Step-by-Step Guide to Building Safety Programs That Earn Money

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SAFE-WAY CONSULTING
What is a Safety Program?

- Procedures, Standards, and Trainings that will reduce workplace injuries

- **Goal:** Prevent workplace injuries, illnesses, and deaths.
  - Prevent suffering and financial hardship these events can cause for workers, their families, and employers.
Why are Safety Programs so Important?

Legal Obligation  

Having Accidents is Expensive

Moral Responsibility

- Self-actualization: achieving one's full potential, including creative activities
- Esteem needs: prestige and feeling of accomplishment
- Belongingness and love needs: intimate relationships, friends
- Safety needs: security, safety
- Physiological needs: food, water, warmth, rest
Legal Obligation

- It is an OSHA requirement that every employer provide a written Safety Program
- Not having a Safety Program can result in thousands of dollars in citations by OSHA
Having Accidents is Expensive

- Real Cost of Accidents
  - Direct Costs
  - Indirect Costs
- Workplace injuries and illnesses cost U.S. \$250 billion annually
  - Annually, this adds up to 8.5 million injuries

\[
\frac{\$250 \text{ Billion}}{8.5 \text{ Million Injuries}} = \$29,000 \text{ Avg. Cost of Injury}
\]
Moral Responsibility

- Under the OSHA law, employers have a responsibility to provide a safe workplace.
- Moral responsibility = improved morale for employees
- Worker’s primary motivation is **NOT** monetary
Components of a Safety Program

- Education Training
- Safety Program
- Safety Policy Manual
- New Hire Orientation
- Documentation
Components of a Safety Program

- Education
- Training
- Safety Program
Elements of Education

- OSHA 10/30 hr
- Education Training
- Tool-Box Talks
- Equipment Training
OSHA 10/30 HR

- Courses are intended to provide a comprehensive safety training
- Many large sites require contractors carry OSHA 10 or 30 in order to bid or work on job
- **10-hour**: is intended to provide workers with awareness of common job-related safety and health hazards
- **30-hour**: is more appropriate for supervisors or workers with some safety responsibility
Equipment Training

1926.1427(a)
- OSHA requires that all employees be under a training period prior to using equipment

1926.1427(f)(1)
- OSHA requires that each employee receives training prior to operating an equipment

- Your employees MUST be trained before they can legally operate any equipment.
Tool-Box Talks

- Informal group discussion that focuses on a particular safety issue
- Discussed weekly to:
  - Promote safety culture
  - Facilitate health and safety discussions
  - Train Employees on safety
- Without Safety Talks, employees will not be as aware of Safety Hazards and are more likely to be injured.
Components of a Safety Program

- Education Training
- Safety Program
- Safety Policy Manual
Site Specific Safety Plan (SSSP)

- Large job sites require that your company carry a SSSP designed for that job site.
- The SSSP must include the following:
  - Company name and applicable project contact information
  - Safety Data Sheets for all hazardous materials brought onto the project
  - Name of companies Competent Person who will be on the project
  - List training and experience of contractor’s employees — identifying specific requirements
  - And more…
Emergency Procedures

- Emergency procedures are plans for dealing with emergencies such as fires, explosions, major releases of hazardous materials, violent occurrences, or natural hazards.

- **Objective**: Prevent or minimize fatalities, injuries, and damage.

- The development of the plan follows a logical sequence.
  - Compile a list of possible hazards or scenarios (for example: fires, explosions, floods).
  - Identify the possible major consequences of each (for example: casualties, damage).
  - Determine the required countermeasures (for example: evacuation, rescue, firefighting).
  - Inventory the resources needed to carry out the planned actions (for example: medical supplies, rescue equipment, training personnel).
  - Based on these considerations, establish the necessary emergency organization and procedures.

- Communication, training, and periodic drills are required to ensure adequate performance when the plan must be implemented.
Medical and First Aid Procedures

- Location of first aid stations and medical facilities.
- Identification of first aid attendants.
- Identification of other staff trained in first aid.
- Policy on pre-employment and follow-up medical examinations.
- Procedures for transporting injured employees to outside medical facilities.
- Provision of first aid training.
- Procedure for recording injuries and illnesses.
Health and Safety Promotion

Once the health and safety program has been set in place and the program appears to be running smoothly, effort is still required to maintain enthusiasm and interest.

