

Safety Handbook for a Manufacturing Company – Key Sections

1. Introduction

- Purpose of the safety handbook
- Statement of commitment to safety from leadership
- Importance of employee participation in safety

2. Company Safety Policy

- Mission and vision regarding safety
- Responsibility hierarchy (e.g., managers, supervisors, employees)
- Compliance with OSHA or relevant safety regulations

3. General Safety Rules

- Basic conduct expectations (e.g., no horseplay, PPE use)
- Rules about housekeeping, tool use, and reporting hazards
- Emergency exits and equipment locations

4. Hazard Communication

- How the company identifies and labels hazardous materials (e.g., SDS)
- Training on chemical hazards
- Procedures for handling, storing, and disposing of materials

5. Personal Protective Equipment (PPE)

- Types of PPE required for various tasks
- How to wear and maintain PPE
- Situations requiring mandatory PPE use

6. Equipment and Machinery Safety

- Lockout/tagout (LOTO) procedures
- Machine guarding rules
- Safe operation protocols for specific machinery

7. Emergency Procedures

- Evacuation plans and assembly points
- Fire safety and extinguisher use
- First aid and medical response procedures
- Contact info for emergency services and internal responders

8. Accident and Incident Reporting

- How and when to report accidents, near misses, or unsafe conditions
- Investigation process
- Forms to be used and where to submit them

9. Ergonomics and Manual Handling

- Safe lifting techniques
- Use of mechanical aids
- Tips to reduce strain and repetitive injuries

10. Training and Safety Meetings

- Required training schedules (onboarding, annual refreshers)
- Safety meeting frequency and content
- Employee participation and recordkeeping

11. Workplace Violence and Harassment Policies

- Definition and examples
- Reporting procedures
- Zero tolerance stance

12. Specific Hazards in Your Facility

- Tailor this section to your environment (e.g., electrical hazards, confined spaces, noise)
- Procedures to mitigate or eliminate those risks

13. Contractor and Visitor Safety

- Guidelines for non-employees on site
- Orientation requirements
- Escorting and supervision

14. Disciplinary Action for Safety Violations

- Progressive discipline policy
- Examples of minor vs. major safety violations
- Appeal process

15. Safety Incentive and Recognition Programs (if applicable)

- Overview of any reward programs
- How employees can qualify

16. Forms and Appendices

- Incident report form
- PPE checklist
- Safety audit template
- Emergency contact list