

OSHA Injury Prevention for Small Businesses

Presented by
Workers Compensation Fund



Outline

- Safety & Health Add Value
- Introduction – OSHA Small Business Handbook
- OSHA's 4 Point Program
- Overview of OSHA Required Programs
- Self Inspections/Checklists
- OSHA Resources for Small Businesses



Safety & Health Add Value

- What are the annual costs from injuries?
- Millions or Billions?



Cost of Accidents

"The economic impact of these fatal and nonfatal unintentional injuries amounted to **\$574.8 billion in 2004**. This is equivalent to about \$2,000 per capita, or about \$5,100 per household. These are costs that every individual and household pays whether directly out of pocket, through higher prices for goods and services, or through higher taxes."

National Safety Council Injury Facts, 2005-2006 Edition



Safety & Health Add Value

Benefits to Business:

- lower workers' compensation insurance costs;
- reduced medical expenditures;
- smaller expenditures for return-to-work programs;
- fewer faulty products;
- lower costs for job accommodations for injured workers;
- less money spent for overtime benefits.



Safety & Health Add Value

Benefits to Business (continued):

- increased productivity;
- higher quality products;
- increased morale;
- better labor/management relations;
- reduced turnover;
- better use of human resources.



WCF

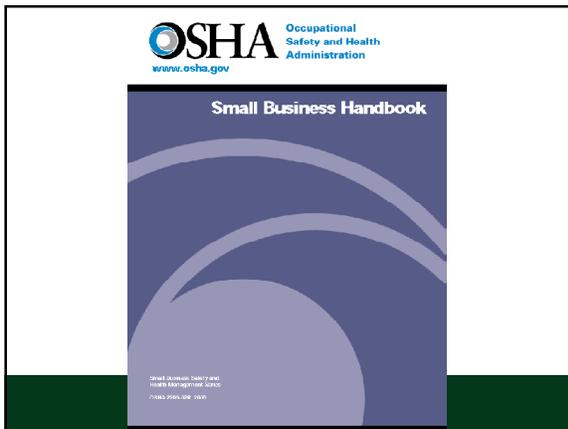
Safety & Health Add Value

Employee Benefits:

- their incomes are protected;
- their family lives are not hindered by injury;
- their stress is not increased.



WCF



Comments	38
COMPRESSIBLE PARTICLES	39
COMPRESSION OF LIQUIDS	39
CONCRETE AND REINFORCING EQUIPMENT	39
INDUSTRIAL TRUCKS, FORKliftS	39
SPRINGING OPERATIONS	39
EMERGENCY CONFINED SPACES	39
EMBROIDERY CONFINED SPACES	39
FLAMMABLE AND COMBUSTIBLE MATERIALS	39
HAZARDOUS CHEMICAL EXPOSURE	39
HAZARDOUS SUBSTANCES COMBINATION	39
ELECTRICAL	39
ICE	39
FEELERS	39
INTERLOCKING OF PILING SYSTEMS	39
MATERIALS HANDLING	39
EMERGENCY PROCEDURES AND MATERIALS	39
CONTROL OF HAZARDOUS SUBSTANCES BY VENTILATION	39
SAFETY EQUIPMENT AND CLOTHING	39
THE IRRADIATION	39
ASSOCIATION OF SAFETY AND HEALTH FOR SMALL BUSINESSES	40
OSHA Publications	40
OSHA OFFICE OF SMALL BUSINESS ASSISTANCE	40
OSHA CONSULTATION	40
OSHA COMPLIANCE PROGRAMS	40
VOLUNTARY PROTECTION PROGRAMS (VPP)	40
OSHA STRATEGIC PARTNERSHIP PROGRAM (OSPP)	40
OSHA ALLIANCE PROGRAM	40
OSHA Publications	40
Other Sources of Assistance	40
VOLUNTARY PROTECTION PROGRAMS PARTICIPANTS' ASSOCIATION (VPPA)	40
SMALL BUSINESS DEVELOPMENT CENTERS	40
NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH (NIOSH)	40
WORKERS' COMPENSATION CLAIMS AND OTHER PROGRAMS COMMITTEES	40
TRADE ASSOCIATIONS AND EMPLOYER GROUPS	40
THE NATIONAL SAFETY COUNCIL AND LOCAL CHAPTERS	40
PROFESSIONAL ASSOCIATIONS	40
YOUR LOCAL LIBRARY	40
TRAINING WORKPLACE HANDBOOKS	40
ADDITIONAL WEB PAGES OF INTEREST TO SMALL BUSINESSES	40
Appendix A: OSHA Action Plan Worksheet	46
Appendix B: Model Policy Statements	48
Appendix C: Guide to State Practices	49
Appendix D: OSHA Safety and Health Standards, Regulations and Requirements	50
Appendix E: Small Business Regulatory Enforcement Fairness Act of 1996 (SBREFA)	51
OSHA Regional Offices	52
OSHA's Top Business Publications	53

