

OSHA 7500

Introduction to Safety and Health Management



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Objectives

- Explain the benefits of implementing a safety and health management system
- Identify the core elements of an effective safety and health program
- Describe the key processes in each program element



OSHA Region 10



Regional Office
Fifth & Yesler Tower
300 Fifth Avenue, Suite 1280
Seattle, Washington 98104
(206) 757-6700
(206) 757-6705 FAX



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Recommended Practices for Safety & Health Programs:

- Voluntary guidelines issued in 1989
- First update: 2016
 - Based on Best Practices
 - Align with national and international consensus standards
 - ANSI Z10 Occupational Health and Safety Management Systems
 - OSHAS 18001 International Standard for Health and Safety Management Systems



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Based on Best Practices From:

- Voluntary Protection Program (VPP) employers
- Safety and Health Achievement Recognition Program (SHARP)
 - Employers can request on-site consultation services and qualify for a one year exemption from routine inspections
 - Small businesses who utilize onsite consultation and operate exemplary programs can achieve SHARP status
 - START (Safety Through Achieving Recognition Together) in Washington



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A Guideline, Not a Rule

- OSHA assumed that experience with the guidelines would produce refinements in practices.
- Updated guidelines reflect changes to workplaces:
 - More temporary workers
 - More multi-employer worksites
 - “Gig” economy



1989 → 2016



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Module 1

Management Leadership



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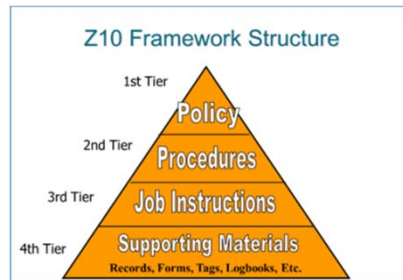


Communicate Commitment to Health and Safety



- **Policies:** High level position statements
- **Procedures:** Detailed step by step instructions
- **Guidelines:** Advice. Recommended but not mandatory.
- **Requirements:** Have to do

“should” vs “must”



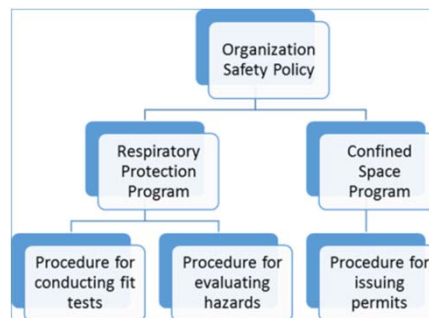
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OSHA Regulations Requiring Written Programs



- Respiratory Protection
- Permit Required Confined Space
- Occupational Noise Exposure
- Hazard Communication
- Bloodborne Pathogens
- Control of Hazardous Energy- Lockout/Tagout



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Programs That Are “Effective In Practice”

- Consider audience
 - *Who is your audience...?*
- Involve stakeholders
 - *Who are your stakeholders...?*
- Clarity
 - *When you read the program, can you tell what you should do...?*



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Who is the Audience?

- Employees
- Executives/Managers
- Line Supervisors
- Human Resources
- Unions
- Personnel conducting accident investigations
- Auditors
- Medical Providers
- Workers Comp Administrators/adjudicators
- Regulatory Inspectors
- Lawyers



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Who are Stakeholders?

- Executives who sign off
- Human Resources
- Line Supervisors
- Employees



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Clarity

Which statement tells you what to do?

“Employees must store respirators properly.”

OR

“Employees must store respirators in clean, hard shelled containers issued by the Safety Department.”



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Use Appropriate Tense

- **Past Tense:** Something that was done in the past.
- **Present Tense:** Something that is currently practiced.
- **Future Tense:** Something planned, but not currently done.

Use **Present Tense** to describe current practice.



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What Do the Following Statements Tell You?

“XYZ Company has conducted hazard evaluations.”

“XYZ Company conducts ongoing hazard evaluations.”

“XYZ Company will conduct hazard evaluations.”



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Define Program Goals

Key Performance Indicators (KPIs)

- **Lagging Indicators:** A result
 - Sales in a month
 - Quality defects per production cycle
 - Employee accidents per year
- **Leading Indicator:** Proactive practice
 - Sales calls per month
 - Quality inspection per production cycle
 - Number of safety committee meetings per year



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Accident Rate: A Lagging Indicator

$$\text{Recordable Incident Rate} = \left(\frac{\text{Number of recordable incidents}}{\text{Number of hours worked}} \right) \times 200,000$$

How could this change year to year?

- For a small employer?
- For a large employer?



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OSHA Recommends Proactive Goals

Examples of Leading Indicators:

- Conduct 12 safety committee meetings per year
- Complete 100% of required safety training
- Complete 100% of scheduled monthly safety inspections
- Respond to all employee safety suggestions within 5 days



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Allocate Resources

Match resources to expectations:

- Enough time to complete task.
- Include equipment in annual budget.
- Provide training:
 - Time for employees to attend training.
 - Include cost of training class and recordkeeping in budget.
 - Time to prepare and deliver training.



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Expect Performance

Assign responsibilities to identified actions:

“Sally Jones is responsible for maintaining respirator fit test records.”

