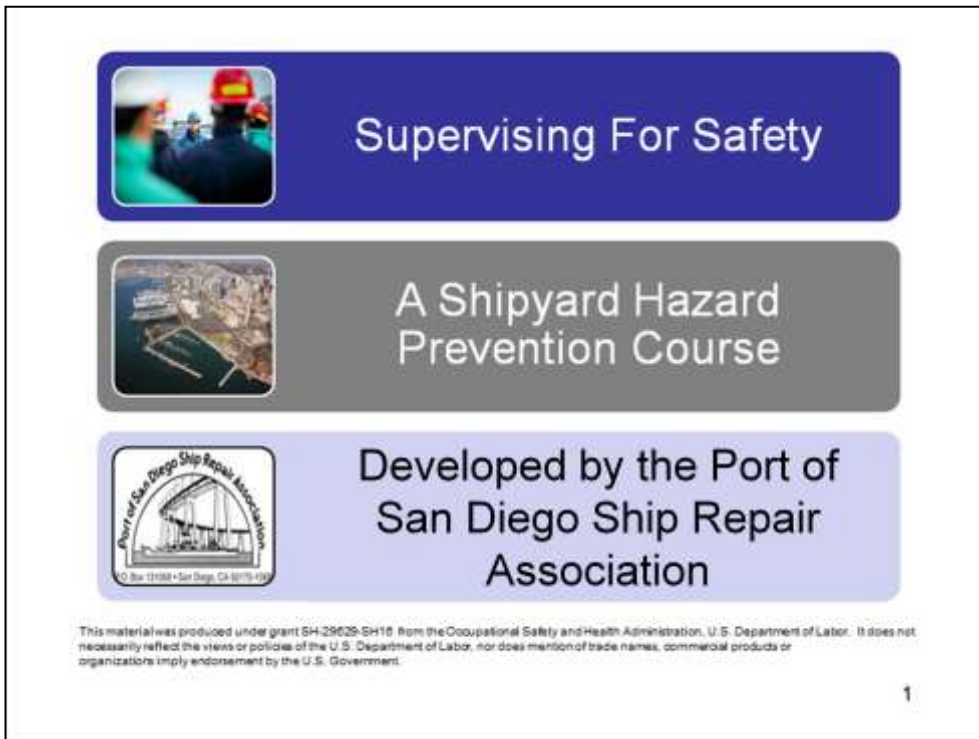


# ***Supervising For Safety***

A Port of San Diego Ship Repair Association  
Course for Shipyard Workers



This material was produced under grant SH-20625-SH15 from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.



The image shows the cover of a course titled "Supervising For Safety". It features three horizontal sections. The top section is blue with a photo of two workers in hard hats and the title "Supervising For Safety". The middle section is grey with an aerial view of a shipyard and the title "A Shipyard Hazard Prevention Course". The bottom section is light blue with the Port of San Diego Ship Repair Association logo and the text "Developed by the Port of San Diego Ship Repair Association". At the bottom, there is a disclaimer and the number "1".

**Supervising For Safety**

**A Shipyard Hazard Prevention Course**

**Developed by the Port of San Diego Ship Repair Association**

This material was produced under grant SH-29629-SH16 from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products or organizations imply endorsement by the U.S. Government.

1

## Supervising For Safety

Moving up to a supervisory position should be cause for celebration, not exasperation. Yet many first-timers are unprepared for the demands of this new role. They quickly become overwhelmed -- to the detriment of the organization, their co-workers, and themselves. It is really no wonder, typically a high front-line performer is selected as a Supervisor. Though this seems logical, suddenly the skills that made the high-performer successful are no longer as useful as their role has changed from worker to Supervisor. Their new role requires a different set of skills and a **different mind-set**. This is particularly true when it comes to safety. In the past the new Supervisor was a worker who was responsible to understand and follow safety requirements. Now they are not just responsible for themselves, but also their crew. They must understand requirements, communicate those requirements and provide guidance to their crew. Today their responsibility doesn't end there. More front-line supervisors are being asked to conduct Job Safety Analysis as well as lead accident investigations. This course is designed to support the front line supervisor in meeting their safety responsibilities.

### **Course Purpose:**

*At the completion of this workshop it is expected that all trainees will better understand their role and responsibilities regarding maintaining a safe work*

*environment.*

**Target Audience:** First time Supervisors and/or Aspiring Performers

## Course Objectives



3

### Course Objectives

**At course completion it is expected that you will be able to demonstrate an understanding of the following:**

- Employer and employee rights and responsibilities under OSHA
- The meaning of “No Retribution”
- How to report a hazard or file a complaint with OSHA
- The roles and responsibilities of a supervisor
- Planning for safety
- Organizing for safety
- Staffing for safety
- Leading for safety
- Monitoring safety

**OSHA**



4

## **OSHA and You!**

- You have rights!
- No retribution
- Filing a complaint

## OSHA Exercise



5

### Employee's Responsibilities and Rights

Responsibilities include:

- Complying with OSHA standards \_\_\_\_\_
- Wearing required PPE \_\_\_\_\_
- Reporting hazards to supervisor \_\_\_\_\_
- Complying with your organization's rules and policies \_\_\_\_\_

*Rate yourself on how often you fulfill each of your responsibilities above. "1" is less than 50% of the time; "2" is 50% to 75% of the time; "3" is 75% to 100% of the time. How might your scores impact your risk of injury?*

Rights include:

- Reviewing standards
- Receiving training
- Requesting an OSHA investigation (employer or OSHA) and receiving feedback upon request
- Reviewing the OSHA 300 Log

# OSHA



6

## **Employer's Responsibility**

Employers have certain responsibilities under the OSH Act of 1970. The following list is a summary of the most important ones.

- Provide a workplace free from serious recognized hazards and comply with standards, rules and regulations issued under the OSHA Act
- Examine workplace conditions to make sure they conform to applicable OSHA standards
- Make sure employees have and use safe tools and equipment and properly maintain this equipment
- Use color codes, posters, labels or signs to warn employees of potential hazards
- Establish or update operating procedures and communicate them so that employees follow safety and health requirements
- Provide medical examinations and training when required by OSHA standards
- Post, at a prominent location within the workplace, the OSHA poster (or the state-plan equivalent) informing employees of their rights and responsibilities.

