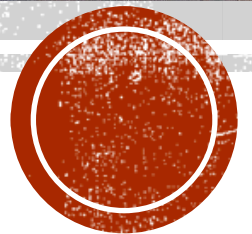


NPE SAFETY

Build & Run A Power Sweeping Safety Program

Best Practices For Incident Prevention



TOPICS WE WILL COVER – MAKE NOTES!!!

Starting a Safety Program matched to the complexity of your work

Running your safety meetings

Safety topics to maintain employee interest

Performance recognition - critical Program element

Best ways recognize employee safety performance

Root Cause Analysis of incidents

Near Miss Call reporting

The ways your safety program affects your insurance EMF

How to manage both to the best advantage.

“Best Safety Practices” to enhance an existing program

“Defensive Driving” practices – Defensive Fleet Management



COMPLEXITY OF YOUR WORK = COMPLEXITY OF YOUR PROGRAM

Outside sources of help are widely available and often free

Usually generic, not industry specific; customize

Start here: OSHA.GOV

[dc.gov/niosh](https://www.osha-slc.gov/niosh)

[sha.gov/dts/sltc/](https://www.osha-slc.gov/dts/sltc/)

More moving parts, the more procedures and controls

Learn what your industry looks like:

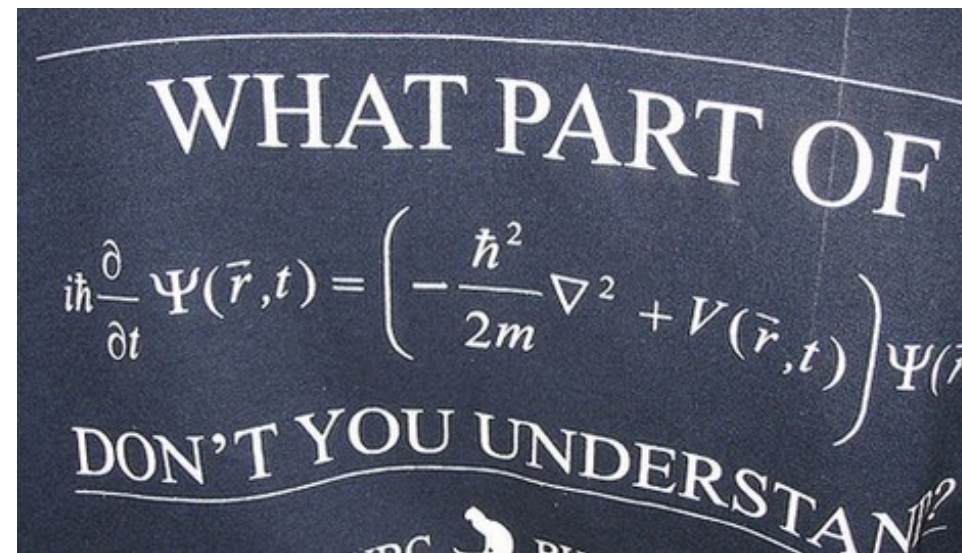
Trade associations

Publications

Conferences, seminars, etc.

Engineers, vendors, consultants, partnerships, etc.

Learn from Best Industry Practices.



WRITTEN SAFETY MANUAL & PLAN

Requirements: PPE, Haz Com/GHS, LOTO, Industrial Hygiene, BBP, First Aid, Fire Safety, Electrical, Underground, Falls, Confined Spaces, etc.

Safety Plans – Unique Standards, Backing, Tree Work, Underground, Overhead

any Specific – General rules of safety conduct

Specific Safety Plan – Customer Driven

– Insurance, reporting , etc.

– MVR's, defensive driving, vehicle maintenance

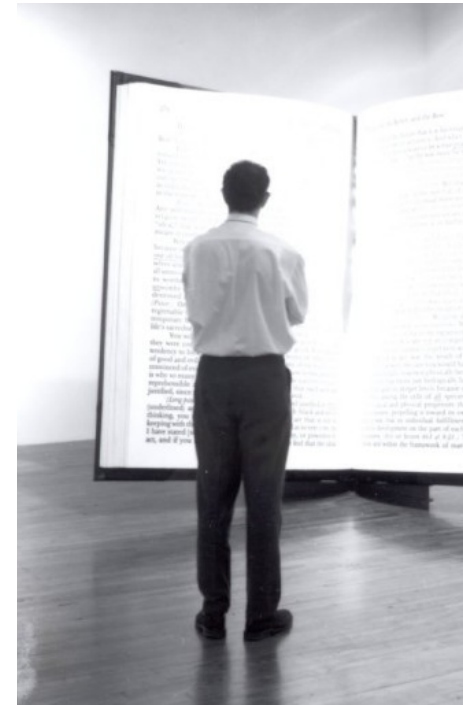
Resting, cell phone policy, no texting, DRL's; Conspicuity Markings, etc.

