



Star Buick GMC, Inc.

Safety Committee Training

December 6, 2017

UPMC
WorkPartners
Providing Health & Productivity Solutions

Agenda

- **Safety Committee Operations**
- **Hazard Identification and Inspection**
- **Accident Investigation Activities**
- **Drugs/Alcohol and the Workplace**

Hidden Costs of Accidents

Total Costs = Direct + Indirect Expenses

- **Direct** (insured) = wage loss, medical
- **Indirect** (uninsured, cost to company)

Downtime	Training Replacement	Administrative Expenses
Lower Employee Morale	Equipment Repairs	Lost Productivity



Workplace Safety Committee: *Role and Functionality*

Safety Committee Purpose

- Reduce accidents by creating a safer workplace!
- Involve employees in the safety function.
- Generate ideas for improving safety and health.
- Bring employees and management together.



Safety Committee Structure

Single – One workplace, one committee

- Committee members from same location

Centralized – More than one workplace

- One committee in a central location with members from other locations

Multiple – More than one workplace

- Separate committee at each workplace

Safety Committee Structure

Committee Requirements

- Formal safety committee policy and procedures
- Minimum of 4 members (2 employer - 2 employee)
- Represent all major work activities
- Continuous term of at least one year
- Number of employer representatives cannot exceed number of employee members
- Quorum = One-half of members +1

Safety Committee Structure

Must have formal monthly meetings:

Agendas

Meeting Minutes

Attendance Lists

Maintain Records

Annual Training

Safety Committee Function

Purpose: To detect hazards and prevent accidents and illnesses

- **Accident/incident report reviews**
- **Conduct safety inspections**
- **Recommend use of safety devices**
- **Review safety program needs**
- **Develop safe work practices**
- **Discuss employee safety-related issues**

Member's Responsibilities

- Attend meetings
- Identify unsafe acts and conditions
- Ask coworkers for suggestions and concerns
- Offer solutions, not just problems
- Notify employees in your group that you are a member of the safety committee.

Management's Responsibilities

- Provide support (time, effort, money)
- Support training for members
- Provide leadership and direction
- Attend committee meetings periodically
- Promote positive effects of committee activities on individual basis or at group meetings

Committee Chairperson

- Accountable to top management
- Sets the agenda
- Coordinates meetings
- Facilitates meetings
- Ensures agenda is followed
- Ensures everyone is heard
- Decisions by majority vote



Successful Safety Committees

- Use agendas
- Support goals and objectives
- Demonstrate team effort
- Develop mutual trust, respect and support
- Management support and leadership



Objectives/Goals

Objectives should be **SMART**

Specific

Measurable

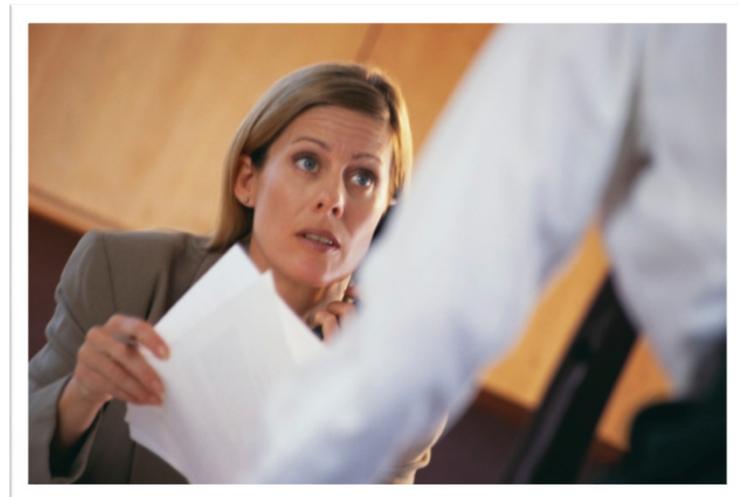
Attainable

Relevant

Time-limited

Safety Committee Pitfalls

- No upper management support
- Poor organization of meetings
- No clear goals
- Written meeting agendas not used





Workplace Safety Committees:
Hazard Detection and Identification

Hazard Detection and Identification

There are many ways to identify hazards:

- Walkthrough Surveys
- Inspection Checklists
- Past Records
- Accident Investigation
- Consultation
- Regulations/standards



Inspection vs. Audit

Are you INSPECTING or AUDITING?

- Safety Inspections examine physical facilities - looking for unsafe conditions, unsafe acts, housekeeping issues, etc.
- Safety Audits examine procedures & policies.

Periodic inspections are a critical part of any workplace safety program!

