

**Safety and the
Supervisor —
What a Mix!**

Safety and the Supervisor — What a Mix!

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What an Eye Opener ...

“LeMaster Steel Erectors Inc., Elkhart, Ind., and two of the company’s officials received sentences for making false statements to OSHA investigators. The company’s safety director, Michael A. Onyon, and regional manager Jay Holloman pleaded guilty to charges of falsely stating that fall protection devices were in place before a construction worker at a Mason, Ohio, site fell 25 feet to his death on August 9, 1996.

Both officials received sentences of six months’ imprisonment and three years of supervised probation, as well as \$2,000 fines. The company received five years’ probation, the maximum sentence, and a \$300,000 fine.”

—*Occupational Health and Safety*
Stevens Publishing Company
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You are about to take over the supervisory responsibilities of the department — overseeing the day-to-day operation, adhering to the production schedule, keeping control of costs, and dealing with the never-ending personnel problems. How can you be expected to handle the safety issues of the department as well? The organization hired a safety director, why should *you*, the supervisor, be responsible for safety in your department?

As strange as it may seem, even an *inexperienced* first-time supervisor is in a better position to oversee the safety of his or her department than the organization's *experienced* safety director is! There is a thin line between knowing your department's production operation and knowing your department's safety operation. Placing too much emphasis on either one of these operations will result in a poorly run department. The key to a well-run operation is finding the right mix of production and safety for both short-term and long-term goals.

The Making of a Supervisor

Unless there is a crisis — or one is about to happen — whether or not you are a seasoned supervisor or this is your first position, take the time to really observe from a fresh prospective the overall departmental operations, as well as the intradepartmental actions. Resist the outside pressures of urgent needs and requests — do *not* try to complete your initial review of the workplace, work force, and workflow in one day. The following form is provided as a guide for your observations.

Supervisor's Operations Review	
Item	Comments
Does the organization have a mission statement and is it followed?	
Do you have a copy of it?	
What is the purpose of your department?	
How does your department fit into the organization's structure?	
Describe how the work flows into the department.	
Describe how the work flows out of the department.	
How many people are in the department?	
What is the workplace?	
Does the workflow change from day to day, depending on the product or service provided?	
Do the employees take pride in their work?	
What is the morale level?	
Does the department structure follow the workflow?	
What is the department's image and reputation?	
What is the maintenance schedule for the equipment in the department?	
Is the schedule followed automatically by the maintenance department?	
What type of funding is available for the department's operations?	
How is product quality maintained?	
How many non-English speaking staff members do you have?	

If you worked in the department prior to obtaining the supervisor's position, you may think you already know the answers to these questions. But remember, the answers you think you have were based on the observations made when you were *not* the supervisor. Take the time now to walk around and ask questions. Use your senses — look at the total picture and listen to the comments made by the employees, even their complaints are telling you something. *Never* be afraid to learn and share that knowledge with your staff.

What Job Hats Does a Supervisor Wear?

- ◆ Visionary
 - Understand and practice daily the organization's values and goals
 - Identify the culture of your department
 - Chip away daily at the negative thoughts the staff may have from past experiences; replace the "they don't care about us" — "it's always been that way" — "that's the way we do things around here" attitude with a new company culture beginning at the grass roots
- ◆ Salesperson
 - *Sell* the staff on the specific direction the work process will take rather than *telling* them
- ◆ Teacher
 - Your actions, thoughts, and behavior will be modeled by the staff
 - The items you place emphasis on will also be the ones your staff will emphasize
 - Look for teaching moments — a classroom is not the only place where learning occurs
 - Encourage your staff to attend conferences and seminars
 - If funding is not available, do not let this stop you; seek out other sources, such as:
 - Insurance companies
 - Colleges\Universities
 - Write grants
- ◆ Translator
 - Identify the written materials that must be translated for the non-English speaking staff
 - Provide bilingual safety training
 - Learn basic phrases to alert the non-English speaking staff of danger
- ◆ Physician
 - Know your staff well enough to recognize when they are not feeling well
 - Know the signs and symptoms of substance abuse
 - Know the signs of workers compensation fraud
 - Did this accident or illness *really* result from the workplace?
 - Know the signs and symptoms of domestic violence
 - Could this lead to a workplace violence issue?

- ◆ Babysitter
 - Address the immature or irresponsible actions of the individual or the group *immediately*
 - It may be necessary to babysit the employee

- ◆ Referee
 - Agree on a decision-making process
 - Intervene in staff conflicts
 - Deal with the emotions; every conflict has two parts — content and emotions
 - Referee an outcome; look for hidden agendas

- ◆ Police officer
 - Maintain control
 - Implement progressive discipline

Where Does the Supervisor's Safety Hat Fit In?

Safety is not a separate hat, to be alternated with those cited above. It is woven into every aspect of this position as well as into *all* of the organization's positions.

- ◆ Look for safety opportunities:
 - Combine the organization's vision, mission, values and the actual day-to-day staffing practices with safety
 - Catch staff members doing something right — and praise them right away
 - As a supervisor, set a good example

Remember, issues not consistent with the safety culture you establish for your department will not go away on their own. They represent the “we support safety, but we have production goals to meet” or, “we are unable to allocate resources to address this problem” philosophy. Take the time to address the unacceptable actions — *you* set the example!

How Can a Supervisor Optimize Safety Performance?

A supervisor can use many tools to optimize the safety performance of his or her staff, such as:

- ◆ Establish management practices that support a personal and professional commitment to safety
 - Behavior can make or break the perceived importance of safety
 - Understand the organization's process as a whole, especially the departments that directly affect your department
 - Shipping/Receiving
 - Accounting
 - Custodial

- ◆ Review any existing safety programs
 - What are the supervision requirements of the program?
 - What is the purpose of the program and how will it benefit the staff member?
 - Are there any barriers in existence that prevent the behavior required by the program?
 - How can you as the supervisor remove these barriers?
- ◆ Prior to decreasing the number of safety inspections in your department:
 - Establish a system for improvements that will help your staff's performance
 - Attitude alone will not make the necessary difference in the staff's performance
 - Develop a safety program from the very beginning with an eye on quality
 - Identify and understand the specific task-related behaviors that increase the risk to the individual or the organization
 - Train, train, train — people want to learn, use every opportunity to make it exciting
- ◆ Influence individual behavior changes
 - Plan ahead — identify how this change will benefit the individual
 - Establish a good time to discuss the change
 - Discuss the change and deal with the individual's concerns
 - Solve the problems that could come from the change *together*
 - Gain a commitment — even if the individual is not willing to change, ask him or her to try it out briefly

Orientation and Training Programs for New and Transferred Employees

- ◆ An effective safety and health program must supply all employees (new, transferred and part-time) with the knowledge necessary to identify and correct potential hazards.
- ◆ New and transferred employees must receive training about exposure to potential hazards *prior* to being assigned work.
- ◆ The checklist on the following page provides an example of a safety orientation, which may be included with the new employee orientation. The original checklist should be kept in the employee's personnel file. A copy should be given to the employee.
- ◆ Explain the job and the safety and health precautions associated with each task. Verify that the employee understands the tasks.
- ◆ Explain the emergency plans associated with your organization. Practice emergency shutdown and evacuation.

Safety Orientation		
Name of Employee:		Department:
Items Reviewed		Reviewer's Initials
Mission Statement		
Organization's Policies and Procedures		
Safety and Health Policy		
Emergency Action Plans		
Incident Reporting (this includes accidents and near misses)		
First aid available		
Medical treatment		
Follow-up Incident Investigation		
Return-to-Work Policy		
Employer's responsibility		
Injured employee's responsibility		
Purpose of transitional work assignments		
Co-workers' responsibilities		
Hazard Communication		
Hazardous Material (if applicable)		
Hazardous Waste Disposal (if applicable)		
Hearing Conservation (if applicable)		
Personal Protective Equipment (if applicable)		
Eye Protection		
Footwear		
Gloves		
Respiratory Protection		
Conduct tour of the building identifying emergency exits		
Conduct tour of the immediate work area		
Review operation of equipment pertaining to the assigned job		
Discuss After-Hour Access		
Security Available		
Employee Signature:	Employer Signature:	Date:

