

# Safety for the Non-Safety Professional



# Housekeeping:

- Restrooms
- Cell Phones
- Vending Machines
- Emergencies
- Sign In Sheets
- Breaks and Lunch
- And Most Important...When Is Lunch!

# Objectives

You will be able to:

- Identify the OSHA required programs needed for your industry
- Prioritize and develop an action plan to improve safety in your facility
- Identify resources available to assist with program development and safety improvement

# Why Invest in Safety?

- Save People
- Save Money
- Save Face

...Ultimately it's the right thing to do!

# The Payoff

A culture where all members of the organization actively manage workplace safety and health.

The results:

- Increased economic value for the organization;
- Reduced workers' compensation costs;
- Increased safety awareness;
- Increased employee ownership for success;
- Enhanced communication and trust;
- Lasting change in the culture.

# Why is OSHA Important to You?

- OSHA began because, until 1970, there were no national laws for safety and health hazards.
- On average, 15 workers die every day from job injuries.
- Over 5,600 Americans die from workplace injuries annually.
- Over 4 million non-fatal workplace injuries and illnesses are reported.

# OSHA Inspection Priority

Priority	Category of Inspection
1st	<b>Imminent Danger:</b> <i>Reasonable certainty an immediate danger exists</i>
2nd	<b>Fatality/Catastrophe:</b> <i>Reported to OSHA; inspected ASAP</i>
3rd	<b>Complaints/Referrals:</b> <i>Worker or worker representative can file a complaint about a safety or health hazard</i>
4th	<b>Programmed Inspections:</b> <i>Covers industries and employers with high injury and illness rates, specific hazards, or other exposures.</i>

# Citations and Penalties

VIOLATION TYPE	PENALTY
<p><b>WILLFUL</b> A violation that the employer intentionally and knowingly commits or a violation that the employer commits with plain indifference to the law.</p>	<p>OSHA may propose penalties of up to \$70,000 for each willful violation, with a minimum penalty of \$5,000 for each willful violation.</p>
<p><b>SERIOUS</b> A violation where there is substantial probability that death or serious physical harm could result and that the employer knew, or should have known, of the hazard.</p>	<p>There is a mandatory penalty for serious violations which may be up to \$7,000.</p>
<p><b>OTHER-THAN-SERIOUS</b> A violation that has a direct relationship to safety and health, but probably would not cause death or serious physical harm.</p>	<p>OSHA may propose a penalty of up to \$7,000 for each other-than-serious violation.</p>
<p><b>REPEATED</b> A violation that is the same or similar to a previous violation.</p>	<p>OSHA may propose penalties of up to \$70,000 for each repeated violation.</p>



# Visible Management Leadership



# What does it look like?



Shout out!

# Visible Management Leadership

- Establish accountability
- Commit resources
- Ensure employee involvement and communication
- Demonstrate management involvement
- Endorse safety policies and procedures

# Safety Accountability

- Define expectations and rationale
- Provide training and skills to do the job
- Measure performance
- Reward performance, not results

# Company Safety Policy

- At a minimum your policy should cover:
  - Managements intent
  - Scope and activity covered
  - Responsibilities for safety
  - Accountability for safety
  - Return-to-work
  - Safety Officer and committee
  - Authority and standards

# Employee Involvement & Recognition



# Safety Teams

- Why have a team?

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# Incentive Programs

- Be proactive not reactive
- Easy to manage and maintain
- Doesn't have to be expensive
- Gets employees involved



# Safety Champions:

- Knowledgeable employees take on a safety task that they are committed to or interested in
- Management must support champions
- Champions increase your safety presence
- Champions acquire additional knowledge and training

# Accident Analysis

- Contact between supervisor and injured employee within 24 hours to explore ways company can be of assistance;
- Contact medical providers to set mutual expectations for the worker to return to work (modified or full-duty);
- Providing performance standards for supervisors that are consistent with lowered injuries and positive follow-up communication

# OSHA Hierarchy of Control:

- Engineering Controls
- Administrative Controls
- Personnel Protective Equipment

# Medical Treatment & Return-To-Work Practices

## Early return-to-work strategies help injured or ill workers

- Quality medical care provided in a timely manner helps injured workers and promotes claims-cost containment.
- Establishing effective working relationships with health-care providers is crucial for overall success.

# Communication

- Regular communication keeps employees involved and informed
- Written and/or verbal feedback to employees
- Upward and downward communication
- Include memos, bulletin boards, newsletters, web pages and social media

# Hazard Recognition



## 29 CFR Parts

- 1904 – Recordkeeping & Reporting Injuries
- 1903 – Inspections, Citations and Proposed Penalties
- 1910 – General Industry Standards
- 1926 – Construction Standards

