

MODULE 1

INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS

Objectives

At the end of this module, participants will be able to...

- Recognize the key principles and components of OSHA's Voluntary Safety and Health Program Management Guidelines.
- Recognize the four components of a safety management system.
 - 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.
- Recognize the role of sustainability in Safety and Health Program Management.

Time

45 minutes: 8:25 to 9:10 AM

Followed by a 10-minute break: 9:10-9:20 AM

Agenda

1. Definition of OSHA's Voluntary Safety and Health Program Management—Presentation and Discussion (10 minutes)
2. Overview of Program Components—Presentation (5 minutes)
3. Benefits of Practicing the Safety and Health Management Guidelines—Activity (20 minutes)
4. The Role of Sustainability—Presentation and Discussion (10 minutes)

RECOMMENDED PROCESS

1. Definition of OSHA’s Voluntary Safety and Health Program Management— Presentation and Discussion (10 minutes)

| Cues | Content |
|---------------------|---|
| | <ul style="list-style-type: none"> ■ You will cover Pages 1 and 2 in this segment. Spend most of your time on Page 2. |
| PPT 1-1 | <ul style="list-style-type: none"> ■ Show PPT 1-1 as you refer participants to Page 1 in Module 1 of their Participant Guides. |
| | <ul style="list-style-type: none"> ■ Introduce the module by saying that they will start by getting an overview of safety management systems. |
| PPT 1-2 and PPT 1-3 | <ul style="list-style-type: none"> ■ Show PPT 1-2 and PPT 1-3 as you introduce the module objectives. |
| | <ul style="list-style-type: none"> ■ Refer participants to Page 2. ■ Tell participants that the Occupational Safety and Health Administration (OSHA) has issued voluntary safety and health management guidelines with the goal of preventing occupational injuries and illnesses. |
| PPT 1-4 | <ul style="list-style-type: none"> ■ Show PPT 1-4 to review some of the key facts regarding this program. Bring out the following points: <ul style="list-style-type: none"> – Voluntary—Companies are not required to follow these guidelines, but they are encouraged to do so. – General—The guidelines are intentionally general so that they can apply to any industry. However, one of the benefits of your having this program is that you can get employee ideas for your specific organization. – Distilled from “Best Practices”—The practices that are identified are generally already being done by some industries and have been identified as “best practices” in that industry. |

Question:

PPT 1-5

- **Go beyond legal requirements**—One important aspect of these guidelines is that they encourage an organization to seek continuous improvement—to go beyond what is legal to what is safest.
- **Systematic identification, evaluation and prevention or control**—This can apply broadly to an entire organization or specifically to a single job.
- Ask participants: Without knowing the specifics of this program, given what you've learned so far, do you think this program should be written?
- Show PPT 1-5 as you get some responses, then make the following points if they have not already been made.
 - It is actually very important to have the program written.
 - When you commit something to writing, you are more likely to implement it.
 - When the plan is written, it is easy to distribute to all employees.
 - When the plan is written, all employees get the same information
 - When the plan is written, you can see your progress as you achieve some goals and set new ones.
- Close this segment by emphasizing that it is a good idea to make the plan a written one.

2. Overview of Program Components—Presentation (5 minutes)

Cues

PPT 1-6,
Animated

Content

- You will cover Page 3 in this segment. Begin with the following points.
 - There are four important components in a safety and health management system.
 - All are equally important.
- Refer participants to Page 3. Show PPT 1-6 and encourage participants to take notes in the space at the bottom of the page as you make the following **quick** points.
 - Advance PPT 1-6 to introduce **Management Commitment and Employee Involvement**.
 - Make the following points.
 - Management needs to be the driving force behind this program.
 - Only with their visible support (strategic, budgetary, walking the talk) will the program be successful.
 - At the same time, employees must be involved.
 - Since they are the ones closest to the operations, they will have the best knowledge of safety and health issues.
 - In addition, they will be more likely to participate in safety and health efforts if they are a part of creating the program.
 - Advance PPT 1-6 to introduce **Worksite Analysis**.
 - Make the following points.
 - The core of this program takes place at the worksite level.

- It is critical to examine every job to ensure that they are all being performed in the safest manner possible.
- Advance PPT 1-6 to introduce **Hazard Prevention and Control**.
- Make the following points.
 - It is important to start thinking proactively.
 - You need to ask, how can I prevent or control hazards on the job before they cause an injury or illness?
- Advance PPT 1-6 to introduce **Safety and Health Training**.
- Make the following points.
 - Training should happen at all levels of the organization. Top management should give themselves as much safety and health training as they expect of their employees.
 - The training should continue throughout the entire process. At first the training will focus on what the program is and how to get it started. Later the training should focus on how safety and health management can be improved.
- Address any participant questions.

3. Benefits of Practicing the Safety and Health Management Guidelines— Activity (20 minutes)

Cues

PPT 1-7

Flipchart

Content

- You will cover Page 4 in this segment. Allocate time as follows.
 - About 5 minutes for the small groups to identify the benefits.
 - About 15 minutes for the introduction and the debriefing.
- Begin by saying that there are many benefits to having a safety and health management program.
- They will be working in groups to identify these benefits.
- Divide the class into three groups.
- Tell the first group that they will be identifying the benefits to employees.
- Tell the second group that they will be identifying the benefits to the organization.
- Tell the third group that they will be identifying the benefits to the community.
- Allow the groups five minutes to work. As they work, show PPT 1-7.
- As they are working, walk around the room to answer any questions they have and to get a feel for the types of benefits they are identifying.
- Let participants know when they have a minute left.
- When time is up, call the group back together and lead a 15 minute debriefing.