# OSHA



7

## More Employer's Responsibility

- Report to the nearest OSHA office within 8 hours any fatal accident or one that results in the hospitalization of 3 or more employees
- Keep records of work-related injuries and illnesses. (Note: Employers with 10 or fewer employees and employers in certain low-hazard industries are exempt from this requirement)
- Provide employees, former employees and their representative's access to the Log of Work Related Injuries and Illnesses (OSHA Form 300)
- Provide access to employee medical records and exposure records to employees or their authorized representatives
- Provide to the OSHA compliance officer the names of authorized employee representatives who may be asked to accompany the compliance officer during an inspection
- Not discriminate against employees who exercise their rights under the Act
- Post OSHA citations at or near the work area involved. Each citation must remain posted until the violation has been corrected, or for three working days, whichever is longer. Post abatement verification documents or tags
- Correct cited violations by the deadline set in the OSHA citation and submit required abatement verification documentation



**OSHA**



8

## **No Retribution**

Section 11(c) (1) No person shall discharge or in any manner discriminate against any employee because such employee has filed any oral and written complaints.

### **Discrimination includes:**

- Firing or laying off
- Blacklisting demoting
- Denying overtime or promotion
- Disciplining
- Denial of benefits
- Failure to hire or rehire
- Intimidation
- Reassignment affecting future promotions
- Reducing pay or hours

# OSHA



## Resolve With Your Company –

Follow your chain of command. Go to your Lead, Supervisor or Safety Technician. However, if this fails you should file a valid complaint.

## Online - Go to the

Online [Complaint Form](#). Written complaints that are signed by workers or their representative and submitted to an OSHA Area or Regional office are more likely to result in onsite OSHA inspections.

**Telephone** - your local [OSHA Regional or Area Office](#). OSHA staff can discuss your complaint and respond to any questions you have call **1-800-321-OSHA**.

## Download and Fax/Mail -

Download the OSHA [complaint form](#)\* [[En Espanol](#)]\* (or request a copy from your local [OSHA Regional or Area Office](#)), complete it and then fax or mail it back to your local OSHA Regional or Area Office. Written complaints that are signed by a worker or representative and submitted to the closest OSHA Area Office are more likely to result in onsite OSHA inspections. Please include your name, address and telephone number so we can contact you to follow up. This information is confidential.

## OSHA Exercise

Stump the class!

- With a partner, write two questions from this section that you believe the rest of the class will be challenged in answering correctly. (Questions must be reasonable! If your instructor can't answer, it doesn't count!)

10

Question One:

---

---

---

---

---

Question Two:

---

---

---

---

---

## The Supervisor's Roles and Responsibilities



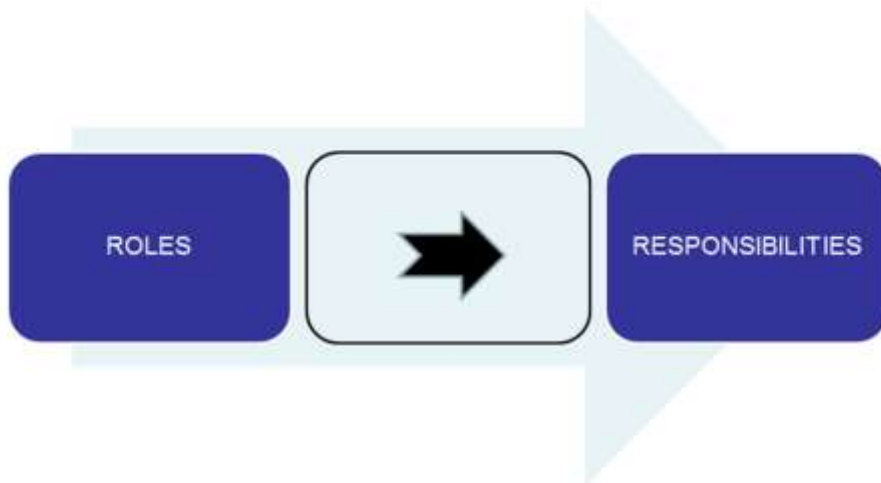
11

**Now that I am a Supervisor....**

What are my roles?

What are my responsibilities?

## Defining Roles and Responsibilities



11

### The Definition of a Role

the function assumed or part played by a person or thing in a particular situation.

"she greeted us all in her various roles of mother, friend, and daughter"

## The Role of a Supervisor



13

List below what you believe to be the roles of a Supervisor

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

List below what you believe to be the corresponding responsibilities

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Which Roles Create a Safety Responsibility?

- For each role on the left, circle yes or no if you believe that role has a safety related responsibility. If yes, what is that responsibility?

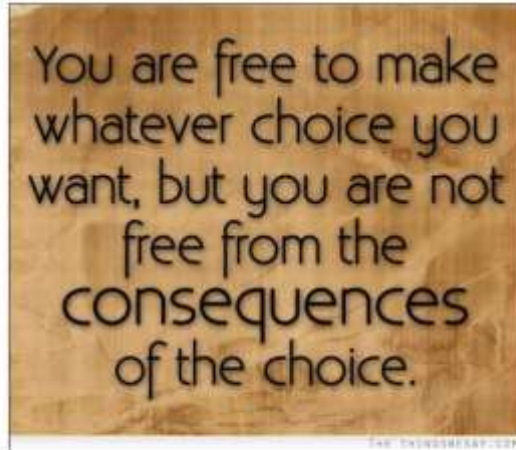
14

Company Advocate	Yes or No	What?_____
Employee Advocate	Yes or No	What?_____
Compliance Leader	Yes or No	What?_____
Teacher	Yes or No	What?_____
Facilitator	Yes or No	What?_____
Listener	Yes or No	What?_____
Referee	Yes or No	What?_____
Coach	Yes or No	What?_____
Leader	Yes or No	What?_____
Mentor	Yes or No	What?_____

\_\_\_\_\_ Yes or No What?\_\_\_\_\_



## Consequences



15

What could be the consequences of failing to meet your safety responsibilities?

---

---

---

---

---

---

---

---

---

---

## The Consequences of What You Say



16

YOU SAY....	CONSEQUENCES ARE...
Get it done before the end of the day... no matter what!	
I don't care how you do it... just do it!	
I don't have time to babysit ... you will figure it out.	
I'm sure you did this at our old job. Just do it that way.	

## Company Advocate



17

- **Advocate: a person who argues for or supports a cause or policy.**
- What you say and do can have the same consequences as if your company owner says it or does it!
- Your job is to support your company... if you can't, go to your supervisor!"

