

Getting & Keeping Safe Employees

Workers Compensation Fund

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According to a [Bureau of Labor Statistics](#) report, over 4,000,000 workplace-related injuries were reported in 2004.

Every seven seconds a worker gets injured on the job

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Risks Intentionally Taken



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Unintended Consequences of Acts



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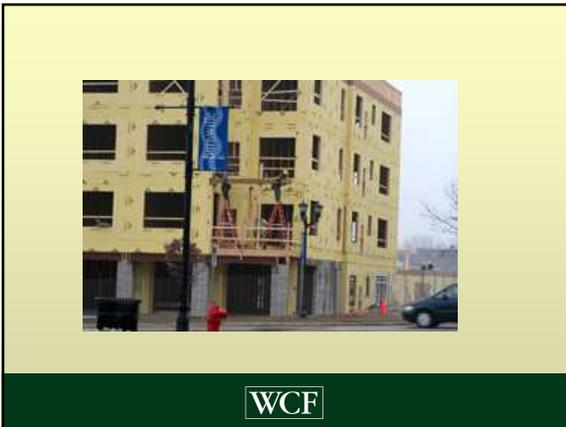
Poorly Engineered Operation



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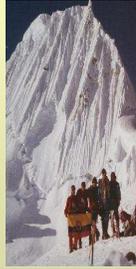


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Where Does One Start



1. Hire the Best That You Can
2. Train
3. Make the Operation as Safe as You Can
4. Motivation & Incentives
5. Inspections to Identify Hazards
6. Supervise

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Hire The Best You Can *Be Selective!*

- o Job Descriptions
- o Previous Work References
- o Interview Process
- o Physical Abilities Testing

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Hire The Best You Can *Be Selective!*

- o Pre-start Post Offer Drug Test
- o Motor Vehicle Report (MVR)
- o Written/Practical Tests
- o Criminal Background Check

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TRAINING

- o Initially- (new hire checklist)
- o Ongoing/Periodic (Topics most pertinent)
- o Remedial (post incident, near-miss)
- o Changes in Operations

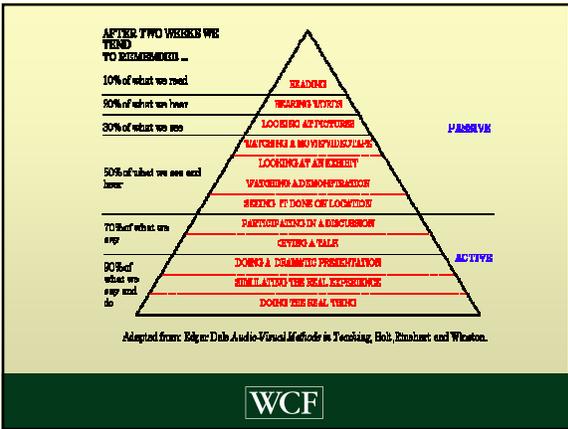
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The health and wellbeing of workers is a priority that no business can afford to overlook.

Recent studies estimate that occupational health and safety programs save

\$4 to \$6 for every dollar invested in training.

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Human Error is Reduced When:

1. Employees know the correct methods and procedures to accomplish the given task; and
2. Employees Demonstrate a Skill Proficiency Before Performing a Particular Task.



Training Tools

- Code of Safe Practices
- Job Safety Analysis (JSA)
- Task Training Record



CODE of SAFE PRACTICES

BOX KNIVES

Consider the following safety tips to help prevent and minimize hand injuries when using utility or box knives.

If you need to open a box, a blunt object such as a pen or key is typically all that is needed to break the tape. You may also be able to just peel the tape back with your fingers. A blade however, is typically not needed for this task.

