



Division of Safety & Hygiene  
Ohio Bureau of Workers' Compensation  
13430 Yarmouth Dr.  
Pickerington, OH 43147

# *Safety Management for* Public Employers



Ohio Bureau of Workers' Compensation

# Safety Management for Public Employers

## Table of Contents

### **Introduction**

Objectives.....	2
Agenda .....	2
Instructors.....	2
Action Plan.....	3

### **Safety Culture**

PowerPoint Slides. ....	4
Safety Wheel. ....	8
Perception Survey.....	9
Results from Perception Survey.....	10

### **Roles and Responsibility**

PowerPoint Slides .....	11
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### **Accountability**

PowerPoint slides.....	15
Activities Which Demonstrate Responsibilities .....	20

<b>Follow-up Activities.....</b>	<b>21</b>
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## Objectives

What you will learn:

- Three important components of an effective risk management program;
- Fundamentals of safety management;
- Management systems which support a safe and healthy workplace;
- Strategies for injury prevention.

## Agenda

8:30	Introduction
8:45	Safety Culture
9:45	Roles & Responsibilities
10:15	BREAK
10:30	Roles & Responsibilities continued
11:00	Accountability
12:00	DISMISS

## Instructors

<i>Instructor</i>	<i>Office</i>	<i>Phone</i>
John Biedka	Warren	330-306-4165
Mike Donohue	Governor's Hill, Cincinnati	513-670-5008
Mike Ely	Columbus South	614-641-8981
Brett Gillilan	Columbus North	614-823-9071
Mike Lampl	Mansfield	419-529-7603

## Action Plan

	Step	Who is contacted or involved?	Target Completion Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

## Safety Management for Public Employers

- ⌘ Why are you here?
- ⌘ Worker's compensations rates for the Public Sector increased 3.7 % in January 2001 and 6.4% in January 2002.
- ⌘ During the last three years Public Employers spent 93.5 million dollars more in insurance premiums than they needed to.
- ⌘ Average cost of a claim for the Public Sector is 9% higher than in the Private Sector.

Resource Guide - Page 5

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## DEFINE A SAFETY CULTURE?

**Webster's Dictionary:** the set of shared attitudes, values, goals, and practices that characterizes a company or corporation

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## DEVELOPING A SAFETY CULTURE

- ⌘ Visible top management commitment
- ⌘ Middle management involvement
- ⌘ Supervisory performance
- ⌘ Worker participation
- ⌘ Positive reinforcement
- ⌘ Flexibility

Resource Guide - Page 9

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## WHAT DRIVES A SAFETY CULTURE?

⌘ Recognition

⌘ Achievement

Resource Guide - Page 14

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## LEADERSHIP

⌘ Leadership commitment to safety is active, visible and lively.

⌘ A clear and inspiring vision has been established for safe performance.

⌘ Safety is viewed and treated as a line management responsibility.

⌘ Safety is clearly perceived as an organizational value on the same level with productivity, service and quality.

Resource Guide - Page 13

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## INVOLVEMENT

⌘ Workers are skilled at problem solving & decision making.

⌘ Union and management work together to address safety systems issues.

⌘ Team orientation achieves involvement and cooperation.

⌘ Innovation, participation and suggestions are encouraged at all levels.

Resource Guide - Page 10

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## THE FOUR STEPS TO ACCOUNTABILITY

- ⌘ Define expectations (roles/responsibilities)
- ⌘ Provide skills and tools (training)
- ⌘ Measure (goals)
- ⌘ Reward (positive reinforcement)

Resource Guide - Page 9

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## Tools for Assessing your Safety Culture

- ⌘ Safety Culture Wheel
- ⌘ Safety Perception Survey

Resource Guide - Page 22

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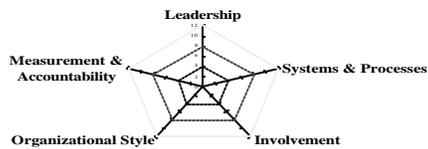
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## SAFETY CULTURE WHEEL



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## INSTRUCTIONS

- (1) Consider the questions in each category
- (2) Rate your company on a scale from 0 to 3
  - 0 = Weakness
  - 1 = Some aspects covered
  - 2 = Could be improved
  - 3 = Strength
- (3) Total the points under each category
- (4) Plot the totals onto the corresponding axis.
- (5) Connect the plotted points from axis to adjacent axis.

