Elements of an Effective Safety and Health Program

Site Specific Safety and Health Program Management Guidelines

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Effective Safety and Health Programs

◆ It has been found that effective management of worker safety and health programs
  – Reduces the extent and severity of work related injuries and illnesses
  – Improves employee morale and productivity
  – Reduces workers' compensation costs

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Common Characteristics of Exemplary Workplaces

◆ Use of organized and systematic methods to
  – Assign responsibility to managers, supervisors, and employees
  – Inspect regularly for and control hazards
  – Orient and train all employees to eliminate or avoid hazards

The Guidelines - General

◆ An effective program
  – Includes provisions for systematic identification, evaluation and prevention or control of hazards
  – Goes beyond specific requirements of the law to address all hazards
◆ Written program
  – "In writing" less important than its effectiveness
  – As size and complexity of worksite or process increases, so does need for written guidance
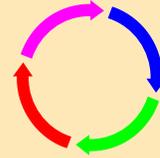
Major Elements

◆ An effective occupational safety and health program will include the following four elements
  – Management commitment and employee involvement
  – Worksite analysis
  – Hazard prevention and control
  – Safety and health training

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Management Commitment and Employee Involvement

◆ Management commitment and employee involvement are complementary

◆ Management commitment provides the motivating force and resources for organizing and controlling activities within an organization

◆ Employee involvement provides the means through which workers develop and express their own commitment to s&h protection

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Management Commitment and Employee Involvement (cont'd)

Recommended Actions:

- ◆ State clearly a worksite safety and health policy
- ◆ Establish and communicate a clear goal and objective for the safety and health program
- ◆ Provide visible top management involvement in implementing the program

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Management Commitment and Employee Involvement (cont'd)

Recommended Actions:

- ◆ Encourage employee involvement in the program and in decisions that affect their safety and health (e.g., inspection or hazard analysis teams; developing or revising safe work rules; training new hires or co-workers; assisting in accident investigations)
- ◆ Assign and communicate responsibility for all aspects of the program

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Management Commitment and Employee Involvement (cont'd)

Recommended Actions:

- Provide adequate authority and resources to responsible parties
- Hold managers, supervisors, and employees accountable for meeting their responsibilities
- Review program operations at least annually, to evaluate, identify deficiencies, and revise, as needed

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Worksite Analysis

- Worksite analysis involves a variety of worksite examinations, to identify not only existing hazards, but also conditions and operations where changes might occur to create hazards
- Effective management actively analyzes the work and the worksite to *anticipate* and prevent harmful occurrences

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Worksite Analysis (cont'd)

Recommended Actions:

◆ So that all hazards are identified

- – Conduct comprehensive baseline and periodic surveys for safety and health
- – Analyze planned and new facilities, processes, materials, and equipment
- – Perform routine job hazard analyses

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Worksite Analysis (cont'd)

Recommended Actions:

◆ Provide for regular site safety and health inspections

◆ Provide a reliable system for employees, without fear of reprisal, to notify management about apparent hazardous conditions and to receive timely and appropriate responses

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Worksite Analysis (cont'd)

Recommended Actions:

◆ Provide for investigation of accidents and "near miss" incidents, so that their causes and means for prevention are identified

◆ Analyze injury and illness trends over time, so that patterns with common causes can be identified and prevented

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Hazard Prevention and Control

DANGER
EYE PROTECTION REQUIRED

◆ Triggered by a determination that a hazard or potential hazard exists

◆ Where feasible, prevent hazards by effective design of job or job site

◆ Where elimination is not feasible, control hazards to prevent unsafe and unhealthful exposure

◆ Elimination or control must be accomplished in a timely manner

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Hazard Prevention and Control
(cont'd)

Recommended Actions:

◆ Establish procedures for timely correction or control of hazards, including

– Engineering techniques, where feasible and appropriate

– Procedures for safe work which are understood and followed as a result of training, positive reinforcement, correction of unsafe performance, and enforcement

– Provision of personal protective equipment

– Administrative controls

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Hazard Prevention and Control
(cont'd)

Recommended Actions:

◆ Provide for facility and equipment maintenance

◆ Plan and prepare for emergencies

– Training and drills, as needed

◆ Establish a medical program

– First aid on site

– Physician and emergency care nearby

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Safety and Health Training

- Addresses the safety and health responsibilities of <u>all</u> personnel, whether salaried or hourly
- Most effective when incorporated into other training about performance requirements and job practices
- Complexity depends on size and complexity of worksite and nature of hazards

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Safety and Health Training
(cont'd)

Recommended Actions:

- Ensure that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards

CAUTION
DO NOT HANDLE CHEMICALS WITHOUT PROPER PROTECTION

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Safety and Health Training
(cont'd)

Recommended Actions:

◆ Ensure that supervisors carry out their safety and health responsibilities, including

– Analyzing the work under their supervision to identify unrecognized potential hazards

– Maintaining physical protections in work areas

– Reinforcing employee training through continual performance feedback and, if needed, enforcement of safe work practices

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Safety and Health Training
(cont'd)

Recommended Actions:

◆ Ensure that managers understand their safety and health responsibilities, as described under the Management Commitment and Employee Involvement element of the guidelines

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