As participants respond, write their answers on a flipchart page so you can refer to the benefits throughout the class.

- You'll get a variety of responses, including some of the following.
 - **Benefits to Employees**
 - It makes them feel safer.
 - It protects their safety and health.
 - It improves their morale when they know their organization is concerned about their safety and health.
 - It improves their morale when they have a chance to participate in decisions that affect their work.
 - It can lower insurance rates to employees.
 - Employees may transfer their safety and health skills to home.
 - **Benefits to the Organization**
 - It improves employee morale, which reduces turnover in the long run.
 - It creates positive employer/labor relations.
 - Improves productivity.
 - Increases employee participation.
 - Reduces costs when there are fewer minor incidents.
 - Reduces risk.
 - When business efficiency improves, costs are reduced.
 - It may reduce insurance premiums.
 - Management feels good knowing it's the right thing to do.
 - **Benefits to the Community**

- A safer working environment is also a cleaner working environment, which benefits the community.
 - The best safety and health management system ultimately assesses what is safest for the community.
 - An organization with a record of safety and health attracts workers, which is good for the community.
 - Reduced costs to the company means there is more to give to the community.
 - Creates positive public relations.
- When all the groups have finished presenting, emphasize that it's important to remember these benefits.
 - They make it worth the work of developing a good program.

4. The Role of Sustainability—Presentation and Discussion (10 minutes)

| Cues | Content |
|---|---|
| | <ul style="list-style-type: none"> ■ You will cover Pages 5 through 8 in this segment. Allocate time as follows. <ul style="list-style-type: none"> – 5 minutes for Page 5 – 5 minutes for Pages 6 and 7 – Page 8 is a resource page ■ Begin this segment with the following points. <ul style="list-style-type: none"> – There is another topic that we will be discussing today, and that is sustainability. – Although sustainability is not a formal part of OSHA’s safety and health management program, it is nonetheless an important subject to discuss in the context of safety and health. |
| <p>Question:</p> <p>PPT 1-8, Animated</p> | <ul style="list-style-type: none"> ■ Ask participants: What is the definition of sustainability? ■ Show PPT 1-8 as you get some responses from the group. After the group has shared their ideas, advance PPT 1-8 twice to reveal the following two definitions. <ul style="list-style-type: none"> – Sustainability is the ability to maintain a certain process or state. – It is also meeting the needs of the present without compromising the ability of future generations to meet their own needs. |
| <p>Question:</p> <p>PPT 1-9</p> | <ul style="list-style-type: none"> ■ Ask participants: How are safety and health related to sustainability? ■ Show PPT 1-9 as you get some responses. Following are some answers you may receive. <ul style="list-style-type: none"> – A safety and health program saves (sustains) lives. |

PPT 1-10

- A safety and health program makes the organization think about being a responsible “corporate” citizen, which also means it thinks about ways to be sustainable.
 - Following a safety and health program makes ethical decision-making more likely. This is another element of sustainability.
 - Operating in a safe and healthful way is good for the environment.
 - Operating in a safe and healthful way increases the chances of safe products and packaging.
 - Operating in a safe and healthful way can improve the overall health of the community.
 - Reducing your carbon footprint makes your community safer and healthier.
 - Reducing natural resource use reduces waste and makes your community safer and healthier.
- Close the discussion by quickly reviewing the points at the bottom of Page 5.
 - Refer participants to Page 6. Tell them that, to achieve sustainability, an organization must think in an integrated manner, must recognize the links between its own success, its employees’ safety and health, and the well being of the community.
 - Show PPT 1-10 as you make the three points in the middle of Page 6. Say the following.
 - Isolated organizations create turf battles. How often have you heard “If we have to follow that regulation, it will cost jobs?” This is non-integrated thinking.
 - Isolated organizations are more focused on short-term results without thinking of long-term benefits.

PPT 1-11

- When an organization doesn't integrate its solutions, it can create safety and health problems with employees or within the community.
 - For example, if an organization only thinks about profit, it might choose to allow emission of a toxic chemical, claiming that it's too expensive to control the emission.
 - However, when employees get sick from the chemical, it costs the company in workers compensation claims.
 - If the local government cites the company for polluting or damaging the community's natural resources, the company must bear the cost of clean-up, and possibly lawsuits.
 - By not thinking in an integrated manner, the company has damaged the very thing it sought to protect: its profitability.
- Refer participants to Page 7. Show PPT 1-11 as you continue your presentation.
 - To achieve sustainability, an organization must think in an integrated manner, must recognize the links between its own success, its employees' safety and health, and the well being of the community.
 - Refer participants to the bottom of Page 7. Tell them this is a quick checklist to help them determine how integrated their organization is.
 - Allow participants a few moments to read the checklist, then ask for any questions or comments.
 - Close the discussion by emphasizing that a good safety and health program requires integrated thinking.
 - If they also consider sustainability when they build their safety and health system, they are using integrated thinking.
 - In the long run, a good safety and health program is one that includes sustainability, and conversely, an organization that is sustainable is also safe and healthy.

10 Minute Break

Take a 10 minute break.

- Refer participants to Page 8. Tell them that this is a checklist that contains indicators of sustainability.
- Allow a brief amount of time for participants to review the checklist.
- Encourage them to use this checklist as a periodic tool to evaluate their organization's sustainability.
- Answer participant questions