

OSC 12
Ohio Safety Congress & Expo

**WELL AT HOME.
SAFE AT WORK.**

483 Effective Safety Program Elements

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Thursday, March 29, 11 a.m. to Noon

Ohio Bureau of Workers' Compensation



Developing an Effective Safety Program
Key Elements of an "Effective" Safety Program



Move Forward with Confidence



Joe Sorrentino – 24 Year Old Safety Consultant



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Key Safety Program Elements

- ▶ "Effective"
 - ▶ Statement of policy
 - Does it have management support?
 - Is it planned, publicized, and promoted?
 - Can it be achieved by controlling work environment and employees' actions?
 - Can only management can achieve this?
 - Will it create a safe working environment for all employees?

Key Safety Program Elements

- ▶ Safety Rules and Regulations
 - Two primary reasons:
 - Reduce or eliminate personal injuries caused by unsafe acts and/or unsafe conditions.
 - Provides guidance to employees on what safe behavior is expected.
 - Documented?
 - Types of rules?
 - Accountability?
 - Disciplinary action
 - Retraining
 - Behavior Counseling



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Key Safety Program Elements



- ▶ Responsibilities and Accountabilities
 - Who is accountable for:
 - Safety inspections
 - Housekeeping
 - Training
 - Safety meetings
 - Job observations
 - Accident investigations
 - Etc.
 - Is it documented?

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Key Safety Program Elements

► New Employee Orientation

- What does it consist of?
 - Formal or informal
 - Type of training
 - Is there a guide or checklist?
 - Is it consistent throughout?
 - What is reviewed?



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Key Safety Program Elements

► Employee Training

- Type of training method used.
 - Is it classroom, on-the-job, job instruction training, demos, job safety analysis?
 - Who conducts the training?



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Key Safety Program Elements

► Facility Safety Inspections

- Scope
- Who will complete?
- Trained in hazard recognition?
- Formal vs. informal
- Unsafe Act or unsafe condition?



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Key Safety Program Elements

► Documentation Recordkeeping

- Proper injury records maintained.
- What do we do with the records?
- Loss analysis
 - Winston Churchill – “Those who do not study and learn from history, will repeat it.”
 - Trends



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Key Safety Program Elements

► Accident / incident investigation

- Who completes the investigation reports?
- Have they been trained?
- Do we know the purpose of an investigation?
- Who reviews them for corrective action?
- Root cause analysis uncovered?
- Unsafe act or unsafe condition?



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Key Safety Program Elements

► Safety committees

- Purpose is to communicate safety information.
- Maintain active management and employee participation.
 - Who would you pick?
- Promote safety.
- Discuss accident causes and solutions.
- Recordkeeping



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Key Safety Program Elements



▶ Hazard Communication

- Right To Know Laws
- Material Safety Data Sheet (MSDS)**
 - Chemicals inventory List?
 - Training on how to read a MSDS.

** Will be changed to "Safety Data Sheets", a specific 16 part format, under the new Global Harmonization System. Awaiting OSHA Final Rule.

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Key Safety Program Elements



▶ Personal Protective Equipment

- PPE is last resort
 - Remove hazard
 - Guard hazard
 - PPE
- When should it be used?
- Where should it be used?
- Types of hazards or environments?
- Trained?
- Maintenance?

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Key Safety Program Elements



▶ First aid / Medical treatment

- Is it endorsed by management?
- Liability
- Training (CPR – First Aid)
- Certification
- First aid kits
- Dispensing medication

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Key Safety Program Elements

▶ Emergency Procedures

- Fire prevention plan
- Evacuation plan
- Employee notification
- Means of egress
- Drills
- Emergency contacts / notification



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Key Safety Program Elements



▶ Auto / Truck Fleet Safety

- Should have all of the key elements of an employee safety program.
- DOT Regulations

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Key Safety Program Elements

▶ Other programs which may be inherent to the operation:

- Confined Space
- Machine Guarding - Power Presses
- Lockout / Tagout
- Electrical Safety
- Power Industrial Trucks
- Welding
- Cranes
- Fire Protection
- **Does an Incentive Program Work? \$\$\$\$\$\$\$**

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