Five Steps to Hazard Recognition

- 1) **Surveys/observation**
 - ◆ Housekeeping
 - ◆ Guards missing
 - ◆ Work practices —*If it does not look right, it probably is not right!*
 - ◆ Personal protective equipment
 - ◆ Fire hazards
 - ◆ Use of tools
 - ◆ Use of lifting devices
 - ◆ Ergonomic problems (poor workplace design; repetitive motion; excessive lifting, pulling, reaching; awkward position of wrist, arm of chairs)
- 2) **Review of accident reports/near misses**
 - ◆ Look for patterns with people and/or locations or similar types of accidents
- 3) **Listen to employees**
 - ◆ They know better than anyone what problems exist
- 4) **Meetings**
 - ◆ Meet with each employee at least once a week — 5, 10 or 15 minutes to review any concerns or observations they may have
 - ◆ Use these meetings as training moments
 - ◆ This can also serve as a walkthrough
- 5) **Job safety analysis**
 - ◆ Sequence of steps; list potential hazards; suggest solutions

Colors for Hazard Recognition Signage

Danger:

- ◆ Red (or red with contrasting color used for lettering or symbols)
 - Identifies fire-protection equipment, and emergency stops on machines

Warning:

- ◆ Orange (or orange with contrasting color used for lettering or symbols)
 - Identifies dangerous machinery parts and energized equipment; guards for enclosure doors, transmission and movable guards

Caution:

- ◆ Yellow or yellow-black (stripes or checks)
 - Identifies hazards that may result in an injury from a fall, slip, or sudden impact
 - Flammable storage cabinets
 - Material handling equipment
 - Moving equipment warning

Housekeeping, Marking for Traffic and Stairways:

- ◆ Black and white (stripes or checks)

Non-safety Information:

- ◆ Blue

Safety Information:

- ◆ Green (or green with contrasting color used for lettering or symbols)
 - Bulletin Boards
 - First aid signs
 - Safety signs

Radiation Hazards:

- ◆ Magenta
 - Nuclear Regulatory Commission required color coding of radioactive hazards

Biological Hazards:

- ◆ Fluorescent orange (or orange-red predominantly)
 - Identifies container of potential infectious biological agents

Colors for Hazardous Recognition in Plant Pipe Marking

- ◆ Red
 - Fire protection system
- ◆ Yellow
 - Danger
- ◆ Green
 - Safe
 - Domestic water line
- ◆ Bright Blue
 - Protective material

Creating a Hazard Recognition Sign

Signs for hazards, whether made on the job or professionally, should address the following areas of concern:

- ◆ Signal word
 - In one or two words, identify the hazard or potential hazard
 - *Danger*

This word is used to indicate the presence of a hazard that will cause severe property damage or personal injury, including death. The word *Danger* should be in white letters on a red background.
 - *Warning*

This word is used to indicate the presence of a *potential* hazard that can cause severe property damage or personal injury, including death. The word *Warning* should be in black letters on an orange background.
 - *Caution*

This word is used to indicate the presence of a hazard that will or can result in minor property damage or personal injury. The word *Caution* should be in black letters on a yellow background.
- ◆ Hazard identification
 - Following the signal word, this is the first written message and should identify the hazardous condition. Bold face print should be used.
- ◆ Consequences of ignoring the warning
 - If the warning is not followed, this message explains what will happen. This information is in bold face print and is part of the *Hazard Recognition* message.
- ◆ Hazard avoidance
 - The information contained here will explain the precautions necessary to avoid the hazard.

Make use of symbols and pictures in the signs to convey the message. Signs of this nature are very helpful in bilingual organizations — just as long as all individuals understand what the symbols and pictures mean.

Incidents/Accidents

Three Factors That Influence Incidents/Accidents

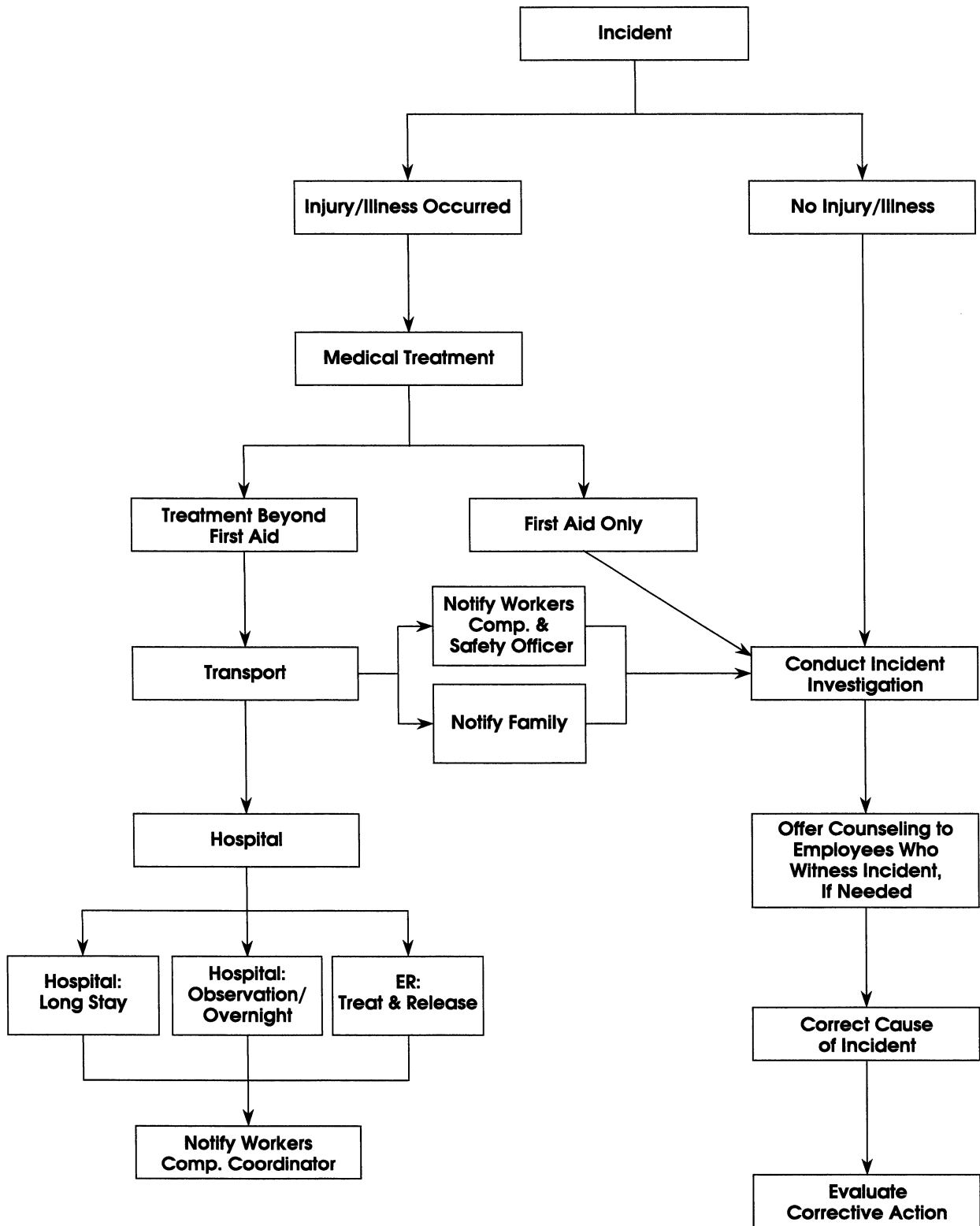
- 1) The working environment, which is made up of:
 - ◆ Physical plant layout and surroundings (parking lots, lighting)
 - ◆ Job procedures
- 2) Types of protection, which include:
 - ◆ *Administrative and supervision controls* — written policies and procedures
 - ◆ *Engineering controls* — eliminate the accident potential in the design stage
 - ◆ *Maintenance and inspection of the equipment* — perform routine maintenance when called for to eliminate unexpected downtime
 - ◆ *Machine guarding* — the guards work in conjunction with the equipment and the operator they are design to protect
 - ◆ *Personal protective equipment* — used as the last resort to protect the worker
- 3) Training of the individual in the work environment:
 - ◆ *Training requirements* — initial training upon employment, whenever there are changes in conditions (such as equipment or workflow), refresher training, and when regulations are updated
 - ◆ *Unsafe conditions/unsafe acts* — provide training in hazard recognition and corrective measures

The number of accidents/injuries can be directly correlated with the number of unsafe acts/conditions.

- ◆ Hazards that do not produce an injury today — if permitted to go unrecognized and uncontrolled — will produce tomorrow's disabling injury and/or serious equipment damage.
- ◆ All hazards are important and must be evaluated and controlled. This is *not* the primary responsibility of the safety director — *it is everyone's responsibility*.
- ◆ Reducing the number of unsafe acts/unsafe conditions will reduce the number of accidents.

The flowchart on the following page is an example of the steps involved in an incident investigation.

An Incident Has Occurred ...



Incident/Accident Investigation

What Is an Incident Investigation?

