



Effective Safety Training & Education Strategies

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Purpose:

1. Protect employees from injury.
2. Protect the financial interests of the company.

ADVOCATE FOR THE EMPLOYEE – ADVOCATE FOR THE EMPLOYER

FOCUS & PRIORITIZE SAFETY EFFORTS THAT ADDRESS TOP INJURY & INCIDENT RISKS

- Injury Prevention
- Compliance Activities
- Or BOTH?
- HOW?

OSHA Incident Reporting

- **Report a Fatality or Severe Injury**
- All employers are required to notify OSHA when an employee is killed on the job or suffers a work-related hospitalization, amputation, or loss of an eye.
- A fatality must be reported within 8 hours.
- An in-patient hospitalization, amputation, or eye loss must be reported within 24 hours.
- 1-800-321-OSHA



ADDRESS:

- 1. Primary hazards most likely to cause harm**
- 2. Address compliance issues for your company**

LI / RI

MEM and THE DEFINITION OF LOSS: LOSSES HAVE TWO COMPONENTS

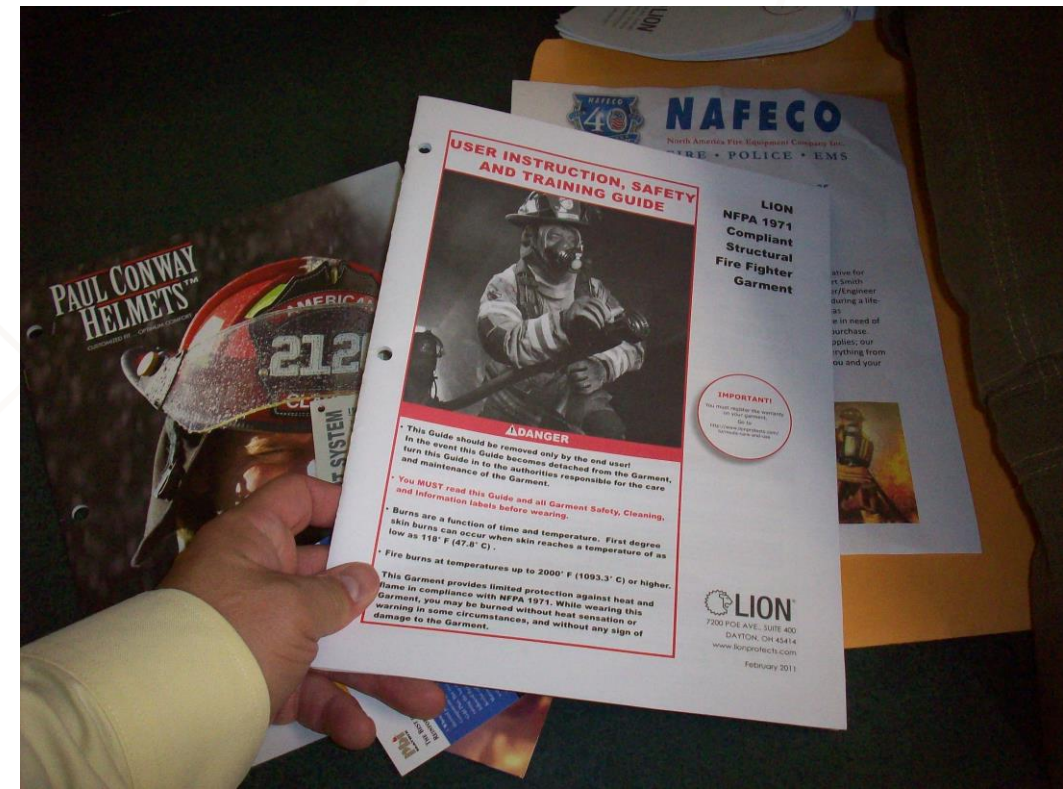
- 1. The injury occurred**
- 2. The costs that occurred as a result of the injury**

All lines of insurance...

