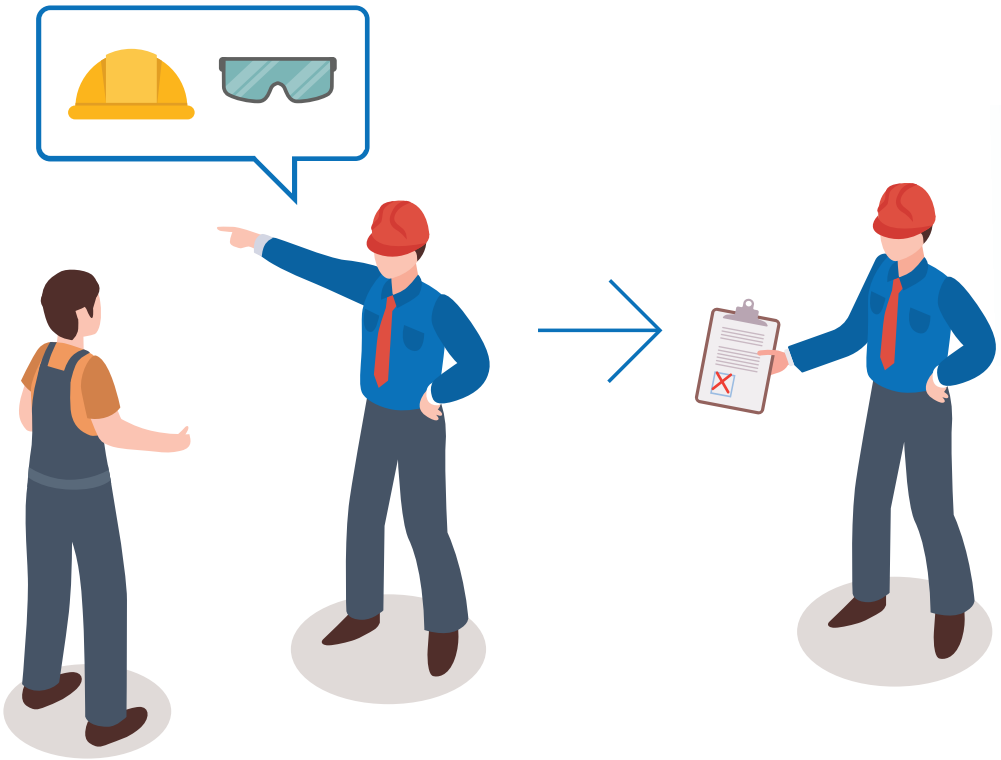
OSHA's General Duty Clause

OSHA standards only address a small percentage of all health and safety hazards.

Identify and control all other "recognized hazards" and develop plan to control them.

Common "recognized hazards" include heat stress, workplace violence, unsafe product storage and many more.

Develop & manage safety program enforcement and accountability



Management and employees must follow safety rules, all the time.

Develop graduated discipline system to hold employees who don't follow safety rules accountable.

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Managing safety is a never ending process

Safety isn't a one time event, it's a never ending process.

