



# Safety Improvement Plan Template

29 Jul 2024

Complete

<b>Score</b>	0 / 0 (0%)	<b>Flagged items</b>	0	<b>Actions</b>	2
<b>Company Name</b>	Lawrence Kansas Chemicals				
<b>Plan Creator</b>	Marina Reinger				
<b>Date</b>	29.07.2024 13:16 PST				
<b>Improvement Plan Version Number</b>	20240729				

## Actions

2 actions

Safety Objectives and Risk Assessment

### Applicable Training and Education Required

- Schedule regular safety training sessions for all employees, including emergency response, first aid, and proper use of PPE.
- Provide specialized training for high-risk tasks and equipment operation

**To do** | Assignee: Patrick Lee, Cillian Casey | Priority: High | Due: 09.08.2024 13:34 PST | Created by: SafetyCulture Staff

#### Safety officers to schedule sessions

Safety officers will schedule and conduct safety sessions. They should know the best days for training for each department and they should ensure 100% attendance

**To do** | Assignee: Arghya Sen | Priority: High | Due: 09.08.2024 13:29 PST | Created by: SafetyCulture Staff

#### Prioritization of training materials

We will prioritize creating learning materials on the proper use of PPE, followed by administering first aid procedures. Safety Officers may consult any of our in-house healthcare professionals to ensure the accuracy of the materials.

### Plan's Safety Objectives

Decrease the 147 workplace incidents from the first half of the year to 70 until the end of 2024.  
We should keep below 50% of the goal or 35 safety incidents in Q3 of 2024.

### Hazard Identification and Risk Assessment

The team shall follow the following steps:

- Step 1: Conduct a thorough inspection of the workplace to identify potential hazards.
- Step 2: Assess the risks associated with each identified hazard using a risk assessment matrix.
- Step 3: Prioritize risks based on their severity and likelihood.

### Control Measures on the Identified Risks

- Develop and enforce safety policies and procedures.
- Schedule regular safety audits and inspections.

### Applicable Training and Education Required

- Schedule regular safety training sessions for all employees, including emergency response, first aid, and proper use of PPE.
- Provide specialized training for high-risk tasks and equipment operation

**To do** | Assignee: Patrick Lee, Cillian Casey | Priority: High | Due: 09.08.2024 13:34 PST | Created by: SafetyCulture Staff

#### Safety officers to schedule sessions

Safety officers will schedule and conduct safety sessions. They should know the best days for training for each department and they should ensure 100% attendance

**To do** | Assignee: Arghya Sen | Priority: High | Due: 09.08.2024 13:29 PST | Created by: SafetyCulture Staff

#### Prioritization of training materials

We will prioritize creating learning materials on the proper use of PPE, followed by administering first aid procedures. Safety Officers may consult any of our in-house healthcare professionals to ensure the accuracy of the materials.

## Communication and Reporting

### Safety Committee

Form a safety committee with representatives from all departments to oversee the implementation of safety initiatives.

---

### Safety Meetings

Hold regular safety meetings to discuss hazards, incidents, and safety improvements.

---

### Incident Reporting

Establish a clear incident reporting system for employees to report accidents, near-misses, and unsafe conditions.

---

### Safety Reminders

Maintain a safety bulletin board to display important safety information and updates. Regularly do email blasts at strategic times.

[Sample Safety Bulletin 2023.pdf](#)

---

## Monitoring and Review

### Audits and Inspections

- Conduct monthly safety audits and workplace inspections to identify and rectify safety issues.
  - Engage third-party auditors annually to provide an unbiased assessment of safety practices.
- 

### Performance Monitoring

- Track key performance indicators (KPIs) such as incident rates, near-miss reports, and safety training completion rates.
  - Use safety dashboards to visualize and analyze safety performance data.
- 

### Review and Update

Review the Safety Improvement Plan annually or after any significant incident, and update it as necessary to reflect changes in operations, regulations, or best practices.

---

## **Manpower and Budgeting**

### **Safety Manager**

Safety managers will oversee the implementation of the Safety Improvement Plan and ensure compliance with safety regulations.

---

### **Supervisors**

Supervisors will enforce safety procedures and provide support to employees in adhering to safety practices.

---

### **Employees**

All workers will be required to follow all safety guidelines, report hazards, and participate in safety training programs.

---

### **Budget and Other Resources**

Allocate sufficient budget for safety improvements, including training programs, safety equipment, and facility upgrades. Exact budget will be discussed in a meeting with the Procurement Team  
- Ensure availability of resources such as safety personnel, training materials, and maintenance tools.

---

## **Emergency Procedures**

### **Emergency Contacts**

Maintain an updated list of emergency contacts and make it accessible to all employees.

---

### **Evacuation Plan**

Develop and regularly practice an evacuation plan for emergencies such as fires, natural disasters, or chemical spills.

---

### **First Aid**

Ensure the availability of first aid kits and trained first aid responders on site.

---

**Sign-off**

**Plan Approved by**

*Marites Anderson*

Marites Anderson  
02.08.2024 13:39 PST

---

**Designation**

VP of Operations

---



## Media summary

## File summary

[Sample Safety Bulletin 2023.pdf](#)