1. Workers' compensation
2. Fleet, property
3. Liability
4. But what about damage / abuse not reported? (stuff that ends up in the repair shop)

Fact-Based Training...

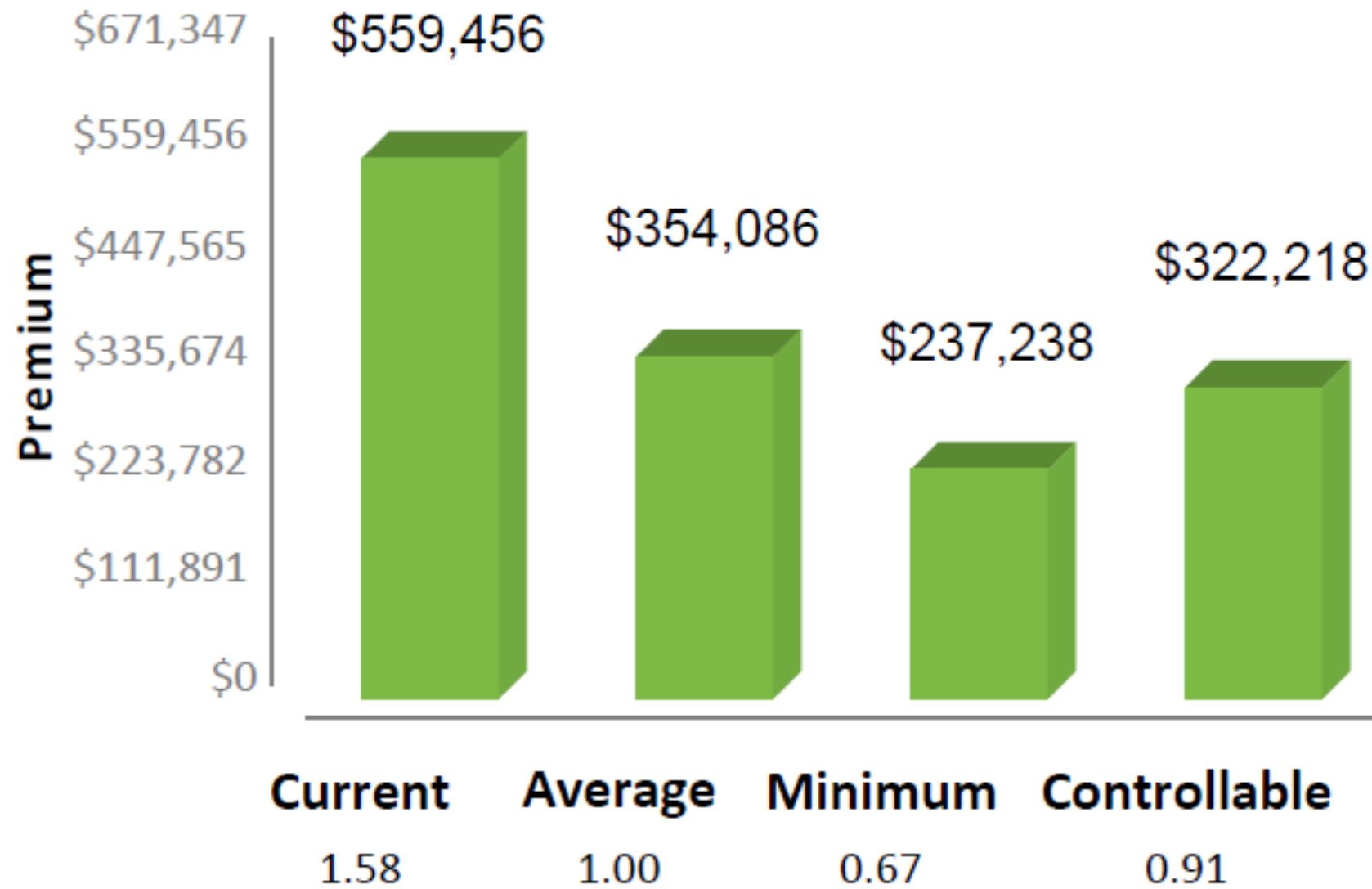
- Warning Labels / Container Labels
- Operator's Manuals
- Manufacturer Information
- SDS
- Procedures





Safety is all around you...