If you need to actually cut cardboard, use an approved box cutter or utility knife. **Do Not Use Pocket Knives.** When cutting, remember to:

- Cut away from the body
- Watch where you place your other hand when cutting
- Never talk to others while cutting (you don't need the distraction)
- Never use a dull blade
- Use protective gloves
- Don't put the knife in your pocket



Job Safety Analysis

Title of Job or Task:		
Hooking-up a trailer to the hitch		
Task	Hazards	Controls
1. Directing vehicle to the trailer.	Backing into people/objects	Make sure path is clear. Make sure the driver can see you and understands your signals. Direct the vehicle as close to the trailer as possible. Do not put yourself between the trailer and the vehicle.
2. Lifting the trailer.	Back or other strain	Utilize the swivel jack to lift the trailer. If no or inoperable swivel jack: • Utilize a two man or three man lift • Utilize a floor jack. Never lift the trailer alone.
3. Manoeuvring the trailer in place.	Potential for cuts on sharp edges	Wear gloves
Required Training: Proper lifting technique	Required Personal Protective Equipment (PPE) Gloves	

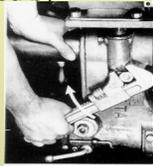


REDUCING UNNECESSARY



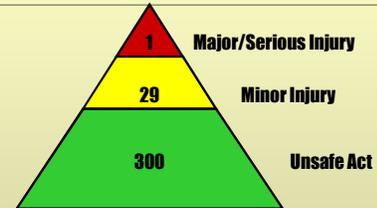
H.W. Heinrich

- 88% of all accidents are caused by unsafe acts
- 10% of all accidents are caused by unsafe conditions
- 2% uncatergorized



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Heinrich: Foundation of a Major Injury



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Causes of Lost Workday and Restricted Workday Injuries
Results of a 10-year Du Pont Study

Unsafe Acts Associated with:

Body position	30%
Tools and equipment	28%
Actions of another person	14%
Protective equipment	12%
Procedures and housekeeping	12%
Total injuries from unsafe acts	96%
Total injuries from other causes	4%

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United Steel Workers of America

Twenty year study of root causes of accidents:

"We do not find unsafe acts as a prevalent root cause of accidents. What we almost always find when we investigate serious accidents, including fatalities is multiple root causes related to hazards and unsafe conditions, not multiple unsafe acts."

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Unsafe Acts/Behaviors vs. Physical Hazards and Conditions



What Direction Does an
Employer Take?

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**"Behavior Based Safety Will
Not Take the Place of the
Hierarchy of Controls,
because it CANNOT"**

Thomas Krause noted Behavior Based Safety
Consultant

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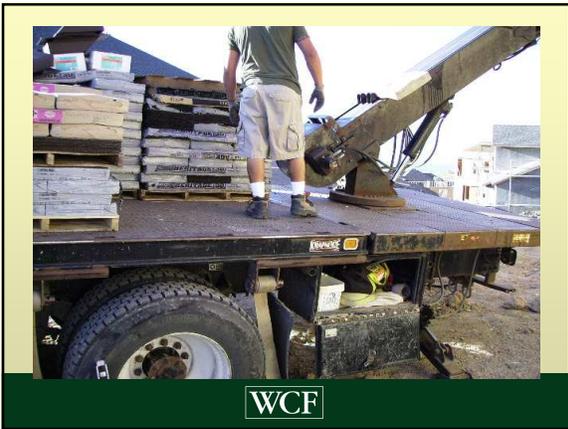
Hierarchy of Hazard Control		
Effectiveness	Control measure	What's involved
High	Elimination	Remove the hazard
	Substitution	Replace with a less hazardous substance or process
	Isolation	Separate hazard from people not involved in the work
	Engineering	Modify tools and equipment, mechanical aids
	Administrative	Work and hiring practices to reduce risk, including: job rotation, SOP's, training, fit for duty testing, etc.
Low	PPE	Use as last resort when other control measures not practicable

Operations Control = Accident Control

Anything you can do utilizing substitution, engineering, administrative controls, etc. thus minimizing Human Factors involved in the operation, is a win/win opportunity