An organized and planned collection of the facts — the end goals:

- ◆ Determine *who, what, where, and when* of the near miss or accident.
- ◆ Develop a remedy to correct the unsafe condition, act, and work practice.
- ◆ Investigate matters of public concern or those that involve a serious injury or fatality. The use of a dollar value is not an appropriate basis for prioritizing an investigation; all accidents should be investigated, including minor mishaps or near misses.
- ◆ Never use the investigation to fix blame.

Written Action Plan for an Investigation

Develop, write, and practice often the organization's incident investigation plan. An effective plan contains:

- ◆ Authority from senior management to conduct the necessary investigations
- ◆ Names of the individuals in charge of the investigations
- ◆ Means to quickly notify the investigating team
- ◆ Instructions on the use of special equipment to be worn or brought to the scene
- ◆ Incident investigation procedures

Who Should Conduct the Investigation?

- ◆ The supervisor and/or foreman are the individuals closest to the action, but they seldom have had the training to conduct an investigation.
- ◆ It is reasonable to expect the supervisor to conduct the investigation because he or she has knowledge of the area, the equipment, and the personnel. The reasons that the supervisor or foreman is the ideal person to conduct the investigation are also the reasons why he or she should *not* do it. Employees and equipment from his or her department may potentially be involved.
- ◆ *Investigation teams* provide a broad base of experience, background, and credibility to the investigation.

How Should One Prepare for an Investigation?

- ◆ Pre-accident planning should provide clear, concise instructions on what to do, when to do it, and who will do it.
- ◆ The pre-plan should include at least the following:
 - How to notify the individuals involved in the investigation
 - How to save lives
 - How to protect lives and property from additional loss
 - How to ensure a timely investigation
- ◆ Investigator training — provide each person who may participate in an investigation with initial training and periodic follow-up training.
- ◆ Investigation kits should be developed, maintained, and periodically checked and refilled. The kit should include the following:
 - Camera and film
 - Clipboard, paper and pencil
 - Copy of regulations or standard operating procedures
 - Report forms
 - Personal protective equipment
 - Cassette recorder and spare cassettes
 - Highly visibility tape

How Should an Investigation Be Conducted?

- ◆ Isolate the incident investigation area
 - Permit the emergency response personnel (police, firefighters) to perform their duties; as soon as these procedures are completed and the injured are treated, isolated the area
 - Block off the entire area surrounding the scene with barriers or yellow tape
 - Use a systematic approach to the investigation
 - Look for the basic — or root — cause that contributed directly or indirectly to the accident
 - Note any deficiencies in management procedures and policies
- ◆ Make a permanent record of the evidence; follow the rule of thumb — *when in doubt, record it!*
 - Written notes/sketches
 - Photography
 - Videotape
 - Dictated observation
 - Diagram

- ◆ Interview witnesses
 - Conduct the interview as soon as possible at the accident site
 - Conduct one-on-one interviews
 - Make the interviewee feel comfortable, explain the process
 - Ask questions that do not require a yes or no answer — use an open-ended format
 - Be a good listener, take notes and review what you heard
- ◆ Report accidents
 - Write a comprehensive accident report; include the findings, cause, and recommended corrective actions

What Are the OSHA or State Specific Recordkeeping Requirements?

- ◆ Record work-related injuries and illnesses if they result in any of the following:
 - Death
 - Loss of consciousness
 - Days away from work
 - Restricted work activity or job transfer
 - Medical treatment beyond first aid
- ◆ The following conditions must be recorded if they are work-related:
 - Any needle stick injury or cut from a sharp object that is contaminated with potentially infectious material
 - When an employee is removed from work under the medical requirements of an OSHA health standard
 - Tuberculosis infection confirmed by a physician or other licensed health care professional after an exposure to a known case of active tuberculosis

What Information Should Be Collected and How Should the Report Be Written?

- ◆ Facts
 - Present the facts in a logical sequence
 - Also include information that appears factual but cannot be proven
 - Eliminate the unsupported hypotheses
- ◆ Analysis
 - Weigh all the facts, conditions, circumstances, and inferences to develop a conclusion
 - Information is *not* added in this section of the report

- ◆ Conclusion
 - Only information that can be supported by the analysis step is included in this section of the report
 - The conclusion is written based on the available information — what *is* known and what *is not* known
- ◆ Recommendations
 - This section is the reason for the entire investigation process
 - Specific recommendations are the basis for specific corrective actions, which prevent additional incidents
 - Do *not* combine recommendations — specific recommendations permit individual assignments for corrective actions
- ◆ Records
 - Maintain a file on each incident
 - Keep all records, purchase orders, and work orders associated with each recommendation in the file
 - A file is closed out only when *all* of the corrective actions have occurred
 - Keep the number of copies of the incident report restricted — three at most — circulate the report on need-to-know basis, *not* to curiosity seekers

Are There Hints to Report Writing?

- ◆ Write the summary after the rest of the report is completed
- ◆ Back up the summary with facts from the body of the report
- ◆ Use drawings
- ◆ Avoid using jargon unless it is needed to understand what happened
- ◆ Record the information as you receive it — do not let it pile up

See the following page for a sample *Employee Accident Investigation Report*.

Sample Employee Accident Investigation Report



232 S. Capitol Avenue
P.O. Box 40790
Lansing, MI 48901-7990
(517) 342-4200

Employee Accident Investigation Report

This form is to be completed by the injured employee and the supervisor in charge at the time of the accident.

FACILITY

NAME	CITY	STATE	LOCATION #
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EMPLOYEE

NAME	SEX	D.O.B.	HEIGHT	WEIGHT
SOCIAL SECURITY #	HIRE DATE	FULL TIME <input type="checkbox"/>	PART TIME <input type="checkbox"/>	SHIFT: DAY <input type="checkbox"/> EVENING <input type="checkbox"/> NIGHT <input type="checkbox"/>
DEPARTMENT	ADDRESS			
JOB CLASSIFICATION	CITY, STATE	HOME PHONE # ()		

DESCRIPTION OF ACCIDENT

ACCIDENT DATE	ACCIDENT TIME	a.m. <input type="checkbox"/>	p.m. <input type="checkbox"/>	ACCIDENT LOCATION
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Please describe the accident, including what employee was doing when it occurred.

Name object or substance that directly attributed to the accident.

What caused the accident? How could it have been prevented?

Describe the injury.

B O D Y P A R T	<input type="checkbox"/> 1. Abdomen	<input type="checkbox"/> 13. Forearm(s)	<input type="checkbox"/> 25. Ribs	C O N T A C T I N J U R Y	<input type="checkbox"/> 1. Abrasion	<input type="checkbox"/> 13. Grinding Wound	<input type="checkbox"/> 25. Repetitive Motion Disorder
	<input type="checkbox"/> 2. Ankle(s)	<input type="checkbox"/> 14. Groin	<input type="checkbox"/> 26. Shoulder(s)		<input type="checkbox"/> 2. Amputation	<input type="checkbox"/> 14. Hearing Loss	<input type="checkbox"/> 26. Scratch
	<input type="checkbox"/> 3. Back	<input type="checkbox"/> 15. Hand(s)	<input type="checkbox"/> 27. Spine		<input type="checkbox"/> 3. Avulsion	<input type="checkbox"/> 15. Heart Attack	<input type="checkbox"/> 27. Silver
	<input type="checkbox"/> 4. Buttock(s)	<input type="checkbox"/> 16. Head	<input type="checkbox"/> 28. Stomach		<input type="checkbox"/> 4. Blister	<input type="checkbox"/> 16. Heat (cramps, stroke)	<input type="checkbox"/> 28. Splinter
	<input type="checkbox"/> 5. Calf(s)	<input type="checkbox"/> 17. Hip(s)	<input type="checkbox"/> 29. Teeth		<input type="checkbox"/> 5. Burn	<input type="checkbox"/> 17. Hernia	<input type="checkbox"/> 29. Sprain/Strain
	<input type="checkbox"/> 6. Chest	<input type="checkbox"/> 18. Jaw	<input type="checkbox"/> 30. Thigh(s)		<input type="checkbox"/> 6. Contusion	<input type="checkbox"/> 18. Infection	<input type="checkbox"/> 30. Slip/Fall
	<input type="checkbox"/> 7. Ear(s)	<input type="checkbox"/> 19. Knee(s)	<input type="checkbox"/> 31. Throat		<input type="checkbox"/> 7. Death	<input type="checkbox"/> 19. Insect Bite	<input type="checkbox"/> 31. Other _____
	<input type="checkbox"/> 8. Elbow(s)	<input type="checkbox"/> 20. Leg(s)	<input type="checkbox"/> 32. Thumb(s)		<input type="checkbox"/> 8. Dermatitis	<input type="checkbox"/> 20. Irritation (dust)	
	<input type="checkbox"/> 9. Eye(s)	<input type="checkbox"/> 21. Lungs	<input type="checkbox"/> 33. Toe		<input type="checkbox"/> 9. Foreign Object	<input type="checkbox"/> 21. Irritation (vapor)	
	<input type="checkbox"/> 10. Face	<input type="checkbox"/> 22. Mouth	<input type="checkbox"/> 34. Upper Arm(s)		<input type="checkbox"/> 10. Fracture	<input type="checkbox"/> 22. Laceration	
	<input type="checkbox"/> 11. Finger(s)	<input type="checkbox"/> 23. Neck	<input type="checkbox"/> 35. Whole Body		<input type="checkbox"/> 11. Frostbite	<input type="checkbox"/> 23. Pulmonary Condition	
	<input type="checkbox"/> 12. Foot	<input type="checkbox"/> 24. Nose	<input type="checkbox"/> 36. Wrist(s)		<input type="checkbox"/> 12. Ganglion	<input type="checkbox"/> 24. Puncture Wound	

Corrective actions taken to prevent reoccurrence.