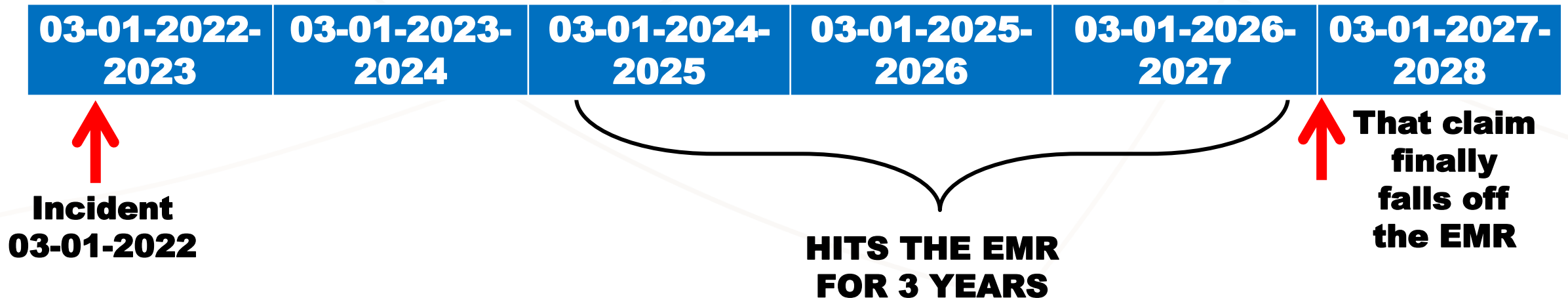
Mod Breakdown



Limited / Adjusted Loss	Mod w/o Loss	Impact on Mod	Premium Costs		
			1 yr	2 yr	3 yr
\$150,737	1.0534	0.1107	\$23,373	\$46,746	\$70,118
\$65,554	1.0933	0.0708	\$14,948	\$29,897	\$44,845
\$56,492	1.0976	0.0665	\$14,041	\$28,081	\$42,122
\$33,154	1.1085	0.0556	\$11,739	\$23,478	\$35,217
\$32,501	1.1088	0.0553	\$11,676	\$23,352	\$35,027

Injuries have a long tail!

If an injury occurs TODAY, it will not go on the EMR THIS year, or NEXT year.
Today's claim will go on 2024, 2025, and 2026 – falling off the EMR in 2027!



Type of Violation

Penalty

Serious Other-Than-Serious Posting Requirements

\$14,502 per violation

Failure to Abate

\$14,502 per day beyond the abatement date

Willful or Repeated

\$145,027 per violation

<https://www.osha.gov> › penalties

OSHA Penalties | Occupational Safety and Health Administration

WHY INJURIES OCCUR AND COSTS ARE HIGH:

**MINIMAL OR NO
SAFETY ACTIVITIES
OCCURRING**

1

**NO OR MINIMAL
INJURY
MANAGEMENT
OCCURRING**

2

REVIEW YOUR PREVIOUS LOSSES – ASK:

**WHY DID THE
INCIDENT OCCUR IN
THE FIRST PLACE?**

1

**WHY WERE COSTS
NOT CONTAINED?**

2

OFFENSIVE SAFETY MEASURES

1

CONTROLLING LOSS COSTS

2

**BEFORE
THE INCIDENT**

1

**SAFETY & RISK
MANAGEMENT**

**AFTER
THE INCIDENT**

2

**INJURY MANAGEMENT
PLAN**

SAFETY ACTIVITIES BEFORE:

1. Management must commit! (top and middle mgmt.)
2. Understand costs – EMR, premium, claims, other lines
3. Develop, communicate, and enforce written safety rules
4. Hold regular safety meetings and provide training
5. Perform documented corrective action
6. Inspect work areas, tools, buildings, vehicles for hazards
7. Enforce a drug-free workplace policy (NH & PA)
8. Develop a written seat belt policy
9. Develop a written distracted driving / work policy
10. Provide new-hire safety training and oversight
11. Post-offer employment physicals (Select, WorkSTEPS)


PROPER CLAIMS MGMT.

