

Recommended Practices for Safety and Health Programs

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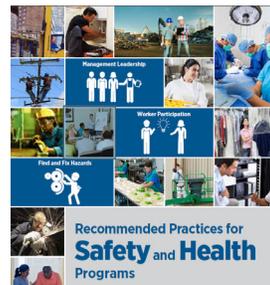
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How to kick off your Safety and Health Program

- Establishing a safety and health program in your workplace is one of the most effective ways of protecting your most valuable asset: your workers.



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The Benefits

- Improvements in product, process, and service quality.
- Better workplace morale.
- Improved employee recruiting and retention.
- A more favorable image and reputation (among customers, suppliers, and the community).

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7 Core elements of the Safety and Health Program recommended practices



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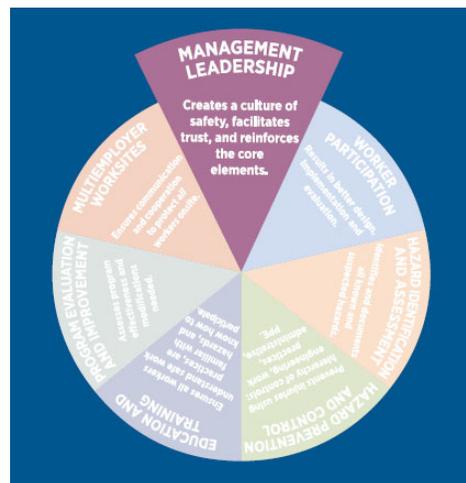
Seven interrelated elements

- The seven core elements are interrelated and are best viewed as part of an integrated system.
- Actions taken under one core element can (and likely will) affect actions needed under one or more other elements.

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First Element: Management Leadership



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Management Leadership

- Management provides the leadership, vision, and resources needed to implement an effective safety and health program.
- Management leadership means that business owners, managers, and supervisors:



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Management Leadership

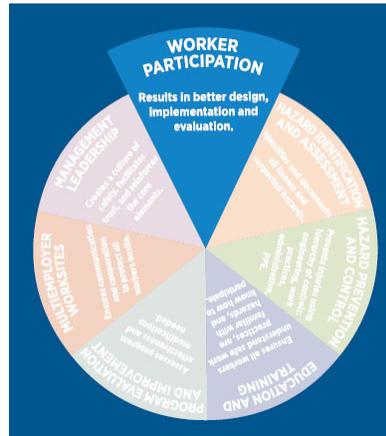
- Make worker safety and health a core organizational value.
- Are fully committed to eliminating hazards, protecting workers, and continuously improving workplace safety and health.



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Second Element: Worker Participation



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The importance of worker participation

- This emphasis on worker participation is consistent with The Act, MIOSHA standards, and enforcement policies and procedures, which recognize the rights and roles of workers and their representatives in matters of workplace safety and health.



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Second Element: Worker Participation

- To be effective, any safety and health program needs the meaningful participation of workers and their representatives.



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Worker Participation

- Worker participation means that workers are involved in establishing, operating, evaluating, and improving the safety and health program.



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Worker Participation

- In an effective safety and health program, all workers:
- Are encouraged to participate in the program and feel comfortable providing input and reporting safety or health concerns.



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Third Element: Hazard Identification and Assessment

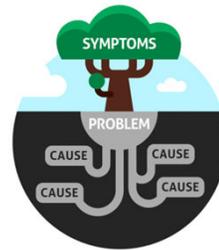


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Third Element: Hazard Identification and Assessment

- One of the “root causes” of workplace injuries, illnesses, and incidents is the failure to identify or recognize hazards that are present, or that could have been anticipated.



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Hazard Identification and Assessment

- A critical element of any effective safety and health program is a proactive, ongoing process to identify and assess such hazards.



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Slide 18

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Carr, Barrington (LARA), 2/27/2018

Fourth Element: Hazard Prevention and Control



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Fourth Element: Hazard Prevention and Control

- Effective controls protect workers from workplace hazards; help avoid injuries, illnesses, and incidents; minimize or eliminate safety and health risks; and help employers provide workers with safe and healthful working conditions.