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## SAFETY PERCEPTION SURVEY

The safety perception survey is a snapshot of the strengths and weaknesses in the current culture.

Resource Guide - Page 13

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# Safety Culture Wheel

The Ohio Division of Safety & Hygiene  
Leadership Consulting Group

**INSTRUCTIONS:**

- (1) Consider the questions in each category
- (2) Rate your company on a scale from 0 to 3
  - 0 = Weakness
  - 1 = Some aspects covered
  - 2 = Could be improved
  - 3 = Strength
- (3) Total the points under each category
- (4) Plot the totals onto the corresponding axis.
- (5) Connect the plotted points from axis to adjacent axis.

## Leadership

- \_\_\_ Leadership commitment to safety is active, visible and lively
  - \_\_\_ A clear and inspiring vision has been established for safe performance
  - \_\_\_ Safety is viewed and treated as a line management responsibility
  - \_\_\_ Safety is clearly perceived as an organizational value on the same level with productivity and quality
- TOTAL = \_\_\_\_\_

## Measurement & Accountability

- \_\_\_ All levels of the organization have safety goals and process responsibilities clearly defined
  - \_\_\_ The process of achieving results is a key safety measure
  - \_\_\_ Performance reviews include accountability for safe performance at all levels
  - \_\_\_ Supervision is accountable to perform safety observations and feedback
- TOTAL = \_\_\_\_\_

## Systems & Processes

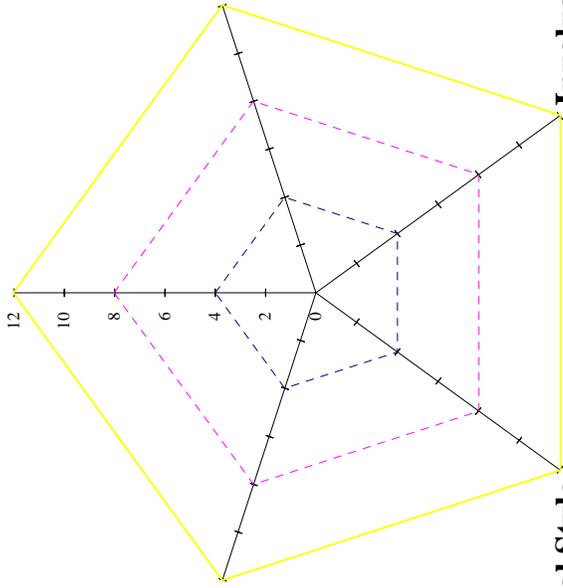
- \_\_\_ Supervisors and workers partner to find & correct systems causes of incidents
  - \_\_\_ Communication systems are abundant, effective and flow well in all directions
  - \_\_\_ Training systems deliberately & systematically create competency for the right people at the right time
  - \_\_\_ Safe operating procedures and policies are clearly defined and communicated
- TOTAL = \_\_\_\_\_

## Organizational Style

- \_\_\_ Trust & openness are the norm
  - \_\_\_ Positive reinforcement is used regularly
  - \_\_\_ Bureaucratic obstacles are removed
  - \_\_\_ There is formal and informal recognition for great performance at all levels
- TOTAL = \_\_\_\_\_

## Involvement

- \_\_\_ Workers are skilled at problem solving & decision making
  - \_\_\_ Labor and management work together to address safety systems issues
  - \_\_\_ Team orientation achieves involvement and cooperation
  - \_\_\_ Innovation, participation and suggestions are encouraged at all levels
- TOTAL = \_\_\_\_\_



# The Ohio Division of Safety & Hygiene

## PERCEPTION SURVEY FOR Name of Company

### PART 1

**A. Please Identify your job function:**

Hourly

Middle Mgmt.

