*(print first 3 pages on company letterhead)*

# Company Name

# Address

# City, State Zipcode

**AS/NZ**

# TABLE OF CONTENTS

1. [PURPOSE 2](#_TOC_250006)
2. [SCOPE 2](#_TOC_250005)
3. [ABBREVIATIONS 2](#_TOC_250004)
4. [DEFINITIONS 2](#_TOC_250003)
   1. CORRECTIVE ACTION 2
   2. MACHINERY/EQUIPMENT 2
   3. CONTROLLED ENTITY 2
   4. NON CONFORMANCE 3
   5. SAFETY AUDIT 3
   6. HAZARD 3
   7. PREVENTIVE ACTION 3
   8. WORKPLACE INSPECTIONS 3
5. [CORRECTIVE AND PREVENTIVE ACTION 4](#_TOC_250002)
6. [RECORDS 6](#_TOC_250001)

## PURPOSE

This document summarizes the processes used for corrective and preventive action at ***(Company Name)*** in accordance with the requirements of the Occupational Safety and Health Administration (OSHA) regulations and with American National Standards Institute (ANSI)specifications and requirements.

Preventive and corrective action is identified from inspection and testing, audits, hazard analysis, incident reporting and other reviews of the ***(Company Name)*** management system.

Corrective and preventive action is implemented to:

* + detect and correct errors or problems in safety management;
  + prevent recurrences of errors or problems in safety management; and
  + ensure that systems are in place to prevent the occurrence of errors or problems in safety management.

## SCOPE

The processes described apply to safety management on Waste Water Solutions jobsites and to ***(Company Name)*** controlled entities.

## ABBREVIATIONS

|  |  |
| --- | --- |
| **OSHA** | Occupational Safety and Health Administration |
| **ANSI** | American National Standards Institute |
| ***(initials)*** | ***(Company Name)*** |

## DEFINITIONS

* 1. **CORRECTIVE ACTION**

Corrective action is action taken after an incident to correct the problem and to prevent a recurrence.

* 1. **MACHINERY/EQUIPMENT**

For the purposes of this document, machinery/equipment is defined as a system or device used for performing work which may or may not be coupled to a power source and any associated auxiliary equipment. This includes pressure equipment, powered equipment, hoists, powered mobile plant, lasers, turbines, powered actuated tools, scaffolds and temporary access equipment in plants, shops, yards and construction sites.

For the purposes of this document:

* + - machinery/equipment does not include powered industrial trucks, cranes or derricks.
    - personal computers and office equipment are excluded from these procedures.
  1. **CONTROLLED ENTITY**

***(Company Name)*** controlled entities (e.g. companies) include entities where ***(Company Name)*** can control decision making, directly or indirectly, in relation to the financial and operating policies so as to enable the entity to operate with it in pursuing the objectives of ***(Company Name)***.

For the remainder of this document, a ***(Company Name)*** controlled entity will be referred to as a controlled entity.

* 1. **NON CONFORMANCE**

A non conformance is an activity or item that does not conform to the policy, procedures or other requirements of the ***(Company Name)*** safety management system.

* 1. **SAFETY AUDIT**

A safety audit is a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether ***(Company Name)*** is conforming to planned safety requirements.

* 1. **HAZARD**

A hazard is anything that has the potential to cause injury or illness to people, damage to property or the environment or a combination of these. The situation could involve a task, chemical, item of machinery/equipment or unacceptable behavior.

* 1. **PREVENTIVE ACTION**

Preventive action is pro-active and involves taking action before an incident occurs,

e.g. by identifying a hazard and taking steps to prevent any incident which may result from the hazard.

* 1. **WORKPLACE INSPECTIONS**

Workplace inspections are planned, systematic appraisals of physical aspects of the workplace that identify safety hazards and non-compliances with ***(Company Name)*** policy, procedures, practices and safety requirements.