**Safety awareness can be enhanced by:**

- The setting of realistic goals and monitoring progress.
- Distribution of all pertinent information.
- Individual recognition for superior performance.
- Continuing education and training, including general meetings, tailgate talks, and one-on-one coaching.
Components of a Safety Program

- Education Training
- Safety Program Manual
- New Hire Orientation
Elements of a New Hire Orientation

- Emergency Contact Information
- New Hire Orientation
- Company Safety Standards
- Overview of Safety Procedures
Emergency Contact Information

- Who to contact in case of an emergency
  - Supervisor
  - Safety Director
  - 911

- List of the nearest hospitals and health facilities
Overview of Safety Procedures

Employees will be able to answer the questions below:

- Where do I find fire extinguishers, first aid kits, first aid rooms and emergency assistance?
- What are my responsibilities regarding health and safety?
- If I notice something wrong, to whom should I report?
- Who is responsible for answering safety-related questions?
- What do I do if I get injured or have an accident?
New Hire Orientation - Example Video
Safe-Way Consulting
Company Safety Standards

Examples Include

► When Safety Talks are held
► What type of Safety Equipment must worn at all times
► Where Safety Data Sheets, OSHA 300 Log, and the Chemical Inventory log are stored and how to access them
► Employee's safety role and responsibility
Components of a Safety Program

- Education Training
- Safety Program
- Safety Policy Manual
- New Hire Orientation
- Documentation
Elements of Documentation

- OSHA 300 Log
- Chemical Inventory Log
- Job Hazard Analysis
- Safety Data Sheets
- Documentation
OSHA 300 Log

- Log used to record all accidents that incur in injuries, time-off, or fatalities.
- OSHA requires that all companies with 10+ employees post their OSHA 300 Log.
- Must be published somewhere that is accessible to everyone
- A fine of $12,600 can be given if this is not posted
Chemical Inventory Log

- Log with all hazardous and flammable chemicals at a job site or workshop
- The HCS requires all workplaces where employees are exposed to hazardous chemicals to list the chemicals present at the site and indicate where written materials will be made available to employees.
- A Safety Data Sheet is required for all Chemicals in your log

1910.1200(g)(10)

- Safety data sheets may be kept in any form, including operating procedures, and may be designed to cover groups of hazardous chemicals in a work area where it may be more appropriate to address the hazards of a process rather than individual hazardous chemicals
Safety Data Sheets

- The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets to communicate the hazards of hazardous chemical products.
- Employers must ensure that SDSs are readily accessible to employees.
- As of June 1, 2015, the HCS will require new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information.
Job Hazard Analysis

- Technique to identify the dangers of specific tasks in order to reduce the risk of injury to workers
- Once you know what the hazards are, you can reduce or eliminate them before anyone gets hurt

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARDS</th>
<th>RECOMMENDATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Kneeling down for long periods of time</td>
<td>Muscular and tendon strains</td>
<td>Wear knee pads</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Conditions of an Effective Safety Program

- Involvement
- Safety Program
- Prevention
- Analysis
Involvement

- Employer and employee involvement and communication on workplace-safety and health issues are essential.
- Publish the company’s written safety and health policy for all to see.
- Involve all employees in policy making on safety and health issues.
- Everyone must take an active part in Safety Activities
Analysis

- **Analyze** all workplace conditions to **identify and eliminate** existing or potential hazards.
- Create an outline of the procedure for reporting hazards
- Make certain all employees know and understand current hazard analysis for all jobs and processes.
- Focus workplace design on all physical aspects of the work environment, including the following:
  - Size and arrangement of work space, Physical demands of the tasks to be performed, and Design of tools and other devices people use
- Review incident causes, inspection results to help identify trends
Prevention

- Regularly and thoroughly maintain equipment and vehicles.
- Ensure that employees know how to use and maintain personal protective equipment (PPE)
- Train employees in proper procedures for handling specific situations
- Monitoring for air quality, heat stress, noise, ergonomics and other job hazards
- Emergency Action Plans and procedures - Fire, life safety and first aid issues
How to Have the Best ROI

Develop Safety Routines
Successful Safety Program
Give Clear Directions
Promote Team Efforts
Be Aware of Employee Habits
Develop Safety Routines

- Revisit your safety guidelines every year, as they are constantly changing and adapting.
- Review of your safety programs and training courses at least once a year.
- Eliminate smaller safety violations that tend to contribute the most to frequent injuries.
Give Clear Directions

- People absorb information differently.
  - Visual vs Auditory

- Make sure that employees understand and acknowledge the actions they need to take to comply.

- Make yourself available to any questions they may have, and if you don’t know the answer, contact your Safety Consultant.
Be Aware of Employee Habits

- You are the eyes and ears of your organization’s safety efforts, so it’s up to you to watch and listen to how each employee performs their day-to-day duties.

- Ask yourself…
  - Are employees taking shortcuts and cutting corners?
  - Are employees making an extra effort to comply with safety regulations?