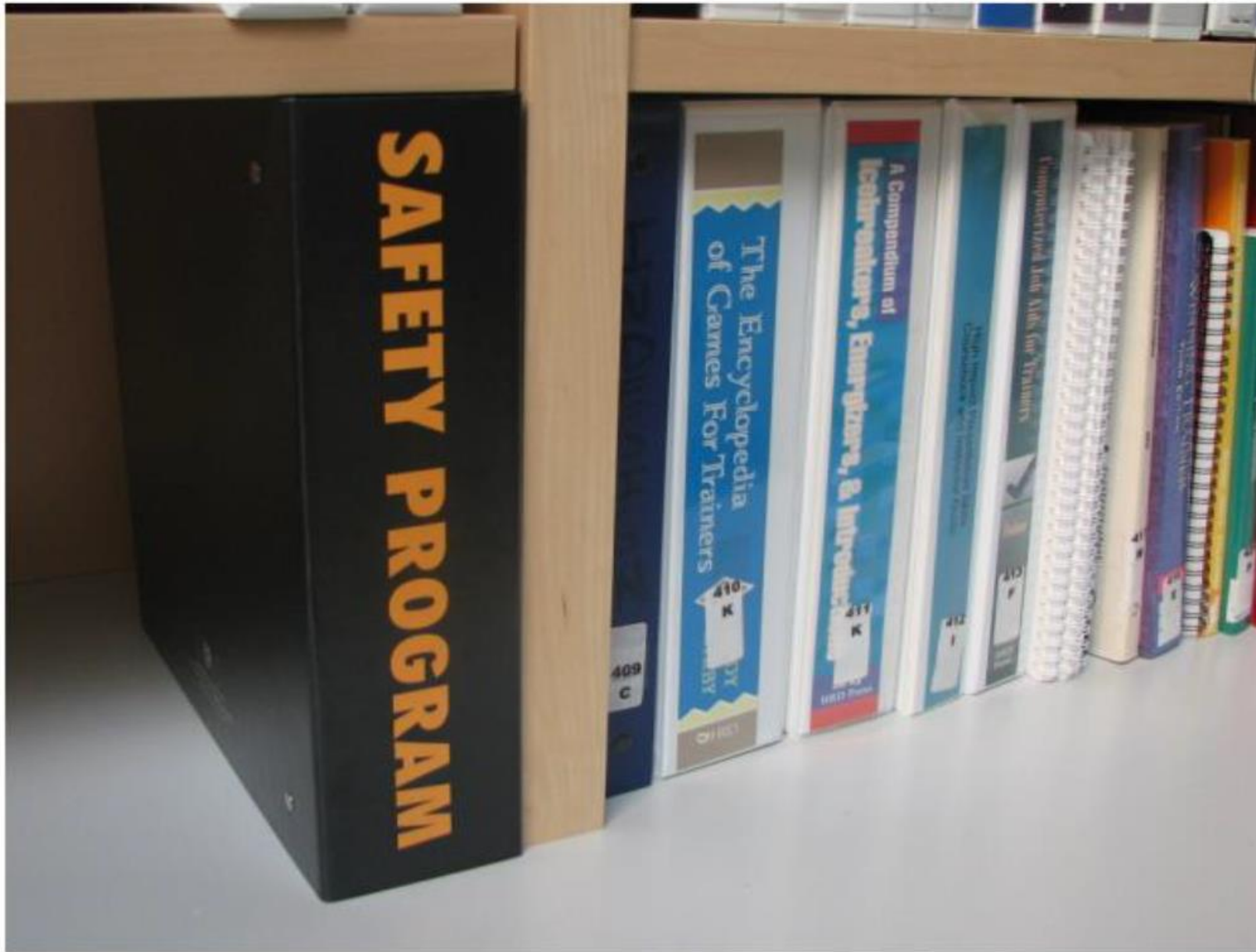
AFTER:

1. Have a written injury reporting policy
2. Direct medical care
3. Do post-injury drug & alcohol screens within 24 hours
4. Perform an investigation of all incidents and injuries
5. Report injuries to the insurance carrier within 24 hours
6. Know and utilize carrier cost savings programs
7. Document when treatment is declined by the employee
8. Offer light duty to injured employees
9. Plan for injuries and emergencies at night, or rural locations
10. Communicate with your injured employee often
11. Communicate with your insurance carrier often

BEFORE - Going on the OFFENSE:

- When was the last time policies were acknowledged?
- Have you reached EVERY employee with a safety message?
- Have you addressed unsafe acts or conditions?
- Have you enforced safety rules lately?
- Have jobsites / buildings / equipment / work been inspected?
- Are new hires addressed?
- Are employees held responsible for infractions?
- But are they rewarded for good scores?
- Are employees fit for duty? Is a POET performed?

- 
- 1. When was the last time your written safety expectations were signed?**
 - 2. When was the last safety meeting your employees attended?**
 - 3. When was the last time corrective action occurred after an unsafe act / behavior / condition?**
 - 4. Does anyone perform inspections / observations?**



Is the document in use, or just taking up space?



EFFECTIVE?

FREQUENCY



SEVERITY



Top 10 Most Frequently Cited Standards

for Fiscal Year 2020 (Oct. 1, 2019, to Sept. 30, 2020)

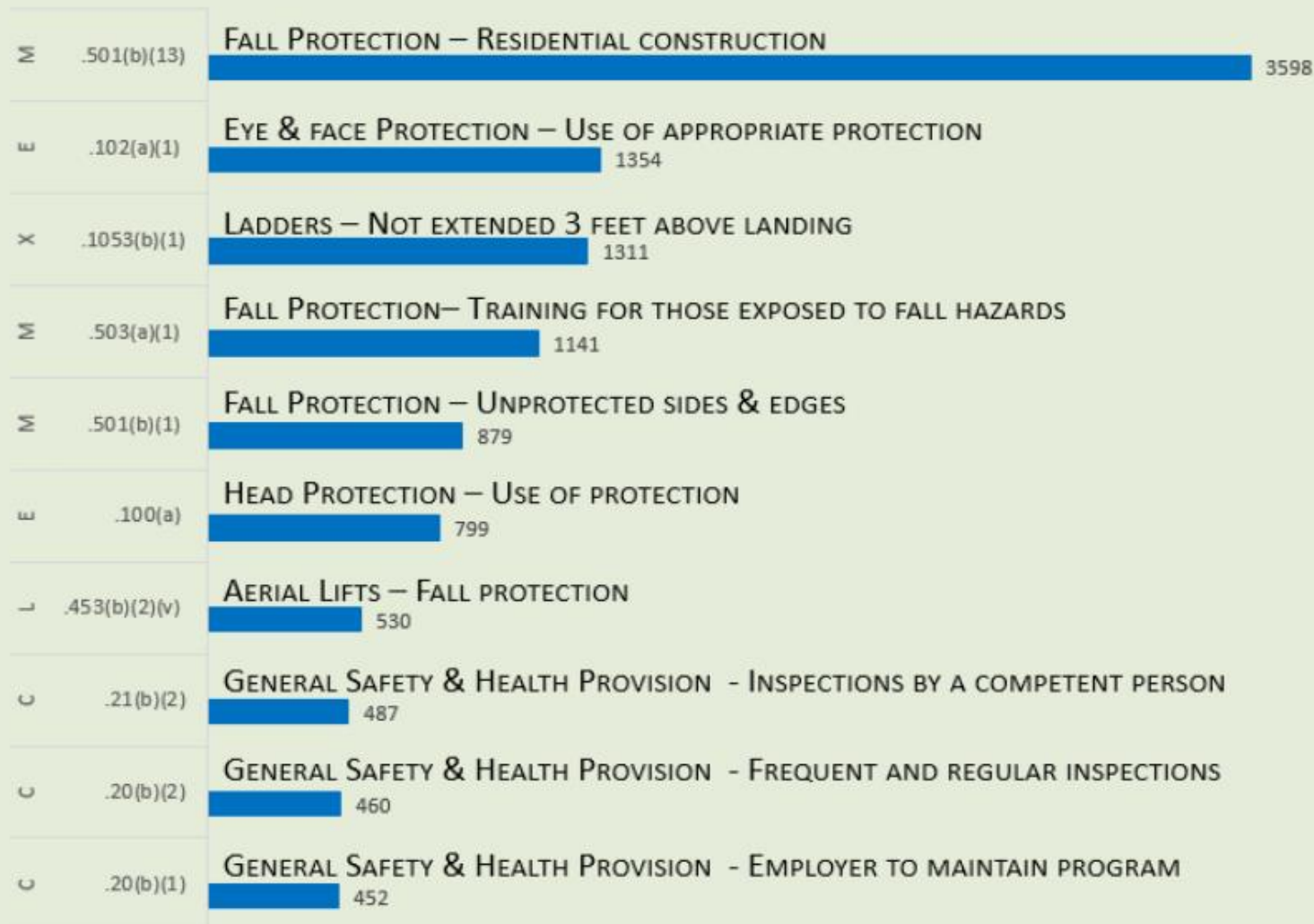
The following is a list of the top 10 most frequently cited standards following inspections of worksites by federal OSHA. OSHA publishes this list to alert employers about these commonly cited standards so they can take steps to find and fix recognized hazards addressed in these and other standards before OSHA shows up. Far too many preventable injuries and illnesses occur in the workplace.

