Safety and Health Programs

The target audience is employees. Training should be administered to employees and endorsed by employers. The benefactors are employers and employees.

Safety and health programs are recommended for all general industry businesses, but, at this point, are voluntary.

According to OSHA Statistics:

- Accidents are more expensive than most people realize because of the hidden costs. Some costs are obvious — for example, Workers' Compensation claims which cover medical costs and indemnity payments for an injured or ill worker. These are the direct costs of accidents.
- But what about the costs to train and compensate a replacement worker, repair damaged property, investigate the accident and implement corrective action, and to maintain insurance coverage? Then there are the costs related to schedule delays, added administrative time, lower morale, increased absenteeism, and poorer customer relations. These are the indirect costs of accidents.

Benefits of Effective Safety and health Programs:

- Reduce work related injuries and illnesses
- Improve morale and productivity
- Reduce workers' compensation costs
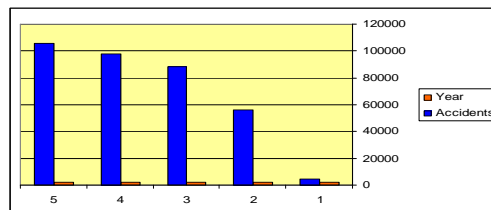
The Major Elements

An effective occupational safety and health program includes the following four elements

1. Management commitment and employee involvement
2. Worksite analysis
3. Hazard prevention and control
4. Safety and health training

The best Safety and Health Programs involve every level of the organization, instilling a safety culture that reduces accidents for workers and improves the bottom line for managers.

What are the common characteristics of a safety and health culture?

- Management believes that safety and health on the job is as important a company goal as other organizational objectives, such as cost control, quality, and productivity.
- Individuals within the organization believe they have a right to a safe and healthy workplace.

    o Each person accepts personal responsibility for ensuring his or her own safety and health.
    o Everyone believes he or she has a duty to protect the safety and health of others.

Management commitment and employee involvement:

- Management and the employees are both complementary elements of the program
- **Management commitment** provides motivation and resources
- **Employee involvement** allows workers to develop and express commitment to safety and health

Policy and Goals:

- Clearly state a worksite safety and health policy
- Establish and communicate a clear goal and objective for the safety and health program
- Involve top management in implementing the program

Employee Involvement:

- Encourage employees to get involved in the program and in decisions that affect their safety and health
- Communicate responsibility for all program aspects

Responsibility:

- Parties responsible for the safety and health program must have authority and resources
- Managers, supervisors, and employees must be held accountable for meeting their responsibilities
- Program operations must be reviewed at least annually, to evaluate, identify deficiencies, and revise, as needed

Worksite Analysis:

- Examine the worksite and identify:
    - existing hazards
    - conditions and operations where changes might occur to create hazards
- Management must actively analyze the work and the worksite to *anticipate* and prevent harmful occurrences

Comprehensive Survey:

- Conduct a comprehensive baseline survey for safety and health
- Job Hazard Analysis
- Who may help you:
    - OSHA Consultation Program
    - Insurance companies
    - Consultants

Safety and Health Inspections:

- Conduct regular (usually weekly) site inspections
- Establish daily work area inspection procedures
- Develop and use a checklist
- Provide a reliable system for employees, without fear of reprisal, to notify management about apparent hazardous conditions and to receive timely and appropriate responses

Additional Worksite Analysis:

- Investigate accidents and "near miss" incidents, so that their causes and means for prevention are identified
- Analyze injury and illness trends, so that common cause patterns can be identified and prevented

Hazard Prevention and Control:

- Start by determining that a hazard or potential hazard exists
- Where feasible, prevent hazards by effective design of job or job site
- If the hazard cannot be eliminated, use hazard controls
- Eliminate or control hazards in a timely manner
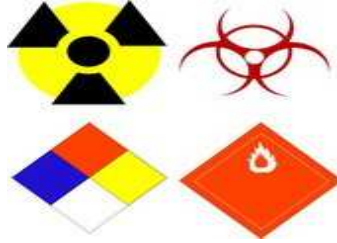
Controlling the Hazards:

- Engineering controls
- Administrative controls
- Personal protective equipment
- Safe work practices communicated
  - via training, positive reinforcement,
  - correction of unsafe performance,
  - and enforcement

Hazard Prevention Planning

- Maintain the facility and equipment
- Emergency planning
  - Training and drills, as needed
- Medical program
  - First aid on site
  - Physician and emergency care nearby

Safety and Health Training:

- Address the safety and health responsibilities of <u>all</u> personnel
- Incorporate it into other training and job performance/practice

Safety and Health Orientation:

- Employees must understand the hazards they may be exposed to and how to prevent harm to themselves and others from hazard exposure
- Orientation training must be given to site and contract workers

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Supervisor Responsibilities:

- Analyze work to identify potential hazards in area of responsibility
- Maintain physical protections in work areas
- Reinforce employee training through performance feedback and, if needed, enforcement of safe work practices

Specific Training Needs:

- Hazard recognition
- Training required in standards
- Emergency response
- Accident investigation
- Emergency drills

Summary:

- Reduce work related injuries and illnesses
- Improve morale and productivity
- Reduce workers' compensation costs
- Include these four elements**:**
    - Management commitment and employee involvement
    - Worksite analysis
    - Hazard prevention and control
    - Safety and health training