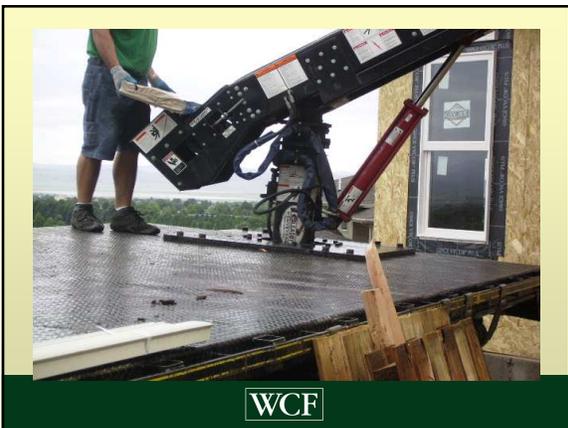
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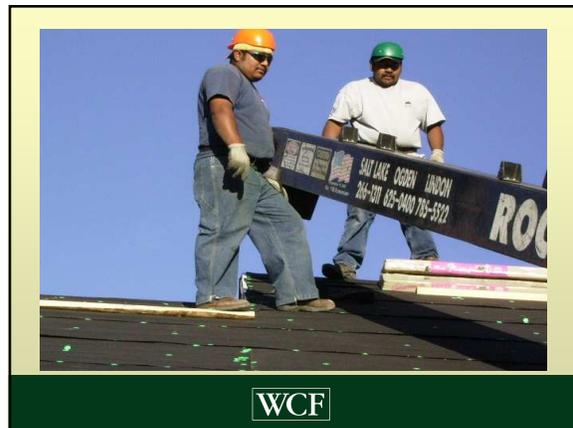
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Why are employees unsafe?



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Unsafe behavior is rewarding

1. Saves time
2. Convenience
3. Comfort
4. Negative consequences unlikely

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What Motivates People to Follow the Rules/Procedures?

Incentive program/rewards
Peer group
Fear – Disciplinary Action
Recognition
Involvement in safety program

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Safety Incentive Ideas

- Specify expected safe behaviors/actions
- Reward ALL who meet criteria
- Rewards represent achievement
- Use employees' ideas
- Encourage employee involvement
- Injuries not a criteria

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Dos and Don'ts

- ✓ Don't set a certain number of injuries, illnesses, or incidents as the **sole** criteria for winning awards.
- ✓ Don't stop your program because you had one bad performance period.
- ✓ Don't have different levels of awards for different groups, such as one for supervisors and another for hourly employees.



Dos and Don'ts

- ✓ Focus on rewarding desired behaviors and activities.
- ✓ Don't skew reporting to try and save a "safe streak." This will drive morale down.
- ✓ Focus on goals that involve all of your employee.
- ✓ Behaviors and activities that get rewarded should be based on what your entire workforce does---from to management to line employees (**Managements involvement will motivate everyone**)



Dos and Don'ts

- ✓ Everyone must have an equal chance to win
1 winner and 300 losers is an easy way to lose participation

"Most games of chance are based on luck and most people feel they are unlucky and that they will never win anything, and they are right.
Dr. Robert Dugan



Dos and Don'ts

- ✓ Reward employee for safety suggestions
- ✓ Involve Near-miss reporting
- ✓ Use a combination of incentives



Behavior Safety Focus

- Identifying desired safe behaviors
- Making observations
- Providing feedback
- Coaching employees
- Motivating safe behaviors
- Involving employees every step of the way



Employee involvement ideas

- è Participate in goal setting
- è Conduct safety training
- è Help determine required safe behaviors
- è Help with safety inspections
- è Contribute to writing safety rules
- è Safety problem solving



Benefits

- u Encourages individuals and groups to take injuries serious (**fewer accidents and injuries**)
- u Employees become enthusiastic about safety, and think about behavior more often
- u **Company management is perceived by employees as being concerned and proactive about safety**
- u Encourages employees to seek treatment for legitimate claims
- u Discourages employees from reporting fraudulent claims



Reluctantly safe companies!



Hazard Inspections

- New Jobsites
- Periodic
- Involve others
- Checklists can prompt and provide documentation
- Follow-up



The Supervisor is Key

- They should best know their peoples strengths, weaknesses, abilities.
- They should best know their operations, equipment, processes
- They should best know safety rules, procedures



Summary

Hire the Best That You Can
Train
Make the Operation as Safe as You Can
Motivation & Incentives
Inspections to Identify Hazards
Supervise