OSHA Small Business Handbook

- Introduction
 - Profit & Loss Statement
 - Developing a Profitable Strategy for Handling Safety
- NO ACCIDENT = NO COST – Prevention is key to cost savings

WCF

Four Point Workplace Program

- Management Commitment & Employee Involvement
- Worksite Analysis
- Hazard Prevention & Control
- Training for Employees, Supervisors & Managers

WCF

Four Point Workplace Program

- Management Commitment & Employee Involvement
- Worksite Analysis
- Hazard Prevention & Control
- Training for Employees, Supervisors & Managers

WCF

Management Commitment & Employee Involvement

The manager or management team leads the way by:

- setting policy
- assigning and supporting responsibility
- setting an example
- involving employees



WCF

Management Commitment & Employee Involvement

EXAMPLES:

- Post the company's written safety and health policy for all to see.
- Involve employees in policy making on safety and health issues.
- Take an active part in safety activities.
- Hold meetings that focus on employee safety and health.
- Abide by all safety and health rules.
- Invest time, effort, and money in your safety and health program.



WCF

Four Point Workplace Program

- Management Commitment & Employee Involvement
- Worksite Analysis
- Hazard Prevention & Control
- Training for Employees, Supervisors & Managers

WCF

Worksite Analysis

Continually analyze the workplace to identify all existing and potential hazards.



WCF

Worksite Analysis

- Request OSHA Consultation visit
- Get professional advice before making changes to equipment, operations, or procedures
- Review each job periodically step by step (Job Safety Analysis or Job Hazard Analysis)
- Set up a Self Inspection system – regular scheduled inspections



WCF

Worksite Analysis

- Encourage employees to report hazards
- Conduct thorough investigations of accidents and near misses
- Review injury and illness history for your company to identify patterns



WCF

Four Point Workplace Program

- Management Commitment & Employee Involvement
- Worksite Analysis
- Hazard Prevention & Control
- Training for Employees, Supervisors & Managers

WCF

Hazard Prevention & Control

- Implement Safe Work Procedures based on worksite analysis 
- Enforce the rules of safe work procedures
- Ensure use of personal protective equipment (PPE) by employees where necessary
- Provide for regular equipment maintenance
- Plan for emergencies. Conduct drills 
- Ensure eyewashes & emergency showers are available where necessary



WCF

Hazard Prevention & Control

- Emergency procedures for getting medical attention. 
- Designate a medical facility/physician for workplace injuries
- Procedure for reporting workplace injury/illness
- First aid and medical assistance available
- Routine walkthroughs to identify and track hazards



WCF

Four Point Workplace Program

- Management Commitment & Employee Involvement
- Worksite Analysis
- Hazard Prevention & Control
- Training for Employees, Supervisors & Managers

WCF

Training for Employees, Supervisors & Managers

“As an owner or manager, you must ensure that all employees know about the materials and equipment they work with, known hazards and how to control the hazards.”



WCF

Training of Employees, Supervisors, & Managers

Each employee needs to know that:

- no employee is expected to undertake a job

until he or she has received job instructions

on how to do it properly and is authorized to

perform that job. Also,

- no employee should undertake a job



WCF

Training for Employees, Supervisors & Managers

- Initial (new employee) training
- Ongoing training
- Employees should know and understand the hazards of their jobs and how to protect themselves



WCF

Training for Employees, Supervisors, Managers

“Train your supervisors to understand all the hazards faced by the employees and how to reinforce training with quick reminders and refreshers, or with disciplinary action if necessary.”

WCF

Training for Employees, Supervisors, Managers

“Make sure that your top management staff understand their safety and health responsibilities and how to hold subordinate supervisory employees accountable for theirs.”

WCF

Documentation

- Document Activities
 - Training
 - Job Hazard Analysis
 - Inspections
- Safety & Health Recordkeeping
 - Injury/Investigation reports
 - OSHA 300 Log of Injuries & Illnesses



WCF

Documentation

“That which has not been documented has not been done.”

- Unknown



WCF

OSHA Required Programs



How to Find an OSHA Standard:

29 CFR 1910.1200
Title Section (1910 = General Industry) Ref #
Code of Federal Regulations



OSHA's General Duty Clause:

Duties Sec. 5 (a) Each **employer** - (1) shall furnish to each of his employees employment and a place of employment which are **free from recognized hazards** that are **causing** or are **likely to cause** death or serious physical harm to his employees;

(2) shall comply with occupational safety and health standards promulgated under this Act.