1. **Fall Protection, construction** (29 CFR 1926.501) [related safety resources]
2. **Hazard Communication Standard, general industry** (29 CFR 1910.1200) [related safety resources]
3. **Respiratory Protection, general industry** (29 CFR 1910.134) [related safety resources]
4. **Scaffolding, general requirements, construction** (29 CFR 1926.451) [related safety resources]
5. **Ladders, construction** (29 CFR 1926.1053) [related safety resources]
6. **Control of Hazardous Energy (lockout/tagout), general industry** (29 CFR 1910.147) [related safety resources]
7. **Powered Industrial Trucks, general industry** (29 CFR 1910.178) [related safety resources]
8. **Fall Protection–Training Requirements** (29 CFR 1926.503) [related safety resources]
9. **Eye and Face Protection** (29 CFR 1926.102) [related safety resources]
10. **Machinery and Machine Guarding, general requirements** (29 CFR 1910.212) [related safety resources]

- To search the top violations of an industry with a specific NAICS code, see <https://www.osha.gov/pls/imis/citedstandard.html>
- To search and view the industry profile for violations of any specific OSHA standard, see <https://www.osha.gov/pls/imis/industryprofile.html>



MOST FREQUENTLY CITED SERIOUS VIOLATIONS IN CONSTRUCTION 2020



NUMBER OF SERIOUS VIOLATIONS – FY 2020

**OVERALL
COMPANY
SAFETY
RULES**

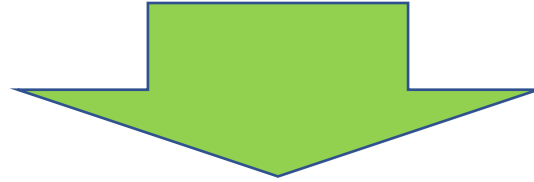
ALSO?

