

Written Safety Program

Policy: A statement outlining the agency's commitment to the program with specific responsibilities assigned to all levels of employees to ensure that the various elements of the program are carried out. Safety responsibilities must be included in work performance standards.

1. Safety Inspections: Outline of a plan for informal and formal safety inspections to be conducted on an ongoing basis. Noted hazards must be corrected in a timely manner with responsibilities for corrective action specifically assigned. Agencies can request assistance from the Risk Management Division, the Safety Consultation and Training Sections (SCATS) <http://www.4safenv.state.nv.us/> 702-486-9143 of the Division of Industrial Relations or the [State Fire Marshal 's Office](#) in completing inspections.
2. Safety Training: Outline of a safety training plan for all employees, including mandatory training for managers, supervisors, and other agency designated staff which includes applicable OSHA required training, topics identified by Risk Management and any other safety issues that have caused recurring injuries within the agency. Annual refresher training should be provided. Records must be maintained of these training sessions, including a list of attendees, and be retained for a minimum of 3 years.

Note: Agencies can participate in scheduled safety classes coordinated or provided by the Risk Management Division, contracted consultants or insurance company representatives, Safety Consultation and Training Section (SCATS) of the Division of Industrial Relations (**insert link**), or the State Fire Marshal's Office (**insert link**) in meeting their safety training needs.

3. Accident Investigation: All minor, serious and near miss accidents with a potential for injury must be immediately investigated by the designated employee and an accident investigation form as prescribed by Risk Management (RM-ACCINV-) completed. The necessary corrective action to eliminate the cause of the injury must be assigned and completed in the timeliest manner possible. Copies of accident investigation reports must be forwarded to the Risk Management Division upon request.
4. Safety Rules: Specific safety rules pertinent to the unique circumstances of each agency must be adopted, revised and consistently enforced by supervisors.