Management

Other

**B. Please Identify your work area:**

◆  
◆  
◆

◆  
◆

### PART 2

Y N	1. Do you feel you received adequate job safety training?	Y N	2. Do supervisors discuss accidents and injuries with employees involved?	Y N	3. Is discipline usually assessed when operating procedures are not followed?
Y N	4. Would recognition for good safety performance cause you to work more safely?	Y N	5. Do you perceive the major cause of accidents to be unsafe conditions?	Y N	6. Does your company actively encourage employees to work safely?
Y N	7. Is safety considered important by management?	Y N	8. Are supervisors more concerned about their safety record than about accident prevention?	Y N	9. Do you think discipline should be assessed for not following safety and health practices?
Y N	10. Have you used the safety involvement teams or committees to get action on a complaint or hazard which concerned you?	Y N	11. Is high hazard equipment inspected more thoroughly than other equipment?	Y N	12. Is the amount of safety training given to supervisors adequate?
Y N	13. Have you been asked to perform any operations which you felt were unsafe?	Y N	14. Are records kept of potential hazards found during audits or inspections?	Y N	15. Are employees influenced by your company's efforts to promote safe performance?
Y N	16. Are employees provided information on such things as cost, frequency, type and cause of accidents?	Y N	17. Does your company deal effectively with problems caused by alcohol or drug abuse?	Y N	18. Are unscheduled inspections of operations made?



## Roles and Responsibilities

Executive  
Middle Management  
Supervisors  
Safety Coordinators  
Union Employees

Resource Guide - Page 9

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## Executive Safety Roles

Leadership

- Vision
- Goals
- Planning
- Measure
- Evaluate
- Be visible and active in the safety efforts

Resource Guide - Page 9

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## Executive Responsibilities

- ⌘ Remove Obstacles
- ⌘ Promote Change
- ⌘ Provide Resources
- ⌘ Reward Accordingly
- ⌘ Define Safety Responsibilities
- ⌘ Lead by Example

Resource Guide - Page 9

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## Manager Safety Roles

- ⌘ Accomplishes the objectives set by top management,
- ⌘ Performs Safety Activities,
- ⌘ Demonstrates the safety policy through actions,
- ⌘ Manages and Measures performance,
- ⌘ Analyzes Accidents for Root Causes,
- ⌘ Provides resources that remove organizational barriers.

Resource Guide - Page 9

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## Manager Responsibilities

- ⌘ Measure supervisor safety performance,
- ⌘ Provide resources and support,
- ⌘ Review accident information for root causes,
- ⌘ Develop trend information,
- ⌘ Set the safety example,
- ⌘ Communicate the core safety values and policies,
- ⌘ Attend safety training.

Resource Guide - Page 9

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## Supervisor Safety Role

- ⌘ Facilitate processes within systems established by management,
- ⌘ Complete the activities defined within the management systems.

Resource Guide - Page 9

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## Supervisor Responsibilities

- ⌘ Coach employees with positive reinforcement,
- ⌘ Train employees,
- ⌘ Provide feedback to management and employees,
- ⌘ Conduct accident analysis,
- ⌘ Reward employees,
- ⌘ Measure safety performance,
- ⌘ Motivate employees,
- ⌘ Assess worker climate,
- ⌘ Model safe behaviors,
- ⌘ Develop safe work practices,
- ⌘ Analyze accidents for root causes.

Resource Guide - Page 9

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## Safety Coordinator Roles

- ⌘ Function as a technical resource to line management and senior management.
- ⌘ Identify System deficiencies within the management organization.

Resource Guide - Page 9

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## Safety Coordinator Responsibilities

- ⌘ Does not assume operational responsibility for safety and health.
- ⌘ Supports union and line management, supervisors, and employees.
- ⌘ Is not responsible for employee compliance.
- ⌘ Identifies management system deficiencies.
- ⌘ Tracks accident trends, compiles injury data.
- ⌘ Provides technical resource to line management by providing training interpreting safety standards, and coordinating safety data.

Resource Guide - Page 9

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## Employee Roles & Responsibilities

- ⌘ Cooperates by being open to feedback and praise,
- ⌘ Suggests improvement ideas when given the opportunity,
- ⌘ Uses appropriate safeguards and protective equipment,
- ⌘ Abides by the policies and standard operating procedures,
- ⌘ Is a safety observer when given the opportunity,
- ⌘ Models safe behavior in all situations.

Resource Guide - Page 9

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## Summary

- ⌘ Having defined roles that are visible to everyone in the organization is an indication of the importance of safety.
- ⌘ The key to effective safety is management's procedures that fix accountability and define the roles.
- ⌘ To be effective, prevention efforts are most successful in a safety culture where everyone values, takes responsibility and is accountable for safety performance.