**DEPARTMENT
SAFETY RULES**

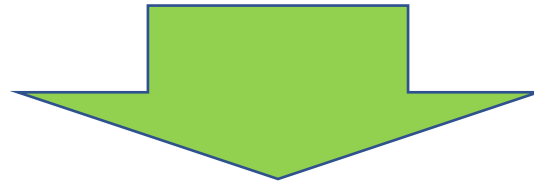
ALSO?

**MACHINE
or JOB
SPECIFIC
RULES**

Critical Steps for Reducing Risk



1. Management Commitment by Understanding Direct and Indirect Costs
2. Policies that are Communicated Often
3. Employee and Management Training, Education
4. Work Monitoring and Inspections
5. Corrective Action
6. Say Thank You!



Reduced Incident Risk

Your Safety Rules:

- Start with rules that address top losses, fines.
- No unwritten company rules. Get them on paper!
- Be direct.
- Rules must be plain language and easy to understand.
- Routine and regular review with employees.
- Enforce.
- Please document all training, meetings, reviews with employees.

OSHA Employee Misconduct Affirmative Defense

- Employee actions are always taken into account during all OSHA inspections.
- Unsafe actions by employees are brought to the attention of the employer. In those situations where the employer has met all the conditions for affirmative defense, no citation is issued.
- The violative conduct was:
 - unknown to the employer; and
 - in violation of an adequate work rule which was effectively communicated and uniformly enforced.
- However, it is our experience that unsafe acts of employees are often known by management and that they are often allowed to proceed without remedial action. When it is found that employers have not been pro-active in controlling these conditions, citations are issued to the employer.

Trust but Verify:

- We must show that an employer actually enforces a formalized safety policy.
- Supporting documentation includes the actual safety policy, signed or acknowledged by the Injured Worker - possibly during new hire orientation or during other ongoing safety meetings.
- Plus, sign-in logs or attendee roster for the actual safety policy training.
- Followed by examples of disciplinary write-ups for violation of the safety policy.



Safety Rules

Updated 1.1.2020

- Inspect trench daily before work begins.
- Check weather conditions before work, be mindful of rain and storms.
- Keep heavy equipment away from trench edges.
- Be mindful of the locations of utilities underground.
- Always wear proper protective equipment.
- Don't work beneath raised loads.
- Conduct atmosphere tests.
- Be sure you know how to perform the job and perform it safely.
- Be sure you know the hazards and how to protect yourself. If you aren't sure or have questions, ask your supervisor!
- Report all near misses, incidents, injuries and illnesses immediately.
- Wear the required personal protective equipment necessary for the job. Safety glasses are required as minimum eye protection on all jobsites.
- Always work clear of suspended loads.
- Never conduct work, unless trained.
- Do not become complacent! Always keep your mind and eyes on the task at hand.
- Always know the emergency action plan for your jobsite. Know what the warning tones are and where to go.
- Obey all warning signs and barricades.
- Inspect all equipment, scaffolds, ladders, lifts, etc. before using. If found to be defective remove from service.
- Report any unsafe tools, equipment or hazardous conditions to your supervisor.
- See that good housekeeping is maintained in your work area.
- Exercise proper lifting techniques.
- While operating and riding in company vehicles, at's and excavating equipment operators in a solo manner and obey all driving rules always wear a seat belt.
- Do not perform work under unsafe conditions. Any employee has the right to stop work if they feel it is unsafe.
- Hoisting of any kind will not be permitted.
- Only authorized personnel shall repair company furnished tools or equipment.
- Fires on the job are prohibited.
- Always keep a positive attitude. This will make the day go better and make you a safer worker.
- Do not use ladders as scaffolds and never climb so high that it is impossible to hold the top step for support.
- Never use a step ladder as a straight ladder.
- Don't put yourself and your supervisor on the spot by not observing safety rules and regulations!
- If you see someone doing something unsafe or at risk say something to that employee!
- If you have any concerns or questions, do not hesitate to contact management 673-581-1300

