

One Hour Safety Presentation

The main goal of the Division of Safety & Hygiene is the reduction of accidents and illnesses in the workplace. Toward this goal, the One Hour Safety presentation is designed to support the delivery of a presentation to co-workers in your workplace to help them understand and promote safer and healthier work environments. It is recommended that you take the DSH Training Center course as a background for using One Hour Safety Presentation to train others at your workplace. Call 1-800-OHIOBWC, option 2, 2, for class dates and locations.

The One Hour Safety Presentation contains:

- Transparency Masters from which films can be made to use on an overhead projector,
- Instructor Notes which gives the instructor suggestions and script notations to use during the presentation, and
- Student Handouts which can be copied for those attending the presentation.

Materials are included for a one-hour presentation on each of these topics:

- | | |
|--|--|
| ✓ Accident Analysis | ✓ Machine Guarding Basics |
| ✓ Bloodborne Pathogens | ✓ Measuring Safety Performance |
| ✓ Effective Safety Teams | ✓ Noise & Hearing Conservation |
| ✓ Enhancing Safety through a Drug-Free Workplace | ✓ Personal Protective Equipment |
| ✓ Ergonomics Basic Principles | ✓ Powered Industrial Trucks Training Program |
| ✓ Ergonomics Developing an Effective Process | ✓ Respiratory Protection |
| ✓ Hazard Communication | ✓ Safety and Ergonomics for Extended Care Facilities |
| ✓ Lockout/Tagout and Safety-related Work Practices | ✓ Violence in the Workplace |
| | ✓ Wellness in the Workplace |

Applications used:

- 1) Text documents (ending in .txt) can be opened with any word processing program.
- 2) Microsoft PowerPoint slides (ending in .ppt) can be opened with the Microsoft PowerPoint program. If you do not have PowerPoint and you do have Windows 95, 98, 2000 or Windows NT operating system, you can view the PowerPoint slides by downloading a free PowerPoint Viewer from the following website:
<http://office.microsoft.com/downloads/default.aspx?Product=PowerPoint&Version=95|97|98|2000|2002&Type=Converter|Viewer>
- 3) Adobe Reader document (ending in .pdf) contains the One Hour Safety Presentation in read-only format. It can be opened when you download Adobe Reader, which is available free of charge at the following website:
<http://www.adobe.com/products/acrobat/readstep2.html>

If you have comments or questions about these materials for One Hour Safety Presentation, please e-mail us: Safety@bwc.state.oh.us or call us at the number above.

Transparency Masters

Measuring Safety Performance

Ohio BWC Division of Safety &
Hygiene

Reasons for Measuring Performance

- A navigational tool
- An early warning sign
- Alter behavior
- To implement strategies and policies
- Trend Monitoring
- Improvement prioritization
- Input into bonus and incentive systems
- A marketing tool
- Benchmarking
- Increased motivation
- Improvement project evaluation

Viewpoints of Measurement

- **Organizational**
 - A macro view
how overall results are measured to determine whether safety efforts are paying off.
- **Personal**
 - A micro view
do measures insure individual performance or foster nonperformance.

Types of measures

- **Results Measures**
 - Downstream
 - End of Pipeline
 - Results
 - Achievement
 - Trailing
- **Activity Measures**
 - Leading
 - Upstream
 - Performance
 - Predictors

What Measures are Appropriate?

- Upper Management 100% Results
- Middle Management 50% Results
50% Activities
- Supervisors 100% Activities
- Safety Director 100% Activities
- Employees 100% Activities

Results Measures

- Lost-Time Injury Rate
- Incidence Rate
- Severity Rate
- Accident Costs

Results-measures are good when..

- They are broken down by unit
- They give insight into the nature and causes of the accidents
- They are expressed eventually in terms of dollars per unit
- They conform to any legal and insurance requirements

Limitations of Results Measures...

- Sometimes they measure only luck.
- They do not discriminate between poor and good performers.
- They do not diagnose problems.
- They can be unfair if used to judge individual performance

Results measures do not tell you “why an accident occurred” or “how to improve future performance”.

Activity Measures

- Behaviors/performance linked to accident prevention.