(b) Each **employee** shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.



OSHA Required Programs

- Hazard Communication (29 CFR 1910.1200)
- Control of Hazardous Energy (1910.147)
- Recordkeeping (1904.2)
- Confined Space Entry (1910.146)
- PPE (1910.132)
- Machine Guarding (1910.210)
- Respiratory Protection (1910.134/139)



OSHA Required Programs

- **Hazard Communication (29 CFR 1910.1200)**
- Control of Hazardous Energy (1910.147)
- Recordkeeping (1904.2)
- Confined Space Entry (1910.146)
- PPE (1910.132)
- Machine Guarding (1910.210)
- Respiratory Protection (1910.134/139)



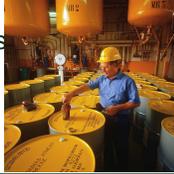
Elements of a Hazcom Program

- Hazard Evaluation
- Written Hazard Communication Program
- Material Safety Data Sheets (MSDS)
- Labels & Other Forms of Warni
- Employee Information & Trainir



Written Program:

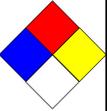
- container labeling
- collection & availability of MSDS
- list of hazardous chemicals
- information & training issues
 - “non-routine tasks”
 - “process vessels/pipes etc..”



WCF

Labels & Warning:

- The chemical manufacturer, importer, or distributor shall ensure that each container of hazardous chemicals leaving the workplace is labeled, tagged or marked with the following information:
 - (i) **Identity** of the hazardous chemical
 - (ii) Appropriate **hazard warnings**; and
 - (iii) **Name and address** of the chemical **manufacturer**, importer, or other responsible party.



WCF

OSHA Required Programs

- Hazard Communication (29 CFR 1910.1200)
- **Control of Hazardous Energy (1910.147)**
- Recordkeeping (1904.2)
- Confined Space Entry (1910.146)
- PPE (1910.132)
- Respiratory Protection (1910.134)
- Machine Guarding (1910. 210)

WCF

The Control of Hazardous Energy (29 CFR 1910.147)

- **Purpose:** Protect employees from accidental release of energy during the maintenance or servicing of equipment, machines or processes.



WCF

LockOut TagOut (LO/TO)

- **Application:** Any company that has equipment, machines or processes where accidental energy release is possible.
 - unexpected startup of equipment
 - release of stored energy



WCF

Sample Steps:

- Inspect system to ensure all moving parts have stopped.
- Install ground wires.
- Relieve trapped energy.
- Release tension or block movement of traveling parts.
- Control pneumatic or hydraulic systems that might bleed -off and release moving machine parts.
- Drain process piping systems and isolate systems to prevent exposure to hazardous material.
- Purge reactor tanks, vessels and process lines.
- Dissipate thermal energy hazards.

WCF

Confined Space Defined:

- Large enough so an employee can bodily enter the space.
- Limited means of entry and exit.
- Not designed for continuous occupancy.



Written Program:

- Identification of Confined Spaces
- Control measures (LO/TO, ventilation)
- Establish written permit system
- Discuss air monitoring
- Selection & training of personnel
- Protective equipment
- Provisions for attendants
- Rescue & emergency response



OSHA Required Programs

- Hazard Communication (29 CFR 1910.1200)
- Control of Hazardous Energy (1910.147)
- Recordkeeping (1904.2)
- Confined Space Entry (1910.146)
- PPE (1910.132)
- Respiratory Protection (1910.134)
- Excavations (1926.650)



Personal Protective Equipment (29 CFR 1910.132)

- Purpose: To ensure workers have appropriate PPE and understand usage.
- ❖ Remember Control Hierarchy:
 - ① Eliminate
 - ② Administrate
 - ③ Engineer
 - ④ PPE



Standard Requirements:

- Employer shall perform a workplace hazard assessment to determine need for PPE.
- Document hazard assessment with a **written** certification describing PPE requirements for each job.
- Provide appropriate PPE.
- Train employees on proper PPE usage.