## Key Points So Far



18

- You play many roles as a Supervisor
- Based on those roles you have many responsibilities
- Safety plays a key part in succeeding as a supervisor
- As a Supervisor there can be significant consequences based on what you say and do

## Roles and Responsibilities

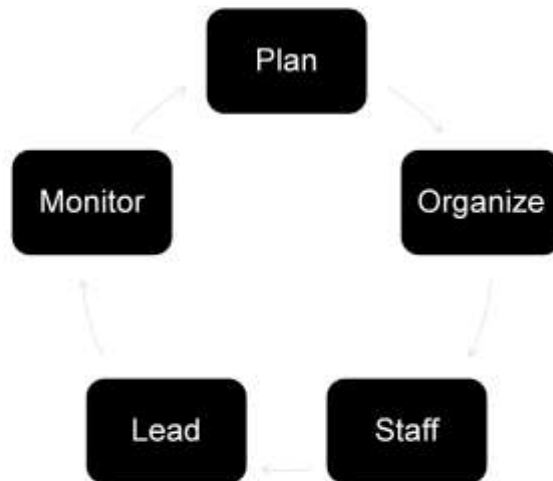


19

For each statement below circle T for True or F for False.

T	F	Our roles are usually established by our responsibilities.
T	F	We choose the consequences of our actions.
T	F	As a Supervisor we should be a company advocate.
T	F	What we say and do can have the same consequences as if the company owner says it and/or does it.
T	F	With the title of Supervisor, our safety responsibilities typically increase.

## The Five Functions of Management



20

- Plan - the process of thinking about and organizing the activities required to achieve a desired goal.
- Organize - make arrangements or preparations for (an event or activity); coordinate.
- Staff (Effectively) - the personnel who assist a supervisor in carrying out an assigned activity or goal
- Lead – helping themselves and others to do the right things. Setting direction and setting an example.
- Monitor - observe and check the progress or quality or compliance of (something) over a period of time; keep under systematic review.

## The Five Functions of Safety Supervision



21

**For each of function of management, identify what you could do to ensure a safe work environment.**

- Plan for Safety

---

---

- Organize for Safety

---

---

- Staff for Safety

---

---

- Lead for Safety

---

---

- Monitor Safety

---

---

## Supporting Safety Management



22

Planning	Organizing	Staffing	Leading	Monitoring
Incident Prevention	Job Safety Analysis	Coaching	Demonstrating Leadership	Walk - Throughs
Incident Investigation		Training		



## Planning For Safety



23

- Incident Prevention
- Incident Investigation

## Why Incident Prevention



24

- Loss of production
- Incident prevention costs
- Re-training costs
- Equipment /material damage
- Lower morale
- Pain and suffering
- It's the human thing to do!!



Other:

---

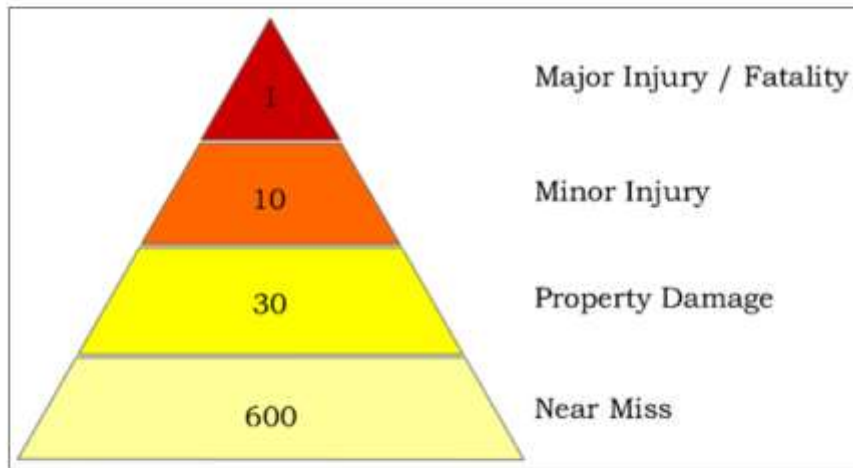
---

---

---

---

## Avoiding Injuries



25

- Follow all safety guidelines
- Report unsafe working conditions
- **Report near misses**
- Question hazardous situations
- Report all injuries immediately
- Supervisors need to investigate all injuries

*The Safety Triangle has many other names – Bird's Triangle, Heinrich's Triangle or the Loss Control Triangle. The Safety Triangle refers to a ratio which has come to define many safety practices and policy developments to date – 1-10-30.*

# Incident Investigation



26

Below are reasons we should always investigate an incident:

- Find the root cause
- Prevent similar Incidents
- Protect company interests
- Save lives
- Save money
- Promote positive workplace morale
- Improve management

## Investigation Process



27

**A thorough accident investigation process is to:**

- Control the scene
- Gather data
- Analyze data
- Write the final report
- Implement corrective action

## Questions to Ask When Gathering and Analyzing Data

Incident	Yes	No	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

27

### Did the incident involve actual or potential exposure to:

1. Uncontrolled energy source such as: electrical, mechanical hydraulic, pneumatic, chemical, thermal, high pressure, or potential energy?
2. A dropped, flying, or moving object with sufficient mass and velocity to cause life altering or life threatening injury?
3. Lifting, moving, aligning heavy loads with blocks, rigging, cables or load securement failure (including dropped loads and working under suspended loads)?
4. Motor vehicle or mobile equipment/forklift collision, or a single vehicle rollover, head-on, or rear-ender?
5. Pedestrian being struck by or nearly struck by a motor vehicle/mobile equipment/rolling stock/forklift?
6. Coming in contact with a power cutting tool?
7. Contact with moving components of stationary equipment, or where guarding has been defeated or bypassed?
8. Fall from height of 4ft or greater, or a shorter distance but onto an impaling object?
9. Uncontrolled release of flammable, explosive, or hazardous materials?
10. Breakdown in the confined entry process?

11. Slip, trip, or fall on same level, either (1) onto a protrusion or (2) backwards onto a hard surface, or a potential fall to a lower level?

12. Actual or potential fatality or serious injury event not covered by the previous 11 exposure conditions?

## Accident Investigation Exercise

Think of a recent accident and:

1. List what was done for each step of the investigation process.
2. Rate each step 1 -5 (1=low to 5=high) regarding how well you think the investigation was handled.
3. Identify at least one step you would improve and how.

