

Safety Template

A Guide to Creating **Your** Safety Template



A.M. Best assigned CopperPoint Mutual and its subsidiaries an A- Excellent XII with a "stable outlook"

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Contents

- Step 1** Responsibilities
- Step 2** Hazard Recognition
- Step 3** Training
- Step 4** Tools & Analysis
- Step 5** Accident Analysis
- Step 6** Safety Committee

Step 1

Responsibilities

General Setup

- OSHA General Duty Clause
- List Responsible parties
- List Responsibilities
- Sign with authority
- Distribute to all

Employers' Responsibilities

- Outline safe procedures
- Provide a safe and healthy workplace
- Set policies to prevent accidents
- Correct unsafe conditions
- Create a fire protection plan
- Review and analyze accidents
- Provide personal protective equipment

Supervisors' Responsibilities

- Understand all company safety rules
- Follow safety guidelines
- Report hazards
- Stop any unsafe work
- Provide safety training
- Provide individual coaching

Employees' Responsibilities

- Know the safety rules
- Be attentive
- Report hazards
- Report accidents
- Report near misses
- Stop unsafe work
- Promote safety in others

Step 2

Hazard Recognition

Deconstruct The Job On Paper

- **Labor** – People doing the work
- **Materials** – Items people need to do the work, such as lumber, glass, chemicals, etc.
- **Equipment** – What laborers use to do the work, from jack hammers to computers
- **Environment** – Conditions where work is done, such as wind, rain, snow, heat, lighting, etc.
- **Product line** – Sharp objects, high-value items (electronics), heavy inventory

Expand The View

- Interview workers
- Review past accidents
- Consult trade manuals
- Tour the operations
- Emergency action plan
- Emergency response events
- Evacuations
- Environmental events
- Internal/external violence
- Notifications and warnings

Addressing Hazards

- Eliminate hazard
- Guard the hazard
- Administrative controls
- Personal protective equipment

Outline Controls/Responses

- For each hazard
- Outline control/accident response
- Provide prevention details
- Prepare for the worst
- Use as training reference

Preparing For The Worst

- Instill understanding of danger
- Provide preparation
- Conduct drills

Step 3

Training

Train Employees

- List hazards by job assignment
- List required training to match job assignment
- List any general required training
- Design departmental and individual training tracking sheets
- Schedule training for the year

Identify Training Goals

- For employees, supervisors, management
- Track progress
- Provide feedback
- Encourage development

Training Sources

- Your safety program
- Industry organizations
- Your insurance provider
- ADOSH outreach

When To Do Training

- When employees are hired or change jobs
- When new materials, equipment or procedures are introduced
- When new hazards are recognized

Training Review

- Follow up to accident
- Follow up to near miss

- Scheduled periodic review
- Schedule at least annually

Responsibility/Accountability

- Required by department
- Set specific training goals and outcomes
- Charge supervisors with responsibility
- Supervisor schedules training plan
- Supervisor reports training activities
- Link supervisor's training record to performance review/pay

Training Meetings

- Repeat smaller focused training often
- Schedule short weekly safety meetings
- Highlight topics of concern
- Highlight hazards of unique jobs
- Amend schedule as needed

Short Safety Meetings

- Keep meetings less than 10 minutes
- Cover only one topic
- Prepare in advance
- Plan for employee participation
- Vary presentation
- Use examples
- Document the meetings

Step 4

Tools and Analysis

Worksite Analysis

- Refer to your company's Safety Program
- Spread the workload
- Expand your impact
- Specify observers: managers, safety officer, supervisors, safety committee, employees

Safety Work Observation

- **Broad** – operation overview
- **Specific** – particular concerns
- Target accident trends
- Target near miss trends
- Target new processes, procedures and equipment
- Target recent training
- Identify physical hazards
- Identify employee behaviors

Tools to Use

- Sight, sound, taste, smell, feel
- Involve others
- Ask questions

Positive Goals

- Define reasonable goals
- Offer positive incentives
- Publicly celebrate successes

Progressive Discipline

- **Verbal counseling** – minor
- **Written warning** – more serious
- **Suspension** – more serious or repeated violations
- **Termination** – serious/life-threatening or repeated violations

Step 5

Accident Analysis

Gather Details Immediately

- Secure the scene
- Interview injured parties
- Interview witnesses
- Take photos or diagram
- Get prompt medical attention for injured workers
- Survey the accident scene as soon as possible
- Gather facts
- Document details of event

Be Aware Of

- Information overload
- Selective memory
- Contamination of storyline
- Disturbance of accident site
- Destruction of accident evidence

Investigation Tools

- Accident report
- Supervisor Report of Injury pad (SRI pad)
- Management info source packet
- Camera

Ask These Questions

- What happened?
- What was the employee doing?
- Why did the incident happen?
- What unsafe elements contributed?
- What should be done?

Subsequent Accident Actions

- Study possible causes
- Discuss ideas for prevention
- Recommend corrective actions
- Communicate action
- Assign responsibility for corrective action
- Monitor corrections

Safety Committee

Safety Committee

- Different perspectives
- Departmental representation
- Select broad representation
- Rotate membership
- Involve management
- Involve employees

Safety Committee Functions

- Accident analysis
- Notice trends
- Hazard identification
- Safety work observations
- Peer evaluation
- Subcommittee task forces
- Safety Committee involvement
- Schedule regular meetings
- Publish an annual calendar
- Hold meetings and record minutes
- Be a communications conduit
- Review employee safety concerns
- Review employee safety suggestions
- Communicate outcomes



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