Training to Include:

- when PPE is necessary
- what PPE is necessary
- how to don, doff, adjust, and wear PPE
- limitations of PPE
- proper care, maintenance, useful life and disposal of PPE



Related Standards:

- Respiratory Protection (29 CFR 1910.134)
- Hearing Conservation (29 CFR 1910.95)
- Bloodborne Pathogens (29 CFR 1910.1030)
- Hazcom (29 CFR 1910.1200)
- Hazwoper (29 CFR 1910.120)



OSHA Required Programs

- Hazard Communication (29 CFR 1910.1200)
- Control of Hazardous Energy (1910.147)
- Recordkeeping (1904.2)
- Confined Space Entry (1910.146)
- PPE (1910.132)
- Respiratory Protection (1910.134)
- Machine Guarding (1910. 210)

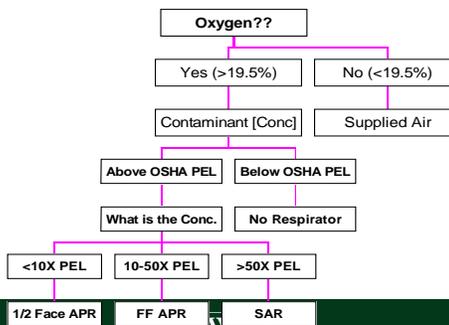


Program Requirements:

- Written standard operating procedures governing the selection and use of respirators
- Respirator selection criteria
 - based on exposure type and concentration



Respirator Selection Guide:



Program Requirements: (cont)

- Workplace surveillance (IH monitoring etc.)
- Program review
- Employee medical evaluation prior to use
- Respirator "Fit Testing"
- Use only NIOSH/MSHA approved respirators
- Training requirements (use & limitations)
- Respiratory care and maintenance
 - cleaning & storage
- Respirator inspection
- Program Evaluation



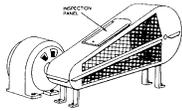
OSHA Required Programs

- Hazard Communication (29 CFR 1910.1200)
- Control of Hazardous Energy (1910.147)
- Recordkeeping (1904.2)
- Confined Space Entry (1910.146)
- PPE (1910.132)
- Respiratory Protection (1910.134)
- Machine Guarding (1910. 210)



Standard Elements:

- Definitions
- General requirements for all machines
- Woodworking machinery
- Abrasive wheel machinery
- Rubber industries
- Mechanical power presses
- Forging machines & mechanical power transmission



WCF

OSHA Required Programs

- Hazard Communication (29 CFR 1910.1200)
- Control of Hazardous Energy (1910.147)
- Recordkeeping (1904.2)
- Confined Space Entry (1910.146)
- PPE (1910.132)
- Respiratory Protection (1910.134)
- Excavations (1926. 650)

Powered Industrial Trucks (1910.178)

WCF



General Requirements:

- Design criteria/labeled (Part II, ANSI B56.1-1969)
- Conditions for use (non-flammable atmospheres)
- Precautions when servicing batteries
- Control of forklift emissions
- Dock plates
- Precautions when loading trucks/railroad cars.

WCF

Requirements continued

- Operator training
- Truck operating procedures
- Traveling regulations
- Loading
- Truck maintenance & operation



WCF

Other Areas Needing Self Inspection

- Noise Exposure
- Stairs & Stairways
- Portable Ladders
- Material Handling
- Ventilation
- Emergency Response
- Safety & Health Program



WCF

Assistance for Safety

- OSHA – www.osha.gov
- Utah OSHA – www.uosh.utah.gov
- WCF – www.wcgroup.com
- Trade associations
- Professional associations
- National Safety Council/Utah Safety Council www.nsc.org or www.utahsafetycouncil.org

WCF

OSHA Resources for Small Businesses

- CD ROM with handouts contains Small Business Handbook
- OSHA Small Business web page <http://www.osha.gov/dcsp/smallbusiness/index.html>
- Government contacts and help with complying with regulations <http://www.business.gov/contacts/>
- OSHA e-Tools <http://www.osha.gov/dts/osta/oshasoft/index.html>

WCF

OSHA Resources for Small Businesses

- Safety Pays Program Cost Estimator <http://www.osha.gov/dcsp/smallbusiness/safetypays/index.html>
- Field Inspection Reference Manual http://www.osha.gov/Firm_osa_toc/Firm_toc_by_sect.html
- Safety Writer – online program to assist in writing a safety program www.safetywriter.com

WCF

OSHA Resources for Small Businesses

- OSHA Technical Manual http://www.osha.gov/dts/osta/otm/otm_toc.html
- **Utah OSHA Consultation Program**
160 East 300 South, Third Floor
Salt Lake City, Utah 84114-6650
(801) 530-6855
(801) 530-6992 FAX
(801) 530-6901 TDY
1-800-530-5090
E-mail: jsylva@utah.gov
Website: http://www.uosh.utah.gov/Consultation_Services/consultation_services.html

WCF

WCF Safety & Health

- Offers assistance with information and expert advice in setting up safety programs.
- Contact your Safety Consultant or call (801) 288-8103, or (800) 446-2667 ext. 8103

WCF

Thank you!

WCF