29

Control the Scene

---

---

Gather Data

---

---

Analyze Data

---

---

Write Final Report

---

---

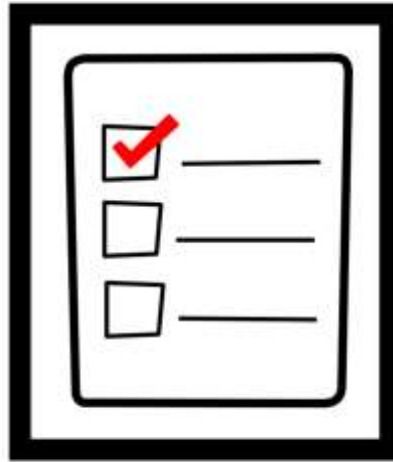
Implement Corrective Action

---

---



## Organizing For Safety



30

- Job Safety Analysis

## **Job Safety Analysis (JSA)**



31

### **Job Safety Analysis (JSA)**

A tried and true method to identify and reduce the risk of workplace hazards is a job safety analysis (JSA).

In a JSA, each basic step of the job is analyzed to identify potential hazards and to recommend the safest way to do the job. Other terms used to describe this procedure are job hazard analysis (JHA) and job hazard breakdown.

## When To Conduct a JSA



32

### When To Conduct a Job Safety Analysis

Ultimately, a JSA should be conducted on all work processes. To begin use the list below for guidance.

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness even if there is no history of previous accidents
- Jobs in which simple human error could lead to a severe accident or injury
- Jobs that are new or have undergone changes in processes and procedures
- Jobs complex enough to require written instructions
- Unusual jobs/use of new tools or machinery
- Tasks that require the interaction of multiple people or systems
- Any task in which an employee/supervisor has safety concerns

## When According to the Navy



33

### **NAVSEA Std. Item 009-74, 3.1.3**

3.1.3 A process for performing a Job Safety Analysis/Job Hazard Analysis (JSA/JHA) for:

3.1.3.1 Processes and equipment new to the worksite.

3.1.3.2 Existing processes and equipment that have been involved in mishaps or near misses.

3.1.3.3 Maintain a copy of each JSA/JHA which shall be available for review by the SUPERVISOR upon request.

3.1.4 A process for identification, communication, abatement, and prevention of unsafe conditions and work practices.

## Who Conducts the JSA?



34

### Who Should Conduct the JSA

Initially JSA's are often conducted with a small team such as a Safety Technician, Production Lead or Supervisor, and a Production Worker. However, as the process is better understood through experience and training, many organizations rely on their front-line production workers to perform JSA's.

## The Four Basic Steps



Select the Job



Breakdown the Job



Identify Hazards



Determine Protection

34

## The Four Basic Steps

Four basic stages in conducting a JSA are:

- Selecting the job to be analyzed
- Breaking the job down into a sequence of steps
- Identifying potential hazards
- Determining preventive measures to overcome these hazards

## Select The Job

The image shows a copy of OSHA's Form 300, titled "Log of Work-Related Injuries and Illnesses". The form is designed for employers to record and track work-related injuries and illnesses. It includes a header section with the OSHA logo and form number, followed by a detailed table with columns for "Date", "Description of Injury or Illness", "Job Title", "Department", "Supervisor", "Employee Name", "City", "State", and "Zip". The form also includes a section for "Total Number of Injuries and Illnesses" and a "Remarks" section at the bottom. The form is shown at an angle, giving it a three-dimensional appearance.

36

### Selecting the Job to Be Analyzed

Ideally, all jobs should be subjected to a JSA. Another consideration is that each JSA will require revision whenever equipment materials, processes, or the environment change.

## JSA Exercise

1. Select the Job \_\_\_\_\_

2. Breakdown the Job	3. Identify Hazards	4. Determine Protection

36

### Your JSA!

**From slides 36 to 44 you will be asked to complete a JSA on a job task that you commonly perform.**

Step One. Using the form at the top of this page select a job that you commonly perform and write it in the blank above.



## Breakdown The Job



38

### Breakdown the Job

After a job has been chosen for analysis, the next stage is to break the job into steps. A job step is defined as a segment of the operation necessary to advance the work.

Care must be taken not to make the steps too general. Missing specific steps and their associated hazards will not help. On the other hand, if they are too detailed, there will be too many steps. A rule of thumb is that most jobs can be described in less than ten steps. If more steps are required, you might want to divide the job into two segments, each with its separate JSA, or combine steps where appropriate.

An important point to remember is to keep the steps in their correct sequence. Any step which is out of order may miss serious potential hazards or introduce hazards which do not actually exist.

Each step is recorded in sequence. Make notes about what is done rather than how it is done. Each item is started with an action verb. This part of the analysis is usually prepared by knowing or watching a worker do the job. The observer is normally the immediate supervisor.

## Sample: Breakdown the Job

1. Identify the Job: Loading empty trailer with pallets of material

2. Breakdown the Job	3. Identify Hazards	4. Determine Protection
Back trailer up		
Set brake and turn off		
Chock wheels		
Place jack under trailer nose		
Place leveling plate between trailer and dock		

38

### Breakdown the Job

Above is an example of breaking down the job.

## Your: Breakdown the Job

1. Identify the Job: \_\_\_\_\_

2. Breakdown the Job	3. Identify Hazards	4. Determine Protection

39

### Breakdown the Job

Step 2. Now, using the form above or continuing with the form you started on page 36, break the job down in column 2.

## Identify the Hazards



41

### Identify Hazards

Once the basic steps have been recorded, potential hazards must be identified at each step. Based on observations of the job, knowledge of incident and injury causes, and personal experience, list the things that could go wrong at each step.

A second observation of the job being performed may be needed. Since the basic steps have already been recorded, more attention can now be focused on each potential hazards. At this stage, no attempt is made to solve any problems which may have been detected.

To help identify potential hazards, the job analyst may use questions such as those on the following page.

## Questions Supporting Hazard Identification



42

### Questions to Support Identifying Potential Hazards

To help identify potential hazards, the job analyst may use questions such as those below.

