Behind every good outcome

October 4, 2019

CareWorks
2019 OhioPRIMA Educational Conference & Annual Meeting Program

Timely & Pointed Safety Engagement for the Seasonal Workforce

CareWorks
Agenda

01. Identify Your Workforce
02. Drivers of Motivation
03. Hurdles
04. Hierarchy of Control
05. Timely and Pointed
06. Safety as Skills Building
07. Adapting with Technology
08. Providing Opportunities for your Full Time Staff
09. Value
10. Re-Cap and Wrap Up
Your Seasonal Workforce

Who is your seasonal workforce?

Your Seasonal Workforce

- Tasks
- Demographics
- Longevity as a seasonal staff
Drivers of Motivation
Drivers for their Motivation

The motivation is not always what you think.

What is the why behind your workforce?

- Money
- Something to fill the time
- Because they have to
- Because they want to
- Those that want to be there
- Community
- Keeping Busy
Hurdles
Hurdles that need to be overcome

The following are some of the factors that we have to address prior to starting the journey toward a safety centered seasonal workforce.

Internal
- Investment versus reward
- Gatekeepers
- Cultural aspects
- Is it easier to pay claims that to get aspects approved?

External
- Just looking for a paycheck
- Here because they have to be
- Short term-Not invested
Internal Hurdles

If you could fix...

What would it take....

Who would be involved..

How would that play out...

What would be the direct and indirect results....?
External Hurdles

How are you addressing motivation—carrot or stick?

Are your concepts relatable and easy to understand?

Are you ostracizing your seasonal staff or making them feel included?

Are you taking into consideration the constraints and hurdles—working what you can to your advantage?
Hierarchy of Control
Are you treating your tasks and employees with the level of concern that they need?

Hierarchy

- Elimination
- Substitution
- Engineering
- Administrative
- PPE

Does each task and each employee get the same level of concern that it should?
Timely and Pointed
Hazard Analysis

Determining your exposure so that you can provide the right solutions.

Review Past Incidents
- Look back longer than what you would think-8 to 10 years
- Take a look at both frequency and severity
- Look at the individual or department for exposure and trending
- Is there anything that you outsourced for a period that you are now doing again?

Survey the Employees
- Conduct a few basic surveys
- Compile the hard data to support your agenda
- As corrections or changes are made re-survey

Direct Observation
- Set up an observation checklist
- Observe often
- Compile and correct
Vary the Solutions

*In your equipment area, at the tailgate, from the first day on the job.*

Varying solutions reinforce and have the potential to get through to many areas:

- Don't just include safety in a single aspect and expect it to have the right amount of impact.
  - Visual
  - Call and Recall
  - Inside the procedure
  - Prior to the start
  - From day one
Visual Solutions

**FULL PPE REQUIRED PAST THIS POINT - PLEASE CHECK**

- **EYE PROTECTION**
- **SAFETY HELMET**
- **HI-VIZ VEST**
- **EAR PROTECTION**
- **SAFETY FOOTWEAR**
- **SAFETY GLOVES**

**SITE SAFETY NOTICE**

- **WARNING**
- No unauthorized access
- Children must not play on this site
- All visitors and drivers must report to the office

- Protective footwear must be worn
- Hard hats must be worn
- High visibility safety vest or jacket must be worn
Google Forms Quiz