OR

“The Safety Manager is responsible for maintaining fit test records.”

OR

“A Manager is responsible for maintaining fit test records.”



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Responsibilities

Responsibility in Program



Responsibility in Job Description



Responsibility Measured in Job Performance

- Managers
- Employees



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Accident Prevention Program (Washington)

- Safety Orientation:
 - Description of H&S program;
 - On-the-job orientation;
 - How to report on the job injuries;
 - Location of first aid supplies;
 - How to report unsafe conditions/practices;
 - PPE;
 - What to do in an emergency;
 - Hazardous materials.
- Health and Safety Committee.
- Written Accident Prevention Program



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Additional Tools

<https://www.osha.gov/dts/osta/oshasoft/>

<https://www.osha.gov/SLTC/etools/construction/shprogram.html>

<https://www.osha.gov/SLTC/etools/evacuation/index.html>



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Module 2

Worker Participation



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How do Employee's Report Concerns?

- "Near miss" incident (accident) reports
- Hazard cards
- Report of unsafe condition
- Reports of procedure gaps
- Reports of emerging hazards



Management demonstrates commitment to safety by the way they respond to employee safety concerns.



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Provide Safety and Health Information

Employers are provided to provide:

- Safety Data Sheets (SDSs)
- OSHA 300 logs and 300A Summary
- Industrial hygiene/exposure assessment reports
- Access to written health and safety programs
 - Safety policies
 - Safety procedures
 - Safety guidelines
- In Washington: Safety bulletin board
- Training



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Involve Employees

Employees can:

- Provide input/review of safety programs and policies
- Help set realistic goals
- Evaluate effectiveness of hazard controls
- Participate in worksite safety inspections
- Provide on-the-job training to new employees



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Safety Committees

- Formal process for managers and employees to work together to improve safety
- Required in Oregon and Washington
 - Elected by co-workers
 - SElected by management
- Minutes
 - Maintain for one year in Washington
 - Maintain for three years in Oregon
 - Make available to employees



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Remove Barriers to Participation

- Focus on fact finding, not fault finding
- How would the following programs improve safety? How could they be a barrier?
 - Incentive programs...?
 - Discipline....?
 - Drug testing...?



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Whistleblower Protection

- Employees have the right to report safety issues without repercussions.
- OSH Act 11(c) gives OSHA authority to investigation discrimination complaints against whistleblowers:
 - Firing or laying off
 - Blacklisting
 - Demoting
 - Denying overtime or promotion
 - Disciplining
 - Denying benefits
 - Failure to hire/rehire
 - Making threats
 - Reassignment affecting prospects for promotion
 - Reducing pay or hours



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Module 3

Hazard Identification and Assessment



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Worksite Analysis of Hazards

- Review machinery and equipment.
- Chemical hazards: Safety Data Sheets
- Previous and existing versions of written safety programs
- Review of past incidents
 - Investigation reports
 - OSHA 300 logs
 - Data/trends
 - Worker's compensation claims
- Safety committee meetings
- Employee hazard reports
- Checklists
- TALK to employees, foremen, supervisors, managers!!!



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Safety Self Inspections

- Required by regulation:
 - Forklift pre-shift inspections
 - Fire extinguishers inspected monthly
- General worksite inspections
 - Inspection Team:
 - Supervisor/manager
 - Safety committee representative
 - Safety manager/specialist
 - Document!!!!
 - Checklist
 - Notes
 - Photos
 - Videos

Safety and Health Inspection Report		Date
Area Inspector:	Team Member:	
Number/Date/Status:	Findings (positive and negative) and Action Recommended:	
10*	Paper ladders have been left unrolled on the packing table. It appears that ladder holders could be installed on the front edge of the packing table for easy accessibility and safety.	
28	Cartons of old paper work have been stored on top of steel cabinets in store room. If still in value, they need to be stored where they will not shift and fall.	
36	Old wooden step ladder is splintered. Supervisor destroyed ladder and placed it in dumpster.	
Hazard Classification (potential outcome if fall unchanged)		Signs of corrective action
A Hazard = Loss of life, body part, extensive damage		* = OSHA
B Hazard = General injury or property damage		O = Intermediate action taken
C Hazard = Non-disabling injury or damage		X = permanent action taken

**If it's not documented,
it wasn't done.**



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Activity:

Exercise: In your work groups, identify hazards in the following photos.