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## Accountability

⌘ Once roles and responsibilities are clearly defined and understood, people must be held accountable for their behaviors.

Resource Guide - Page 9

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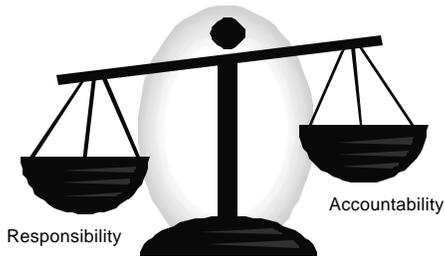
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## Accountability



Resource Guide - Page 9

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## Responsibility

- ⌘ Trustworthy performance of fixed duties and consequent awareness of the penalty for failure to do them.
- ⌘ Capable of making moral or rational decisions on one's own and therefore answerable for one's behavior.
- ⌘ Capable of being trusted or depended on.
- ⌘ Being accountable for the welfare of care of another.

Resource Guide - Page 9

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## Accountability

- ⌘ Answerable for one's behavior
- ⌘ Capable of being explained
- ⌘ ...emphasizes liability for something of value either contractually or because of one's position of responsibility.

Resource Guide - Page 9

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## 4 Keys to Accountability

- ⌘ Define Expectations
- ⌘ Provide skills and tools
- ⌘ Measure performance
- ⌘ Reward accordingly

Resource Guide - Page 9

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## Define Expectations

- Performance will improve if employees:
- ⌘ clearly understand what is expected of them,
  - ⌘ understand what successful performance looks like,
  - ⌘ understand how performance will be measured,
  - ⌘ know that performance will be measured,
  - ⌘ understand the consequences of their performance.

Resource Guide - Page 9

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## Provide skills and tools

- ⌘ We cannot hold people accountable for performance unless they have been adequately informed, trained and prepared.
- ⌘ Create an environment that maximizes the opportunity for success.

Resource Guide - Page 18

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## Measure performance

- ⌘ Define measures of success for each performance activity.
- ⌘ Communicate performance measures.
- ⌘ Document performance on regular basis.
- ⌘ Avoid natural biases.

Resource Guide - Page 13

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## Reward Accordingly

- ⌘ Provide consequences for performance, positive as well as negative.
- ⌘ Rewards need not be monetary.
- ⌘ Recognition and achievement are the most powerful motivators.
- ⌘ Catch someone doing something right and praise them.

Resource Guide - Page 14

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## Types of Accountability Systems

- ⌘ Report Cards
- ⌘ Performance Reviews
- ⌘ Merit Pay Raises
- ⌘ Incentives
- ⌘ Charge-back System
- ⌘ Coaching

Resource Guide - Page 9

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## Coaching

- ⌘ Observe behavior.
- ⌘ Determine if it is desired or undesired.
- ⌘ If desired, give praise.
- ⌘ If undesired, coach for improvement.

Resource Guide - Page 14

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## Coaching for Improved Behavior

- ⌘ State the behavior you observed.
- ⌘ Listen for response.
- ⌘ Explain desired behavior.
- ⌘ Check for understanding.
- ⌘ Contract for improved performance.
- ⌘ Check back.
- ⌘ Praise improved performance.

Resource Guide - Page 14

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## Safety Management Process

- ⌘ Vision – define your desired state.
- ⌘ Objectives – determine systems and processes needed to achieve desired state.
- ⌘ Performance activities – identify activities required to achieve objectives.
- ⌘ Roles & Responsibilities – define personal roles and responsibilities for each activity.

Resource Guide - Page 17

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## Safety Management Process

- ⌘ Provide skills and tools
- ⌘ Establish performance measures
- ⌘ Measure performance
- ⌘ Reward accordingly
- ⌘ Assess process and modify as needed

Resource Guide - Page 9

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## Activities Which Demonstrate Responsibilities

### ***Executive Activities***

- Review and respond to managers reports within 24 hrs
- Attend monthly safety meetings at all mgmt levels
- Make an organizational safety inspection and observation tour
- Personally report safety issues to stakeholders
- Hold division and other executives accountable for investigating fatalities and loss time accidents
- Required to submit annual safety reports

