



## Workplace Health and Safety

### How Do I Create a Workplace Safety Plan?

Many commonsense actions can improve the safety of a workplace, prevent injury, and keep employees healthy. Here are eight steps you can take to provide a safe and healthy environment as part of your overall safety program.

- 1. Conduct a Safety Walkthrough** - A workplace inspection can reveal gaps in your current safety plan.
- 2. Document Safety Protocols** - Employees should receive a safety manual when hired and any updates should be distributed when approved.
- 3. Provide Employee Training** - All employees should be properly trained and certified for the job they are performing.
- 4. Post Signs and Safety Labels** - Keep up to date on which signs and safety labels are required by the Occupational Safety and Health Administration (OSHA) and other government regulatory agencies. Safety signs should be posted in a highly visible location.
- 5. Promote Cleanliness** - On an ongoing basis, companies should be implementing procedures with the goal of maintaining a clean, safe workplace.
- 6. Focus on Preventing Pain** - Encouraging proper office ergonomics to help prevent back, shoulder, neck, wrist, and hand pain.
- 7. Encourage Employees to Stay Cool** - Prevent heat-related illnesses by offering sunscreen and encouraging employees to stay hydrated and wear a hat and sunglasses, when possible.
- 8. Reward Safe Behavior** - Set goals for safety behavior and offer employees rewards for achieving them.

### Launching a Workplace Health and Safety Program

If your clients don't have a workplace safety program or staff health and safety policy, now is the time to launch one. There are several resources available to help get these efforts underway. OSHA offers [sample work health and safety programs](#) for specific jurisdictions. The Centers for Disease Control and Prevention (CDC) also provides workplace health information, such as its [four-step workplace health model](#) based on your company's size, sector, capacity, and geography.

**Paychex has the tools your clients need to create and activate a compliant and thorough safety plan for their employees. Call your Paychex rep today.**

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