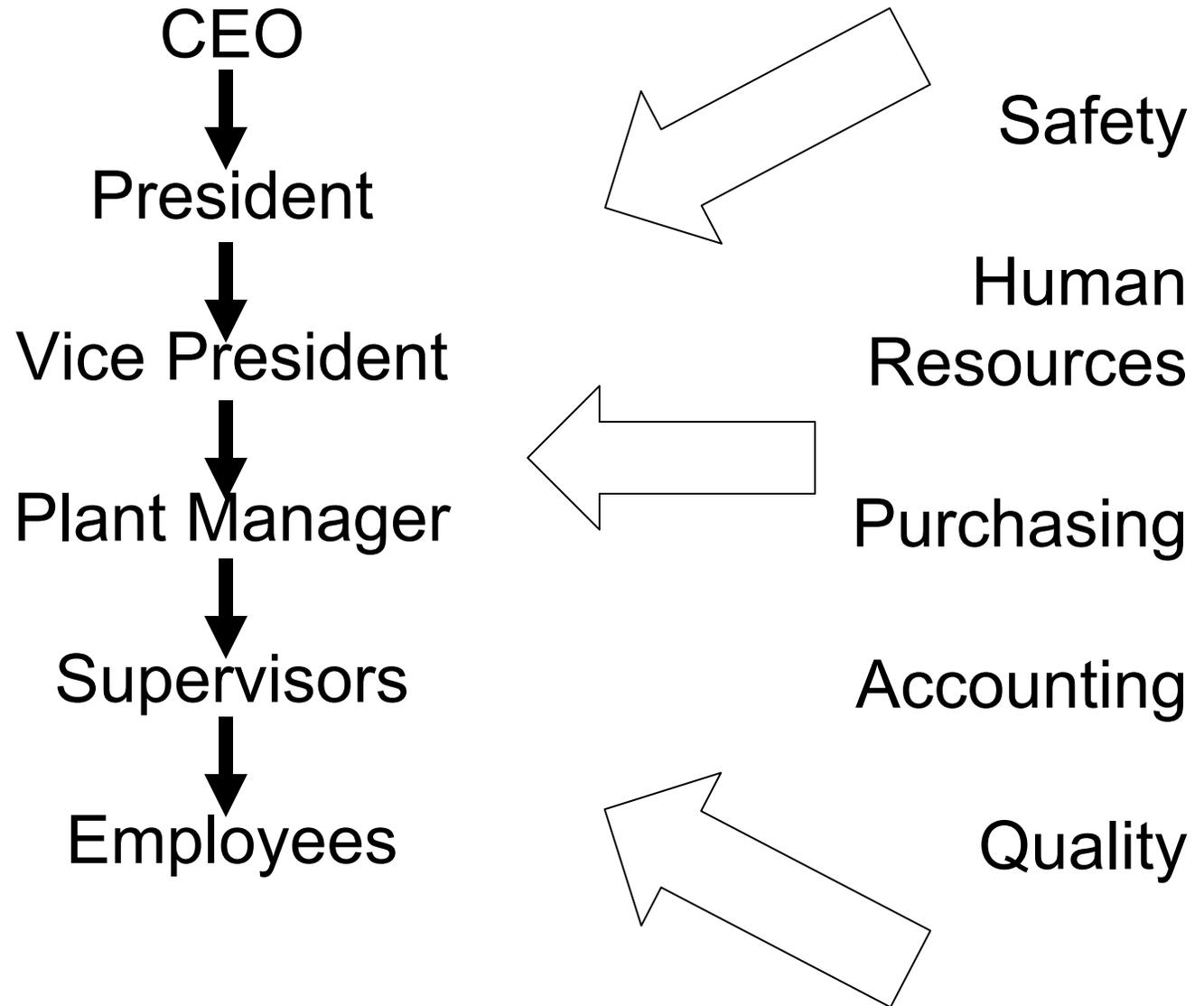
How Do You Decide Which Activities to Measure?

- It depends on your goals and what you want to accomplish.
- Organizational Vision, Goals, Strategic Plans, and Mission

The Key to Managing Safety

- Accountability

Who is responsible for Safety



Steps to Accountability

- Define expectations and explain rationale.
- Provide the tools and skills.

Steps to Accountability Con't

- Measure performance.
- Provide feedback.

Next Steps

1. Review your current measurement systems.
2. Get management support/commitment.
3. Develop a vision.
4. Develop performance measures and activities for all levels of the organization.