Treatment

- First Aid
- Panel of Physicians
- Emergency Room
- Personal Physician/Clinic
- Refused Treatment
- Other (name) _____

Lost Time? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Days:	Modified/Restricted Duty <input type="checkbox"/> Yes <input type="checkbox"/> No	NUMBER OF DAYS
---	-----------------	---	----------------

Did employee accept medical treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was employee hospitalized? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did employee return to work the same day? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Report Date	Employee Signature	Supervisor Signature
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LC-8 Rev. 4/91 (THIS IS NOT A CLAIM FORM - TO BE USED ONLY FOR INTERNAL ACCIDENT PREVENTION PURPOSES)



Workers Compensation

Workers Compensation Objectives

- ◆ Promptly replace lost income and provide medical treatment
- ◆ Stimulate employer interest in accident investigation, reduction, and prevention
- ◆ Provide rehabilitation to restore earning and working capability
- ◆ Reduce costly litigation and delays
- ◆ Reduce financial drain on public and private charities

Who Is Covered By Workers Compensation?

- ◆ 90% of all hourly and salaried employees are covered by workers compensation
- ◆ Some employment categories are excluded (these vary from state to state); the most common are:
 - Self-employed (owner)
 - Professional athletes
 - Short-term temporary laborers
 - Seasonal or agricultural farm laborers
 - Volunteer laborers
 - Workers covered by other labor laws (such as railroad and maritime workers who are specifically listed under the acts)

Types of Disabilities

- ◆ *Temporary Partial Disability* — the worker is unable to perform his or her regular job duties while recovering from the injury, but has the ability to work at a position requiring less stress and strain on the worker; full recovery and return to work are expected
- ◆ *Temporary Total Disability* — the worker is completely unable to work for a period of time because of a job-related injury; full recovery and return to work are expected; most disability cases are of this type
- ◆ *Permanent Partial Disability* — the worker has some permanent reduction associated with his or her work capability, but is still able to be employed
- ◆ *Permanent Total Disability* — the worker is injured on the job and can no longer work, even following medical and rehabilitative treatment

Workers Compensation Benefits

- ◆ Payment for expenses associated with medical, burial, lost wages, and impairments
- ◆ Physical and vocational rehabilitation
- ◆ Some workers compensation laws provide for mental rehabilitation

Experience Rating Prospective

An employer's accident experience record will influence future workers compensation insurance costs (premium).

- ◆ The experience period will not be more than three years, beginning four years before, and ending one year prior to, the start date of the experience modification
- ◆ Immediate past-year results will impact insurance premiums for three policy years — beginning one policy year *after* the year in which the loss was incurred
- ◆ Each state sets average losses by employment classification
- ◆ The following formula is used to determine the expected losses:

$$\text{Average Losses (set by state)} \times \text{Payroll for Category} = \text{Expected Losses}$$
- ◆ When the employer's real time losses *exceed* the expected state average loss rates, a surcharge will be added to the policyholder's cost
- ◆ When the employer's real time losses are *less* than the expected state average loss rates, a credit will be applied to the policyholder's cost
- ◆ A surcharge or credit is called an experience multiplier, experience modification, or experience rating modifier (MOD rate)
- ◆ A satisfactory MOD rate for any company is equal to 1.0 or less
- ◆ Example of MOD rate equations:
 If the three-year history of experience rating for an operation was 1.10, 1.00, 0.88, the payment history would be:

$$1.10 \times \$38,233 = \$42,056$$

$$1.00 \times \$38,233 = \$38,233$$

$$0.88 \times \$38,233 = \$33,645$$

What About My Organization's Profits?

The *direct* and *indirect* costs related to an accident or incident can have a dramatic effect on your profitability. The following example identifies what these costs can mean to you. (In this example we'll arbitrarily use \$8,500 as the average direct cost of a single cumulative trauma disorder.)

Direct Cost	=	\$8,500
Indirect Cost	=	<u>\$34,000</u> <i>(this case is four times the direct cost — some cases may be as high as 10 times the direct cost)</i>
Total Loss		\$42,500

Assuming various levels of profit on product sales, the following figures are required sales levels to cover this one accident:

Percent Profit	×	Required Sales	=	Accident Cost
2%	×	\$2,125,000	=	\$42,500
6%	×	\$708,333	=	\$42,500
8%	×	\$531,250	=	\$42,500
10%	×	\$425,000	=	\$42,500

Information from the Bureau of Labor Statistics states that:

- ◆ Only 50% of employees who are off work for *six months* with a work-related injury will return to work
- ◆ Only 25% of employees who are off work for *one year* with a work-related injury will return to work
- ◆ Employees who are off work for *two years* with a work-related injury have virtually no chance of returning to work

Hold Down the Cost of Workers Compensation

- ◆ Seek top management support for your safety and health program
- ◆ Prevent accidents from happening in the first place by integrating the safety and health program *throughout* the organization
- ◆ Develop a written safety and health policy statement that is based on company/organization values
 - Clearly spell out and demonstrate *daily* top management’s commitment and vision for a workplace free of recognized hazards
- ◆ When an incident results in an injury or illness, use a *team* approach to bring the employee back to work, include:
 - Medical provider
 - Safety and health professional
 - Benefits coordinator
 - Insurance carrier
 - Rehab specialist
- ◆ Report all accidents immediately
 - Injury claims reported 10 days after the event may result in a 50% increase in litigation
- ◆ Refer the injured worker to a recommended health care provider

- ◆ Establish a return-to-work program
- ◆ If your insurance company has a Fraud Hotline, use it to report all suspicious activities

Evaluate Current Programs

Evaluate what is currently in place in your organization to address work-related injuries or illnesses.

Safety Program	Yes	No
Is there visible top management leadership for the safety program?		
Is there a current written safety and health policy reflecting the organization's commitment?		
Has a person been identified to address safety and health issues?		
At the very minimum, are the regulatory written safety and health programs in place?		
Has a comprehensive hazard identification survey been conducted of the workplace?		
Is there a system to identify, track, and correct identified hazards?		
Is there a system to identify, track, and correct near misses?		
Does the facility and equipment receive routine preventive maintenance?		
Work-Related Injury and Illness Program		
Is there a current written return-to-work procedure?		
Does this procedure handle an injury or illness from when it is first reported until the individual returns to work?		
Is a system in place to report work-related injuries or illnesses?		
Is there a system in place to investigate incidents (both accidents and near misses?)		
Has a <i>current</i> job safety analysis been conducted for each of the job classifications within your organization?		
Have any job duties been identified for individuals on restricted/modified work duty?		
Is there an individual responsible for monitoring the injured or ill employee after the accident?		
Is there a trend in your organization's loss experience?		

Based on the results of this evaluation, develop a plan to address the weaknesses, set priorities, and establish time lines for implementing a return-to-work program.

Return-to-Work Program

Develop a Written Return-to-Work Program

- ◆ Establish management's commitment to the return-to-work program
- ◆ Determine what conditions will dictate the use of the program
- ◆ Clarify what expectations you have for the medical provider
- ◆ Establish step-by-step procedures
- ◆ Begin with the incident that resulted in the employee injury or illness
- ◆ Follow through until the employee is ready to return to work, fully recovered
- ◆ Identify the specific positions that are responsible for the return-to-work program
 - Clearly indicate their level of authority
- ◆ Make a list of potential duties for individuals on restrictions
- ◆ Establish the paperwork flow and methods to continually communicate to *all* involved

Return-to-Work and ADA

The Americans with Disabilities Act (ADA) — a federal regulation — is designed to eliminate employment barriers that prevent qualified individuals from obtaining jobs. Eighty-five percent of all claims filed with ADA are the result of employers failing to make reasonable accommodations for disabled employees or improperly discharging these employees.