### ***Manager Activities***

- Review and respond to supervisor safety reports within 24 hrs
- Track and post weekly safety performance
- Hold supervisors accountable for daily safety meetings
- Participate in department safety inspections
- Prepare monthly safety reports for management
- Hold monthly safety meetings for all subordinate managers
- Provide resources to supervisors
- Coach supervisors on the organizations safety goals
- Authorize appropriate training

### ***Supervisor Activities***

- Hold weekly safety meetings with all employees
- Conduct safety coaching and record safety observations
- Conduct with union employees
- Ensure that job tasks are accomplished safely
- Investigate injuries and incidents within 24 hrs
- Communicate a weekly safety report
- Respond to safety issues and develop action plans for resolution within 48 hrs
- Encourage union participation in safety activities

### ***Safety Coordinator Activities***

- The function of the safety coordinator is to locate within the management system the operational errors that allow accidents to occur.
- This function can be carried out in several ways:
  - By asking why , searching for the root causes
  - By asking whether certain controls are being utilized
  - Work with safety teams as a technical advisor
  - Help supervisors and managers solve safety issues
  - Compile injury and illness records
  - Work with union representation to optimize safe practices





# Crossing the bridge to a safer workplace

## BWC's Division of Safety & Hygiene Training Center

The Division of Safety & Hygiene wants Ohio workplaces to be safer and healthier by reducing occupational injuries and illnesses. To accomplish this goal, the Training Center emphasizes the importance of applying what you learn in class to your workplace.

Effective July 1, 2003, class participants will have a list of follow-up activities to review as possible steps to take when they return to work. During or at the end of a class, you may choose from among these follow-up activities or customize your own activity as appropriate for your workplace.

When you complete a follow-up activity in your workplace, notify the Training Center. Following notification, a certificate with continuing education credits for the class will be sent to you. You must complete this notification process from your first class in order to be eligible to enroll in a second class.

(Please see details on reverse side.)



### **Examples of follow-up activities**

- Develop or improve a training program on the class topic;
- Organize a new or improve an existing safety team;
- Conduct a safety audit on one or more machines at work;
- Analyze illness/injury trends;
- Find and document hazardous chemicals to add to Hazard Communication program.

### **Notification process**

Provide the following information when notifying the Training Center of your completed activity:

1. Please describe the activity you completed at your workplace as a result of taking the class;
2. Who at your company was involved in this activity;
3. The impact of this activity on your company;
4. What barriers, if any, you encountered;
5. How you would like your certificate sent to you (e-mail, fax, or no certificate needed);
6. Please estimate the amount of time you spent on this activity.

Methods of notifying the Training Center will be provided when you attend the class.

### **Summary**

1. Enroll in one class at a time;
2. Attend class;
3. Select a follow-up activity that is reasonable and manageable at your workplace;
4. Complete the activity;
5. Notify the Training Center;
6. Receive certificate with continuing education credits;
7. Enroll in another class.

### **Exceptions**

- Safety Works for You, Modules 1-7 (See Division Services catalog for course description)
- Safety Works for Kids (See Division Services catalog for course description)
- Students who are unemployed

## **Safety Management for Public Employers**

### **Follow-up Activities**

- Ask top management to complete the safety culture wheel; follow up with a discussion of the safety culture in our workplace.
- Set up an appointment with the local BWC Employer Service Specialist and my company's top management to review our claims history, our experience exhibit, and how our rates were set.
- With management cooperation, set up a BWC Dolphin account to review our company's claim costs.
- Meet with top management at my workplace to discuss commitment to the safety process, creating a safety vision & mission statement, and making safety the responsibility of leadership, managers, supervisors and workers.
- Meet with top management to develop a post injury process and return to work process.
- Create or modify a safety team / committee at my workplace that assures employee involvement. (i.e., training, self auditing, accident investigation).
- Review the existing safety communication process at my workplace and make suggestions to management for improvement through discussion of safety at both management and employee meetings, distribution of newsletters, payroll stuffers, bulletin board, summaries of meetings, and so forth.
- Present to Leadership the direct and indirect costs of claims, profitability loss due to claims activities, and make recommendations to reduce claims costs.
- Review the existing new employee orientation process at my workplace and make recommendations to management of how to add safety to this orientation.