- Can any body part get caught in or between objects?
- Do tools, machines, or equipment present any hazards?
- Can the worker make harmful contact with moving objects?
- Can the worker slip, trip, or fall?
- Can the worker suffer strain from lifting, pushing, or pulling?
- Is the worker exposed to extreme heat or cold?
- Is excessive noise or vibration a problem?
- Is there a danger from falling objects?
- Is lighting a problem?
- Can weather conditions affect safety?
- Is harmful radiation a possibility?
- Can contact be made with hot, toxic, or caustic substances?
- Are there dusts, fumes, mists, or vapor in the air?

## Your: Identify Hazards

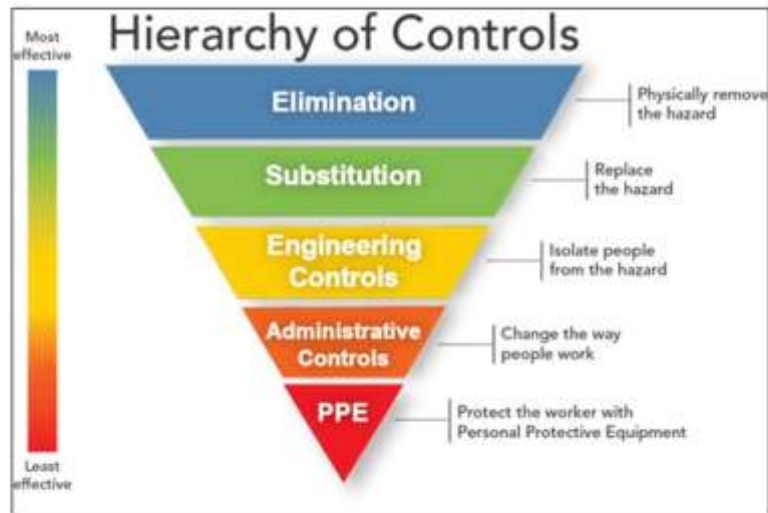
1. Identify the Job \_\_\_\_\_

2. Breakdown the Job	3. Identify Hazards	4. Determine Protection

42

Step 3. Now, using the form above or continuing with the form you started on page 36, identify the hazards for each step of the process in column 3.

## Determine Protection



44

### Determining Preventive Measures to Overcome These Hazards

- Elimination/Substitution
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment

## Your: Determine Protection

1. Identify the Job \_\_\_\_\_

2. Breakdown the Job	3. Identify Hazards	4. Determine Protection

44

Step 4. Lastly, using the form above or continuing with the form you started on page 39, determine what protection should be used for each step of the process in column 4. Take into consideration Elimination/Substitution, Engineering Controls, Administrative Controls and Personal Protective Equipment (PPE).



## Planning and Organizing



46

For each statement below circle T for True or F for False.

T	F	Preventing incidents can reduce equipment and material costs.
T	F	The Safety Triangle relates to the three elements needed to start a fire.
T	F	Employee reprimand is a key step in thoroughly investigating an incident.
T	F	Conducting a JSA is required by NAVSEA standard items.
T	F	Breaking down a job is important when conducting a JSA.

## Staffing For Safety



47

- Coaching Staff (Your Team)
- Training Staff (Your Team)

# Coaching your Team



48

- Establish clear expectations (The Foundation!)
- Recognize good performance and behavior
- Counsel performance and behavior that does not meet expectations
- Focus on behaviors and not on attitudes
- Role model performance and behavior
- Ask for improvement ideas

## Coaching Exercise



49

### REGARDING SAFETY

What do you expect your employees to do? How do they know?

---

---

---

### REGARDING SAFETY

How do you recognize good performance?

---

---

---

### REGARDING SAFETY

How do you counsel safety performance that does not meet your expectations?

---

---

---

***“You can not expect employees to do more than is expected of them.”***

# Training your Team



50

## The Training Model

- Be prepared
- Explain what is in it for your trainee
- Provide context... how does what they are learning fit into the “big picture”
- Put task into digestible chunks
- Practice, practice, practice!
- Provide on-going feedback

## The Characteristics of a Good Trainer

For each characteristic below, rate yourself 1 (very low) to 5 (very high).



*How can you improve?*

51

- Speaks clearly
- Organized
- Approachable
- Patience
- Uses a consistent approach
- Reads their participant(s)
- Knowledgeable
- Prepared
- Flexible
- Good listener
- Positive attitude
- Makes others feel comfortable
- Gives positive feedback
- Confident

## Leading For Safety



52

- Inspiring Safe Behavior
- Management's Specific Responsibilities

# Inspiring Safe Behavior



53

## Leaders....

- Earn respect
- Respect others
- Are trustworthy
- Are approachable
- Communicate clearly
- Provide constructive feedback
- Plan and follow up
- Develop “people skills”
- Inspire others



## Setting The Example



54

### Leadership through example

- Encourage all employees to follow the rules.
- ***The “little things” count as much as the “big things”***
- No exceptions
- Be consistent and don’t play favorites
- Your team will watch you and if your words don’t match your deeds will ignore your words!

Why do the “little things” count as much as the “big things?”

---

---

---

---

## Supervisor's Legal Responsibilities



55

### You

- Have an ethical and moral duty as a supervisor for workplace safety
- Have a legal duty as a supervisor for workplace safety
- Have a legal duty to comply, and support your team in complying, with Federal OSHA

## Management's Specific Responsibilities



56

- Keep a safe and healthy workplace
- Provide a safe work environment including training, ample protection, safety equipment and hazard communication
- Evaluate workplace hazards
- Investigate and address safety and environmental hazards
- Follow local, state and federal government laws regarding safety and the environment
- Keep accurate records of workplace injuries and illnesses as well as near misses
- Record medical treatment beyond first aid
- Assign proper personnel to manage the SHMS, including document and control.

## Examples of OSHA Criminal Penalties

- Failed to follow fall protection regulations
- Lied to OSHA
- Obstructed justice
- Incarcerated for 10 months



57

*April 24, 2016*

When a roofer at a Philadelphia construction site fell to his death, his employer did everything possible ... to avoid responsibility.

First and foremost, the employer, the roofing company's owner, failed to provide his workers with fall protection equipment.

He also lied about it. When questioned by OSHA investigators, he lied on four occasions, claiming he had provided employees with the appropriate safety gear. He told compliance officers he had seen his employees prior to the fatal fall wearing safety harnesses that were tied off to an anchor point. He also tried to convince his other workers to tell OSHA that they wore fall protection on the day of the incident.

