



# PROPOSAL KIT SAMPLE

## Safety Plan Sample Document

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Title Page, Table of Contents, Introduction, Needs Assessment, Goals and Objectives, Emergency Response Plan, Safety Plan, Safety Devices, Evaluation, Emergency Team Members, Back Page

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# PLAN

## **Safety Plan for Beeker Garden Center**

Prepared for: All Beeker Garden Center Staff

Prepared by: Tom and Alicia Beeker  
Owners



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# INTRODUCTION

Beeker Garden Center has developed this safety plan for two reasons. The first and most important reason is to keep our staff and our customers safe. Reason number two is that in the event that an accident occurs, we may need to prove that we took precautions to prevent it.

There is no one-size-fits-all safety plan; each must be tailored to fit the specific work situations that may be encountered at a workplace. The owners of Beeker Garden Center have worked with state Labor and Industry experts and other consultants to create a safety plan that is customized to the Beeker Garden Center's particular needs.

We rely on all Beeker Garden Center employees to do their part in keeping our environment safe. If you see a potentially hazardous situation or notice that something is missing from this booklet, please speak up so we can remedy that problem. The management will never regard this as criticism but view it as taking the initiative to do your part: that's our promise to you.





# NEEDS ASSESSMENT

Beeker Garden Center needs to address the following situations that we routinely encounter in our workplace.

## Needs

Safety rules for working with hazardous materials.

Safety rules for working with heavy equipment, such as our backhoe and our forklifts.

Safety rules for moving and lifting heavy objects such as large pots, heavy bags of soil and fertilizer, and large plants.

Safety rules for working with electricity in wet environments.

## Audience

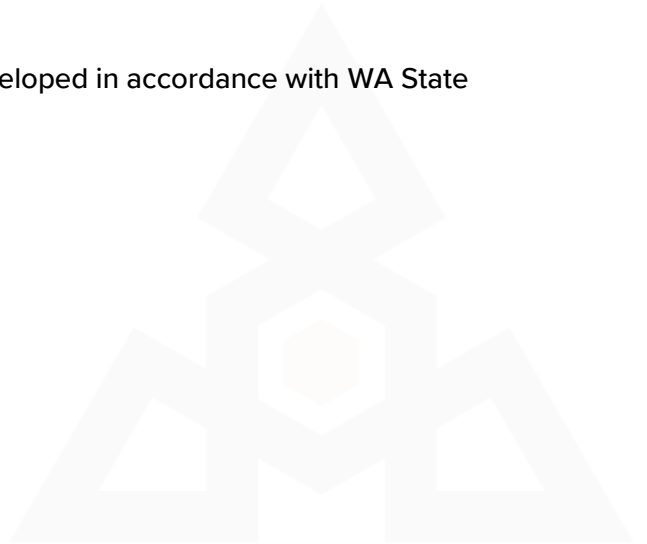
Our objective is to protect two groups of people: the Beeker Garden Center staff, and the customers who visit our center.

## Solution

To meet these needs, we developed this safety plan.

## Sources

Rules and practices mentioned here were developed in accordance with WA State Labor and Industry standards.





# GOALS AND OBJECTIVES

The objectives of this safety plan are twofold: 1) to keep our employees and customers safe, and 2) to protect our company from liability.

To accomplish those objectives, we need to focus on the following:

▶ **Use best practices around heavy equipment.**

Follow the rules listed for use of forklifts and backhoe. See the Safety Plan page for details.

▶ **Use safety equipment provided by the company whenever appropriate.**

Gloves, masks, respirators, and hard hats are needed in certain situations. See the Safety Equipment page for more information.

▶ **Use caution around hazardous materials.**

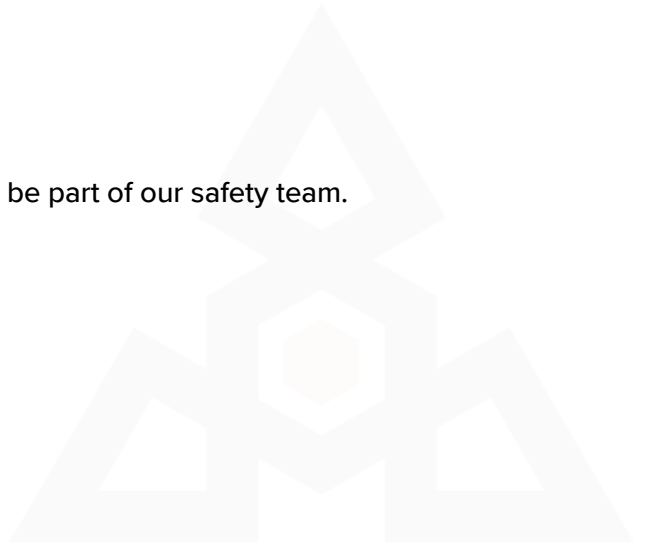
Fertilizers and insecticides may contain toxic chemicals. Learn what to do in the case of a spill. See the Safety Plan page for details.

▶ **Maintain a safe, clean workspace.**

Always be aware of your surroundings. Speak up to head off dangerous situations and keep us all safe and healthy.

## Summary

We consider all Beeker Garden Center staff to be part of our safety team.





# SAFETY PLAN

Please familiarize yourself with all regulations in the sections below, paying special attention to the situations in which you most commonly work.

▶ **Working with the forklift**

Our forklifts are used to lift pallets of plants, pots, and bags of soil and fertilizer.

Frequency of use: 5-7 times per week.

Rules:

Only personnel trained and certified to use the forklift may operate it.

Before starting the forklift, block off the work area with traffic cones and caution tape to keep other employees and customers out. If you will be crossing a big area, enlist another employee to keep watch while you work.

A hardhat must be worn at all times while driving the forklift.

The backup beeper on the forklift must be functional during forklift operation.

The maximum weight capacity and lift height listed on the front panel of the forklift must never be exceeded.

The forklift must never be left running while unattended.



▶ **Working with the backhoe**

Our backhoe is used when we need to dig holes, build dirt ramps, move large stones, or lay water lines.

Frequency: 1-2 times per month.

Rules:

Only personnel trained and certified to use the backhoe may operate it.

Before starting the backhoe, block off the work area with traffic cones and caution tape to keep other employees and customers out, making sure to mark off the entire area that the backhoe arm may extend into. If you will be crossing a big area, enlist another employee to keep watch while you work.

A hardhat must be worn at all times while driving the backhoe.

The backup beeper on the backhoe must be functional during backhoe operation.

The maximum weight capacity and lift height listed on the front panel of the backhoe must never be exceeded.

The backhoe must never be left running while unattended.





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