Purpose of Safety Inspections

Identify actual
and potential
hazards

Determine
underlying causes
of hazards

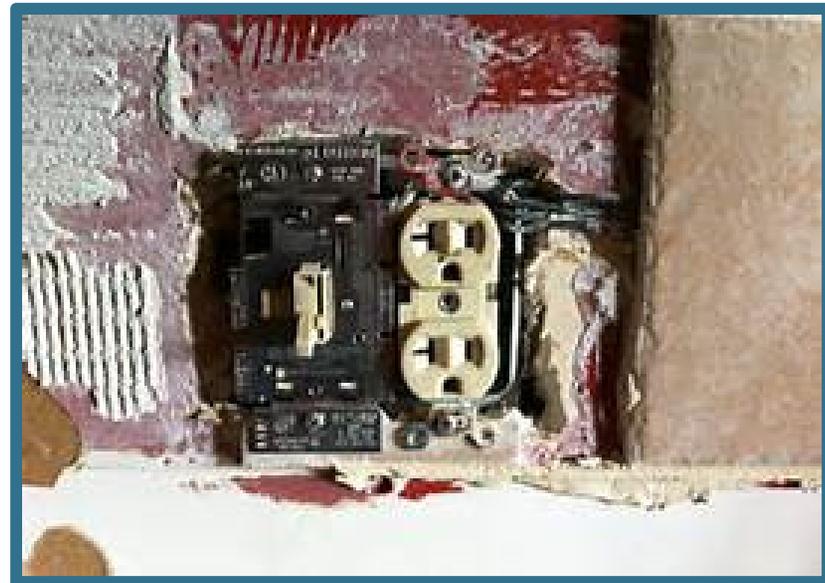
Ensure hazard
controls are
functioning

Increase safety
awareness

Display concern
for employee
safety

What is a Hazard?

An act or a condition in the workplace that has the potential to cause injury, illness, or death and/or damage to company property and equipment



What to Examine

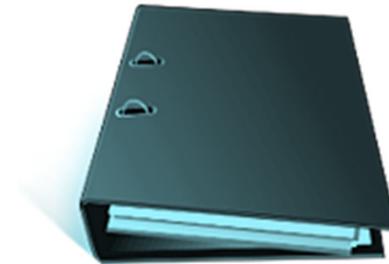
High Hazard Areas: Equipment and operations that involve energy transfer including: chemical, mechanical, pneumatic, physical, electrical, etc. **(Unsafe Conditions)**

Procedures and Behaviors, Including: Use of protective equipment, safe operating speeds, following proper procedures, improper lifting, inattentive behavior, etc. **(Unsafe Acts)**

How to Conduct an Inspection

Plan Inspections

- Determine the inspection purpose, locations
- Review past inspection reports
- Ask employees in area for input
- Review records: training, accident reports, etc.
- Monthly or quarterly
- One person or a team



Observe processes, equipment, walking surfaces, and work locations for unsafe conditions/acts.

Hazards

Hazards should not be disregarded simply because:

- They appear to be very unlikely
- They have not happened previously
- They are considered to be adequately controlled by existing measures

Reference Sources

OSHA - Hazard Identification Training Tool

PA Department of Labor & Industry

PA Department of Environmental Protection

Department of Health

National Fire Protection Association

Industry Standards



Workplace Safety Committees:
Accident/Investigation and Reporting

What is an Accident?

An uncontrolled and/or unplanned event that causes or contributes to illness, injury, death and/or damage to property, equipment, or materials.

Most accidents have more than one cause!