FEBRUARY 11, 2020

SHRM OF SOUTHEAST MISSOURI
OSHA GUIDELINES/WORK PLACE VIOLENCE

Printed Name	Signature
Karen Bailey	Karen Bailey
Yolanda Harris	Yolanda Harris
Anthony Dunning	Anthony Dunning
Raymond Graves	Raymond Graves
Chris Hodges	Chris Hodges
Stephanie Burger	Stephanie Burger
Travis Miller	Travis Miller
Heather Gilver	Heather Gilver
Emily Moran	Emily Moran
Tracy Sheppard	Tracy Sheppard
Kimberly Smith	Kimberly Smith
Almar Smith	Almar Smith
William Hearn	William Hearn
Gregory Fathum	Gregory Fathum
Barbara House	Barbara House
Megan Hampton	Megan Hampton
Tim Buchheit	Tim Buchheit
Maria Wood	Maria Wood
Kathy Teachout	Kathy Teachout

Shipping and Receiving Safety Inspection

Department / Area	Inspection No. / Name
Inspection Name	Inspection Date
Yes No N/A	Aids are marked and kept clear?
Yes No N/A	Containers, pallets, boxes are stored in a stable and secure manner?
Yes No N/A	Deck boards (bridge plates) are used when loading or unloading trucks or rail cars?
Yes No N/A	Trucks and trailers are secured to prevent movement during loading / unloading?
Yes No N/A	Aids are clear and in good condition?
Yes No N/A	Aids and work areas are lit out?
Yes No N/A	For stairs, approaches to the containers and exits are kept clear?
Yes No N/A	Flow openings, holes and gaps are guarded to prevent falls.
Yes No N/A	Work areas are clean, orderly and free of trip hazards?
Yes No N/A	Work surfaces are dry or equipped with anti-slip features, mats or plates?
Yes No N/A	House arrests are kept within acceptable limits.
Yes No N/A	Stairs have handrails that are strong and are free of trip hazards.
Yes No N/A	Stairs are equipped with a slip-resistant surface.
Yes No N/A	Employees are warned of operating machines when they step off of machines.
Yes No N/A	Exits are properly marked.
Yes No N/A	Lighting in aisles, hallways and work areas is sufficient.
Yes No N/A	Exits are clear of obstructions.
Yes No N/A	Ladders are free of damage and are an appropriate type for the recommended.
Yes No N/A	A step ladder used as a straight ladder is prohibited.
Yes No N/A	Carbon monoxide is monitored and kept within acceptable OSHA limits.
Yes No N/A	Fire extinguishers are readily accessible.
Yes No N/A	Fire extinguishers are inspected monthly and recorded on the inspection log?
Yes No N/A	Fire extinguishers are provided in the appropriate number and type?
Yes No N/A	Personal protect or equipment is provided.
Yes No N/A	Appropriate first aid kit - adequate first aid is required when hazards are present.

Disciplinary Action Form

Employee Name		Department / Area / Job Title	
Supervisor Name		Today's Date	
CIRCLE TYPE OF ACTION:			
Verbal Warning	Written Warning	Suspension Effective Date	Termination Effective Date
Date of Incident		Time of Incident	
Description of Incident			
Corrective Action Plan			
Next Action Step if Problem Continues			

I acknowledge receipt of this disciplinary action and that its contents have been discussed with me.
I understand that my signature does not necessarily indicate agreement.

Employee Signature: _____ Date: _____
Supervisor Signature: _____ Date: _____
Human Resources: _____ Date: _____



BEFORE

- 1. Management Must Commit!**
- 2. Understand Costs – EMR, Premium, Claims**
- 3. Written Safety Rules**
- 4. Regular Safety Meetings**
- 5. Corrective Action & Documentation**
- 6. Inspect Jobsites, Tools, Buildings and Vehicles**
- 7. Drug-Free Workplace Program (NH & PA)**
- 8. Written Seat Belt Policy – All Employees**
- 9. Written Distracted Driving Policy**
- 10. New Hires - Attention & Expectations**
- 11. Post-Offer Employment Physicals**



Questions?
Thank you!!!