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Job Hazard Analysis

- Systematic method to:
 - Review work tasks
 - Identify potential hazards
 - Identify potential controls
- Focuses on tasks.
 - Break down tasks into individual steps.
 - Identify potential hazardss for each step (note this is plural)
 - Identify controlss for each hazard (again, plural)



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Job Hazard Analysis

Task or Step	Hazards	Controls
1.	1.1 1.2 1.3	1.1.1 1.1.2 1.2.1 1.2.2
2.	2.1 2.2 2.3	
3.	3.1 3.2 3.3	
4.	4.1 4.2	



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Incident Investigation

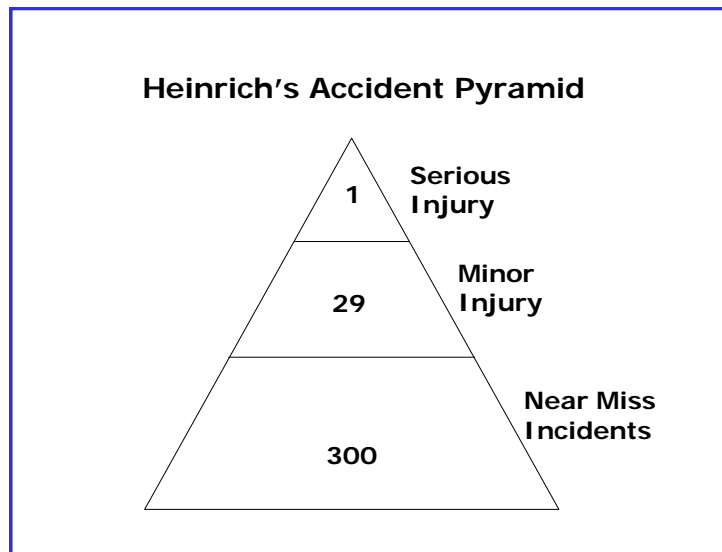
- **Incident:** An unplanned and unwanted event that disrupts the work process and results in, or has potential to result in injury, harm, or damage to persons or property.
- Historically called an “accident”.
 - “Accident” implies it could not be prevented.
 - Most harmful incidents ARE preventable.
- Incident investigations identify and correct root causes to prevent future incidents.



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Heinrich's Accident Pyramid



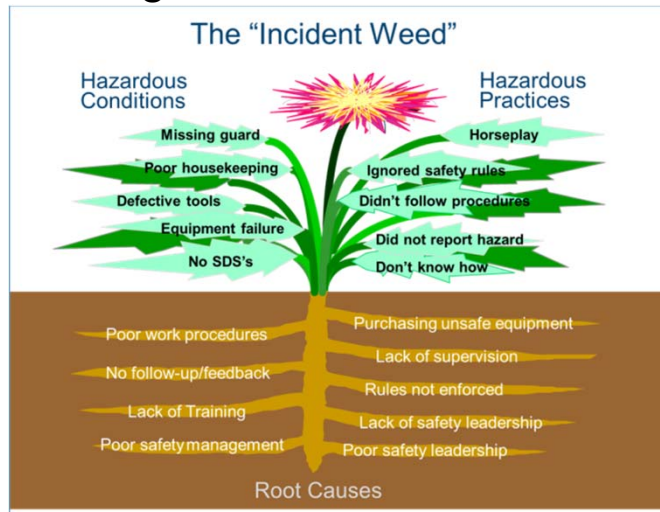
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Incident Investigation



Typically, incidents are caused by multiple failures or "root causes"



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Identify Root Causes



- Software
- Flow charting
- Fishbone diagram
- Fault tree
- Ask "why" five times

My car will not start. (the problem)

- 1) *Why?* - The battery is dead. (first why)
- 2) *Why?* - The alternator is not functioning. (second why)
- 3) *Why?* - The alternator belt has broken. (third why)
- 4) *Why?* - The alternator belt was well beyond its useful service life and has never been replaced. (fourth why)
- 5) *Why?* - ***I have not been maintaining my car according to the recommended service schedule.*** (fifth why and the root cause)



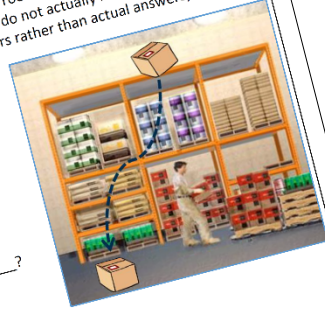
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Activity:

Exercise: In your groups, ask "why" five times to determine the root cause of the following near-miss incident (Note that this is not actually your workplace and you do not actually know the answers to all the "whys", so you will need to come up with plausible answers rather than actual answers):

A 50 lb carton fell off the top shelf of a 12' high rack and landed near a worker. Although this was a "near miss," it had potential to cause serious injury.



1. Why did the carton fall?
2. Why _____?
3. Why _____?
4. Why _____?

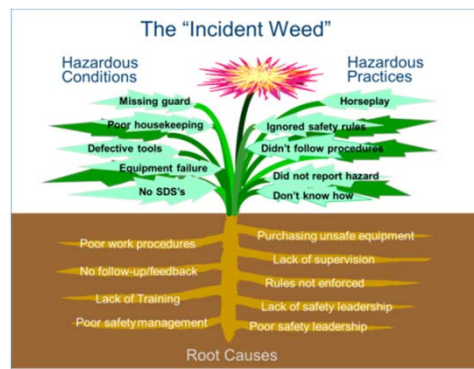


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Analyze Injury and Illness Trends

- Nature of incident
- Body part
- Source
 - Object
 - Substances
 - Exposure
 - Body motion
- Incident type
 - Struck against
 - Struck by
 - Fall from elevation
 - Caught in, under, between