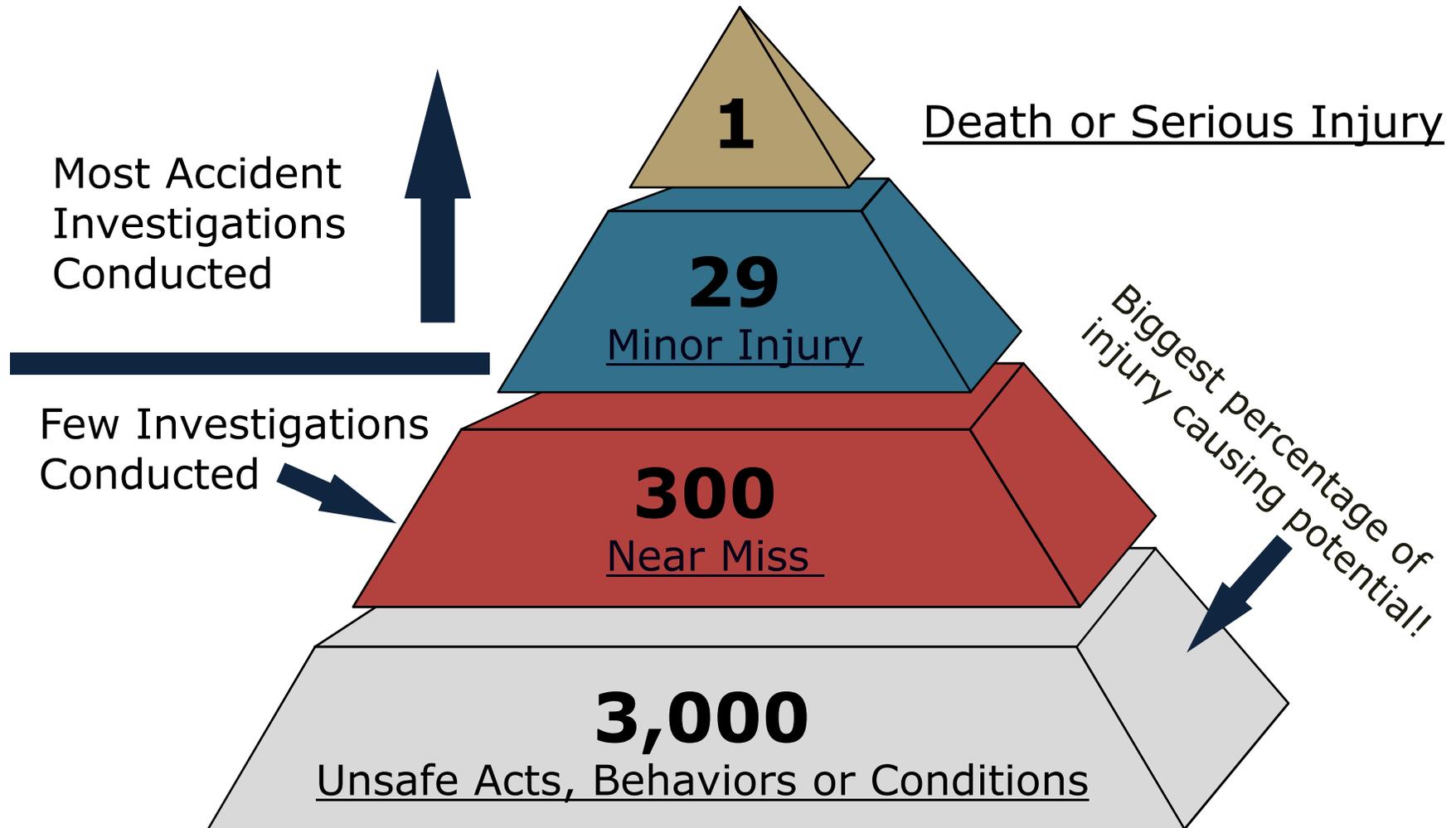
Why Investigate Accidents

- Determine How and Why
- Prevent Recurrence
- Identify Hazards

Investigate:

- Incident Only and Medical Treatment
- Property Damage
- Near Miss Incidents

Incident Ratio Model



What are the Causes of an Accident?

Unsafe Acts



Unsafe Conditions



Unsafe Acts vs. Unsafe Conditions

Behaviors

- Account for the vast majority of injuries
- Encourage and Enforce



Conditions

- Represent only a small fraction of injuries
- Recognize and Remedy



Unsafe Acts and Unsafe Conditions

- Inadequate Ventilation
- Failure to Warn
- Defective Tools, Equipment or Materials
- Inadequate Guards
- Using Defective Ladders
- Congested Area
- Damaged stairs
- Improper Lifting
- Inadequate PPE
- Cracks in walking surfaces
- Influence of Drugs or Alcohol
- Fire Hazards
- Poor Lighting
- Blocked Exit Doors

Unsafe Act or Unsafe Condition?



Sadly, 253,000 people were treated for lawn mower-related injuries in 2010 - nearly 17,000 of those are children under age 19 - U.S. Consumer Product Safety Commission.



How do I Investigate?

1. Call for first aid/emergency response
2. Secure the scene
3. Photograph the scene
4. Interview witnesses
5. Collect physical evidence

Use an accident report form!

Who Should Do the Investigation?

- First Line Supervisor
- Safety Committee
- Safety Director/Safety Person
- All of the above
- A combination of the above



Interviewing Victims and Witnesses

- Interview as soon as possible after the incident
- Do not interrupt medical care to interview
- Interview each person separately
- Reassure them that this is a fact finding process only
- Remind them these facts will be used to prevent recurrence
- Ask injured for suggestions



Accident/Incident Investigation

- Review all reported incidents causing injury, damage or a “near miss”
- What happened?
- Identify the root cause
- Recommend corrective actions



Goal of the Investigation

Is NOT to:

- Exonerate individuals or management
- Satisfy insurance requirements
- Defend a position for legal argument
- Assign blame

Remember, *fact-finding* not *fault-finding*...

