

**OSC 10**  
Ohio Safety Congress & Expo

**Human resources & safety:  
Developing your safety  
program essentials, Part one  
245**

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Thursday, April 1, 2010 2:15 to 3:15 p.m.



**Human Resources  
And Safety**

Do it all.  
Do it well!  
Developing your safety program

**Presenters**

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**Disclaimer**

- This presentation is not an endorsement of any agency or company
- This presentation is based solely on our personal experiences

**Agenda**

- How do I know what I don't know?
- What elements must be part of my program?
- How do I prioritize to get things done?
- How do I utilized internal & external resources?
- How do I run a program on a shoestring budget?

## Challenges

- What are your biggest challenges?
  - Time?
  - Knowledge?
  - Resources?
  - Support?
  - Other?



## Safety Lingo

- OSHA
- PEL
- ANSI
- PPE
- NFPA
- NEC
- BBP
- HAZWOPER
- MSDS
- IH
- TT, PP IME
- BWC
- IDHL
- DART

## IT'S FOR YOU!

- Every business, regardless of nature
- Every size organization
- Office v. manufacturing v. service



## STEP #1

- Arm yourself with knowledge
  - 10/30 hour OSHA class for General Industry or Construction
    - Take your boss with you!
  - Attend OSHA recordkeeping class
  - Network!

## Compliance M-U-S-T-S

- Post your workers comp certificate
- Readily available incident reports
- Accurate OSHA logs (5 yrs)
- Post OSHA 300 log (2/1-4/30)
- Post OSHA 1910.1020: access to medical information right to know
- Medical records: retain 30/yrs/term

## OSHA NEP's

- Know what OSHA's focus programs are!
  - NFPA 70E
  - Combustible dust
  - Recordkeeping
  - PSM, petroleum refineries and chemical companies
  - Manufacturers of food flavorings containing diacetyl
  - Workplaces releasing highly haz. chemicals



## \$100,000 Club

- A club you do NOT want to join!
  - Companies that have been fined in excess of \$100K during recent inspection
  - Valuable info: focus, fines, locations, industries



## OSHA's Most Frequently Cited

OSHA's top 10 most frequently cited standards for fiscal year 2009 (Oct 1, 2008 through Sept 30, 2009)

1. **Scaffolding** – 9,093 violations
2. **Fall Protection** – 6,771 violations
3. **Hazard Communication** – 6,378 violations
4. **Respiratory Protection** – 3,803 violations
5. **Lockout-Tag out** – 3,321 violations
6. **Electrical (Wiring)** – 3,079 violations
7. **Ladders** – 3,072 violations
8. **Powered Industrial Trucks** – 2,993 violations
9. **Electrical** – 2,556 violations
10. **Machine Guarding** – 2,364 violations

## OSHA's Highest Penalties

- The following are the standards for which OSHA assessed the highest penalties in fiscal year 2009 (October 1, 2008 through September 30, 2009):
  1. Fall protection, construction
  2. Scaffolding, general requirements, construction
  3. Control of hazardous energy (lockout/tagout), general
  4. Excavations, requirements for protective systems, construction
  5. Machines, general requirements, general industry
  6. General duty clause
  7. Process safety management of highly hazardous chemicals
  8. Ladders, construction
  9. Powered industrial trucks, general
  10. Aerial lifts

## What Applies to YOU?



## What Applies to YOU?

- Emergency Action Plan
- Hazardous Communication
- First Aid
- Personal Protective Equipment
- Powered Industrial Trucks
- Lockout Tag out
- Confined Space Entry
- Hearing Conservation
- Fire Protection
- Fall Protection
- Multi-site Employer
- Violence in the workplace
- Aging workforce
- Wellness
- Drug-free workplace
- Ergonomics
- Job Safety Analysis
- Industrial Hygiene Program
- Hot Work Permitting
- Electrical Safety
- Machine Guarding
- Mechanical Power Press
- Bloodborne Pathogens

## STEP #2

- **DEVELOP A PLAN**
  - Get a clear focus from management what their expectations are
    - Time and money to be allocated
    - Safety statement signed by top official
  - Training calendar
    - Topics most relevant to you or of most concern
    - One topic/month = manageable

## Program Development

- Do you have a basis to go from?
- Do you have parent or sister company to piggy-back off of?
- One topic at a time: write, review, audit, edit, train
- Communicate frequently w/management on resources, obstacles, budgets

## Safety Manual Sample

- Safety Policy Statement
- Table of Contents
- Accident Reporting
- Emergency Evacuation
- Hazardous Communication
  - MSDS
- Fire Safety
- Electrical Safety
  - Lockout Tagout
- Contractor Program
- Slips/Trips/Falls
  - Ladder safety
- Weather Safety
- Proper Lifting
- Violence / Workplace

## Safety Manual Cont'd

- Ergonomics
- Machine Guarding
- Powered Industrial Trucks
- Cranes/Hoists
- Hand & Power Tools
- Compressed Gases
- Confined Space Entry
- Bloodborne Pathogens
- Drug/Alcohol Policy
- Personal Protective Equipment
- Combustible Dust
- Process Safety Management
- Hearing Conservation

## Emergency Action Plan

- INDEX
- 1. Safety Control Team
- 2. Outside Agencies / Chemical Release
  - Phone Numbers
- 3. Evacuation / Regrouping Location
  - a) Egress Map
- 4. Head Count
- 5. Workplace Violence
- 6. Fire / Emergency Procedures
  - a) Explosions
  - b) Map for Location of Fire Extinguishers
- 7. Severe Weather / Emergency Procedures
  - a) Tornadoes
  - b) Severe Thunder Storms
- 8. Bomb Threat
  - a) Bomb Threat Checklist
- 9. Chemical Spill / Toxic Release
- 10. Utility Failure / Shut Down



## Emergency Plan Cont'd

### • 2) Outside Agencies

- Fire Dept: 911
- Police Dept: 911
- Franklin County Sheriff 462-3333
- Bomb Threat 645-4545
- Hospital / Emergency
- Mt. Carmel East 868-6030
- Poison Control (800) 682-7625
- Chemical Release
- Fire Department 911
- Ohio EPA (800) 282-9378
- Local Emergency 221-9600
- Sewer & Drains 645-3138
- National Response Center – (800) 424-8802

## Questions?

