

# The Guide to Zero Injuries: Safety Manuals



After a brief pause caused by the COVID-19 pandemic, the NYS Dept. of Labor is again issuing citations for Industrial Code Rule 59, a program in which employers with an Experience Modification Rating over 1.20 must undergo a workplace safety consultation. The consultation centers around the employer's workplace safety manual, policies, and procedures.

Regardless of your EMR, it is a good idea to have a workplace safety manual to guide your organization to zero injuries. NYS Dept. of Labor has multiple components of a safety manual that they consider to be essential.



**Training** – Employees and managers must be trained in how to recognize and respond to hazards.

**Hazard Reporting** – The organization must set up a reliable procedure that lets employees notify management of conditions that appear hazardous or do not comply with the policies of the workplace safety and loss prevention program.

**Accident Investigation** – The organization should have a system to investigate accidents and identify the root cause(s) and a means to prevent the accident from recurring.

**Trending and Review** – Periodically, the organization should review past incidents, assess the safety program, and determine if the program adequately addresses the exposures.

**Inspections** – Every safety program should outline how frequently, and who will perform facility inspections.

**Emergency Preparedness** – Each organization should have written policies to educate staff on how to handle fire, natural disaster, power loss and other types of emergencies.

**Management commitment to safety** – The leader of the organization should have the ultimate responsibility for safety. He or she can delegate aspects but must stay involved and visible.

**Safety goals** – the organization should have stated goals, such as a reduction in injuries, zero injuries, a certain number of inspections, a certain number of trainings, etc.

**Employee Involvement** – the DOL demands that employees have input in developing safety rules. This can be done through safety committees, employee surveys, and other means of input.

**Safety Responsibilities** – responsibilities should be assigned throughout the organization to supervisors, managers, and employees. For example, who is responsible for training, inspections, safety committee organization, maintenance, etc.



While the effort to put in a safety manual may be tedious, it can have a lasting impact on safety and ultimately save money and enhance productivity. If you have any questions about a safety manual or need guidance in implementation, contact [Ray Sullivan](#).

**Friedlander**  
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# How To Do A Safety Manual

**Chao Zhang**



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