

Safety Management Systems Strategies for the Small Business Training Program **OVERVIEW**

Welcome . . .

. . . to a training course developed by the National Safety Council's Occupational Safety and Health Services.

The mission of the National Safety Council is to educate and influence people to prevent accidental injury and death.



Making our World Safer®

For more than 90 years, the Council has been accomplishing this mission through a global approach to safety and health issues, and a vast array of services and products. Through dozens of different programs and workshops, the Council's Occupational Safety and Health Services educates industry managers and safety and health professionals to improve the safety, quality, and production efforts of more than 10,000 organizations worldwide.

We are pleased to be the recipient of a Susan B. Harwood grant from the Occupational Safety and Health Administration (OSHA). Through this grant, we are able to present this *Safety Management Systems: Strategies for the Small Business* training program to you.

About the National Safety Council

History and Scope

Since our founding in 1913, the National Safety Council has served as the leading source of safety and health information, working for generations to protect lives and promote health with innovative programs and services. We began our efforts in the workplace—in factories, warehouses, and construction sites—making businesses aware of ways to prevent deaths and injuries on the job.

Since then, we have expanded our efforts to include office, highway, community, home, and recreation safety. This expansion includes occupational and environmental health and general wellness in order to promote safety and health 24 hours a day. And our mission now encompasses all people across the globe.

How the Council Is Organized

Acknowledging our first 40 years of operation as an Illinois not-for-profit corporation, an Act of Congress on August 13, 1953 created the National Safety Council as a corporation under federal law. Public Law 269 of the 83rd Congress formally established the Council as a federally chartered organization. The Charter mandates that the Council be non-political and shall not contribute to or otherwise support or assist any political party or candidate for office.

The Council is governed by a Board of Directors. With the exception of two Council senior officers who are salaried, all the directors are unpaid volunteers. The Board, its officers and committees, aided by more than 2,000 volunteers, determine policies, operating procedures, and programs to be developed and carried out by the Council's 300-plus professional staff. Board members represent industry, labor, chapters, government, associations, and individuals. Council member firms employ more than 30 million people.

Our global subsidiary, the International Safety Council, is the Council's outreach beyond U.S. borders. Founded in 1992 as a separate non-profit affiliate corporation of the National Safety Council USA, the International Safety Council conveys expertise and our mission to industries, associations, and governments worldwide.

About the National Safety Council—continued

How the Council Is Funded

Council funding comes from four main sources:

1. Dues paid by close to 46,000 members.
2. Revenues gained from the sale of materials and programs to Council member firms and others.
3. Fees for on-site safety and health evaluations, tuition, and other fees for training and consulting projects by Council professionals.
4. Donations and grants.

General government subsidies are not accepted.

How the Council Operates

The National Safety Council is not a governmental agency. We do not have the authority to legislate or regulate. But, we do have the ability to influence public opinions, attitudes, and behavior. We serve as an impartial information broker by bringing together safety and health professionals with government, association, and media representatives to form national coalitions on key safety and health issues.

In its mission of protecting life and promoting health, the Council works with hundreds of allied organizations in industry, labor, government, education, and the community at-large, as well as with 39 Chapters. Because it is a public service organization, the Council can be impartial in its dealings with all groups and individuals.

The National Safety Council's method is to achieve consensus on safety and health topics through its volunteer members and coalitions of organizations. It then disseminates the best possible information through its massive communications network of publications, training programs, audiovisual materials, news releases, and broadcast public service messages.

Each year, the Council sponsors the Congress & Exposition, a major convention, attended by more than 18,000 safety and health professionals and others. The Congress features about 200 educational sessions covering the latest developments in safety and health. It is the largest safety and health products and services show in the United States, with more than 800 exhibitors.

About the National Safety Council—continued

Joining the Council in a Mission to Save Lives

Credibility, impartiality, and remaining true to the safety and health mission are hallmarks of National Safety Council service. The results of the organized safety movement are measurable. Since 1912, unintentional-injury deaths per 100,000 population in the United States were reduced 55%. Considering that this reduction took place during a period when the nation's population more than doubled, more than 4,300,800 fewer people died from unintentional injuries than would have been killed if the rate had not been reduced.

How to Reach Us

The National Safety Council and network of local Chapters offers many ways for you and your organization to help protect life and promote health. Membership, volunteer participation, as well as using Council resources, programs, and materials will help to make your workplace, school, home, and community safer and healthier.

- The National Safety Council's network of Chapters conducts safety, health, environmental, and ergonomic efforts at the community level, providing training, conferences, workshops, consultation, newsletters, updates and safety support materials, as well as valuable networking avenues. Located in many cities across the U.S. and in the United Kingdom, our network extends the Council's visibility and provides a local voice for advocating issues that can educate, inform, protect, and save lives.

To access Council services and materials, you can work with full-time, full-service local Chapters in several locations. For a state-by-state listing, please call 1-800-621-7619 or visit our Website at <http://www.nsc.org>.

- The Council's Website offers national and international information, including locations for first aid and CPR courses, and defensive driving courses. Be sure to visit our Website periodically at <http://www.nsc.org> and be kept up-to-date on safety, health, and environmental issues.
- By attending this course, you have already become part of the National Safety Council's mission. Thank you for joining us in this very important effort!

About this Program

The *Safety Management Systems: Strategies for the Small Business* training program focuses on helping small businesses develop the knowledge, skills and strategies necessary to establish and maintain a results-producing safety management system. The program will increase and improve your knowledge, skills, and access to valuable resources. It will also assist you in teaching your employees to create and effectively use a safety management system.

Program material is geared toward the small business owner, employer, manager, employee, and/or their representatives who have responsibility for creating and managing safety systems in the workplace; but who may have limited safety and/or training experience. The program addresses practical approaches building management commitment for safety, involving employees in safety initiatives, performing worksite analyses, using hazard prevention and control, and providing effective safety and health training.

Instructional Goals of the Program

The ultimate goal of *Safety Management Systems: Strategies for the Small Business* is the reduction of work-related injuries and illness. Specifically, you will gain the knowledge and basic skills to:

- Identify key principles and components of a successful safety management system, which include:
 - Management Commitment and Employee Involvement.
 - Worksite Analysis.
 - Hazard Prevention and Control.
 - Safety and Health Training.
- Identify the benefits of implementing OSHA's Voluntary Safety and Health Program Management Guidelines.
- Evaluate your organization's current safety and health program by comparing the elements of your company's safety and health program to OSHA's Safety and Health Program Management Guidelines.
- Identify ways to improve your present safety and health efforts and programs with emphasis on the four components of a safety management system.