Instructor Notes

Measuring Safety Performance

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- **A navigational tool** – used for strategic planning, day to day running of the organization and implementing improvements.
- **An early warning sign** – so action can be taken before final results and before it is too late.
- **Alter behavior** – of individuals, groups, or whole organizations, to promote desired changes.
- **Implement strategies and policies** – by defining key performance indicators for each element of a strategic plan.
- **Trend monitoring** – to monitor development over time, and provide insight into how things should be done in the future.
- **Improvement prioritization** – identify and prioritize business processes, areas, and departments, which need improvement. Performance measurement forms a solid foundation for deciding where improvements would have the most impact.
- **Improvement project evaluation** – for assessing whether improvement projects actually produced the projected results.
- **Input into bonus and incentive systems** – when linked to performance measures true achievements can be rewarded.
- **A marketing tool** – to persuade potential customers.
- **Benchmarking** – by comparing performance levels with other organizations, targets can be set for different performance based on what others have achieved.
- **Increased motivation** – through the use of feedback.

Viewpoints of Measurement

- **Organizational**
 - A macro view
how overall results are measured to determine whether safety efforts are paying off.
- **Personal**
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do measures insure individual performance or foster nonperformance.

One of the biggest problems in safety has been – and continues to be – measurement. How do safety professionals measure their efforts and determine whether or not safety “programs” are effective? Measurement is crucial to achieving excellence in safety from two broad viewpoints: Macro and Micro.

Types of measures

- **Results Measures**
 - Downstream
 - End of Pipeline
 - Results
 - Achievement
 - Trailing
- **Activity Measures**
 - Leading
 - Upstream
 - Performance
 - Predictors

Results Measures (trailing indicators) are after-the fact and include measures such as OSHA recordable, lost-time accidents, severity rates and claims costs. These measures are linked to the outcome of an accident.

Activity Measures (leading indicators) are linked to actions taken to prevent accidents and injuries.

What Measures are Appropriate?

- Upper Management 100% Results
- Middle Management 50% Results
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- Supervisors 100% Activities
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- Employees 100% Activities

Results Measures

- Lost-Time Injury Rate
- Incidence Rate
- Severity Rate
- Accident Costs

“Result Measures” measure cost associated with injuries.

Results-measures are good when..

- They are broken down by unit
- They give insight into the nature and causes of the accidents
- They are expressed eventually in terms of dollars per unit
- They conform to any legal and insurance requirements

Results measures are very useful and can be very important when trying to gain management support. They are most useful when they are set up so that:

They are broken down by unit.

They give some insight into the nature and causes of the accidents.

They are expressed eventually in terms of dollars by unit.

They conform to any legal and insurance requirements.

Limitations of Results Measures...

- Sometimes they measure only luck.
- They do not discriminate between poor and good performers.
- They do not diagnose problems.
- They can be unfair if used to judge individual performance

Results measures do not tell you
“why an accident occurred” or
“how to improve future performance”.

The Limiting Factors Associated With Results Measures Include:

Results measures sometimes only measure luck

They do not discriminate between poor and good performers.

They do not diagnose problems

They can be unfair if used to judge individual performance

Activity Measures

- Behaviors/performance linked to accident prevention.

The process of getting the results is as important as the results themselves.

Activity measures are behaviors/performance linked to accident prevention. These measures assess results of supervisor, workgroup or organizational action taken before accidents occur. These activities are the key to future success in safety.

How Do You Decide Which Activities to Measure?

- It depends on your goals and what you want to accomplish.
- Organizational Vision, Goals, Strategic Plans, and Mission