# Written & Communicated Safe Work Practices

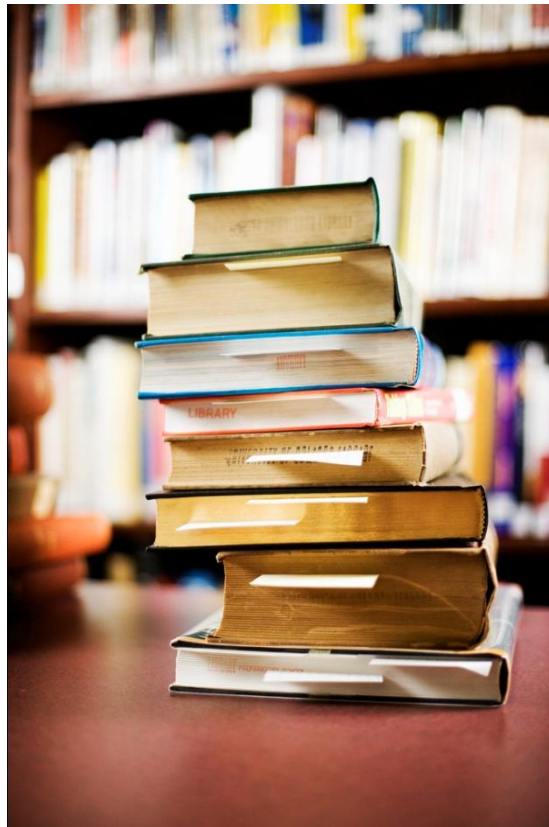
- Publish safe work practices so employees have a clear understanding of how to accomplish their job requirements safely.



# Job Safety Analysis

- Every job has hazards
  - Must identify hazards
  - Must identify preventive measures
- JSA's are valuable tools
  - Training
  - Accident Analysis
  - RTW
  - Quality Control
  - Process Evaluation

# Formal Written Programs Required by OSHA Standards



# First Aid and Bloodborne Pathogen

- When do I need trained employees?
- What does training consist of?
- What's required in a First Aid Kit?
- Written BBP Policy

# Emergency Preparedness and Fire Prevention Plan

## Written Plan

- What do you do in an emergency?
- List all emergencies
- Account for all employees and visitors
- Designated shelter areas
- Training

# Fire Extinguishers

- 29 CFR 1910.157
- Training
- Inspections monthly and annual
- Number of fire extinguishers

# Hazard Communication

- 29 CFR 1910.1200
- All employees have the right to know what chemicals they are exposed to or working with.
- Five Key Steps to Haz Com / GHS
  - Written Program
  - Annual Inventory
  - Material Safety Data Sheets
  - Secondary labeling
  - Training

# Electrical and Lock Out / Tag Out

- 29 CFR1910.147
- Written program LOTO
- Cord and plug program
- Who works on electrical? Are they qualified?
- Training
- Electrical Inspections including GFCI

# NFPA 70 E – Working on Live Electrical

- Protect employees from electrical energy through written LOTO procedures
  - Written program
  - Training for authorized, affected and others
  - Machine specific written procedures
  - Annual inspections
- Protection of employees working on electrical with PPE



# Ergonomics

- What is ergo?
- Why is it important?
- How can I implement ergo?

# Walking Working Surfaces

- Common areas of concerns
  - Ladders
  - Stairs
  - Snow and ice
  - Elevated surfaces
  - Wet floors
  - Housekeeping

# Personnel Protective Equipment

- PPE Assessments
- Who pays for PPE?
- Training
- Types PPE

# Respirator Program

- Program levels
- Requirements
- Testing
- Industrial hygiene services

# Hearing Conservation

- Program levels
- Requirements
- Testing
- Industrial hygiene

# Powered Industrial Trucks

- What are PIT's?
- Training and frequency
- Designated trainer
- Inspections
- Recordkeeping

# Machine Guarding

- What's covered – things that spin, rock, rotate and traverse
- How we guard - “ Over, Under, Around and Through”
- Does Lock Out / Tag Out apply to this process?

# Cranes

- List of cranes and load ratings
- Inspections daily, monthly and annual
- Above hook / below hook devices



# Confined Space

- Non permit vs. permit entry
- Written program
- Employee trained

# Hot Work

- What is hot work?
- Where is it done?
- Written program and permit process
- NFPA 51B

# Training and Recordkeeping



# Written Orientation & Training Plan

- Identify specific training needs of all employees
- Develop a written safety-and-health training plan
- Document specific training objectives, training requirements and frequency of training

# OSHA's 7 Training Guidelines

- Determine if training is needed
- Identify Training Needs
- Identify Goals and Objectives
- Develop learning activities
- Conduct the training
- Evaluate program Effectiveness
- Improve the Program

# Recordkeeping

- OSHA recordable versus reportable
- OSHA 300 log
- OSHA 300 A (summary) posted Feb 1- April 30
- DART letter

# Resources

## Ohio BWC Services

- Safety Consultants
- Industrial Hygienists
- Ergonomists
- Employer Service Specialists

# Other Resources

- Private Consultants
- OSHA/OSHA Onsite Consultants
- Risk Insurance Companies
- Trade Associations
- NEC, NFPA, ANSI, and other standard developing associations



# BWC Websites

[www.ohiobwc.com](http://www.ohiobwc.com) Information on claims, programs, rates and resources

[www.bwclearningcenter.com](http://www.bwclearningcenter.com) Training class registration, cancellation, class location, class certificates and training materials