

***SAFETY* Program Outline: Industrial Operations**

WHO MAKES IT GO?

A risk management program cannot succeed without safety management leadership. Make safety part of the corporate culture in your entire operation. Consider the following:

- ◆ Establish a broad statement of policy on safe practices and conditions for your organization.
- ◆ Give responsibility and authority for coordination of loss control activities to a specific person.
- ◆ Periodically review results of your loss control activities to assure they accomplish your goals.
- ◆ Communicate your reactions to your organization.
- ◆ Personally participate in safety activities and make sure that unsafe conditions and actions are corrected.

HOW TO START

Hazards must be detected and unsafe work practices and procedures changed in order to have effective Loss Control. A specific person should have the responsibility and authority to see that the job is done safely. If work is done safely, costs will be reduced through less waste, proper maintenance of equipment and reduced injuries. Consider the following:

- ◆ Regular physical inspections/audits of your operations and premises.
- ◆ Study work practices and determine the safest and most efficient way to perform your work.
- ◆ Set up supervisory and employee safety and health training.
- ◆ Investigate causes of losses and suggest corrective action to management, supervision and employees.
- ◆ Regularly analyze trends in losses and near misses and communicate your plans to correct.
- ◆ Consider an recognition program that introduces competition. Be consistent with your expectations of production, quality, customer service and safety.

SAFETY & HEALTH TRAINING FOR SUPERVISORS AND EMPLOYEES

Unsafe acts, or human failures are the cause of 85% to 90% of accidents. These “accidents” result in either ruined material damaged equipment or injured people.

Training and education is one way to reduce or eliminate these losses. Through training and education, new employees learn the correct way to do a job. Consider the following:

- ◆ Establish baseline expectations through written work practices and rules and communicate them to everyone.
- ◆ Teach new employees about loss control principles and management’s expectations for safe work performance.
- ◆ Establish a job safety program (JSA).
- ◆ Teach supervisors the techniques of effective employee training.
- ◆ Use educational materials such as posters, handouts, signs, videos, computer based training, digital photos or videos of actual work, computer based training, etc.

WORKING CONDITIONS

Periodic inspections/audits of your operations and premises for physical hazards and prompt actions for control will help insure safe working conditions. Consider the following:

- ◆ Conduct weekly inspections using a check sheet.
- ◆ Conduct a job safety analysis (JSA) of critical jobs/operations using a video for documentation.
- ◆ Take digital photos of unsafe conditions and use the photo to communicate the problem and solution.

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ACCIDENT RECORDS

Conduct immediate and detailed accident investigations. This will allow you to set priorities and focus on problem areas. The causes should be determined and corrective action taken to prevent similar losses.

It is important that this report be prepared even if no injury results. The same accident might or might not cause an injury or damage to material or equipment. The important thing is to correct the causes of the accident.

Accident information is useless without a periodic analysis to help guide corrective actions.

A Supervisors' Accident Investigation form should be used. Supervisors should be instructed on the correct use of the form.

MEDICAL AND FIRST AID

Immediate first aid and proper medical treatment of minor cuts and bruises and major serious injuries may prevent infections, permanent disability or even death. Consider the following:

- ◆ Provide adequate first aid facilities. Seek advice from your consulting physician to help you determine what supplies are needed.
- ◆ Job placement physical examinations will help you in having employees work within their physical capabilities.
- ◆ Post emergency phone numbers.

OTHER CONSIDERATIONS

- ◆ Requirements for Personal Protective Equipment
- ◆ A written procedure for safety discipline
- ◆ OSHA required training programs such as
 - ◆ Lock Out/Tag Out
 - Hazard Communications
 - Fork Lift
 - Respirators
- ◆ A written program for vehicle safety
- ◆ A back-to-work program

COMPUTER WEB SITES

- ◆ OSHA.SAFETY.GOV - This is a web site that is easy to explore and contains all the OSHA standards. It includes letters of interpretation, accident facts and other valuable information.

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