Perception Surveys

Structured Interviews

Safety Audits/Inspections

Accident Investigations

Accident Trends

Behavior Observation Data

The Key to Managing Safety

- Accountability

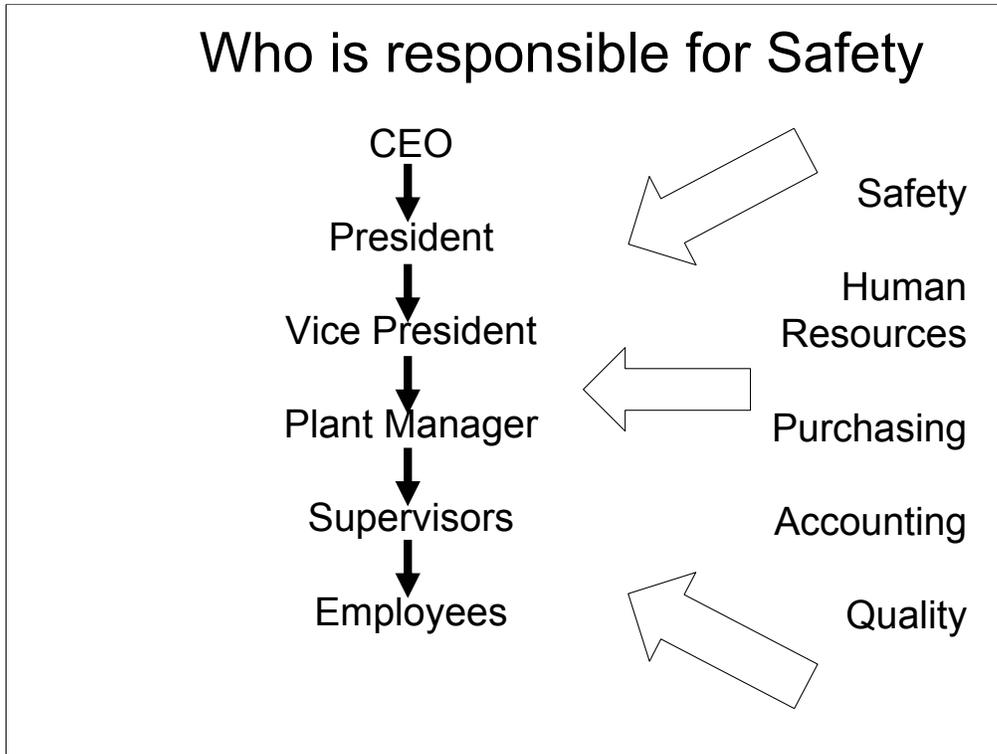
What gets measured (and rewarded) gets done!!

What is accountability?

Accountability is the clarification of what is expected of each person in the organization, and then ensuring through measurement and reward that the expectations are met.

Without accountability there is no accepted responsibility.

Who is responsible for Safety



It is preferable to define tasks at the supervisor level first, since each level of management is accountable for the subordinate level. If your organization doesn't have a level with this designation, begin with the management level to which the hourly employees report.

Steps to Accountability

- Define expectations and explain rationale.
- Provide the tools and skills.

Define Expectations:

- Policies
- Safe Work Practices
- Job Safety Analysis
- Performance Goals
- Job Descriptions

Provide the Tools and Skills

- Make sure everyone has the skills and knowledge necessary to get the job done. Training, tools and resources will be needed in order to fulfill expectations. The training may include both technical training (rules, regulations, process) and soft skills (coaching, facilitating, problem solving).
- **Con't**

Steps to Accountability Con't

- Measure performance.
- Provide feedback.

MEASURE PERFORMANCE

To ensure that the measures are effective and appropriate they should:

Measure the performance of a task (rather than the outcome of that performance).

- Be constructed so they can be used to affect employees' rewards (appraisal, promotions, bonuses).
- Be specific and measurable
- Be within the person's span of control
- Measure the presence of a safety activity – not its absence.
- Provide a means for swift and continuing feedback
- Be flexible and allow for individual styles and strategies
- Be simple and administratively feasible

Provide Feedback and Recognition

Research has shown that feedback is the most powerful determinate for a person's performance. Without feedback, behavior and decisions are made intuitively or by guessing. Providing feedback about progress toward a goal greatly enhances performance.

Feedback is information about performance that allows an individual to adjust his or her performance. Feedback shows an employee where their current performance is in relation to past performance and current goals. If the employee is not performing correctly, what is the nature of the errors? How can they be corrected?

Recognition refers to acknowledgment of employee achievement that could result in improved status. Recognition could include public praise, expressions of a job well done, or special attention. The extent to which recognition motivates depends on its perceived value. It also depends on whether the individual sees the connection between it and the behavior.

Next Steps

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Student Handouts

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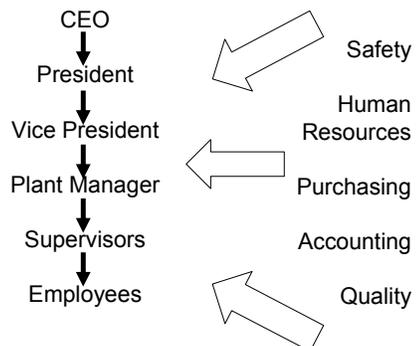
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