

# WRITTEN PROGRAM DEVELOPMENT



## You Will Receive

Electronic copy of final written program (Workable file and PDF)

## Package Types

- 1) Written program development only
- 2) Written program development AND employee safety training covering the written program

OSHA requires that all affected employees review and understand company policies and procedures.

## Introduction

Employers are advised and encouraged to institute and maintain in their establishments a program that provides adequate systematic policies, procedures and practices to protect their employees from and allow them to recognize, job-related safety and health hazards.

Although compliance with the law, including specific OSHA standards, is an important objective, an effective program looks beyond specific requirements of law to address all hazards. It will seek to prevent injuries and illnesses, whether compliance is at issue.

The extent to which the program is described in writing is less important than how effective it is in practice. As the size of a worksite or the complexity of a hazardous operation increases, however, the need for written guidance increases to ensure clear communication of policies and priorities as well as a consistent and fair application of rules.

## Written Program Development Process

### STAGE 1

- ehsInc makes initial contact (onsite visit not required)
- Client emails established written program to ehsInc (if available)
- ehsInc evaluates program (if provided) and starts the development process
- ehsInc emails client 1<sup>st</sup> draft

### STAGE 2

- Client reviews 1st draft/returns with changes (if any)
- ehsInc makes changes and sends revised draft to client

### STAGE 3

- Client approves final draft or makes additional changes
- ehsInc emails final written program to client

Development process typically takes about a month. Subject to change.