

IDENTIFICATION

TOPIC TITLE: Safety and Health Programs

MINIMUM TIME: 30 Minutes

OBJECTIVES

Terminal Objective:

Given current OSHA and industry information regarding general industry worksite illnesses, injuries, and/or fatalities, the student will be able to review OSHA guidelines for safety and health programs.

Enabling Objectives:

EO 1.1: Recognize the costs of workplace accidents.

EO 1.2: Recognize benefits of implementing an effective a safety and health program.

EO 1.3: Describe the elements that make up an effective safety and health program.

EO 1.4: Identify three methods to prevent workplace hazards.

INSTRUCTOR MATERIALS AND RESOURCES

- PowerPoint Presentation: *Safety and Health Programs*
- Knowledge Check Answer Key: *Safety and Health Programs*
- OSHA's Safety and Health Management Guidelines (1989)
- OSHA's Safety and Health Management Guidelines (2015, under review)

STUDENT MATERIALS

- OSHA Fact Sheet: *Voluntary Safety and Health Program Management Guidelines*
- Knowledge Check: *Safety and Health Programs*

TEACHING PROCEDURES ---Preparation, Presentation, Application, Evaluation

Anticipatory Set (Focus Attention/Gain Interest)

Estimated Time: ?? hours

Key Points	Methods
<p>Each year, thousands of workers die as a result of exposure to hazards in the workplace.</p> <p>OSHA encourages employers to create a proactive approach for finding and fixing hazards before they cause injury, illness or death. By implementing safety and health programs, employers of all sizes can better manage their resources, personnel and environment.</p> <p>Safety and health programs increase worker involvement and management commitment for improved safety in the workplace.</p> <p>Review lesson objectives.</p>	<p>Slides #1 - #3</p>

Presentation (Instruction)

Estimated Time: ?? hours

Key Points	Methods
<p>I. Costs of Accidents</p> <p>A. Direct costs</p> <ol style="list-style-type: none">1. Treatment2. Physician and hospital3. Medications4. Medical equipment <p>B. Indirect costs</p> <ol style="list-style-type: none">1. Schedule delays2. Lower morale3. Increased absenteeism4. Poor customer relations5. Damaged equipment	<p>Slides #4 - #5</p>
<p>II. Benefits of Safety and Health Programs</p> <p>A. Improvements in product, process, and service</p> <p>B. Better workplace morale</p> <p>C. Improved recruitment and retention</p> <p>D. More favorable image and reputation</p>	<p>Slides #6 - #7</p>