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Hazard Prevention and Control

- To effectively control and prevent hazards, employers should:
- Involve workers, they often have the best understanding of the conditions that create hazards and insights into how they can be controlled.



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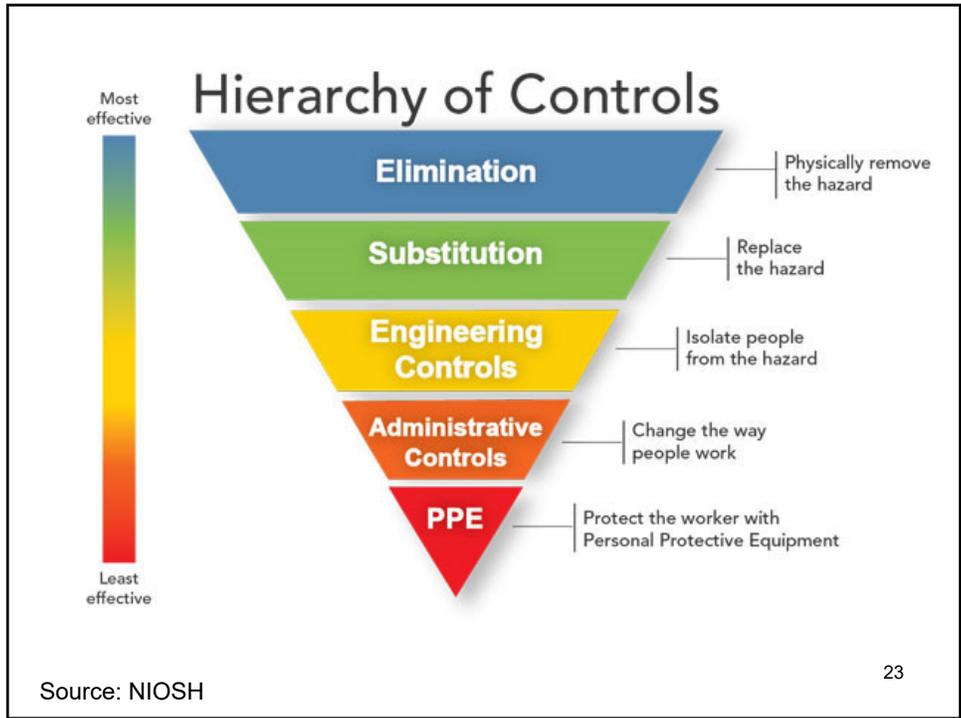
Hazard Prevention and Control

- Identify and evaluate options for controlling hazards, using a “hierarchy of controls.”