- If an employee sees something unsafe, or notices unsafe habits among his/her coworkers, make sure they know that they can come to you with safety concerns.
Promote Team Efforts

- Involve each employee in the planning of safety programs.
- “The single most powerful source of motivation for workplace safety is employee ownership of the safety process.”
Safety Program

Education Training
- OSHA 10/30hr
- Equipment Training
- Toolbox Talks

Safety Policy Manual
- Site Specific Safety Plan
- Emergency Procedures
- Medical and First Aid
- Health and Safety Promotion

New Hire Orientation
- Emergency Contact Information
- Overview of Safety Procedures
- Company Safety Standards

Documentation
- OSHA 300 Log
- Chemical Inventory Log
- Job Hazard Analysis
- Safety Data Sheets

Safety Program

Education Training
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Safety Policy Manual
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- Emergency Procedures
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- Health and Safety Promotion

New Hire Orientation
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- Company Safety Standards

Documentation
- OSHA 300 Log
- Chemical Inventory Log
- Job Hazard Analysis
- Safety Data Sheets
What are your resources?
PDCA.org

1. Go to PDCA.org
2. Hover over “Membership”
3. Click on “Safe-With-PDCDA”
4. Scroll Down and Click on “Safety Manual Samples”
What are your resources?

PDCA.org

- Member’s Only Safety Templates
  - PDCA.org/SafetyTemplates

1. Safety Manual
2. Hazard Prevention Program
3. Accident Prevention Program

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What are your resources?
OSHA.gov

- View your Employer responsibilities, requirements, and recommendations
- View laws and regulations that you must abide by
- View training publications and videos
- Google “OSHA Establishment Search Page”
  - Click on the first options
  - Search for contractors with citations
What are your resources?
Safe-Way Consulting

Your Safety is Our Priority

Safety Management Program

The Safe-Way is the Best Way

About Us
Safe-Way Consulting is a multi-service safety consulting company. We strive to help you as a company make safety-minded decisions to help reduce your risk of job-site injuries. We work with nearly every industry to provide customized solutions to their individual safety needs.

Contact Us
Headquartered in the Midwest with nationwide reach
Call: (888) 584-2750
Email: info@safe-wayconsulting.com
Visit: www.safe-wayconsulting.com

ALL-IN-ONE SAFETY PACKAGE

Client Safety Portal
Online Access to OSHA Fact Sheets, Weekly Safety Talks, SDS Sheets, Recordkeeping Log, Chemical Inventory Log, Safety Manual, and New Hire Orientation

New Hire Orientation
Custom designed video, PowerPoint, or PDF used to train new employees or subcontractors

Safety Audit
Safety jobsite walks to identify job safety hazards and required action for OSHA compliance

10/30hr OSHA Class
OSHA Authorized, 10hr or 30hr, Construction or General Industry Class. DL, Card Issued. Up to 20 students per class.

Consultation
Training assistance with JHA (Job Hazard Assessment), assist in dealing with OSHA inspections, serve as Safety and Health Technical Advisor

Safety Management Program

Basic
- 1 Client Safety Portal User
- 50 page Safety Policy Manual
- 10 Slide New Hire Orientation
- 1 Safety Audit per month
- 4 Hours of Safety Consultation per month

Plus
- 3 Client Safety Portal Users
- 100 page Safety Policy Manual
- 15 Slide or 2hr New Hire Orientation
- 2 Safety Audits per month
- 8 Hours of Safety Consultation per month
- 1, 10hr OSHA Class

Premium
- 6 Client Safety Portal Users
- 200 page Safety Policy Manual
- 25 Slide or 3hr New Hire Orientation
- 3 Safety Audits per month
- 12 Hours of Safety Consultation per month
- 2, 10hr OSHA Classes
- 1, 30hr OSHA Class
What are your resources?
Safe-Way Consulting

**Online Access To The Following Features**

- **OSHA Fact Sheets**
  - Access to over 320 OSHA fact sheets in 5 different languages. Easily sort and search from any device.

- **Weekly Safety Talks**
  - Industry related Safety Talks. An email is sent to your safety lead with a time & date stamp confirmation of reading, along with a picture.

- **Safety Data Sheets**
  - Immediately access your collection of SDSs in an easily navigable table to avoid OSHA citations.

**All Benefits Included as Part of Your Safety Management Program**

- **Safety Policy Manual**
  - Upload your own or have us create a custom manual for your company (ask for a quote). Access your Safety Policy Manual from virtually anywhere.

- **New Hire Orientation**
  - Employees can complete their orientation from any device and have a confirmation emailed. We can also custom create one (ask for a quote).

- **Recordkeeping Log**
  - Access your OSHA Authorized 300 Log template. Collaborative and mobile friendly.

- **Chemical Inventory Log**
  - Online access to a list of all chemicals inside your business or job-site. Access this OSHA mandated log anywhere at any time.

**About Us**
Safe-Way Consulting is a multi-service safety consulting company. We strive to help you as a company make safety-minded decisions to help reduce your risk of job-site injuries. We work with nearly every industry to provide customized solutions to their individual safety needs.

**Contact Us**
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