## CORRECTIVE AND PREVENTIVE ACTION

**The corrective and preventive action undertaken as part of the *(Company Name)*** **safety management system.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Procedure** | **Corrective action** | **Preventive action** | **Requirements** |
| **Site audits and workplace inspections** | Job site and shop/yard inspection program  Job site and facility inspections and task monitoring | Addressing non- conformances with safety procedures and systems identified during inspection (using reference checklist) | Implementing improvements to safety systems and procedures upon the identification of hazards | * Actions necessary are recorded on inspection worksheets; * Tasks and date of completion are assigned to the most appropriate person to complete the task; * Form is returned to safety officer when inspection complete, who monitors that the action is completed in a timely fashion. |
| **Job hazard analysis** | Complete pre-task job hazard analysis  Establish severity of hazard event | Review injury/illness/near miss history  Identify non-conformances of procedures and deficiencies | Evaluate the process or task  Determine potential hazards  List the safe job procedures | * Mitigate hazard with administrative or engineering controls * Issue appropriate personal protective equipment * Training of procedures and proper use of personal protective equipment |
| **Near miss/incident reporting** | Procedures near miss & incident reporting, investigation & recording | Addressing problems and non-conformances of procedures and deficiencies that led to the incident | Implement new procedures to correct problems and non-conformances of procedures and deficiencies that led to the incident | * Hazard or incident reported; * Safety Officer/Manager, Safety Consultant, ***(Company Name)*** Safety Committee provide feedback and assistance with actions; * Administrative/engineering controls and personal protective equipment conformances of procedures |
| **Inspection & testing of**  **machinery &**  **equipment** | Use, design and modification of machinery and equipment used by ***(Company Name)***  Inspection, testing, tagging & repair of equipment | Addressing problems identified with equipment and non- conformances with test specifications | Implementing improvements to equipment and to systems, procedures and personnel that use the equipment. | * Non-conformances reported to safety officer, resources manager; * Equipment placed out of service until repaired/undergone maintenance and retesting; * Replaced by equipment with safer design. |

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| **Activity** | **Procedure** | **Corrective action** | **Preventive action** | **Requirements** |
|  |  |  |  |  |
| **Training** | Procedures for Training personnel | Training is required of all full- and part-time employees, new hires, and sub contractors of ***(Company Name)*** | Evaluated and re-train personnel of changes introduces by new equipment, policies, procedures and personal protective equipment | * Training acknowledgment of ***(Company Name)*** safety policy, procedures and guidelines * Operator evaluations and certifications * Non-conformances of procedures and deficiencies re-training |
| **Issues raised at annual safety committee meetings** | Procedures for safety consultation  Procedures for safety issue resolution  Procedures for hazard & incident reporting, investigation & recording | Addressing individual, system or procedural problems and/or complaints | Implementing improvements to safety policy or procedures | * Management and personnel informed of meetings to raise issues; * Issues discussed at meeting with management and personnel to attend; * Discussion and resolutions included in minutes; * Items remain on agenda until actions completed; * Safety consultant/manager ensures issues with implications are referred to management for resolution and action, if required. |
| **Review of projects and plans** | ***(Company Name)*** consultants and staff meetings | Addressing problems identified at review, taking action to correct problems in ensuing projects and plans | Implementing improvements to ***(Company Name)*** projects and plans | * Discussion included in meetings; * Periodic planning meetings to develop and review progress. |

## RECORDS

|  |  |  |
| --- | --- | --- |
| Record to be kept by | Records | To be kept for: |
| **Human Resource Director** | Hazard & Incident report forms | Indefinitely |
|  | ***(Company Name)*** Safety Committee minutes | 5 years |
|  | Records of audits including:   * self audits * internal audits * external audits * certification audits | 5 years |
|  | Records of corrective actions taken and controls used to address system or procedural deficiencies and non conformances | 5 years |
|  | Records of workplace inspections | 5 years |
|  | Policy documentation | Indefinitely |

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| Page 6 of 6 |