

Safety Handbook for General Industry – Key Sections

1. Introduction

- Purpose of the safety handbook
 - Scope (who and what it covers)
 - Company's commitment to safety
 - Statement of compliance with OSHA and other regulations
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2. General Safety Policies

- Safety rules and expectations
 - Roles and responsibilities (employees, supervisors, safety officers)
 - Reporting hazards and incidents
 - Disciplinary policy for safety violations
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3. Hazard Communication

- Explanation of hazard communication standards (HazCom)
 - Safety Data Sheets (SDS)
 - Labeling requirements
 - Employee training and access to hazard info
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4. Personal Protective Equipment (PPE)

- When and what types of PPE are required
 - Proper use and maintenance
 - Responsibilities for provision and upkeep
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5. Emergency Procedures

- Fire safety (evacuation plans, extinguisher locations)
- Medical emergencies
- Chemical spills
- Natural disasters (earthquake, flood, tornado, etc.)
- Emergency contact list

6. Equipment and Machine Safety

- Lockout/tagout (LOTO) procedures
 - Proper machine guarding
 - Safe operation procedures
 - Maintenance and inspection schedules
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7. Electrical Safety

- Basic electrical safety rules
 - Working with/around live circuits
 - Use of GFCIs and grounding procedures
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8. Ergonomics and Manual Handling

- Lifting techniques
 - Repetitive strain prevention
 - Proper workstation setup
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9. Slips, Trips, and Falls Prevention

- Housekeeping standards
 - Ladder safety
 - Walking/working surface maintenance
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10. Chemical and Environmental Safety

- Handling hazardous substances
 - Storage and disposal
 - Ventilation and containment measures
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11. Health and Wellness Policies

- First aid procedures
 - Heat stress and cold exposure
 - Fatigue management
 - Workplace violence prevention
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12. Training and Education

- Required safety training programs
 - Frequency and documentation
 - New employee orientation
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13. Incident Reporting and Investigation

- Reporting timeline and process
 - Investigation procedures
 - Corrective action steps
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14. Appendices

- Glossary of terms
- Forms (incident report, safety checklist, etc.)
- Relevant regulations and standards (e.g., OSHA citations)
- Contact info for safety reps or committees