



## Safety Manual Development / Review

OSHA Standards requires EVERY employer to have in writing an effective injury and illness prevention program that must at least contain the following:

- Policy naming the person or persons who have authority and responsibility for carrying out the safety and health program.
- System for ensuring that employees comply with safe and healthful work practices, and which includes disciplinary action as well as recognition of safe work habits.
- System for communicating with employees on matters relating to occupational safety and health, and which includes provisions for encouraging employees to inform the employer of work-site hazards without fear of reprisal.
- Procedure for identifying and evaluating workplace hazards, and which includes scheduled periodic inspections.
- Procedure for investigating an occupational injury or illness.
- Procedure for correcting, in a timely manner, unsafe or unhealthful conditions or work practices.
- Safety and health training for employees and supervisors.
- System for documenting with records the scheduled, periodic inspections and the employee safety and health training--these records must be kept for 3 years.
- After receiving your manual, you will have all the tools needed to meet the above requirements from OSHA.

MSSC can supply your business with a safety manual that is custom specific to your industry - and is in compliance with all applicable Federal and/or State OSHA requirements.

Each safety manual is custom built, beginning with the combination of all the various standards that are needed to meet the requirements of your industry.

Your company's safety information is then integrated into the document to create your company's OSHA compliant safety manual.



The Montana Safety Services Council (MSSC) is a not-for-profit educational association established in 1993 to provide safety and health related services to its members and the community.

MSSC currently serves approximately 130 businesses in all areas of service throughout Montana and Wyoming, including:

- Manufacturing
- Construction
- Medical
- Retail
- Wholesale
- Transportation
- Refining.

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