Basic Corrective Actions:

- Told to be more careful
- Explained safety rule of lifting with the legs
- Instructed employee to read Safety Data Sheet (SDS)
- Had co-worker review proper procedures

Better Corrective Actions:

- Met with employee to discuss accident and reviewed proper procedures and then...
- Observed employee perform the procedure
- Showed employee SDS, reviewed how to interpret and how to use PPE appropriately
- Checked for understanding
- Plan to discuss with all employees in department at next meeting

Investigation Summary

Accident & Incident Investigations

- First Aid & Emergency Response
- Secure Scene
- Photograph/Document Scene
- Interviews/Statements
- Review Records
- Prepare a Report:
 - Include Causes
 - Include Corrective Actions
- Follow-up!

Root Cause(s)

The cause of a problem which, if adequately addressed, will prevent a recurrence





Workplace Safety Committees:
Employee Substance Abuse Awareness Program (ESAAP)

The Unseen Reality

Think PA's workplaces are drug free? Think again.

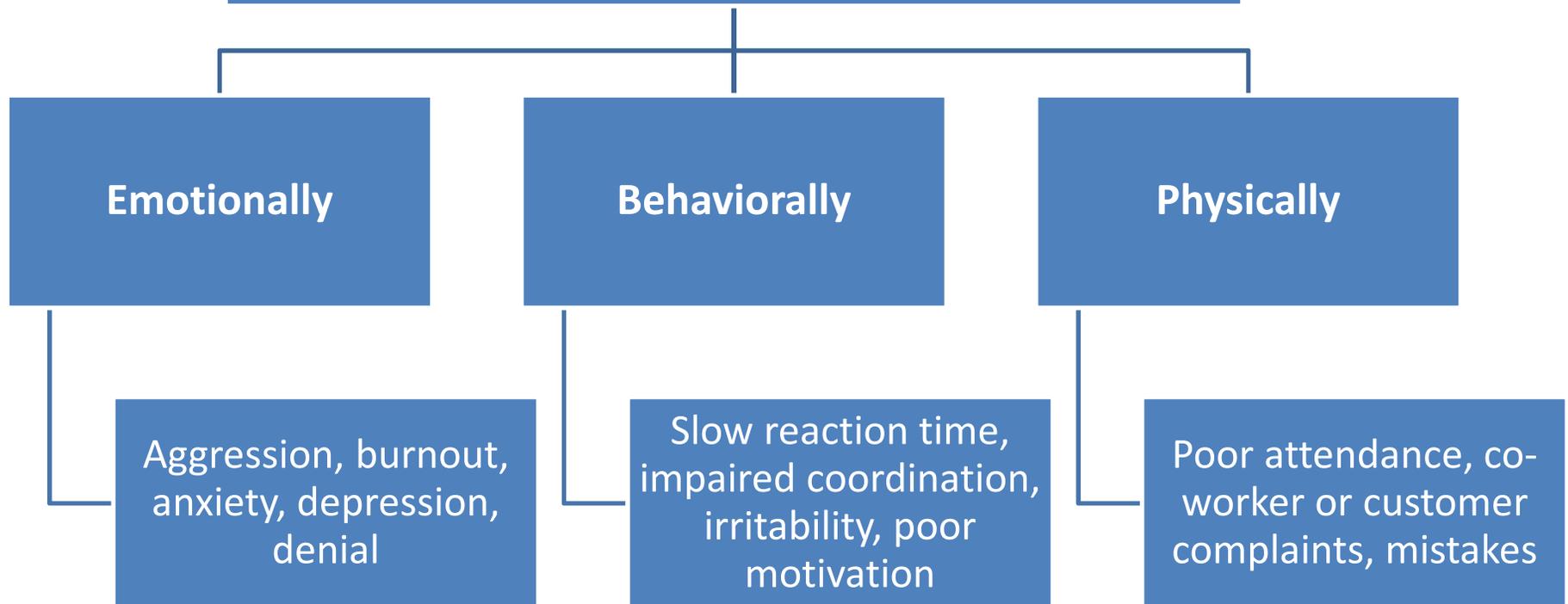
- 67% of drug users are employed
- 74.7% of heavy drinkers are employed
- Almost one in ten employees has a substance abuse problem
- 15% of U.S. workers report using alcohol or being impaired on the job in the past year

Substance Abuse

Individuals who abuse drugs or alcohol are three and one-half times more likely to be involved in a workplace accident compared to individuals who do not abuse drugs or alcohol .

Substance Abuse

When someone has an addiction or abuses alcohol and other drugs it affects themselves as well as other people around them:



Drug-Free Workplace Policy

Accomplishes two major things:

1. Sends a clear message that use of alcohol and drugs in the workplace is prohibited
2. Encourages employees who have problems with alcohol and other drugs seek help

Future Safety Committee Activities

Future Meetings:

- Evaluate safety committee's strengths and weaknesses
- Discuss successes
- Evaluate accident/injury trends
- Develop goals
- Discuss annual training needs
- **Review recordkeeping**