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Hazards From Emergencies

- Emergency Action Plan (EAP)
 - Well developed plan results in fewer injuries and less property damage
 - Prevents chaos
- Hold drills
 - Debrief after the drill:
 - What went well?
 - What went wrong?
 - What hazards were identified?
 - Document in After Action Report (AAR)
 - Corrective Action Plan to address identified hazards



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Hazards From Non-Routine Tasks

- Consider hazards before work begins
- Job Hazard Analysis



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Additional Resources

Information on workzones and traffic hazards:

- <https://www.workzonesafety.org/topics-of-interest/>

Fall protection fact sheets:

- <https://www.workzonesafety.org/training-resources/fall-prevention-fact-sheets/>

OSHA Rules for Federal Agencies: Abatement of unsafe or unhealthful working conditions 29 CFR 1960.30

- https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=11281

US Air Force Guidance to AFI 91-202, The US Air Force Mishap Prevention Program

- http://static.e-publishing.af.mil/production/1/af_se/publication/afi91-202/afi91-202.pdf



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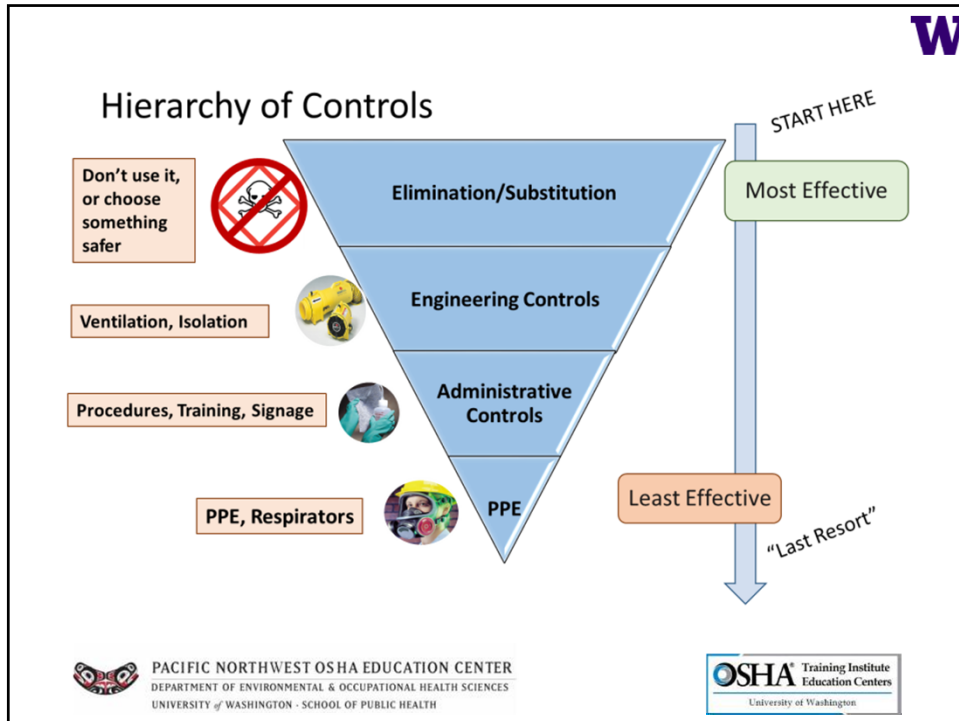
Module 4

Hazard Prevention and Control



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1. Elimination or Substitution

- Most effective control.
- If hazard is gone, it can't cause injury or illness.
- May be costly.
- Most effective at the design stage.
 - NIOSH Prevention Through Design
 - <https://www.cdc.gov/niosh/topics/ptd/>
- If elimination is not possible:
 - Substitute with lesser hazard
 - Avoid substituting hazards

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Substitution Example

- Methylene chloride stripper
 - Strong irritant
 - Carcinogen
 - Fatality incidents
- N-Methyl-pyrrolidine is a widely used alternative
 - Skin and eye irritant
 - Reproductive and developmental toxicant
- Washington SHARP study:
 - Recommends benzyl alcohol based strippers



More information: OSHA 7225 Transitioning to Safer Chemicals



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2. Engineering Controls

- Isolate people from the hazard:
 - Guards around moving equipment
 - Local exhaust ventilation for airborne contaminants
 - Vibration dampening equipment to lower noise
- Required in multiple OSHA regulations:
 - Airborne Contaminants
 - Lockout/Tagout
 - Respiratory Protection
 - Confined Space Entry
 - Bloodborne Pathogens
 - Hearing Conservation
 - Laboratory Chemical Hygiene



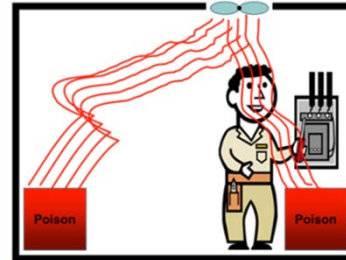
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Engineering Controls cont'd:

- Poorly designed engineering controls could increase hazard
 - NIOSH Engineering Controls Research Program
 - <https://www.cdc.gov/niosh/engcontrols/>
- Can be costly
 - Consider direct and indirect costs
 - OSHA's \$afety Pays website
 - <https://www.osha.gov/dcsp/smallbusiness/safetypays/index.html>

Design to keep contaminant out of breathing zone

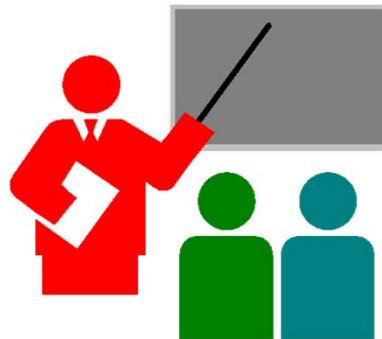


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3. Administrative Controls

- Change the way people work:
 - Signs
 - Training
 - Job rotation
 - Work practices
 - Procedures
 - Safe work routines
- Less costly
- Can implement quickly
- Only work if people follow the administrative controls.



