Effective management of worker safety and health protection is a decisive factor in reducing the extent and the severity of work-related injuries and illnesses. Effective management addresses all work-related hazards, including those potential hazards that could result from a change in worksite conditions or practices. It addresses hazards regardless of whether or not they are regulated by government standards.

OSHA’s experience in the Voluntary Protection Program has also indicated that effective management of safety and health protection improves employee morale and productivity, as well as significantly reducing workers’ compensation costs and other less obvious costs of work-related injuries and illnesses.

The best Safety and Health Programs involve every level of the organization, instilling a safety culture that reduces accidents for workers and improves the bottom line for managers.

**Step 1: Planning the Lesson**

- **Instructional Materials.**
  1. PowerPoint presentation.
  2. Instructor notes.
  3. Other materials.

- **Instructional Objectives.**
  1. Complete the required topics for the OSHA 10-hour course.
  2. Present Safety and Health Programs to [number] participants.
  3. Incorporate active participation in each lesson.

**Step 2: Presenting the Lesson**

- **Lesson Introduction.**
  Introductory remarks or transition from previous lesson.

- **Learning Objectives/Outcomes.**
Upon completion of the lesson, participants will be able to:

1. Name the four elements of an effective safety and health program.  
   *Possible responses.*
   - Management commitment and employee involvement
   - Worksite analysis
   - Hazard prevention and control
   - Safety and health training

2. Name three methods to prevent and control workplace hazards  
   *Possible responses.*
   - Management commitment and employee involvement
   - Worksite analysis
   - Hazard prevention and control
   - Safety and health training

3. List the three elements of hazard prevention  
   *Possible responses*
   - Maintaining the facility and equipment
   - Emergency planning
   - Medical programs

*Step 3: Evaluating Student Learning and Instruction*

*Lesson Evaluation and Comments.*

*References*

OSHA Publications
• Handbook for Small Business

• Consultation Services for the Employer

• Job Hazard Analysis

**OSHA References/Resources**

• OSHA’s Small Business Outreach Training Program, Safety and Health Programs

• OSHA Technical Links – Safety and Health Programs

• Safety and Health Management System eCAT

• Safety and Health Programs Advisor

• Self-Inspection Checklists

• Voluntary Guidelines
Sample Lesson Plan

General Industry Training Program (10-hour)

Topic: Safety and Health Programs

Purpose

To help students understand OSHA’s role in managing effective Safety & Health programs.

Objectives

Upon completion of this topic lesson, students will:

- Name the four elements of an effective safety and health program.
- Name three methods to prevent and control workplace hazards

Instructor’s Activities

- Deliver PowerPoint presentation.
- Complete the required topics for the OSHA 10-hour course.
- Present Introduction to OSHA to [number] participants.
- Incorporate active participation in each lesson.