The ADA requires you to review:

- ◆ Job application procedures
- ◆ Job classifications, job descriptions and job assignments

The employer is required by ADA to provide reasonable accommodations, adjustments, or modifications that will enable a disabled employee to perform the essential functions of the position.

In addition to controlling workers compensation costs, a return-to-work program plays a vital role in ensuring compliance with ADA.

Note: Not every employee who has a work-related injury/illness is subject to ADA.

Medical Management

Take a proactive approach:

- ◆ Identify a qualified individual to oversee the program
- ◆ Focus on what the employee *can* do—not on what the employee *cannot* do
- ◆ Use the American with Disabilities Act (ADA) guidelines to establish accurate job descriptions
- ◆ Work with a physician who is knowledgeable in occupational health and the workers compensation system
- ◆ Provide the treating physician with a *detailed* job descriptions, including the specific job functions
- ◆ Establish a good working relationship with a medical service provider
- ◆ Openly communicate with your workers compensation insurance provider
- ◆ Coordinate the medical management program with your organization's safety program
- ◆ Identify what jobs require pre-placement exams
- ◆ Establish a complete injury care system — from injury to return to work
- ◆ Continually review and evaluate outcomes
- ◆ Establish a recordkeeping policy

Rehabilitation — Return an Ill or Injured Employee to the Work Environment

A basic rehabilitation program should include:

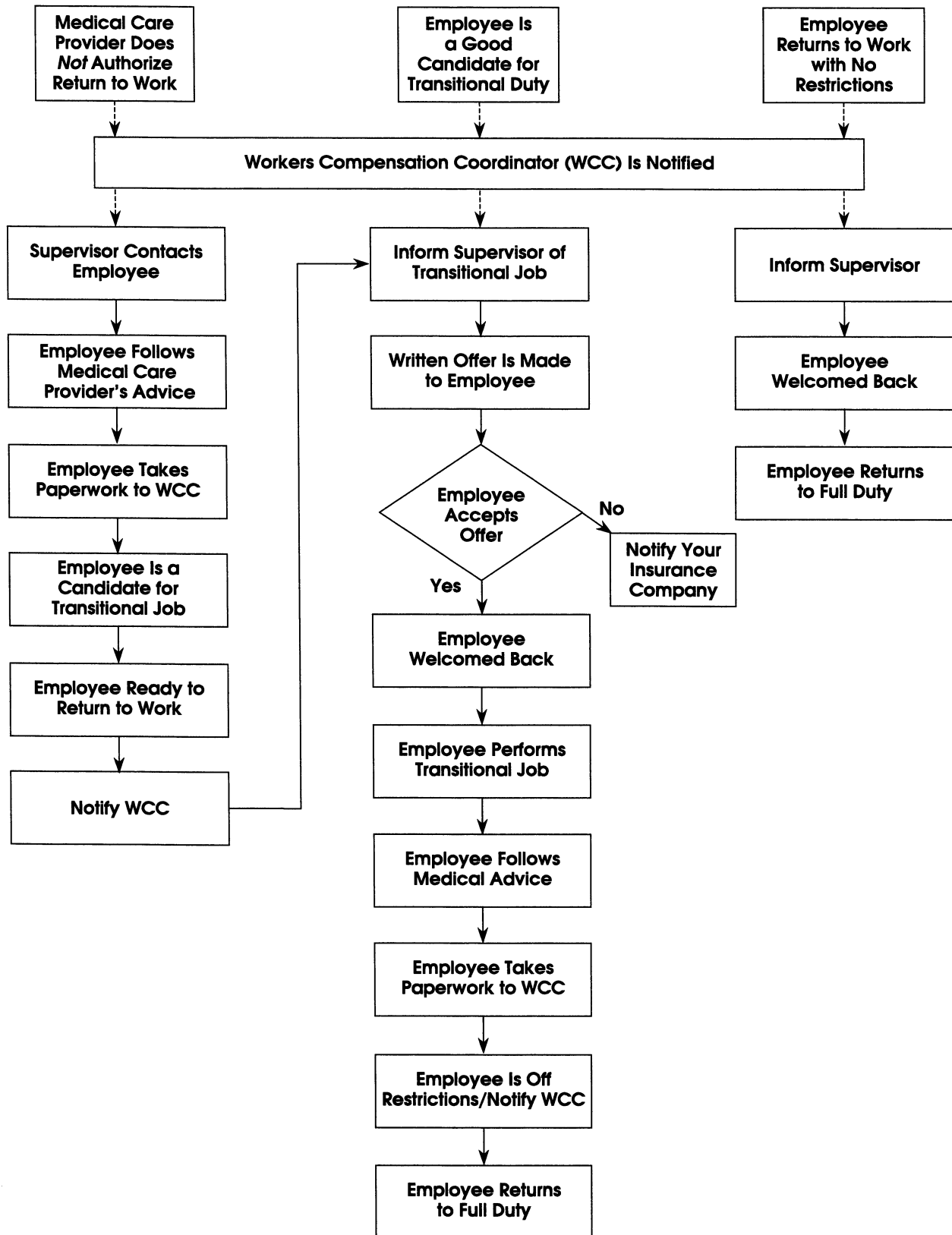
- ◆ On-location job analysis
- ◆ Formal work conditioning
- ◆ Work hardening
- ◆ Physical therapy or exercise prescribed by a physician
- ◆ Functional and/or physical capacity evaluation
- ◆ Training and education

Ongoing Evaluation

- ◆ Review the processes used to bring an injured or ill employee back to work
- ◆ Make modification where necessary
- ◆ Communicate these changes fully to all involved in the return-to-work program

The flowchart on the following page offers an example of the transitional duty process.

Transitional Duty



Training

What Makes a Great Trainer?

- ◆ Know the subject matter
 - If you have never taught the material you are required to present, take the time to learn it
 - Videos and interactive CDs are not a substitute for your knowledge
 - Relate “reality” to the training material
- ◆ Understand the culture of your organization, and more importantly, your department
 - Adult learners will measure what you say to their own reality
 - Can they put what you are saying into practice — considering time, production schedules, and monetary constraints
 - Staff members know their jobs better than anyone else does
 - What are their habits?
- ◆ Knowing and liking your staff
 - Take the time to speak to each of your staff daily
 - If members of your staff are non-English speaking, at least learn some basic words — please, thank you, yes, no, hello, good-bye
 - The more you learn about your staff, the easier formal and informal communication will become
 - Be able to address the “what’s in it for me” questions
 - How relevant is the safety information to the staff members’ jobs?
- ◆ Teaching skills and strategies
 - Always look for ways to improve your techniques for delivering the training message
 - Focus on the reason for providing the training—to help your staff members to do their job more safely, which protects their health and well being so they can enjoy their life

Adult Learning Theory

Prior to designing and implementing a training program, review these eight principles of adult learning.

- 1) Readiness
 - Have you clearly explained to the staff the purpose for the training?
 - Are your staff members ready to learn?
- 2) Application
 - Adults learn by doing — keep the training interactive

- 3) Context
 - Emphasize how the information may be used
 - Use examples and tell stories
- 4) Exercise
 - Repeat ... repeat ... repeat ... repeat
- 5) Effect
 - *If you can't say something nice, don't say anything at all!*
 - Be positive
- 6) Primacy
 - Present the most important information first
- 7) Intensity
 - Do you like attending a dull training class?
- 8) Recency
 - The last thing learned is the first thing to be remembered

Adults learn:

- ◆ 10% of what they *read*
- ◆ 20% of what they *hear*
- ◆ 30% of what they *see*
- ◆ 50% of what they *hear* and *see*
- ◆ 70% of what they *say* and *write*
- ◆ 90% of what they *say* as they *do*

Styles of Thinking and Remembering

There are several ways people learn — they may be *auditory*, *visual*, *kinesthetic* or a combination of these.

- ◆ Auditory
 - These learners remember what they have *heard*
 - They use language such as “that does not make sense” or “it sounds good to me”
- ◆ Visual
 - These learners remember what they *see*; they think in terms of pictures
 - They use language such as “I see what you mean” or “I can picture what you are saying”
- ◆ Kinesthetic
 - These learners remember their *feelings*
 - They use language such as “I’ll be in touch” or “I need to get a feel for ...”