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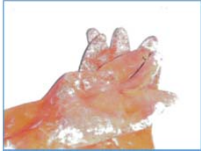


4. Personal Protective Equipment (PPE)

- Equipment worn by worker to protect from hazards:
 - Hard hats
 - Gloves
 - Safety glasses/goggles
 - Visibility wear
 - Personal Flotation Devices
- OSHA/State regulations
 - Hazard assessment and selection
 - Train
 - Pay for-consider replacement costs
- NIOSH PPE verification
 - <https://wwwn.cdc.gov/PPEInfo/>

Head Protection 1910.135

- Type I: Top protection
- Type II: Top and Lateral Protection
- Electric
 - E >2200 volts
 - G <2200 volts
 - C-not for electrical work
- Bump Caps: Protect from protruding objects
- Must meet ANSI standards
 - Z89.1-1986 or later
 - Z89.1 1997 or later in Washington & Oregon

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Personal Protective Equipment (PPE)

- How can PPE fail?
 - Not properly selected
 - Not maintained
 - Not replaced
 - Not used properly
 - Not used at all
- Can lead to false sense of security

Train Employees *Before* Giving PPE 1910.132(f)

Employees must demonstrate an understanding of:

- When PPE is necessary
- What PPE is necessary
- How to don, doff, adjust and wear PPE
- Limitations of PPE
- Proper care, maintenance, useful life and disposal of PPE

Document training:

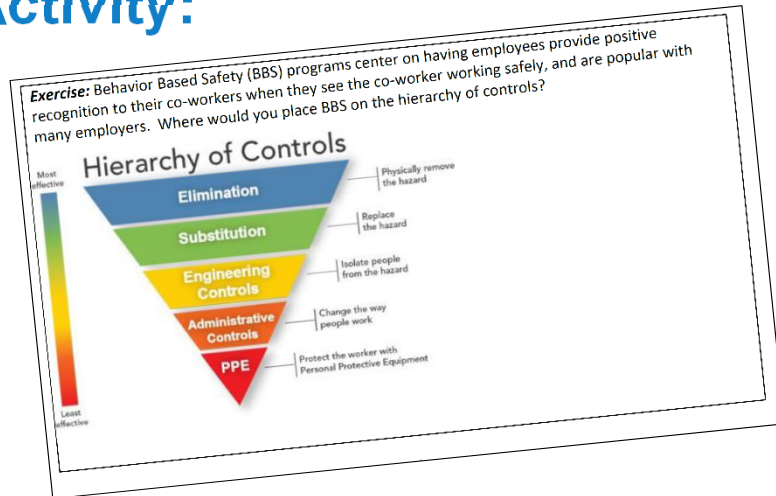
- Name of employee(s) trained
- Dates if training
- Subjects covered



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Activity:



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Hazard Control Plan

- Implement controls
- Address highest hazards first
- Risk ranking
 - Severity of hazard (outcome)
 - How many employees are exposed to the hazard
 - How frequently exposed
- Assign responsibility
- Assign realistic timelines
- Track to completion



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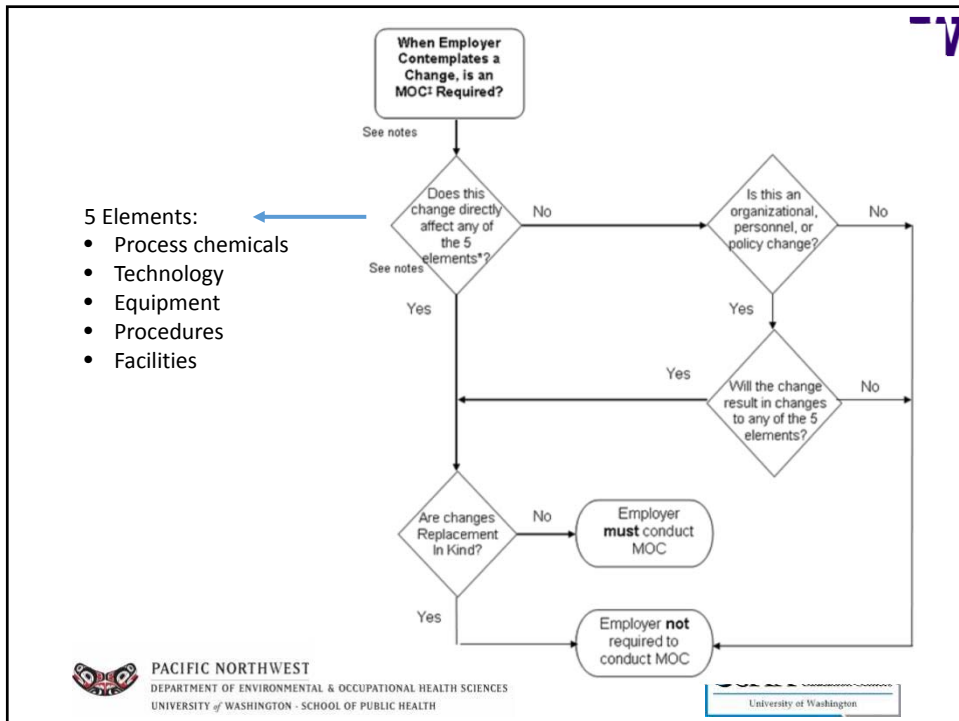
Management of Change (MOC)



