

# **College of Forestry 160: Working Group Safety Plan**

Safety Policy & Procedure Manual

Section 100: Introduction

Effective: 01 January 2007

Revised: August 2014

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## **PURPOSE**

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The purpose of this section is to define the Working Group, introduce the Working Group Safety Plan and provide information for creating a safety plan applicable to individual working groups.

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## **Background Information**

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A written Safety Plan is required for each working group and responsibility for the safety plan falls under the working group leader, supervisor, or a designated safety officer.

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## **Policy**

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It is the policy of the College of Forestry that each and every working group will have a written safety plan and that all workers in the working group shall read and acknowledge that the safety plan has been reviewed with them by their supervisor or designated safety officer.

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## Procedure

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A **Working Group** in the College of Forestry is defined as any subset of individuals in an Academic Department or Service Group who have specific jobs, expertise, and goals. These groups report to an individual working group leader who then reports to the Academic Department Head or Service Group Leader. Examples of working group leaders include Principle Investigators (P.I.'s), and persons designated to head specific service groups (i.e., head of student services or facilities services).

The working group safety plan is a document that contains the following nine sections:

1. Safety Plan
2. Job Safety Analysis (JSA)
3. JSA Forms
4. Acknowledgement Forms
5. Completed Acknowledgements
6. Accident Reporting
7. Accident Reporting Forms
8. SAIF 801 Forms
9. Completed Accident Forms

All working group safety plans will follow the same format. This is necessary for consistency within the College and for ease of identification by outside auditors (i.e., Fire Department Inspection personnel). The College Safety Committee has developed a procedure for creating uniform plans and is willing to assist any working group in the development of their individual plan.

Instructions for creating the plan follow. All files referenced are located on the CD enclosed with the example safety Plan available from the Safety Committee.

### **Directions for Building the Working Group Safety Plan Manual**

#### Step 1

You will need 2 sets of Avery 5-Tab Dividers and a 1 ½ or 2 inch white binder.

#### Step 2

Copy the file Safety Plan Heading Inserts and print this out on to the included inserts page. Slip the inserts in this order:

1. Safety Plan
2. Job Safety Analysis
3. JSA Forms
4. Acknowledgement Forms

5. Completed Acknowledgements
6. Accident Reporting
7. Accident Reporting Forms
8. SAIF 801 Forms
9. Completed Accident Forms
10. This divider is not used

Step 3

Copy the file Example Non-chemical Lab Safety Plan or Example Chemical Lab Safety Plan depending on the type lab or work group. This document must be customized for each lab or work group. Please see a Safety Committee member for help with this if needed. If you have a chemical lab, you will also need to copy the file Example Chemical Hygiene Plan and customize this file for your lab or working group.

Step 4

Copy the files for the appropriate floor maps for either Peavy Hall or Richardson Hall. These will need to be customized for the specific evacuation routes for your lab or working group.

Step 5

A copy of the front page of the Safety Plan goes in the clear sleeve on the front cover of the binder. A side insert that says Safety Plan in large font goes in the spine.

Step 6

The Evacuation plan goes in the front sleeve of the folder.

Step 7

A copy of the revised Safety Plan goes in the first section.

Step 8

Copy the Acknowledgement of Safety Rules page and highlight those sections appropriate to your lab. Copy the Job Hazard Analysis page and highlight the appropriate job hazards. Finally copy the Job Safety Analysis manual section and put all of these in section 2. The appropriate job hazards for your lab should be highlighted to match those listed on the Job Hazard Analysis page.

Step 9

Make additional copies of the Job Hazard Analysis page and store in section 3.

Step 10

Make additional copies of the Acknowledgement of Safety Rules page and store in section 4.

Step 11

Store completed Acknowledgement forms in section 5.

Step 12

Copy the Accident Reporting section and put this in section 6.

Step 13

Make 10 or more copies of the Accident Reporting form and put these in section 7.

Step 14

Make 10 or more copies of the SAIF 801 forms and put these in section 8.

Step 15

Store completed accident forms in section 9.

Step 16

Once completed, please register your safety plan manual with the safety committee to make sure you receive updates.

The Lab or Working Group Safety Plan will be stored in a readily accessible location for easy access and reference. An electronic copy is to be archived.