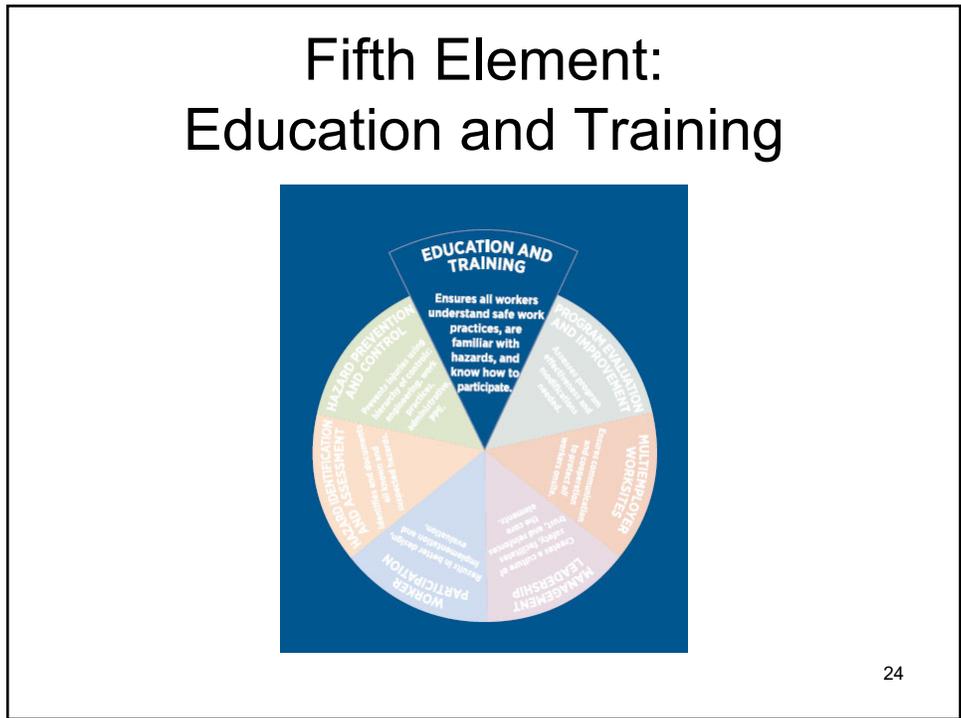


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Fifth Element: Education and Training

- Education and training are important tools for informing workers and managers about workplace hazards and controls so they can work more safely and be more productive.



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Education and Training

- Effective training and education can be provided outside a formal classroom setting.
- Peer-to-peer training, on-the-job training, and worksite demonstrations can be effective in conveying safety concepts, ensuring understanding of hazards and their controls, and promoting good work practices.

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Sixth Element: Program Evaluation and Improvement



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Sixth Element: Program Evaluation and Improvement

- Once a safety and health program is established, it should be evaluated initially to verify that it is being implemented as intended.



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Program Evaluation and Improvement

- After that, employers should periodically, and at least annually, step back and assess what is working and what is not, and whether the program is on track to achieve its goals.

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Seventh Element:

Communication and coordination for host employers, contractors, and staffing agencies



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Seventh Element:

- In today's economy, an increasing number of workers are assigned by staffing agencies to work at specific "host" worksites under the direction and control of the host employer.

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Seventh Element:

- These are referred to as "multi-employer" worksites.



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Temporary worker and multi-employer situations

- In both temporary and multi-employer situations, safety is *enhanced* if employers establish mechanisms to coordinate their efforts and communicate effectively to afford all workers equal protection against hazards.

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Temporary worker and multi-employer situations

- These mechanisms include measures to ensure that all workers on site (and their representatives) can participate in preventing injuries and illnesses.
- Failure to take these steps may undermine safety programs.

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Communication and coordination

- Effective communication and coordination among such employers means that:
 - Before coming on site, contractors and staffing agencies and their workers are aware of:

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Communication and coordination

- The types of hazards that may be present.
- The procedures or measures they need to use to avoid or control their exposure to these hazards.
- How to contact the host employer to report an injury, illness, or incident or if they have a safety concern.

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Host employers and their workers are aware of:

- The types of hazards that may arise from the work being done on site by workers employed by contractors or staffing agencies.
- The procedures or measures needed to avoid or control exposure to these hazards.
- How to contact the contract or staffing firm if they have a safety concern.
- What to do in case of an emergency.

INTRODUCTION

10 EASY THINGS TO GET YOUR PROGRAM STARTED

If these recommended practices appear challenging, here are some simple steps you can take to get started. Completing these steps will give you a solid base from which to take on some of the more structured actions presented in the recommended practices.

- 1. SET SAFETY AND HEALTH AS A TOP PRIORITY**
Always set safety and health as the top priority. Tell your workers that making sure they finish the day and go home safely is the way you do business. Assure them that you will work with them to find and fix any hazards that could injure them or make them sick.
- 2. LEAD BY EXAMPLE**
Practice safe behaviors yourself and make safety part of your daily conversations with workers.
- 3. IMPLEMENT A REPORTING SYSTEM**
Develop and communicate a simple procedure for workers to report an injury, illness, incident (including near misses/close calls), hazard, or safety and health concerns without fear of retaliation. Include an option for reporting hazards or concerns anonymously.
- 4. PROVIDE TRAINING**
Train workers on how to identify and control hazards using, for example, OSHA's hazard identification Training Tool.
- 5. CONDUCT INSPECTIONS**
Inspect the workplace with workers and ask them to identify any working, piece of equipment, or material that concerns them. Use checklists, such as those included in OSHA's Small Business Handbook, to help identify problems.
- 6. COLLECT HAZARD CONTROL IDEAS**
Ask workers for ideas on improvements and follow up on their suggestions. Provide them time during work hours, if necessary, to research solutions.
- 7. IMPLEMENT HAZARD CONTROLS**
Assign workers the task of choosing, implementing, and evaluating the solutions they come up with.
- 8. ADDRESS EMERGENCIES**
Identify foreseeable emergency scenarios and develop instructions on what to do in each case. Post to devices these worksheets and post them in a visible location in the workplace.
- 9. SEEK INPUT ON WORKPLACE CHANGES**
Before making significant changes to the workplace, work organization, equipment, or materials, consult with workers to identify potential safety or health issues.
- 10. MAKE IMPROVEMENTS**
Set aside a regular time to discuss safety and health issues, with the goal of identifying ways to improve the program.

