



# Safety Program Manual

*Template for Yacht Clubs & Sailing Organizations*

**“Content Excerpt” – This is not the full safety manual.**

To request the full copy of the Burgee Program Safety Manual, please contact the Burgee Program team at Brown & Brown at [burgeeprogram@bbrown.com](mailto:burgeeprogram@bbrown.com).

Please include your name, your club name, and your city/state.

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## National Safety Council

The National Safety Council can provide you with more information related to the topics covered in this program. Visit [www.nsc.org](http://www.nsc.org).



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# Introduction & Purpose:

**The purpose of this manual is to provide you with general guidelines for developing your own safety management program. It has been written to address the specific safety needs of sailing organizations and sailing clubs.**

The essential elements covered in this manual include: top management's commitment and involvement; the establishment and operation of safety committees; conducting safety inspections, safety and health orientation and training; employee injury and accident reporting; first aid equipment and emergency procedures; conducting accident investigations; management of occupational injuries and medical case management; transitional duty; recordkeeping; management review of the safety program, and workplace safety rules, policies and procedures.

If this manual meets the general needs of your Sailing Organization or Club, it may be used as a template for developing your Club or Organization's initial safety program. If you have already established a Safety Program and are currently maintaining it, you may use this manual to add or modify those areas of your current program that you do not feel are adequate. This manual should not be considered as the single source for meeting your safety needs. To ensure a highly organized, goal-oriented accident prevention program, this manual should be modified and continuously improved upon by you to adequately reflect your on-going business environment.

**Thank you,**

The Burgee Program Team

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# Program Goals

**This manual serves to document policies and procedures to help enable the club or sailing organization to implement an effective safety program.**

The program contained in this manual has been developed to accomplish the following:

- Protect and promote the health and safety of employees, members and guests of the Club/Org.
- Comply with all pertinent regulatory obligations.
- Assure that safety, health, environmental and loss-control programs are given the proper priority and attention and are achieving the required results.
- Coordinate safety, health, environmental, and loss-control activities while maintaining consistency in procedures at the required level of performance.
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The manual contains policies and requirements for a safety, health, environmental and loss-control program within the Club/Org and also outside the Club/Org to the extent the program involves communication and/or interaction with Club/Org, outside contractors, government agencies, and patrons. The **Club/Org** is committed to conducting all of its operations in a safe manner. By complying with all applicable federal, state and local statutes, it is our goal to provide a safe environment for our staff, members and guests of the Club/Org. All levels of management are charged with fairly and consistently implementing all areas of the safety manual.

All employees are charged with complying with all safety rules and regulations.

# Safety Management Activity System

Management will be accountable for the completion of the following safety activities. These activities are the “process” measures of an effective safety management system. These activities ensure that the management of the safety process receives the same emphasis as production, quality and cost control. The effective completion of these activities and compliance with safety procedures will ensure the safest operation of our facilities.

The director, department head, manager or supervisor is not expected to personally complete each activity listed, but will be held accountable for the effective completion of the safety activity

1. Safety meetings completed and to be conducted by the general manager.
2. Physical hazard inspections completed by supervisors and employees and reviewers by the general manager.
3. Employee safety training subject completed as appropriate. Staff personnel may facilitate training, but management is responsible for effectiveness and ensuring completion.

## Management Review of the Safety Program

To assure that the safety program remains current and working efficiently and effectively to prevent accidents, injuries and losses, the program shall be reviewed by management at least annually but may occur more frequently. This review is an assessment or evaluation of an organization’s total safety program. It covers everything from top management’s philosophy of and attitude toward safety to seemingly insignificant housekeeping details.

The (job title) shall conduct a review of the Safety & Health Program at least annually. The (job title) may request a review to be performed by an outside Safety Consultant. Each department manager shall perform an annual safety review.

### FACTOR GUIDELINES:

The checklist below lists some of the areas on which a review focuses and the kinds of questions to which auditors are seeking answers.

**Management Involvement:** Evaluate the extent to which managers are truly committed to safety.

- Is there a formal safety policy in place?
- Is there an active safety committee?
- Are safety rules enforced?
- Are safety meetings held regularly?
- Are safety inspections conducted on a regular basis?

**Employee Awareness:** Evaluate efforts regarding safety and whether there is an atmosphere in which people feel free to express their opinions and suggestions. Look at training and what is done to motivate employees to work safely.

- Are employees trained thoroughly of the hazards of their jobs and how to protect themselves?
- Is there an Orientation Program for new employees?
- Are Safety Committee Minutes posted for employees to read?
- Are all accidents and near misses investigated? Are employees encouraged to participate?

**Facilities:** Hazard and engineering controls, industrial hygiene and medical surveillance programs all should be looked into as they relate to physical facility.

- Is appropriate machine guarding in place?
- Is there adequate fire protection?
- Is lighting adequate?
- Is personal protective equipment available, clean and in use?
- Are housekeeping inspections conducted on a regular basis?
- Is there a machine inspection and maintenance program?
- Is there an inspection of the Facility's Fire and Crime Protection?
- Is there a Preventative Maintenance Program Established for Tools and Equipment?

Once you have completed your audit, it is important to write your report as soon as possible. This report should outline the problems that were observed in each department or area and recommend specific steps that can be taken to remedy the situation. A copy of the report should be submitted to each of the supervisors or managers responsible for the areas audited. Set completion dates for each problem area and check periodically to see if the problems are being corrected.

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