- Process to identify and manage workplace changes to minimize the introduction of new hazards
- Required under Process Safety Management (Systems Safety)
- Best Practice when not required
 - Design review
 - Life cycle hazards review
 - Concept/preliminary/detailed design stages
 - Build/purchase process
 - Commissioning/installing/debugging
 - Production/maintenance operations
 - Decommissioning
 - Process verification



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Module 5

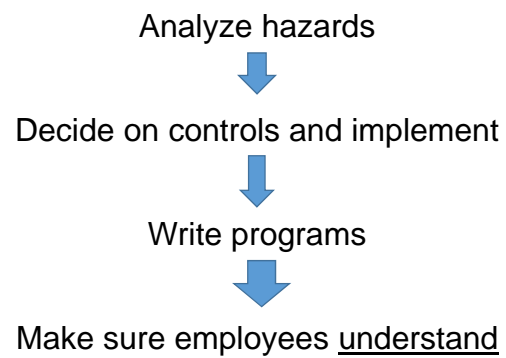
Education and Training



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Education and Training



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Required Training

Many OSHA standards:

- Bloodborne Pathogens
- Hazard Communication
- Confined Space
- Personal Protective Equipment
- Respiratory Protection
- Lockout/Tagout
- And many, many more....



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Effective Training for Workers

- Awareness training on hazards
- Specific training on expectations/responsibilities
- Presented in a language and manner that the employee can understand
 - If non-English speakers, provide training in the language that the employee's speak
 - Vocabulary: For example, physicians vs. custodial staff training on bloodborne pathogens



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Training for Managers and Supervisors

- Training on hazards their employees face
- Specific training on expectations/responsibilities assigned in the written program
- Managers and supervisors can and should re-enforce training at worksite:
 - Can only do this if they attend the training that their employee's attend
 - Presence or absence of the manager/supervisor at training sessions sends a message to employees
 - Managers/supervisors attendance at training says they value safety



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Training Recordkeeping

- OSHA standards may specify recordkeeping requirements/retention
- Varies by regulation
- Options:
 - Electronic
 - Paper
 - Commercial Learning Management Systems (LMS)

The form is titled "Employee Training Record" and is part of "Resource Pages". It includes fields for "Employee Name:" and "Employee Number:". Below these are three columns: "Describe the Training", "Date", and "Trained By". The "Describe the Training" column has several rows for notes.



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Module 6

Program Evaluation and Improvement

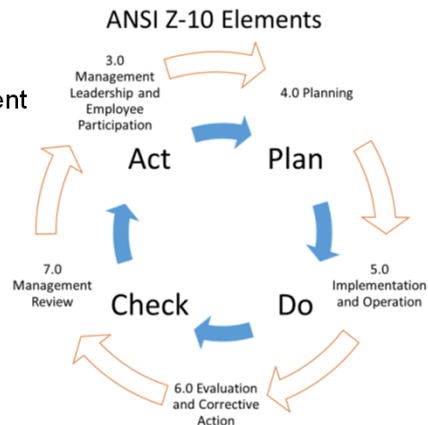


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Quality Cycles

- Deming Wheel: Plan-Do-Check-Act
 - ISO 9001 Quality Management Systems
 - ISO 14001 Environmental Management Systems
 - FEMA Emergency Management Cycle
 - ANSI Z-10 Occupational Health and Safety Management Systems



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Check?

- Checklists
- Key Performance Indicators
- Safety assurance
- Audits
- Follow up



Division of Occupational Safety and Health
DOSH Consultation Services
PO Box 44648
Olympia WA 98504-4648

Safety and Health Program Assessment Worksheet

Employer: _____ Contact: _____

Consultant: _____

Date: _____ Primary SIC/NAICS Code: _____ Secondary SIC/NAICS Code: _____

Facility Incidence Rates: DART IR: _____ Total Recordable IR: _____

Industry Incidence Rates: DART IR: _____ Total Recordable IR: _____

Program Elements
(Scores) Indicators (Enter most appropriate number)
Comments: What evidence helped identify/verify adequacy? What improvement action is recommended?

Legend: 0 = No; 1 = No, Needs major improvements; 2 = Yes, Needs major improvement; 3 = Yes
N/A = Not applicable; N/E = Not evaluated.

