

Annual Safety Statement

The annual safety statement expresses top management's commitment to the success of the employee safety program. It provides an opportunity to convey the safety related goals and objectives to be achieved in the coming year. These goals and objectives should align with the goals of the organization. The annual safety statement should focus on employee safety program implementation, hazard control, and accident reduction to help provide a safe workplace.

The annual safety statement can also review the prior year's goals and objectives, indicating success or identifying where improvement is needed. Top management can show commitment to the employee safety program by sharing the company's calendar year OSHA incidence rate, comparing those rates to the company's NAICS industry group's rate, and identifying the prior year's accident trend(s). Stating the steps taken to address those trends is another way to reinforce management's commitment to the employee safety program.

The annual safety statement provides an opportunity to clearly state leadership's expectations of each individual employee, stressing that all employees are responsible for program effectiveness. It can announce assignment of safety responsibilities when new duties are created or changes are made.

The annual safety statement is generally issued by the President's office and is communicated in written form to all employees of the organization. An example statement is provided below. Please note, the example below should be used as a guideline only. Annual safety statements should be customized to the needs of each individual organization.

Management Annual Safety Statement

Corporate Policy: Our company will provide a safe workplace for our employees. Work-related injuries and illnesses are costly and preventable. Our company will implement an effective employee safety program that involves all levels of management and employees with the goal to eliminate workplace hazards.

Management: Management is accountable for preventing workplace near misses, injuries, and illnesses. Management will support the employee safety program initiatives and employee safety training. It will also review all employee suggestions to create a safer work environment. Management will regularly review the employee safety program, make needed improvements, and communicate performance results.

Supervision: Supervisors are responsible for training workers in safe work practices, monitoring employee performance, and adhering to safe work practices. Supervisors will uniformly enforce company safety rules and assist in the elimination of discovered safety hazards. Supervisors will lead by example in all areas of their safety responsibility.

Employees: All employees are expected to participate in the employee safety program. Employee responsibilities include adhering to safety rules; correctly using required Personal Protective Equipment; and notifying supervisors of workplace hazards, unsafe work practices, and work-related near misses, injuries, and illnesses.

Last Year's Results: We are seeing a positive impact from our company wide safety efforts. Our OSHA total case incidence rate fell to 7.7 injuries last year, down from 10.5 injuries in the prior calendar year. We are performing favorably in comparison to our industry classification rate of 8.8 recordable injures. We attribute part of this reduction to two new programs introduced in the past 12 months.



We have achieved a 50% reduction in the frequency of lower back injuries related to manual material handling in the packaging department. This reduction can be attributed to our initial ergonomic work station evaluation program. We also instituted an employee wellness stretching program conducted at the start of each work shift.

Next Year's Goals: We believe further reduction in the lower back injury trend is achievable. As part of the ergonomic work station evaluation program, assessments will be completed in the production department and office areas this calendar year. We will be expanding the employee wellness stretching program to all areas of the company.

Your continued support and commitment to the employee safety program is greatly appreciated.

Signed by: _____ President/CEO

IMPORTANT NOTICE - The information and suggestions presented by Western National Insurance Company in this Technical Bulletin are for your consideration in your loss prevention efforts. They are not intended to be complete or definitive in identifying all hazards associated with your business, preventing workplace accidents, or complying with any safety related, or other, laws or regulations. You are encouraged to alter them to fit the specific hazards of your business and to have your legal counsel review all of your plans and company policies.