The owner was indicted for lying, obstruction of justice and willfully violating an OSHA standard. Facing a maximum sentence of 25 years in prison, he pleaded guilty and was sentenced to 10 months.

## Examples of OSHA Criminal Penalties

- Conspiracy
- Failure to implement proper controls
- Deaths
- Personal fines and prison
- Company fines



58

July 30, 2012

The former owner of a business where two workers died within a four-month period faces years in prison and hundreds of thousands in fines following an indictment by a federal grand jury.

Port Arthur Chemical and Environmental Services (PACES) and its former president and owner, Matthew Bowman, are charged with conspiracy to illegally transport hazardous materials resulting in two worker deaths.

The conspiracy counts each carry a maximum sentence of five years in prison and a fine of \$250,000 for Bowman and \$500,000 for the company.

PACES, which ceased operation in 2010, has filed for bankruptcy.

Workers at the Port Arthur, TX, facility weren't properly protected from exposure to hazardous gases.

Charles Sittig, 48, died April 14, 2008, of a heart due to hydrogen sulfide inhalation. Joey Sutter, 36, died Dec. 18, 2008, by asphyxiation and poisoning due to hydrogen sulfide inhalation. Both men were truck drivers.

Bowman and PACES are charged with conspiracy to violate the Hazardous Materials Transportation Uniform Safety Act, and two counts of failure to implement appropriate controls to protect employees from exposure to hydrogen sulfide in violation of the Occupational Safety and

Health Administration Act.

## OSHA Violations and Fines

- Left hand crushed
- Partial amputation
- Failed to guard operating parts on various machines in the facility
- Improperly installed safety guards on machines that created a hazard for employees
- Failed to record work related injury on the illness and injury logs.
- \$219,242 in proposed penalties.



59

**GREEN BAY, Wis.** - In less than 10 days in 2016, two employees at a Green Bay muffler component manufacturer suffered severe injuries as they operated machinery without adequate safety guards and procedures in place, federal workplace safety investigators have determined.

On Jan. 18, 2017, the U.S. Department of Labor's Occupational Safety and Health Administration issued one willful, one repeated, one other-than-serious violation and two serious violations to Bay Fabrication. The company, part of the Bay Family of Companies with 75 locations in the U.S., faces \$219,242 in proposed penalties.

Investigators determined a worker had his left hand crushed on July 21, 2016, by a molding machine, when the tamp head smashed his hand as he removed a mold from the machine. OSHA found the machine's safety interlock on the door guarding the operating parts was damaged and not functional properly which disabled the safety guard and led to the injury.

On July 30, 2016, another worker suffered the partial amputation of his left middle finger. In this instance, investigators found the molding machine cycled and caught his finger in an unguarded pinch point. They determined the machine was not locked out as required.

OSHA also found the company:

Failed to guard operating parts on various machines in the facility.

Improperly installed safety guards on machines that created a hazard for employees.

Failed to record work related injury on the illness and injury logs.

## Examples of OSHA Violations and Fines

20 serious violations that included failing to:

- Ensure safe use of the spray booth and prevent overexposure
- Safely cover floor holes, ensure exits are accessible and labeled properly
- Properly store compressed gas tanks
- Properly label chemicals
- Have a hazardous energy control program in place, and to train workers in its procedures
- Ensure safe use of powered industrial trucks
- Inspect and guard chain slings and sprockets as required
- Ensure safety guards were in place on a portable grinder
- Proposed \$535,411 in fines**

60

**KINGSTON, Okla.** - A complaint of unsafe working conditions led U.S. Department of Labor Occupational Safety and Health Administration inspectors to discover the safety and health of employees at a well-known Oklahoma truck bed fabricator being placed at risk amid nearly two dozen safety and health violations.

OSHA's investigation at BigTex Trailer Manufacturing Inc., which does business as CM Truck Beds, found 20 serious violations, one willful and three repeated violations - prompting the agency to propose \$535,411 in fines.

OSHA issued citations for a willful violation after inspectors found workers operated hydraulic press brakes without machine guards in place. In addition, they identified 20 serious violations that included failing to:

- Ensure safe use of the spray booth and prevent overexposure.
- Safely cover floor holes, ensure exits are accessible and labeled properly.
- Properly store compressed gas tanks.
- Properly label chemicals.
- Have a hazardous energy control program in place, and to train workers in its procedures.
- Ensure safe use of powered industrial trucks.
- Inspect and guard chain slings and sprockets as required.
- Ensure safety guards were in place on a portable grinder.



## Monitoring For Safety



61

When monitoring for safety be sure you focus on complying with company policies, NAVSEA Standard Items, Federal OSHA, as appropriate.

- Walk-Throughs are typically conducted twice a day. First shift and second. Coverage should extend to the weekends as appropriate.
- Check lists are utilized. The work processes that are being conducted, experience and training typically guide the walk through.
- On the following pages are checklists that can be useful in supporting your safety monitoring walk-throughs.

## Check List – Uncontrolled Energy



62

		Protected	Exposed	N/A
1	Involved employees can demonstrate that all energy sources have been isolated, locked, tagged and tested to be in a <b>zero energy state</b> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	The involved employees are able to describe how they are <b>qualified and experienced</b> to perform energy isolation for this task. The involved employees display a level of proficiency or competency throughout the energy isolation process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Isolation devices and sources of energy are <b>clearly labeled</b> (e.g. breaker panels, control valves, etc), and easily accessible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	The involved employees are wearing the <b>appropriate PPE</b> for the task.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Proper <b>lockout procedures</b> in place, readily available and used. Procedures are specific to the machines that require energy isolation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Workers are provided with a sufficient number of <b>LOTO devices</b> , and those devices are durable, appropriate, standardized, properly labeled and inspected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Appropriate <b>barriers / containment</b> are in place to protect others should an uncontrolled release occur.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<b>Safety data sheets</b> , for any hazardous chemicals involved in this process, are readily available, and have been reviewed prior to commencement of the energy isolation operation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<b>Keys and tags</b> are secured in a lockbox. Access to lockout keys is restricted to the person that locked the equipment out.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<b>Communication</b> with all potentially affected parties regarding energy isolation and re-energization of equipment has been conducted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Energy isolation work that lasts <b>longer than one shift</b> is controlled appropriately through LOTO process.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Check List – Dropped-Flying-Moving Objects