# Activity Plan

	Activity	Other people involved	Target Deadline
<input type="checkbox"/>			

# Notification of Completed Activity

Your name (please print) \_\_\_\_\_ Locator number of class \_\_\_\_\_ Date of class \_\_\_\_\_

PIN\* \_\_\_\_\_ Class title \_\_\_\_\_ Location of class \_\_\_\_\_

\* PIN: First letter of your last name, four digits representing your day & month of birth, the last four digits of your SSN. Example: G03059784

1. Please describe the activity you completed at your workplace as a result of taking the class.

1a. What category fits your activity most accurately? Check more than one, if it applies.

- Personal protective equipment
- Policies, procedures
- Management directive
- Training
- Housekeeping
- Inspections/audits/assessments
- Tools & equipment
- Recordkeeping
- Written program
- Injury/illness trends
- Safety team
- Safety culture
- Other \_\_\_\_\_

2. Who at your company was involved in this activity?

3. What impact did this activity have on your company?

4. What barriers, if any, did you encounter?

5. How would you like your certificate to be sent to you?

- E-mail (If so, please print on line below.) \_\_\_\_\_
- Fax (If so, please list on line below.) \_\_\_\_\_
- No thanks. I don't need one.

6. Please estimate the amount of time you spent on this activity.

- Less than 1 hour
- 1-3 hours
- 3-5 hours
- Over 5 hours

**See reverse side for methods of notifying the Training Center of your completed activity.**

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**Methods of notifying the Training Center of your completed activity**

Internet: [www.ohiobwc.com](http://www.ohiobwc.com)  
Safety Services  
Training Services

Training Center, scroll down to:  
Reporting follow-up activity  
Notification form

You can enter your information directly on the electronic Notification form.

E-mail: [safety@bwc.state.oh.us](mailto:safety@bwc.state.oh.us)

Fax: 614-365-4974

Call: 1-800-OHIOBWC (1-800-644-6292), follow the prompts for employer services, then safety services.

Mail: Ohio BWC Division of Safety & Hygiene Training Center  
Attention: Contact Center  
13430 Yarmouth Drive  
Pickerington OH 43147

## Statement of Attendance

(Student name)\_\_\_\_\_ attended the

(Class title)\_\_\_\_\_ class on

(Date)\_\_\_\_\_ at (Location) \_\_\_\_\_.

---

Instructor's signature

**Note to student:**

Please enter the class information above prior to asking the instructor to sign it.

After you notify the Training Center of your completed follow-up activity, a certificate with continuing education credits will be sent to you.

## Training Center New Direction Student Questions & Answers

- Question: Several of us from our company attended this class. May we work on one follow-up activity together back at our workplace?  
Answer: Yes, but each person needs to individually notify the Training Center of the completed activity.
- Question: If I am not sure what activity I will do back at the workplace, what should I write on the sign-in sheet?  
Answer: Please write your most likely activity. It is OK to change your mind or modify the activity when you return to the workplace.
- Question: Do I have to do an activity on the list?  
Answer: No, you can customize an activity that will benefit your workplace.
- Question: May I enroll in a second class if the follow-up activity from the first class is not complete?  
Answer: Sorry, no.
- Question: Why are you restricting us to enrollment in one class at a time?  
Answer: The DSH mission is to prevent injuries & illnesses. DSH is willing to invest resources in those students who contribute to that mission by improving the workplace through meaningful activities.
- Question: When I am limited to enrollment in one class at a time, how can I plan out my year of classes? Won't all the classes be full?  
Answer: Plan out your classes with at least 4-6 weeks between them, pencil them on your calendar. Promptly after completing a class, begin your follow-up activity back at the workplace. When you notify the Training Center of your completed activity, send in your registration for your next class. Starting July 1, everyone will be "in the same boat;" that is, no one can sign up for more than one class at a time.
- Question: Do web-based classes have follow-up activities?  
Answer: Yes, but you may enroll in a web-based class and a regular class simultaneously.
- Question: Can I be on a wait list for one class and be enrolled in another class?  
Answer: No, you will have to choose whether to be on a wait list or to be enrolled in another class.
- Question: Is "one class at a time" by individual or by company?  
Answer: By individual.

Question: Some activities may take longer than others, so it may take months to complete an activity.

Answer: Here's a suggestion: break down the activity into smaller, but nonetheless significant, steps. Report to the Training Center the first completed step.

Question: What about PDP companies? All PDP requires them to do is attend a class to meet their Step 6 requirement.

