CONSTRUCTION ENFORCEMENT

Workplace Safety Plan

GUIDE FOR EMPLOYERS | CONTRACTOR REGISTRATION APPLICATIONS

WHY A SAFETY PLAN?

A Workplace Safety Plan shows your company's commitment to protecting employees and complying with Delaware law. Employers with one or more employees must have a safety plan before applying for a Contractor Registration Certificate, though no specific format is required. This guide provides a simple framework to get started.

Disclaimer: This guide is not exhaustive, and requirements may vary based on the size, scope, and type of your business. Employers are responsible for tailoring their safety plan to their specific operations and ensuring compliance with all applicable OSHA and Delaware regulations.

HELPFUL RESOURCES

SafeDE: worksafe.delaware.gov

SafeDE Safety Toolkit:
worksafe.delaware.gov/safety-toolkit

Construction Industry Enforcement:
industrialaffairs.delaware.gov/construction-enforcement

WE'RE HERE TO HELP

Delaware Department of Labor
Office of Construction Industry Enforcement

contractor.registry@delaware.gov

302-761-8200 (Option #5)

Monday – Friday, 8:00 AM – 4:30 PM

Action Step: Use this guide to draft your safety plan before submitting your Contractor Registration application.

DELAWARE DEPARTMENT OF LABOR

SAFETY PLAN CHECKLIST

Company Information

- ☐ Business name, address, and contact information
- ☐ Person responsible for safety (Safety Officer or Supervisor)

Worksite Safety Policies

- ☐ General safety rules for all employees
- ☐ Procedures for reporting hazards, incidents, or injuries

Hazard Identification and Prevention

- ☐ Outline common job site hazards (falls, equipment use, chemicals, electrical, etc.)
- ☐ Controls or practices to prevent these hazards

This is an important step. Identifying and addressing hazards early helps prevent injuries and ensures compliance. SafeDE offers free, confidential on-site consultations to help assess your workplace and strengthen your safety plan. Learn more at worksafe.delaware.gov.

Employee Training and Communication

- ☐ Safety orientation for new hires
- ☐ Ongoing training (toolbox talks, refresher courses)
- ☐ Methods for communicating safety information to staff

Emergency Procedures

- ☐ Fire safety and evacuation plan
- ☐ Medical emergency response
- ☐ Severe weather or natural disaster procedures

Incident Reporting and Recordkeeping

- ☐ Steps for reporting workplace incidents
- ☐ Maintaining OSHA logs and internal records

Review and Updates

- ☐ Regular review schedule (e.g., annually)
- ☐ Process for updating the plan when job conditions change