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INTRODUCTION

CORE ELEMENTS OF THE SAFETY AND HEALTH PROGRAM RECOMMENDED PRACTICES

MANAGEMENT LEADERSHIP	<ul style="list-style-type: none"> The management demonstrates its commitment to continuous improvement in safety and health, commensurate with the commitment to workers, and sets program expectations and accountability. Managers at all levels make safety and health a core organizational value, establish safety and health goals and objectives, provide adequate resources and support for the program, and set a positive example.
WORKER PARTICIPATION	<ul style="list-style-type: none"> Workers and their representatives are involved in all aspects of the program—including setting goals, identifying and reporting hazards, investigating incidents, and tracking progress. All workers, including contractors and temporary workers, understand their roles and responsibilities under the program and what they need to do to effectively carry them out. Workers are encouraged and their needs to communicate clearly with management and to report safety and health concerns without fear of retaliation. Any potential barriers to workers' active participation in the program (the language, language, lack of information, or distrust) are removed or addressed.
HAZARD IDENTIFICATION & ASSESSMENT	<ul style="list-style-type: none"> Procedures are put in place to continuously identify workplace hazards and evaluate risks. Safety and health hazards from routine, non-routine, and emergency situations are identified and assessed. An initial assessment of existing hazards, exposures, and control measures is followed by periodic re-evaluations and assessments to identify new hazards. Any incidents are investigated with the goal of identifying the root causes. Identified hazards are prioritized for control.
HAZARD PREVENTION & CONTROL	<ul style="list-style-type: none"> Employers and workers cooperate to identify and select methods for eliminating, preventing, or controlling workplace hazards. Controls are selected according to a hierarchy that uses engineering solutions first, followed by safe work practices, administrative controls, and finally personal protective equipment (PPE). A plan is developed to ensure that controls are implemented, alternate protection is provided, progress is tracked, and the effectiveness of controls is verified.
EDUCATION & TRAINING	<ul style="list-style-type: none"> All workers are trained to understand how the program works and how to carry out the responsibilities assigned to them under the program. Employers, managers, and supervisors receive training on safety concepts and their responsibility for providing workers' rights and reporting to workers' needs and concerns. All workers are trained to recognize workplace hazards and to understand the control measures that have been implemented.
PROGRAM EVALUATION & IMPROVEMENT	<ul style="list-style-type: none"> Control measures are periodically evaluated for effectiveness. Processes are established to monitor program performance, verify program implementation, and identify program shortcomings and opportunities for improvement. Workers' actions are taken to improve the program and overall safety and health performance.
COORDINATION AND COMMUNICATION FOR HOST EMPLOYERS, CONTRACTORS, AND STAFFING AGENCIES	<ul style="list-style-type: none"> Host employers, contractors, and staffing agencies commit to providing the same level of safety and health protection to all employees. Host employers, contractors, and staffing agencies communicate the hazards present at the worksites and ensure that workers understand where they could be hit. Host employers establish specifications and qualifications for contractors and staffing agencies. Both staffing agencies and host employers coordinate with contractors and staffing agencies to ensure that all workers understand the work plan and any scheduling to identify and resolve any conflicts that could affect safety or health.

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Handout provided

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TEMPORARY WORKERS
A SHARED RESPONSIBILITY



[Day Davis Story ProRepublica Video](#)

Thank You For Attending This Presentation

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