63

		Protected	Exposed	N/A
1	The involved employees are able to describe how they are <b>qualified and experienced</b> to perform this task. The involved employees display a level of proficiency or competency using the equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<b>Communication</b> with all potentially affected parties regarding potential exposure has been conducted. (crane movement, overhead work, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Required <b>PPE</b> such as head protection, eye and face protection, etc. has been provided and is being properly worn where required.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<b>Rigging and lifting plan</b> / risk assessment has been conducted and communicated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Lifting, loading and storage devices are <b>properly rated</b> for work being performed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<b>Barriers</b> are in place to keep personnel from exposure to work being conducted overhead. Barriers are in place to prevent items from falling from overhead.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<b>Machine guards</b> are in place to prevent exposure to uncontrolled ejections of materials. Handtools have proper guards installed and used.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Employees conducting work are out of <b>line of fire</b> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Objects being lifted are properly <b>secured</b> . Items stored overhead are properly secured.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Check List – Lifting-Moving-Aligning Heavy Loads



64

		Protected	Exposed	N/O/A
1	Involved employees can describe the " <b>kill zone</b> " ("Bite of Line", "Drop Zone") and precautions put in place. Involved employees and bystanders are observed to be standing outside the boundaries.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<b>Path of travel and boom arc</b> are clear of obstructions (overhead lines, utilities, process lines, objects in the path on the ground).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Is <b>rigging</b> appropriate for the load: <ul style="list-style-type: none"> <li>The weight of the material being lifted has been determined to be within the capacity of the lifting device</li> <li>The weight of the material being lifted has been determined to be within the capacity of the rigging equipment</li> <li>Employee can describe how they know the attachment point is rated for the load they are lifting</li> <li>The load is effectively secured to prevent uncontrolled movement of the load</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
4	The involved employees are able to describe how they are <b>qualified and experienced</b> to perform this task. The involved employees display a level of proficiency or competency using the equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	The operator can describe the steps they took to conduct a pre-shift/pre-use <b>inspection</b> to determine that the equipment is safe to use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	A plan is in place if it is a <b>critical/non-routine/high risk</b> lift.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Crane/equipment operator and signaler/controller/ground guide have <b>line of sight or dedicated audio</b> with each other. The signaler, controller/ground guide has been clearly designated. Hand signals and verbal commands are standard and understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	The operator can describe how the <b>placement and setup</b> were determined (consideration for environmental conditions such as ground load bearing ability, levelness, wind, precipitation), and what conditions would trigger cessation of lifting operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Check List – Motor Vehicle Collision or Roll-Over



65

		Protected	Exposed	R/O/A
1	The involved employees are able to describe how they are <b>qualified and experienced</b> to perform this task. The involved employees display a level of proficiency or competency using the equipment. The vehicle operator is licensed to drive the vehicle in question.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	The <b>driving policy</b> addresses the following concerns: - seatbelt use, prohibition on mobile phone use, accident reporting, eating/drinking, inclement weather, removal from service, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<b>Load</b> is properly secured, balanced and within rated capacity of vehicle.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Vehicle is <b>inspected</b> by operator prior to use to insure that it meets established operating conditions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Operator maintains <b>clear line of site</b> in all directions or is able to see via spotters, ground guides, mirrors.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Vehicle route is clearly marked, path of travel is <b>clearly visible</b> and free of potential obstacles (including other vehicles and pedestrians.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<b>Barriers</b> in place to restrict pedestrians from high vehicle traffic/crane movement locations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Vehicles is being operated within posted <b>speed</b> limit, or at appropriately reduced speed for the operating conditions present.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Check List – Pedestrian Struck by Motor Vehicle



66

		Protected	Exposed	N/O/A
1	Travel <i>pathways</i> for vehicles, and <i>walkways</i> for pedestrians, are clearly marked, maintained clear/visible and separated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	People are in the designated walkways and vehicle traffic is in the travel pathway ( <i>separation of people and vehicles</i> )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Drivers and pedestrians <i>maintain eyes</i> on their respective paths of travel. At intersections drivers and pedestrians stop, establish eye contact, and determine right of way.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Vehicles are operated at a <i>speed</i> enabling safe stopping to avoid hitting pedestrians, within posted speed limit, at a lower, safer speed due to poor conditions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	The driver is able to describe how they are <i>qualified and experienced</i> to drive this vehicle.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Walkways and high traffic areas are sufficiently lit to provide <i>good visibility</i> . In required areas, high visibility vests are worn by pedestrians.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	When the driver's view in the direction of travel is obstructed or equipment configuration requires, a competent ground guide is present for vehicle movement. Ground guide can explain how they are qualified to accomplish the task.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Controls are present for <i>backing vehicles</i> (horns, mirrors, backup alarms, indicating lights etc..)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Check List – Contact With Power Cutting Tool



67

		Protected	Exposed	N/O/A
1	The operator is able to describe how they know this is the <b>right tool</b> for this cutting job. The tool being used is the same as the tool identified in the work instruction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	The operator is able to describe how they are <b>qualified and experienced</b> to perform this task. The operator displays a level of proficiency or competency using the tool, including de-energizing the power source when replacing media.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	If a <b>guard</b> is required for the tool being used, the guard is in place and functioning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	The operator can describe <b>kickback potential</b> and the precautions they have taken to prevent kickback. Kickback potential has been mitigated by: <ul style="list-style-type: none"> <li>the operator positioned out of line of fire of kickback</li> <li>maintaining control of the tool (both hands on the tool handle)</li> <li>using proper cutting media</li> <li>proper support of material being cut</li> </ul>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
5	Operator <b>positions</b> body parts so they are out of the line of fire.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	The cutting work has been <b>authorized</b> to commence, and the work has been planned to protect others from exposure to the cutting operation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	The operator has <b>inspected</b> the tool before use and determined the tool is safe and in condition for use. The tool is observed to be in good condition and safe to use. If there is a required inspection, the inspection is documented up to date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Check List – Contact With Moving Components Where Guard Is Modified