The Nuts and Bolts of Safety Training

- ◆ Establish regular meetings for training updates; include such things as:
 - Safety and health information for both on and off the job
 - Review of existing programs
 - Updates on new and pending standards
 - Regulatory-required annual training
 - Check and validate an employee's knowledge of specific procedures (such as lockout/tagout)
- ◆ Provide a sign-in sheet for each formal training session. If a handout or overheads are used as part of the training, keep a copy of these, along with the sign-in sheet. (See the following page for an example of a training sign-in sheet.)
- ◆ Issue staff members training certificates with a description of the items covered in the formal training program. Keep a copy of the training certificate in each employee's personnel file.
- ◆ Staff training is an *essential* part of an overall safety program.
- ◆ Include videos in any training programs where they will aid staff understanding. *Never* use a video alone!

Sample Training Sign-In Sheet

Training Sign-In Sheet

Company/Organization Name: _____

Training Title: _____

Presenter/Instructor: _____ Date of Training: _____

Name	Employee ID No.	Employee Classification		
		Full Time	Part Time	Seasonal
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
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17.				
18.				
19.				
21.				
22.				
23.				
24.				
25.				

signin.fm(01)/02

A copy of the training material was provided to the client. This material should remain with the sign-in sheet for OSHA or state specific plan compliance recordkeeping purposes.



Appendix



WorkSafe Checklist

Location/Department:

Date of Inspection:

Inspectors:

Corrective Actions:

Work order/memos were issued: Yes No

Date issued:

The following safety and health checklist is based in part on the MIOSHA standards. It may not include *all* conditions, as it is intended to be used only as a guide.