<p>III. Elements of Safety and Health Programs</p> <p>A. Management Leadership</p> <ol style="list-style-type: none">1. Commitment<ol style="list-style-type: none">a. Establish written safety and health policyb. Communicate policy2. Goals and Expectations<ol style="list-style-type: none">a. Establish realistic, attainable, and measurable goalsb. Develop safety and health plans3. Resources<ol style="list-style-type: none">a. Integrate into planning and budgetingb. Allow time for workers to participate4. Performance<ol style="list-style-type: none">a. Communicate responsibilities and authorities for accountabilityb. Set an example <p>B. Worker Participation</p> <ol style="list-style-type: none">1. Report safety and health concerns<ol style="list-style-type: none">a. Establish reporting processesb. Empower workers (temporary work-stop if unsafe)2. Encourage participation in program<ol style="list-style-type: none">a. Provide positive reinforcementb. Maintain an open-door policy3. Involve workers in all aspects of program<ol style="list-style-type: none">a. Program developmentb. Hazard reports and solutionsc. Hazard analysisd. Safe work practicese. Site inspectionsf. Incident/near-miss investigationsg. Trainingh. Training program development/evaluation4. Access to safety and health information<ol style="list-style-type: none">a. Safety data sheetsb. Injury/Illness datac. Results of exposure monitoring	<p>Slides #8 - #46</p>
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- 5. Remove barriers to participation
 - a. Participation from all levels – regardless of skill level, education, or language
 - b. Policies/programs don't discourage participation
 - C. Hazard Identification and Assessment
 - 1. Collect existing information
 - 2. Inspect the workplace
 - a. Routine inspections
 - b. Checklists
 - 3. Conduct incident investigations
 - a. Plan/procedures for investigations
 - b. Root cause analysis and team investigation
 - 4. Identify emergency and non-routine situations
 - a. Assess foreseeable emergency scenarios or non-routine tasks
 - b. Conduct "table top" exercises
 - 5. Characterize hazards and determine controls
 - a. Evaluate each hazard – severity and likelihood
 - b. Prioritize hazards
 - c. Use interim control measures
 - D. Hazard Prevention and Control
 - 1. Identify control options
 - 2. Select controls
 - 3. Develop/update hazard control plan
 - 4. Select controls for emergency and non-emergency operations
 - 5. Implement controls
 - 6. Follow up on effectiveness of controls
 - E. Education and Training
 - 1. Provide program awareness training
 - a. All managers, supervisors, workers; also, contractors and temporary workers
 - b. Safety policies and procedures, program functions, emergencies, injury/illness reporting, Rights under the OSH Act
 - c. Appropriate language and literacy level
 - 2. Specific roles and responsibilities of workers
 - 3. Hazard identification and controls
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<ul style="list-style-type: none">F. Program Evaluation and Improvement<ul style="list-style-type: none">1. Verify implementation and operation of program2. Correct deficiencies and identify opportunities for improvementG. Multi-Employer Worksites<ul style="list-style-type: none">1. Management leadership<ul style="list-style-type: none">a. Provide safety and health policy to all contractorsb. Clarify each employer's responsibilities and obligations before beginning work2. Worker participation<ul style="list-style-type: none">a. Encourage participationb. Remove obstacles3. Hazard identification and assessment<ul style="list-style-type: none">a. Host – performs/shares worksite hazard assessmentb. Contractors – performs pre-job hazard assessment4. Hazard prevention and control – communicate programs/procedures to control hazards5. Education and training<ul style="list-style-type: none">a. Host and contractor(s) – identify required worker qualifications and certificationsb. Train temporary and contract workers6. Program evaluation and improvement<ul style="list-style-type: none">a. Exchange/use data to evaluate program effectivenessb. Participation by all contractorsc. Share results	
<p>IV. Methods to Prevent/Control Workplace Hazards</p> <ul style="list-style-type: none">A. Involve workers<ul style="list-style-type: none">1. Best understanding of conditions that create hazards2. Best insights into how hazards can be controlledB. Identify and evaluation options for controlling hazards<ul style="list-style-type: none">1. Hierarchy of controls<ul style="list-style-type: none">a. Elimination – physically remove the hazardb. Substitution – replace the hazard	<p>Slides #47 - #50</p>

10-hour General Industry Outreach

<ul style="list-style-type: none"> c. Engineering controls – isolate people from the hazard d. Administrative controls – change the way people work e. Personal Protective Equipment – protect the worker with PPE <ol style="list-style-type: none"> 2. Avoid selecting controls that may introduce new hazards 3. Use a combination of controls when no single method fully protects workers <ul style="list-style-type: none"> C. Use a hazard control plan D. Develop plans with measures to protect workers during emergencies and non-routine activities E. Evaluate effectiveness of existing controls and review new technologies 	
<p><i>Application (How students apply what they learn)</i></p> <p>Key Points</p>	<p><i>Estimated Time: ?? hours</i></p> <p>Methods</p>
<p>Job Safety Analysis; Have students evaluate hazards, determining what controls should be implemented before work begins.</p>	
<p><i>Evaluation/Summary</i></p> <p>Key Points</p>	<p><i>Estimated Time: ?? hours</i></p> <p>Methods</p>
<p>Summarize key points</p> <p>Knowledge Check: <i>Safety and Health Programs</i></p>	<p>Slides #51 - #54</p>

References

OSHA Publications

- *Recommended Practices for Safety and Health Programs* (OSHA #3885, October 2016)
https://www.osha.gov/shpguidelines/docs/OSHA_SHP_Recommended_Practices.pdf
- *Safety and Health Management Guidelines* (1989)
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=FEDERAL_REGISTER&p_id=12909
- *Safety and Health Management Guidelines* (2015, under review)
https://www.osha.gov/shpmguidelines/SHPM_guidelines.pdf
- *Voluntary Safety and Health Program Management Guidelines*
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=FEDERAL_REGISTER&p_id=12909
- *Job Hazard Analysis*
https://www.osha.gov/Publications/osa3071.pdf?utm_source=rss&utm_medium=rss&utm_campaign=job-hazard-analysis-13

OSHA References/Resources

- *Sample Programs*
https://www.osha.gov/dcsp/compliance_assistance/sampleprograms.html
- *Safety and Health Program E-tools*
<https://www.osha.gov/SLTC/etools/safetyhealth/>
- *Injury and Illness Prevention Video*
<https://www.osha.gov/dsg/topics/safetyhealth/i2p2video.html>
- *Hazard Identification Training Tool*
<https://www.osha.gov/hazfinder/>