SAFETY INSPECTIONS

SAFETY TRAINING

ACCOUNTABILITY AND ENFORCEMENT

UPDATING SAFETY PROGRAM

Management commitment is key to safety program success

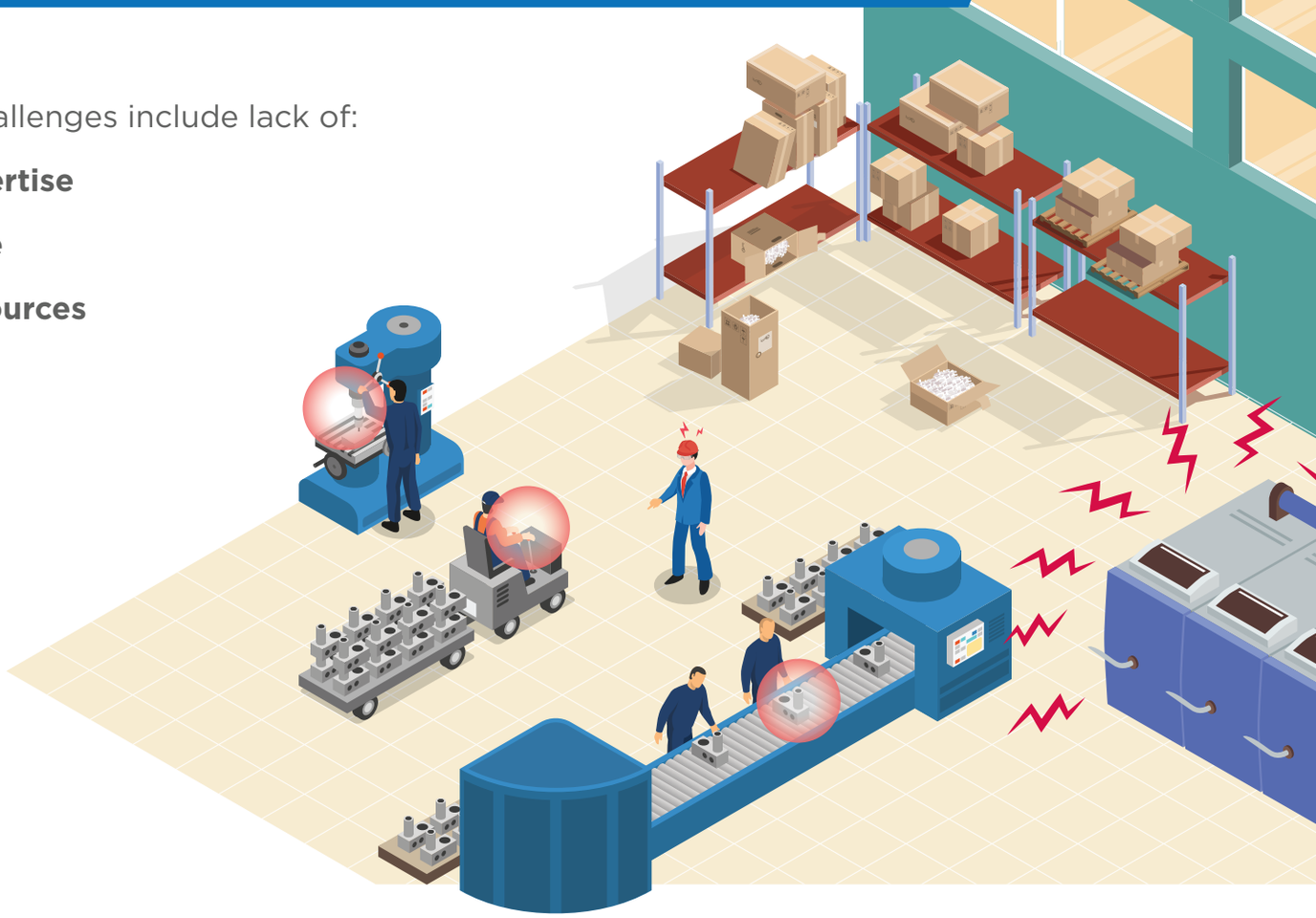
Ownership and top leadership must commit to safety program or it's doomed to failure

Always lead by example and consistently message the importance of safety.

Small businesses face major challenges managing safety

Key challenges include lack of:

- ☑ **Expertise**
- ☑ **Time**
- ☑ **Resources**



THESE CHALLENGES OFTEN RESULT IN A PERPETUAL STATE OF NON-COMPLIANCE, PUTTING THE COMPANY AT ELEVATED RISK FOR ALL OF THE MAJOR LIABILITIES WE MENTIONED AT THE TOP OF THIS INFOGRAPHIC.

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Where do we go from here?

You Don't Have to Remain Vulnerable to These OSHA Compliance Challenges & Risks

Most small companies fall prey to these risks for the simple reason that they're often so busy and focused on keeping their business running and profitable, that they're never able to give their OSHA compliance & risk obligations the time and attention they require.

The bottom line is – becoming OSHA compliant and creating a safe work environment shouldn't be so difficult. That's why at Berg Compliance Solutions, we guide companies like yours through the process of creating a fully custom-tailored safety program.

We offer service options to meet all budgets and needs, from turn-key solutions to virtual training programs that make OSHA & EPA compliance both easy and cost effective. Not only is it the best way to achieve compliance and avoid risk, but it's a fraction of what it costs to have a full time EHS manager.

To get started, all you have to do is schedule a free strategy session.

Imagine being a respected frontrunner in your industry - having created a safe workplace for your employees, local community and the environment. You don't have to lose anymore sleep wondering if failed inspections and massive fines are around the corner. Enroll in one of our programs and get the peace of mind you need to continue growing a great business.

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