1. Hazard Surveys

	0	1	2	3	N/A	N/E
1. Comprehensive surveys have been conducted of all tasks and processes to identify potential hazards and necessary protective measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
2. Safety and health inspections of facilities and equipment are performed regularly and all deficiencies are corrected in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						



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Key Performance Indicators (KPIs)

Review from Module 1:

- Lagging indicators:
 - Recordable Incident Rate (RIR)
 - Lost Workday Case Incident Rate (LWCIR)
 - Worker's compensation claims

$$\text{Recordable Incident Rate} = \left(\frac{\text{Number of recordable incidents}}{\text{Number of hours worked}} \right) \times 200,000$$

- Leading indicators:
 - Near miss reports
 - % required training completed
 - % preventative maintenance performed



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Safety Assurance

- Uses principles of Quality Assurance
- Included in Safety Management Systems required for:
 - Transportation
 - Healthcare
 - Food Safety
- Other best practices in:
 - Total Quality Management
 - LEAN
 - Six Sigma



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Activity:

Activity: Review the FTA fact sheet on Safety Management Systems on the next two pages. Discuss with your group the similarities and differences between the Safety Management System and the elements of OSHA's Recommended Practices for Safety and Health Programs that we have discussed so far. Are there any learnings from this system that can improve your employee safety program? Be prepared to share with the class.



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<p>1. Safety management systems (SMS) in brief</p> <p>SMS is about strategically applying resources to risk. It is based on ensuring that a transit agency has the necessary organizational infrastructure in place to support decision-making at all levels regarding the assignment of resources. This is essential to effectively manage safety risks during the delivery of service. The elements of an organizational infrastructure include:</p> <ul style="list-style-type: none"> • Defined roles and responsibilities • Strong executive safety leadership • Formal safety accountabilities and communication • Effective policies and procedures • Active employee involvement 	<ul style="list-style-type: none"> • Partnership and knowledge sharing between public transportation agencies, state agencies, and the FTA • A positive safety culture that supports safety communication and reporting 	<p>8. SMS and our current safety structure</p> <ul style="list-style-type: none"> • SMS builds on existing transit agency resources, both human and technical, and refocuses agency activities to more effectively utilize tools and existing talent and expertise within the transit agency. • SMS ensures that safety decision-making is integrated into the management processes that drive the organization.
<p>2. SMS is scalable and flexible</p> <ul style="list-style-type: none"> • SMS activities, and the processes necessary to support them, are scalable to the size of the transit agency and the complexity of the service delivery model 	<p>5. SMS Components</p> <p>SMS is comprised of <i>four components</i>:</p> <ul style="list-style-type: none"> • Safety Policy – safety commitment and accountability, safety roles and responsibilities, safety resource allocation to support safety performance targets • Safety Risk Management – safety hazard identification, safety risk-based analysis and implementation of safety risk controls • Safety Assurance – monitoring of safety risk controls to ensure they are achieving their intended objective while assessing the need for new risk control strategies • Safety Promotion – achieving the safety mission through clear safety communication channels and safety training programs 	<p>9. Security, emergency preparedness and SMS</p> <ul style="list-style-type: none"> • When considering overall risk to passengers, employees and the transit agency, SMS ensures that transit management integrates security and emergency preparedness information into its assessments of risk. • SMS helps management and employees understand their total safety risk exposure and apply resources strategically and effectively.
<p>3. Key SMS activities</p> <ul style="list-style-type: none"> • Collecting and analyzing data and information to proactively identify hazards • Taking actions to mitigate the risk associated with the potential consequences of hazards • Ongoing monitoring of risk through a system of safety controls • Using data to support allocation of resources that promote and support safety performance 	<p>6. Benefits of SMS</p> <ul style="list-style-type: none"> • An SMS helps agencies see the whole picture when it comes to risk. The pedestrian fatality in a crosswalk may be avoided when drivers report near misses, supervisors proactively investigate the operating environment, and management supports organizational accountability rather than individual blame. This leads to changes in procedures and training that result in reduced risk for pedestrians. 	<p>10. SMS and safety culture</p> <ul style="list-style-type: none"> • SMS facilitates a shift in the attitudes regarding safety within a transit agency, by changing both leadership and employee perceptions of safety and its importance in day-to-day activities. • SMS places a strong emphasis on safety training and safety communication to guarantee that the entire transit agency fully understands SMS policies and procedures, and supports an effective safety-reporting environment within all levels of the workforce. • SMS promotes an environment where management and employees work together to identify risks and act together to control them.
<p>4. Key features of SMS</p> <ul style="list-style-type: none"> • Accountability for the management of safety at the highest level of the transit agency • Collaboration between management and labor to ensure agreement on safety risk priorities • Structured and strategic decision making for safety resource allocation • Enhanced service safety performance through proactive safety risk analyses • Increased confidence in safety risk controls through safety assurance 	<p>7. The role of senior management in SMS</p> <ul style="list-style-type: none"> • Regardless of the size, mode, or operating characteristics of a transit agency, the success of SMS depends on the extent to which senior management understands and accepts its role of accountability in promoting safety and managing transit agency safety programs. • Ensuring employee partnership and participation in 	