Topic Description	Yes	No	N/A	Comments
<i>Recordkeeping</i>				
Are all occupational injuries or illnesses that occur in your work area, other than minor injuries requiring only first aid, being recorded as required on the MIOSHA 200 log?				
Do you know and are you able to direct employees where to go to view the annual posting of the MIOSHA Form 200?				
Are all supervisors aware of the duties regarding recording and reporting injuries and illnesses?				
<i>General Facility and Office Safety</i>				
Aisles and Walkways				
Are well-defined spaces of sufficient width for aisles provided?				
Floors				
Are wet floors cleaned up as soon as possible, or roped off or access otherwise effectively restricted?				
Is a non-slip type water emulsion wax used when waxing the floor?				
Are floor cleaning liquids limited to those having a flash point above 100°F?				
Are floors free of irregularities, such as holes and loose tiles, which may create a hazard?				
Are rugs and mats with holes, tears, or other disrepairs that constitute a hazard <i>immediately</i> repaired or removed?				
Stairs				
Are stairs well-lighted and free of defects or obstructions?				
Do stairs, unless made of unpainted wood, have an anti-slip treatment applied?				
Are stairways greater than 44 inches but less than 88 inches in width provided with a handrail on each side?				
Are stairways over 88 inches wide equipped with a handrail in the center in addition to handrails on each side?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Doors				
Are full-length glass doors fitted with hardware that indicates the open or closed position of the door?				
Is tempered glass required in all new or replacement door installations?				
Are full-length glass windows or panels adjacent to glass doors marked to indicate the glass panel?				
Are clear glass vision panels recommended in solid doors that are frequently used?				
Are self-closing doors adjusted so that the opening force is not excessive and closing speed not too rapid?				
Filing Cabinets				
Are filing cabinets secured mechanically to prevent tipping?				
Single cabinets may be bolted to the floor or wall.				
Rows or series of cabinets may be bolted together.				
Where cabinets cannot be secured mechanically, are warnings that only one drawer at a time should be opened placed on the cabinets?				
Are heavy materials stored on top of file cabinets?				
Are file cabinet drawers left open when not in use?				
Do file cabinet drawers obstruct aisles or exits when open?				
Office Machines and Equipment				
Are chairs periodically inspected and maintained in a safe condition?				
Is office equipment properly positioned before use to prevent falling or the creation of tripping hazards (such as from electrical cords and outlets)?				
Is all electrical equipment grounded in accordance with the National Electric Code?				
Are step stools or ladders provided for safe access to storage bins and shelves?				
Is climbing on the edges of bins or shelves prohibited?				
Office Fire Procedures				
Is a plan present for the evacuation of personnel in emergencies?				
Is the plan reviewed periodically?				
Does the plan include designation of exitways and outside assembly areas?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Are assembly areas located at a safe distance from the building and where access to firefighting equipment will not be impaired?				
Are fire drills held periodically, at least annually?				
<i>Fire Protection</i>				
Safety Requirements				
Are buildings and structures provided with exits of kinds, numbers, location, and capacity appropriate to the individual building or structure?				
Are exits in every building and structure arranged and maintained so as to provide free and unobstructed egress from all parts of the building or structure at all times when it is occupied?				
Is every exit clearly visible or the route to reach it conspicuously indicated in a manner that occupants of each building or structure will readily know the direction of escape from any point?				
Are the paths of escape arranged or marked so that the egress is unmistakable?				
In every building or structure equipped for artificial illumination; is adequate and reliable illumination provided for all exit facilities?				
Is every automatic sprinkler system, fire detection and alarm system, exit lighting system, fire door and other equipment continuously maintained in proper operating condition?				
Means of Egress				
Do exits consist only of approved components?				
Are exit components constructed as an integral part of the building or permanently affixed to the building?				
Are elevators or ladders used as an exit component or a means of egress?				
Access to Exits				
Are exits and exit accesses so located and arranged that the exits are readily accessible at all times?				
Are ways of exit access and the doors to exits designed and arranged so as to be clearly recognizable as such?				
Are hangings or draperies placed over exit doors or otherwise so located as to conceal or obscure any exit?				
Are any mirrors placed on exit doors?				
Are any mirrors placed in or adjacent to any exit in such a manner as to confuse the direction of exit?				
Exterior Ways of Exit Access				
Do exterior ways of exit access have smooth, solid, substantially level floors, with guards on unenclosed sides?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Exterior Ways of Exit Access <i>(continued)</i>				
Where accumulation of snow or ice is likely because of the climate, and where such snow and ice is not regularly removed, is the exterior exit way protected by a roof?				
Are exterior ways of exit access so arranged that there are no dead ends in excess of 20 feet?				
Discharge from Exits				
Are yards, courts, or other open spaces to which exits discharge of adequate width and size to provide all persons leaving the building with ready access to the street?				
Doors				
Are doors that are required to serve as exits designed and constructed in such a manner that the ways of exit travel are obvious and direct?				
Do doors providing access to a stairway swing in the direction of exit travel?				
Do doors providing access to stairways, during their swing, block stairs or landings or interfere with the full use of the stairs?				
Are locks or fastenings that prevent free escape from the inside of a building or structure present?				
Are latches or other fastening devices on doors provided with knobs, handles, panic bars, or other simple devices that require single-hand operation?				
Corridors and Aisles				
Are corridors and aisles so arranged that there are no dead ends in excess of 20 feet?				
Protective Enclosure of Exits				
When an exit is protected by separation from other parts of the building, does the separation have at least a one-hour fire resistance rating when the exit connects three stories or less?				
Are all openings in the separation protected by an approved self-closing fire door?				
Posting Egress Routes				
Are plans or diagrams showing the designated emergency egress routes posted in a place or places readily available to employees?				
<i>Handling Materials</i>				
General				
Where mechanical equipment is used, are sufficient safe clearances allowed for aisles, at loading docks, through doorways, and wherever turns or passage must be made?				
Are aisles and passageways kept clear and in good repair, with no obstruction across or in aisles that could create a hazard?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Are permanent aisles and passageways appropriately marked?				
Does the storage of material create a hazard?				
Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage?				
Is vegetation control exercised when necessary?				
Are covers and/or guardrails provided to protect personnel from the hazards of open pits, tanks, vats, or ditches?				
<i>Powered Industrial Trucks</i>				
Do all new powered industrial trucks meet the design and construction requirements for powered industrial trucks established in the "American National Standard for Powered Industrial Trucks," Part II, ANSI B56.1-1969?				
Do approved trucks bear a label or some other identifying mark indicating approval by the testing laboratory?				
Are modifications and additions that affect capacity and safe operation performed by the customer or user without manufacturer's prior written approval?				
Are capacity operation and maintenance instruction plates, tags, or decals changed when such modifications or additions are made?				
If the truck is equipped with front-end attachments other than factory-installed, is the truck marked to identify the attachments and show the approximate weight of the truck and attachment combination at maximum elevation with load laterally centered?				
Are power-operated industrial trucks used in atmospheres containing hazardous concentrations of acetylene, butadiene, ethylene oxide, hydrogen (or gases or vapors equivalent in hazard to hydrogen), propylene oxide acetaldehyde, cyclopropane, diethyl ether, ethylene, isoprene, or unsymmetrical dimethyl hydrazine?				
Are power-operated industrial trucks used in atmospheres containing hazardous concentrations of metal dust, including aluminum, magnesium, and their commercial alloys, other metals of similarly hazardous characteristics, or in atmospheres containing carbon black, coal or dust?				
Approved power-operated industrial trucks designated as EX may be used in such atmospheres.				
In atmospheres where dust of magnesium, aluminum or aluminum bronze may be present, do fuses, switches, motor controllers, and circuit breakers of trucks have enclosures specifically approved for such locations?				
Are power-operated industrial trucks designated as DS, ES, GS, or LPS operated in locations where volatile flammable liquids or flammable gases or vapors are used or stored?				
Is the storage and handling of liquid fuels such as gasoline and diesel in accordance with NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1969)?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
<i>Powered Industrial Trucks (continued)</i>				
Are battery charging areas provided with facilities for flushing and neutralizing spilled electrolyte, for fire protection, for protecting charging apparatus from damage by trucks, and for adequate ventilation for dispersal of fumes from gassing batteries?				
Are battery charging installations located in areas designated for that purpose?				
Is smoking prohibited in the charging area?				
Are trucks properly positioned and the brakes applied before attempting to change or charge batteries?				
Are tools and other metallic objects kept away from the top of uncovered batteries?				
Are fuel tanks filled while the engine is running?				
Are methods devised to train operators in the safe operation of powered industrial trucks?				
Are only trained and authorized operators permitted to operate a powered industrial truck?				
Are unauthorized personnel permitted to ride on powered industrial trucks?				
Are stunt driving and horseplay prohibited?				
Is the driver required to slow down and sound horn at cross aisles and other locations where vision is obstructed?				
Is the driver required to slow down for wet and slippery floors?				
Is running over loose objects on the roadway surface avoided?				
Do motorized hand trucks enter elevators or other confined areas with the load end forward?				
Is a safe distance maintained from the edge of ramps or platforms while on any elevated dock?				
Are wheels blocked if the unattended truck is parked on an incline?				
Are the brakes of highway trucks set and wheel chocks placed under rear wheels while boarding by industrial trucks is taking place?				
Are trucks examined daily or whenever put to use?				
Are power-operated industrial trucks removed from service if not in safe operating condition?				
Are all repairs made by authorized personnel?				
Are required replacement parts equivalent to the original design?				
Are industrial trucks examined before being placed into service?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
When a powered industrial truck is left unattended, is the load engaging means fully lowered, the controls neutralized, the power shut off, and the brakes set?				
<i>Slings</i>				
General				
Are slings that are damaged or defective removed from service?				
Are sling legs kinked?				
Are slings loaded in excess of their rated capacities?				
Are slings securely attached to their loads?				
Are slings, all fastenings, and attachments inspected by a competent person daily or before use?				
Fiber Rope				
Are working load limits decreased for natural and synthetic fiber rope slings when used in temperatures less than -20°F and greater than 180°F?				
In manila rope, do eye splices consist of at least 3 full tucks?				
In synthetic fiber rope, do eye splices consist of at least 4 full tucks?				
For fiber rope under 1 inch in diameter, does the tail project at least 6 rope diameters beyond the last full tuck?				
Are knots used in lieu of splices?				
Are natural and synthetic fiber rope slings removed from service if there is abnormal wear?				
Are fiber rope slings made from new rope?				
Synthetic Web				
Is synthetic webbing of uniform thickness and width and selvage edges not split from the webbing's width?				
Are fittings free of all sharp edges that could damage the webbing?				
Are polyester and polypropylene web slings prohibited from use where fumes, vapors, sprays, mists or caustic liquids are present?				
Are repairs of synthetic web slings made by the sling manufacturer or an equivalent entity?				
Are certificates of proof testing of slings available for examination?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Synthetic Web (continued)				
Are synthetic web slings immediately removed from service if snags, punctures, tears or cuts are present?				
Are synthetic web slings immediately removed from service if broken or worn stitches are present?				
Are synthetic web slings immediately removed from service if there is distortion of the fittings?				
Personal Protective Equipment				
Eye and Face Protection				
Is protective eye and face equipment required where there is a reasonable probability of injury that can be prevented by such equipment?				
Do protectors provide adequate protection against the hazards for which they are designed?				
Are protectors reasonably comfortable when worn under designed conditions?				
Are the protectors capable of being disinfected?				
Are the protectors easily cleanable?				
Are design, construction, testing, and use of devices for eye and face protection in accordance with the American Standard for Occupational and Educational Eye and Face Protection?				
Occupational Head Protection				
Where hazards exist from impact and penetration from falling and flying objects, are helmets for head protection provided to the exposed employees?				
Are all components, shells, suspensions, headbands, sweatbands, and accessories visually inspected daily (or whenever used) for signs of dents, cracks, penetration, damage due to impact, rough treatment, or wear that might reduce the degree of safety originally provided?				
Occupational Foot Protection				
Are safety-toe shoes or other protective footwear required for employees engaged in work operations where the potential for serious toe injury from heavy rolling or falling objects warrants personal protective footwear to prevent injuries?				