Answer: For Step 6 credit, BWC will accept the "Statement of Attendance" signed by your instructor.

Question: What is the fastest method to report my completed activity and get my updated status, so I may enroll in a future class?

Answer: All methods of reporting will take 1-2 days for updating your status, but you may send in your registration form for the future class along with your notification form. Within two weeks, you should receive a confirmation notice of your enrollment in the future class.

Question: Why do I have to write the intended follow-up activity on the sign-in sheet?

Answer: What you have written on the sign-in sheet will be reviewed by BWC staff members who are responsible for assuring high-quality classes.

Question: What is the purpose behind the new direction?

Answer: It is a way of measuring the effectiveness of the Training Center in reducing occupational injuries and illnesses.

## Resources Available from the Division of Safety & Hygiene (DSH) Libraries

(800) 644-6292 (614) 466-7388

[library@bwc.state.oh.us](mailto:library@bwc.state.oh.us)

[www.ohiobwc.com](http://www.ohiobwc.com)

### Safety training:

- Safety talks, outlines and scripts - DSH Safety leader's discussion guide, Training Center's One-hour safety presentations, reference books, web resources
- Videos – hundreds of safety and health topics
- Books and articles on training techniques

### Machine and equipment safety:

- Safety standards (ANSI, NFPA, CGA)
- Books and articles on power presses, material handling equipment, lockout/tagout, etc.

### Sample written programs:

- DSH program profiles and sample written programs
- Reference books
- Internet resources

### Illness and injury statistics:

- Statistics from the U.S. Bureau of Labor Statistics
- National Safety Council's *Injury Facts*
- National Institute of Occupational Safety & Health (NIOSH) studies

### Hazard communication and chemical safety:

- Chemical safety information
- Material safety data sheets (MSDSs)
- Sample written programs
- Videos
- Internet resources

### Safety standards

- American National Standards Institute (ANSI) standards (including standards for construction, machinery and equipment, personal protective equipment)
- National Fire Protection Association (NFPA) fire codes (including the Life Safety Code and the National Electrical Code)
- Compressed Gas Association (CGA) standards

### Other topics of interest (books, articles, magazines, videos and standards):

- Confined spaces
- Electrical safety
- Job safety analysis
- New employee orientation
- Powered industrial trucks
- Respiratory protection
- Scaffolds
- Spill response

Directories and lists of vendors of safety equipment

Occupational Safety & Health Administration (OSHA) regulations

*Manual of Uniform Traffic Control Devices (MUTCD)*

Recommendations of useful Internet sites

BWC publications

## **Saving You Time and Research**

Requests for copies of OSHA standards, information on starting a safety committee, a video on accident investigation techniques -- these are some of the thousands of inquiries BWC's Division of Safety & Hygiene (DSH) libraries receive each year.

### **DSH has two libraries to serve you:**

- The central library in the William Green Building in downtown Columbus;
- The resource center and video library located at the Ohio Center for Occupational Safety and Health (OCOSH) in Pickerington.

Both libraries are open 8 a.m. to 4:45 p.m., Monday through Friday. Your need for information does not require a visit to the library. You can phone, fax, or e-mail your requests and receive a quick response.

**The central library** provides free information services on the topics of occupational safety and health, workers' compensation and rehabilitation.

**The OCOSH resource center** provides similar services for those who visit OCOSH for meetings and training center classes.

Students from the DSH training center can use the services and collections of the libraries to assist with the completion of their course **follow-up activities**. The librarians have recommended a variety of resources for the follow-up activities and are available to answer questions and provide assistance.

**The video library** offers an extensive collection of videotapes to supplement your organization's safety and health training program. It is a convenient and popular source for Ohio employers to borrow quality occupational safety- and health-related training aids.

Visit our Web site at **[www.ohiobwc.com](http://www.ohiobwc.com)**.

Central library  
30 W. Spring St., Third Floor  
Columbus OH 43215-2256  
**1-800-OHIOBWC**  
(614) 466-7388  
(614) 644-9634 (fax)  
[library@bwc.state.oh.us](mailto:library@bwc.state.oh.us)

OCOSH resource center  
13430 Yarmouth Drive  
Pickerington OH 43147  
**1-800-OHIOBWC**  
Resource center (614) 728-6464  
Video library (614) 644-0018