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Audits

- Preparing and conducting an effective audit is a learned skill.
- Resources:
 - American Society for Quality
 - <http://asq.org/learn-about-quality/auditing/>
 - ANSI/ISO 19011 Guidelines for Management System Auditing
 - ANSI Z10, Appendix L



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Audit Process

- Determine goal of audit
- Select audit items that support goal
- Identify sources of objective evidence:
 - Documents: Written programs or procedures
 - Records: Such as training records, fit test records, cancelled permits
 - Interviews: With employees, supervisors, program managers selected before audit starts
 - Observations: Such as physical observation of the work environment or employees performing work



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Audit Process cont'd

- Evaluate evidence against audit criteria
 - Acceptable/not acceptable
 - Conformance/non conformance
 - Met/not met
- Auditors must be:
 - Objective (not biased)
 - Knowledgeable on the subject

Question: Can you audit your own program?



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Audit Process cont'd

- Document in a report
- Include positive and negative findings
 - Best practices
 - Do more of
 - Share with other organizations
 - Opportunities for improvement
 - Develop an action plan with due date, responsible party
 - Include employee input on action plan
 - Track to completion
- Common terminology:
 - Finding: Results of an evaluation of collected evidence against audit criteria
 - Observation: Statement of fact substantiated by objective evidence.



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Abatement Tracking

Address corrective actions and findings

- Action item list
- Interim and final controls
- Specific actions to be taken
- Person responsible
- Track progress
- Once complete, document and close out.



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Module 7

Multi Employer Coordination



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Multi Employer Coordination

OSHA Guidelines and Instructions:

Definitions

Contractor	An individual or firm that agrees to furnish materials or perform services at a specified price, and controls the details of how the work will be performed and completed.
Controlling employer	An employer who has general supervisory authority over the worksite, including the power to correct safety and health violations itself or require others to correct them.
Correcting employer	An employer who is engaged in a common undertaking, on the same worksite, as the exposing employer and is responsible for correcting a hazard.
Creating employer	The employer that caused a hazardous condition that violates an OSHA Standard
Dual Employers	(Washington) Two or more employers who may share liability for safety and health violations that expose employees to workplace hazards



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Multi Employer Coordination

Definitions

Exposing employer	An employer whose own employees are exposed to the hazard.
Host employer	An employer who has general supervisory authority over the worksite, including controlling the means and manner of work performed and having the power to correct safety and health hazards or require others to correct them.
Staffing agency	A firm that provides temporary workers to host employers. A staffing agency hires its own employees and assigns them to support or supplement a client's workforce in situations involving employee absences, temporary skill shortages, seasonal workloads, and special projects.
Temporary workers	Workers hired and paid by a staffing agency and assigned to work for a host employer, whether or not the job is actually temporary.



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The Stute Decision

- Stute vs. PMMC, 1990
 - Andre Stute worked for a gutter repair contractor
 - Fell 28 feet and sustained injuries
- Washington Supreme Court ruled that the General Contractor had a specific duty for employee safety for all contractors on the site, not just the General Contractor's own employees.
- One of several cases that set direction for OSHA's multi employer worksite policies.



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CPL-00.124 Multi Employer Citation Policy



- Responsibilities for:
 - Creating employees
 - Exposing employees
 - Correcting employees
- Controlling employees have overall responsibility at the site
- Washington and Oregon have also issued program directives
- Best to establish responsibilities prior to starting work



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Temporary Employees and Staffing Agencies



- Temporary employees are employed by a primary employer at a staffing agency, and receive paychecks from the staffing agency.
- Report to a worksite owned by a host employer.
- Typically receives work direction from the host employer.
- OSHA Temporary Worker Initiative:
 - https://www.osha.gov/temp_workers/index.html

If you work through a staffing agency...

You have the same rights as permanent workers. The right to:

- a safe workplace free of dangers.
- receive training in clear language that you understand.
- receive safety equipment.
- speak up about safety.
- report work-related injuries without being punished.

OSHA protects all workers in the United States.

Do you have a safety concern? Were you punished for speaking up about safety or for reporting an injury?

Call OSHA. We can help. It's confidential.

1-800-321-OSHA (6742)
www.osha.gov

OSHA Occupational Safety and Health Administration



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OSHA Temporary Worker's Initiative:

- Staffing agency and Host employer communicate about hazard exposures and provide protections.
- Staffing agencies have a duty to inquire about hazards and ensure workers are sent to a safe workplace.
- Ignorance of hazards is not an excuse.
- Staffing agencies do not need to be an expert on the hazards, but need to know how to protect temporary workers.
- Staffing agencies have a duty to inquire and verify that the host has fulfilled responsibility to provide a safe workplace.
- Host employers must treat temporary employees just like any other worker in terms of training and safety and health protections.
 - Recordable injuries go on the OSHA 300 log of the employer directing work.



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Conclusion

Things to think about:

- How does your workplace health and safety program compare to OSHA's Recommended Practices for Safety and Health Programs?
- What will you do when you get back to work?



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