68

		Protected	Exposed	N/D/A
1	The involved employees are able to describe how they are qualified and experienced to perform this task. The involved employees display a level of proficiency or competency using the equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Operators can <i>describe</i> proper machine guarding for this equipment and what to do if it is discovered to be improper.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<i>Emergency power cutoffs</i> (interlocks, light curtains, electronic sensors) are clearly marked and functioning properly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Operators are <i>positioned</i> such that: all body parts are out of line of fire, clear line of sight, emergency stop button are within easy reach.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Operators perform a <i>pre-use inspection</i> of equipment to insure appropriate guards are in place and functioning properly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<i>Proper periodic maintenance</i> has been performed on the machinery and it can be verified.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	The equipment is located and guarded such that operators and bystanders are protected from exposure to moving parts and/or <i>flying debris</i> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	All moving equipment is <i>appropriately</i> guarded.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Guards are: in good working condition, proper distance from moving parts, engineered for application, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	<i>Instructions</i> for appropriate guarding are readily available to operator.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Operators are <i>dressed appropriately</i> for job - any potential for clothing, jewelry, long hair - being caught in moving parts has been appropriately mitigated.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Check List – Fall From Height of Four Feet or Greater or Impaling



69

		Protected	Exposed	N/D/A
1	The involved employees are able to describe how they are qualified and experienced to perform this task. The involved employees display a level of proficiency or competency using the fall protection equipment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Personal Fall Arrest System: (PFAS)			
	• Has been inspected by a Competent Person and is good working condition (free from rips, tears, discoloration).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	• Include lanyards with shock absorbing material	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Meet size and weight requirements for people using them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Are properly adjusted	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Are being used as recommended by OEM and removed from service when not.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Scaffolds/work platforms are:			
3	• Built to appropriate standard, inspected every shift by competent individual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Equipped with appropriate to boards, mid & top rails, and decking is securely fastened.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Large enough to prevent leaning over / working on the edge.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Work area has been assessed for risk:			
4	• Impaling objects have been removed or covered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Workers have safe access/egress to work area, and clear line of sight to safe footing at all times.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Free from tripping , falling hazards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Ladders are:			
5	• Uniquely identified, inspected before use, and on regular frequency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Sufficient length to insure at least two feet of clearance above top resting point.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Allow appropriate ratio of length to angle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Rated to support weight required (people and tools).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Anchor points are:			
6	• High enough to avoid contact with the lower level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Capable of supporting at least 5,000 lbs. per employee attached	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Reviewed and approved by structural engineer; inspected at appropriate frequency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	• Directly over work area to avoid swing fall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Hierarchy of Control for Working at Height been considered and appropriately applied: Avoid work at height where it's reasonably practicable, Prevent falls using appropriate equipment, Minimize the distance and consequences of a fall.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Check List – Uncontrolled Release of Flammable-Explosive-Hazardous Materials



70

		Protected	Exposed	N/O/A
1	The involved employees are able to describe how they are qualified and experienced to perform this task. The involved employees display a level of proficiency or competency using the equipment and working with this hazardous material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Involved employees are able to describe their responsibilities should a release occur - response, communication, rescue.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Critical equipment is maintained in proper working condition, verified thru regular inspection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Process is designed to adequately control hazardous materials - level indication (interlocked to prevent overfill), isolation points (easily accessible).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Emergency response equipment is available and appropriate for potential release.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	Appropriate PPE is being worn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Emergency response plan is tested at least annually thru live exercise or table top drill.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	All vessels (lines, valves, manifolds, tanks, temporary containers) that may contain hazardous materials are properly labeled with name of material, flow path, vessel capacity, NFPA 704 info)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	MSDS/SDS are readily available and the involved employees understand them and know how to interpret them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

# Check List – Breakdown In Confined Space Entry Process



71

	Protected	Exposed	N/A
The involved employees are able to describe how they are <i>qualified and experienced</i> to perform this task. The involved employees display a level of <i>proficiency or competency working in confined spaces</i> (TO INCLUDE BUT NOT LIMITED TO FOLLOWING):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1 • Definition of confined space and which spaces meet definition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Potential hazards within space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Permitting process	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Atmospheric testing requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Tool use requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Role/responsibilities of entrant, attendant, supervisors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The site has an <i>confined space rescue plan</i> that includes:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 • Trained first responders, either on or off site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Method of alerting response personnel in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Appropriate rescue equipment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Site has a <i>written confined space procedure</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Every confined space is <i>suitable for personnel entry and continued presence</i> :	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Free from obstruction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Safeties in place to prevent introduction of liquids and gases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 • Atmospheric monitoring is conducted before entry and at required frequency thereafter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Air quality is maintained through adequate ventilation or supplied air	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Hazards of the space have been identified and controlled	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Labeled as a confined space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Required <i>protective gear/equipment</i> has been identified and is it in service? (Breathing apparatus, safety harness, lighting, other special PPE)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confined space <i>permitting process</i> :	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 • Properly signed confined space permit is posted at entrance to confined space	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• All involved employees can explain permit process – what signatures indicate, who is required to sign, time period covered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 <i>Personnel accounting</i> is maintained throughout the entry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



## Check List – Slip-Trip-Fall



72

		Protected	Exposed	N/D/A
1	Walking surfaces are <i>well lit and well maintained</i> .	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Employees wear <i>footwear appropriate</i> for the task they are performing and the conditions in which they are performing it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<i>Handrails</i> are in place and used in all stairwells.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Walkways are free of all slip, trip or fall <i>hazards</i> , including snow and ice.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Anti (non) <i>skid flooring</i> is in place in areas prone to moisture.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<i>Spill response kits</i> are readily available, fully stocked, regularly inspected.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Walkways are <i>clearly marked</i> , including changes in floor level, uneven surfaces, entrances/exits and transition areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<i>Cable, hoses and cords</i> are either removed from walkways, or appropriately shielded/covered.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	The involved employees are able to describe how they are <i>qualified and experienced</i> to perform this task. The involved employees display a level of <i>proficiency or competency</i> in addressing slip, trip and fall hazards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## Staffing – Leading - Monitoring



73

For each statement below circle T for True or F for False.

T	F	Establishing clear expectations is the foundation for coaching an employee.
T	F	Regarding employee training, focus on just the immediate task.
T	F	Regarding employee training, you should be both consistent and flexible.
T	F	When demonstrating leadership “actions speak louder than words.”
T	F	Safety walk-throughs are typically conducted twice a day. First shift and second.

## Summary / Questions



74

Supervisors play a key role in creating a safe work environment.

Your job is to:

- Plan for Safety
- Organize for Safety
- Staff for Safety
- Lead Safety
- Monitor Safety

Your responsibility is to comply with Federal and California OSHA regulations as well as NAVSEA's standard items.