Does safety-toe footwear for employees meet the requirements of American National Standards for Safety-Toe Footwear (Z41)?				
Electrical Protective Devices				
Is rubber insulated equipment designed for the voltage levels to be encountered provided for employee protection?				
Are rubber gloves visually inspected and air tested prior to each day's use?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Is rubber insulated equipment, other than gloves, tested in accordance with the American Society for Testing and Materials (ASTM) specifications where facilities are available?				
Safety Belts, Lifelines, Lanyards				
Where practical and when no other means of protection is provided, are safety belts, lifelines and lanyards worn by personnel working at heights in excess of 6 feet or while performing an operation where there is a reasonable probability of injury that can be prevented by such equipment?				
Are lifelines, safety belts, and lanyards inspected frequently and before each use and maintained in good condition?				
Respirator Protection				
Are air-supplying respirators used when area has too little oxygen?				
Are air-purifying respirators used when area has enough oxygen, but dangerous levels of an airborne contaminant are present?				
Is the correct respirator being used for the specified job and hazards?				
Has the cartridge/canister color-coding been checked to ensure the respirator protects against the specific contaminant?				
In order to maintain respirators properly, do employees check that regulators and warning devices are functioning?				
Do employees wash and sanitize respirators after each use?				
Ladders and Safety Climbing Equipment				
Fixed Ladders				
Are rungs, cleats, and steps free of sharp edges, burrs, or projections that may be a hazard?				
Are metal ladders and appurtenances painted or otherwise treated to resist corrosion and rusting when location demands?				
Portable Metal Ladders				
Are rungs and steps corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize the possibility of slipping?				
Is a metal spreader or locking device of sufficient size and strength a component of each stepladder?				
Is a metal spreader or locking device of sufficient size and strength a component of each trestle ladder?				
Does the spreader have all sharp edges covered or removed?				
Are ladders maintained in good condition at all times?				
Are hardware fittings and accessories checked frequently and kept in good working condition?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Portable Metal Ladders (continued)				
Are ladders exposed to oil and grease cleaned?				
Are ladders having defects marked and taken out of service until repaired?				
Are portable ladders designed as one-man working ladders based on a 250-pound load?				
Is the ladder base section placed with a secure footing?				
Does the climber face the ladder when ascending or descending?				
Portable Wood Ladders				
Are ladders inspected frequently, and those with defects tagged or marked as "Dangerous, Do Not Use" until repaired or destroyed?				
Are ladders with broken or missing steps, rungs or cleats, broken side rails, or other faulty equipment prohibited from use?				
Are rungs kept free of oil and grease?				
Does the spreader have all sharp points removed or covered?				
Is frayed or badly worn rope replaced when discovered?				
Are portable rung and cleat ladders used at such a pitch that the horizontal distance from the top support to the foot of the ladder is one quarter of the working length of the ladder?				
Is the top rail for portable rung and cleat ladders reasonably rigid and does it have ample strength to support the applied load?				
Does the user face the ladder when ascending or descending?				
Aerial Basket Safety Precautions				
Are proper precautions against electrical hazards taken by both personnel aloft and on the ground?				
Is the vehicle positioned so that outriggers may be properly blocked and overloading of the boom is avoided?				
Are safety belts and lanyards used by personnel in the basket?				
Are lanyards long enough to allow movement within the basket but short enough to prevent standing on the rim?				
Is the vehicle prohibited from being moved until personnel are out of the basket and adequate clearance for the boom is determined?				
Inspection of Aerial Baskets				
Is a visual inspection of attachment welds between actuating cylinders and boom or pedestals performed daily or before each use?				
Is a visual inspection of pivot pins for security of locking devices performed daily or before each use?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Is a visual inspection of exposed cables, sheaves, and leveling devices for wear and security performed daily or before each use?				
Is a visual inspection of the hydraulic system for leaks and wear performed daily or before each use?				
Is a check of lubrication and fluid levels performed daily or before each use?				
Is a visual inspection of the boom and basket for cracks or abrasions performed daily or before each use?				
Is the operation of the boom run through a complete cycle from the ground controls daily or before each use to check for unusual noises or abnormal operations?				
Occupational Safety				
Walking/Working Surfaces				
Are all places of employment, passageways, storerooms, and service rooms kept clean and orderly and in a sanitary condition?				
Is the floor of every workroom maintained in a clean and dry condition?				
Where mechanical handling equipment is used, are sufficient safe clearances allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made?				
Are permanent aisles and passageways appropriately marked?				
Is every stairway floor opening guarded by a standard railing?				
For infrequently used stairways where traffic across the opening prevents the use of fixed standard railing, does the guard consist of a hinged floor opening and removable standard railings?				
Is every ladderway, floor opening, or platform guarded by a standard railing with standard toeboard on all exposed sides (except at entrance to opening)?				
Hazardous Materials — Storage				
Cabinets				
Are more than 60 gallons of Class I or II liquids or 120 gallons of Class III liquids stored in a storage cabinet?				
Are storage cabinets designed to limit internal temperature to a maximum of 325°F when subjected to a 10-minute fire test?				
Is a minimum of one clear aisle, at least 3-feet wide, maintained in every inside storage room?				
Are containers over 30-gallon capacity prohibited from being stacked one upon the other?				
Are approved pumps or self-closing faucets used for dispensing materials?				
Are outside storage areas protected against tampering or trespassers where necessary and kept free of weeds, debris and other combustible materials not necessary to the storage?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Cabinets <i>(continued)</i>				
Is at least one portable fire extinguisher with a minimum rating of 12-b units located not less than 10 feet, nor more than 25 feet, from any Class I or II liquid storage area located outside of a storage room but inside a building?				
Are sprinklers, when provided, installed in accordance with 1910.159?				
General Environmental Controls				
Are all places of employment kept clean to the extent that the nature of the work allows?				
Is every receptacle used for putrescible solid or liquid waste or refuse constructed so that it does not leak?				
Is every enclosed workplace constructed, equipped, and maintained, as reasonably practical, to prevent the harborage of rodents, insects, and other vermin?				
Is potable water provided in all places of employment?				
Are portable drinking water dispensers capable of being closed and equipped with a tap?				
Are common drinking cups and other common utensils prohibited?				
Are nonpotable water systems constructed to prevent backflow or backsiphonage into a potable water system?				
Are toilet facilities provided in accordance with 1910.141(c)(1) Table J-1?				
Are washing facilities maintained in a sanitary condition?				
Are lavatories made available in all places of employment?				
Is each lavatory provided with hot and cold running water, or tepid running water?				
Are individual hand towels, sections of cloth or paper, warm air blowers, or clean individual sections of continuous cloth toweling convenient to the lavatories provided?				
Is body soap or another appropriate cleansing agent convenient to the showers provided?				
Are the food waste receptacles maintained in a clean and sanitary condition?				
Emergency Preparedness				
If they must RESPOND to emergencies, do all employees:				
Recognize the sound of the emergency alarm?				
Know how and to whom to report a fire, spill, or other incident?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Know the locations of the nearest emergency alarms and telephones?				
Know how to use emergency alarms and telephones?				
Know how to shut down operations or systems in an emergency?				
Know the locations of fire extinguishers, the appropriate ones to use for each classification of fire, and how to use them?				
Know the locations of first aid supplies?				
Know the locations of emergency exits, evacuation routes, and designated gathering places?				
Understand the importance of staying calm and following emergency procedures exactly?				
Are procedures in place for various types of emergencies, such as:				
Fire/Explosion?				
Tornadoes?				
Hazardous materials incidents?				
Floods?				
Severe winter weather?				
Bomb threats?				
Utility emergencies?				
Portable Fire Extinguishers				
Is the selection of extinguishers based on the classes of workplace fires and on the size and degree of hazard that would affect their use?				
Are the extinguishers maintained in a fully charged and operable condition?				
Are the fire extinguishers kept in their designated places at all times when not in use?				
Are extinguishers for Class A fires distributed so that the travel for employees to any extinguisher is a maximum of 75 feet?				
Are extinguishers for Class B fires distributed so that the travel distance from the Class B hazard area to any extinguisher is a maximum of 50 feet?				
Are extinguishers for Class C hazards distributed on the basis of the appropriate pattern for the existing Class A or Class B hazards?				
Are extinguishers for Class D fires distributed so that the travel distance from the combustible metalworking area at any extinguisher is a maximum of 75 feet?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Portable Fire Extinguishers (continued)				
Are annual maintenance records retained for one year after the last entry or the life of the shell, whichever is less?				
Are extinguishers hydrostatically tested whenever they show evidence of corrosion or mechanical injury?				
Is an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting provided?				
Is the training provided upon initial employment and annually thereafter?				
Standpipe (Class II and III) and Hose Systems				
Are standpipes positioned or otherwise guarded against mechanical damage?				
Are the reels and cabinets conspicuously identified and used only for fire equipment?				
Are trained persons designated to conduct all inspections?				
Automatic Sprinkler Systems				
Does the automatic sprinkler system provide the necessary discharge patterns, densities, and water flow characteristics for complete coverage in a particular workplace or zoned subdivision of the workplace?				
Is the automatic sprinkler system piping protected against freezing and exterior surface corrosion?				
Are all dry sprinkler pipes and fittings installed so that the system may be totally drained?				
Are approved sprinklers used on the system?				
Are sprinklers protected from mechanical damage?				
Is an audible signal sounded on the premises when water flows through a sprinkler system with 20 or more sprinkler heads?				
Employee Alarm Systems				
Does the employee alarm system provide warning for necessary emergency action as called for in the emergency action plan, or for reaction time for safe escape of employees from the workplace?				
Are all employee alarm systems restored to normal operating condition as promptly as possible after each test or alarm?				
Are employees informed of the preferred means for reporting emergencies?				
Are emergency telephone numbers posted near telephones, notice boards, or other conspicuous locations?				
Are tests conducted at least every two months?				
Are different actuation devices used in each test?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
Machinery and Machine Guarding				
When the periphery of the blades of a fan is less than 7 feet above the floor or working level, are the blades guarded?				
The guard shall have openings no larger than 0.5 inches.				
Electrical, General				
Are parts of electrical equipment which in ordinary operation produce arcs, sparks, flames or molten metal enclosed or separated and isolated from all combustible material?				
Is the manufacturer's name, trademark, or other descriptive marking identifying the organization responsible for the product placed on all electrical equipment?				
Are markings giving voltage, current, wattage, or other ratings provided as necessary?				
<i>Electrical</i>				
Are employees instructed to make preliminary inspections and/or appropriate tests to determine what conditions exist before starting work on electrical equipment or lines?				
Are portable electrical tools and equipment grounded or double insulated?				
Do the extension cords being used have a grounding conductor?				
Are multiple plug adapters prohibited in your work area?				
Are flexible cords and cables free of splices or taps?				
Have employees been trained on:				
The hazards of working around electrical circuits and equipment?				
Which activities/areas are restricted to authorized employees?				
The meanings of signs, tags, barricades warning of electrical hazards?				
Basic electrical safety (e.g., matching plugs and receptacles)?				
Lockout/tagout procedures and workers' roles/restrictions in them?				
Confined space procedures and workers' roles/restrictions in them?				
<i>Hazard Communication</i>				
Is there a written hazard communication program dealing with Material Safety Data Sheets, labeling, and employee training?				
Is there a list of hazardous substances used in your workplace?				

WorkSafe Checklist (continued)

Topic Description	Yes	No	N/A	Comments
<i>Hazard Communication (continued)</i>				
Are Material Safety Data Sheets readily available for each hazardous substance used?				
Are workers trained on how to select and use personal protective equipment?				
Do all chemical containers have labels that are complete?				
Are the labels legible?				
Is the manufacturer or importer and how to contact them identified on the container?				
Are the possible chemical, physical, and/or health hazards identified on the container?				
<i>Noise Control and Hearing Conservation</i>				
Hearing Protection				
Does your company have a noise control/hearing conservation program?				
Have noise levels been tested for:				
Your facility?				
Your work area?				
Individual workers over an average workday?				
Is hearing protection available when noise levels are at 85 decibels or more?				
Earmuffs?				
Canal caps?				
Ear plugs?				
Is more than one type of hearing protector assigned if needed?				