GOOGLE FORMS
CREATE A QUIZ
Safe Operating Procedure
OXY WELDER

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓

OPERATIONAL SAFETY CHECKS

✓ Check that the oxygen and acetylene regulator adjusting knobs are loose.
✓ Check that both blowpipe valves are closed.
✓ Slowly open the cylinder valves on each cylinder for half a turn only.
✓ Screw in the regulator adjusting knobs slowly until the delivery pressure gauges register 70kPa.
✓ Purge and check for constant oxygen gas flow.
  1. Open the oxygen blowpipe for 2 seconds valve and check the delivery gauge.
  2. If necessary re-adjust the oxygen regulator to achieve a 70kPa pressure.
  3. Close the oxygen blowpipe valve.
✓ Purge and check for constant acetylene gas flow.
  1. Open the acetylene blowpipe valve for 2 seconds and check the delivery gauge.
  2. If necessary re-adjust the acetylene regulator to achieve a 70kPa pressure.
  3. Close the acetylene blowpipe valve.
✓ Open the acetylene blowpipe valve slightly and light the blowpipe with a flint lighter.
✓ Continue to slowly open the acetylene valve until the flame no longer produces soot.
✓ Slowly open the oxygen blowpipe valve until a neutral flame is produced.

ENDING OPERATIONS AND CLEAN UP

✓

PRE-OPERATIONAL SAFETY CHECKS

✓ Ensure no slip/trip hazards are present in workspaces and walkways.
✓ Keep area clean and free of grease, oil and other flammable material.
✓ Gas hoses must be in good condition and not create a tripping hazard.
✓ Before lighting up make a visual inspection of all equipment for damage.
✓ Check that the area is well ventilated and fume extraction unit is on.
✓ Faulty equipment must not be used. Immediately report suspect equipment.
✓ Ensure Flashback Arresters are fitted and are clean from buildup combustion deposits.

Date of last review  Name  Signature

SOP Oxy Welder © VL, 01/2013

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used in compliment training and as a reminder to users prior to use.
Table 1. An example of JSA applied to changing a flat tire.

<table>
<thead>
<tr>
<th>Sequence of Tasks</th>
<th>Potential Hazards</th>
<th>Preventive Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Park vehicle.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Get spare tire and tool kit.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Pry off hub cap.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Loosen lug bolts (nuts).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. And so on .......</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Orientation

Strong Orientations Pay Dividends

JOB TASKS AND JOB HAZARD ANALYSIS

Hazard Recognition

Job Title: Housekeeping

Task: Housekeeping

Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels and hospitals, in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming. Select tasks from a master task list.

Hazards: To be identified

Hazard Control Measures:

Hazard - Work Activities

<table>
<thead>
<tr>
<th>Task</th>
<th>Hazard</th>
<th>Hazard Mitigation 1 - Engineering</th>
<th>Hazard Mitigation 2 - Administrative</th>
<th>Hazard Mitigation 3 - PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spray Bathroom</td>
<td>Chemical</td>
<td>Chem used/bottle</td>
<td>Procedure</td>
<td>Gloves and Glasses</td>
</tr>
<tr>
<td>Collect Trash</td>
<td>Ergo/BBP</td>
<td>Task Specific</td>
<td>Procedure</td>
<td>Bag Durability Gloves</td>
</tr>
<tr>
<td>Strip Bed</td>
<td>Ergo/BBP</td>
<td>Task Specific</td>
<td>Procedure/Endo</td>
<td>Gloves</td>
</tr>
<tr>
<td>Return to Cart</td>
<td>Walking Working</td>
<td>Cart Design/Task</td>
<td>Procedure</td>
<td>Shoes</td>
</tr>
<tr>
<td>Make Bed</td>
<td>Ergonomic</td>
<td>Sheet Design</td>
<td>Procedure/Endo</td>
<td>Shoes</td>
</tr>
<tr>
<td>Check Collateral</td>
<td>Caught/Struck/Elect</td>
<td>Task Specific</td>
<td>Procedure/Endo</td>
<td>Gloves</td>
</tr>
<tr>
<td>Collect Dirty Terry</td>
<td>Ergo/BBP</td>
<td>Task Specific</td>
<td>Procedure</td>
<td>Gloves</td>
</tr>
<tr>
<td>Return to Cart</td>
<td>Walking Working</td>
<td>Cart Design/Task</td>
<td>Procedure</td>
<td>Shoes</td>
</tr>
<tr>
<td>Wipe Surfaces</td>
<td>Ergonomic/Chemical</td>
<td>Tools/Equipment</td>
<td>Procedure/Endo</td>
<td>Gloves and Glasses</td>
</tr>
<tr>
<td>Return to Cart</td>
<td>Walking Working</td>
<td>Cart Design/Task</td>
<td>Procedure</td>
<td>Gloves and Glasses</td>
</tr>
<tr>
<td>Get Caddy</td>
<td>Ergonomic</td>
<td>Design</td>
<td>Procedure/Endo</td>
<td>Gloves and Caddy</td>
</tr>
<tr>
<td>Wipe Glass</td>
<td>Ergonomic</td>
<td>Tools/Equipment</td>
<td>Procedure/Endo</td>
<td>Gloves and Glasses</td>
</tr>
<tr>
<td>Clean Bathroom</td>
<td>Ergo/BBP</td>
<td>Tools/Equipment</td>
<td>Procedure/Endo</td>
<td>Gloves and Glasses</td>
</tr>
<tr>
<td>Toilet Last</td>
<td>Ergo/BBP</td>
<td>Tools/Equipment</td>
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<td>Walking Working</td>
<td>Cart Design/Task</td>
<td>Procedure</td>
<td>Shoes</td>
</tr>
<tr>
<td>Lint Roller</td>
<td>Ergonomic</td>
<td>Design</td>
<td>Procedure</td>
<td></td>
</tr>
<tr>
<td>Vacuum</td>
<td>Ergonomic/Electrical</td>
<td>Design/GFCI</td>
<td>Procedure</td>
<td></td>
</tr>
<tr>
<td>Spray Floor</td>
<td>Chemical</td>
<td>Chem used/bottle</td>
<td>Procedure</td>
<td>Gloves and Glasses</td>
</tr>
<tr>
<td>Mop Floor</td>
<td>Ergonomic</td>
<td>Design</td>
<td>Procedure</td>
<td>Gloves and Shoes</td>
</tr>
</tbody>
</table>

Policies and Procedures

Company specific policies and procedures that are to be followed. (Analyzed from a safety standpoint.)

- Housekeeper must be able to lift 50 lbs minimum
- Housekeeper must be able to perform the necessary range of motion to lift, push pull and handle tools/materials.

Name: ___________________________ Signature: ___________________________ Date: __/__/___ H.R. ___________________________
Safety as Skills Building
Break Through

*Treat safety as a skills building opportunity*

Advancement and efficiency

- Treat safety as a tool for advancement
- Recognition or advancement as a result of safety
- Establish safety into SOPs so that it is viewed as a necessary component
Providing opportunities for your full time staff
Establishing Projects for Seasonal Help

Trains both employees...

Aspects to consider

- Younger generation may have more computer and analytical skills as compared to a seasoned employee
- Project planning may give time to budget, work out the kinks, plan the work and obtain needed buyin.
- Seasonal work repeats annually-establish SOPs, use outside tools and resources.
- Teach a new skill or task.
Management and Leadership

Opportunity to try out two employees at once

- Teach interpersonal skills through the of managing seasonal staff
- Additional responsibility for full time staff or returning seasonal staff
- Work this into team building exercises
- Feeling of advancement
- Fulfillment of work goals
Mentoring and Legacy Building

Not everyone on the full time staff may want to lead however most are willing to show what their job entails and how they might be able to do it better.

- Give someone the chance to teach
- Allow them to communicate the nuances, skills and ability of their job
- Employer them with the opportunity to show their side of the job and task.
Value
Value

*Why knowing your staff is essential in making the right decisions with regard to safety.*

Now that you have the framework for how to knowing the hazard and knowing the audience it is time to give a few things a try:

Will you possibly:

- Change your approach?
- Enlist help from full timers?
- Add to your orientation?
- Create a visualization of good behavior/practice/dress?
- Understand motivations and bring them more into consideration?
Re-Cap and Wrap Up
Re-Cap

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Questions?
Thank You