

ASSP GM-Z10.101-2019

Guidance Manual:
Keep Your People Safe in Smaller Organizations

A Guidance Manual prepared by ASSP.



AMERICAN SOCIETY OF
SAFETY PROFESSIONALS

ASSP/Z10 Guidance Manual

**Keep Your People Safe
in Smaller Organizations**

A Guidance Manual prepared
by the American Society of Safety Professionals

Secretariat and Standards Developing Organization:

American Society of Safety Professionals
520 N. Northwest Highway
Park Ridge, Illinois 60068
(847) 699-2929 • www.assp.org

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ASSP/Z10 GUIDANCE MANUAL

A man in profile, wearing a white hard hat. Inside the hard hat is a detailed city skyline with various skyscrapers. The man has a thoughtful expression, with his hand resting on his chin. The background is a light blue gradient. A large, semi-transparent watermark reading 'PREVIEW ONLY' is diagonally across the image.

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Foreword

This document is intended to assist smaller organizations in their efforts to address workplace health and safety issues. This document

- emphasizes the importance of health and safety management systems
- helps smaller organizations understand the basics of health and safety management systems
- provides tools and information to help organizations get started

The actions described are consistent with the principles of the ANSI/ASSP Z10.0, Occupational Health and Safety Management Systems (OHSMS), standard and provide one way to begin. The information in this document, or the actions described in it, do not guarantee conformance to all of the requirements of ANSI/ASSP Z10.0. If you are a high-risk or large organization, the approaches described in the document may not be sufficient.

For additional information and approaches to implementing the ANSI Z10 standard, the standard includes Annex A, which contains explanatory and advisory text. Annex A contains detailed examples of ways that the standard can be implemented. In addition, the Z10 guidance manual contains in-depth discussions of new and innovative approaches to addressing workplace health and safety and offers guidance on how to strive for continuous improvement.

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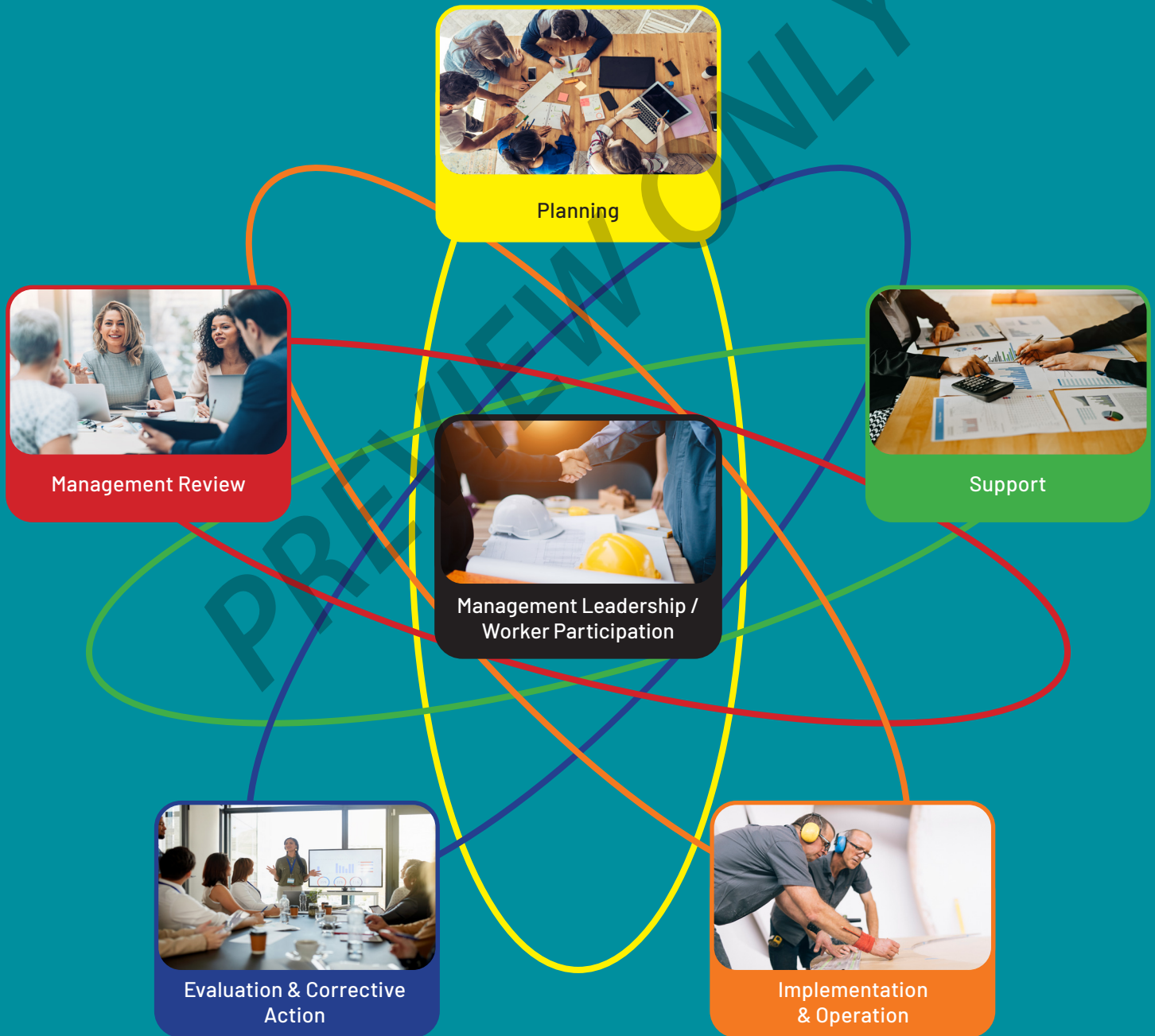
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KEEP YOUR PEOPLE SAFE IN SMALLER ORGANIZATIONS



A QUICK START GUIDE FOR ANSI Z10

Keep Your People Safe in Smaller Organizations

GUIDANCE MANUAL FOR ANSI/ASSP Z10.0

WHY IS SAFETY IMPORTANT?

Workers expect to return home to their families safe and sound at the end of the day. Half of the workers in the United States work for smaller organizations. These workers are a vital national asset that builds our communities and drives the economy.

The burden of a work-related injury or illness on a small organization can be devastating because the impact on production is significant. A four-person company that has a worker injured in a forklift accident loses 25 percent of its staff. The effects can be reduced revenue, overtime costs, reduced quality of products, or the untimely closure of a small organization. Even larger organizations experience significant effects on staff and productivity when a worker is injured or made sick by work. Such occurrences are more devastating if an organization is a family-based operation and the injured or killed worker is a family member.

WHAT CAN YOU DO?

Implement a health and safety management system. This is the most effective way to keep workers safe and healthy. It also improves business performance by avoiding the high cost of workplace injuries and illnesses. The ANSI/ASSP Z10.0 standard provides a proven approach to managing occupational health and safety (OHS) risks. It can be utilized in a smaller organization with minimal resources. This document provides resources, tools, and practical examples tailored to the needs of smaller organizations as well as a roadmap to establishing an occupational health and safety management system (OHSMS) according to ANSI/ASSP Z10.0.

Implementing a health and safety management system may appear to be overwhelming, but it is not. By starting with the following basic steps (Table 1), smaller organizations can easily adopt ANSI/ASSP Z10.0.