HR & safety orientation; training & retraining; disciplinary/counseling

What do I do when.... “Someone won't obey the rules??”

Employee mis-conduct; safety is not optional

Should be a **Big Book! Documentation!**



SAFETY MEETINGS (NOT SAFETY TRAINING)

Select the best person to lead your meeting; this may not always be the Boss'

The Boss needs to be in the room (in the audience)

Stay on message. Not a sermon. Not a gripe session

Engage the employees in the conversation. Ask for their thoughts

Daily & Weekly- short & to the point, focus on the days or weeks activity. More complex jobs with multiple tasks, daily

In some cases, a pre-TASK safety meeting or 'huddle' is good idea

Monthly – more formal, structured. Invite guest speakers. Videos. Show & Tell hardware

Gate meetings are just that. Gather around, run thru the basics, confirm everyone is on board and understands, go to work!



KEEP
CALM
AND HAVE
A SAFETY
MEETING

EXAMPLES OF SAFETY MEETING TOPICS

Internet – current events with a safety thread

Local daily newspaper – significant events and occurrences

OSHA.gov - Newsletter

YouTube – mind-numbing selection of videos. I.e. Russian Car Crash

Google Search: there are a LOT out there; bilingual, free

Subscription Services – Most are generic

OSHA WC or Safety regulators; i.e. British Columbia

v2.worksafebc.com/Publications/Multimedia/Videos.asp?ReportID=34883

v2.worksafebc.com/Publications/Multimedia/SlideShows.asp?ReportID=33841

OSHA Safety e-Zine Subscriptions – EHS, FCP, Equipment Today, NPE

National Safety Council – Newsletters, Webinars, JOIN the NSC !!!

WHAT TO DO WHEN.....

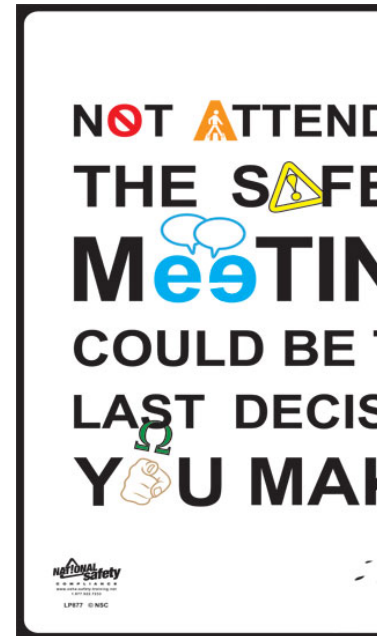
Someone misses the meeting – have them read and sign the agenda;
create most important information

phones: turn off before meeting. Bad news travels fast, you'll get it

Someone misses 2 consecutive meetings, something is wrong. Figure out
and fix it

Give your customers, clients, suppliers, others. They will usually find an
excuse not to attend. You can fix this by giving out small gifts, donuts, etc. In
other words, periodically incentivize attendance

Show Leadership through respect for the group, the content, the message
Take notes during the meeting; follow up on issues



SEND IT HOME, WHENEVER YOU CAN

paycheck stuffers with safety message

parties, picnics, events for family

gift certificates, household items

toys, something for the kids

Family engagement is recognized as an extremely important motivator of employee on the job safety behavior.

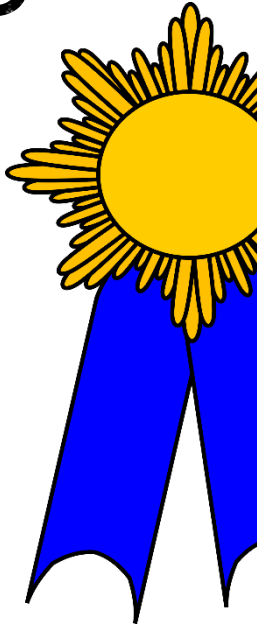
Use this to your advantage. Repeat at Holidays

Holiday Safety Message, like in the 'old days'

Warm Up Exercises:

<http://www.nbc12.com/story/30956787/construction-workers-exercise-on-the-job>

RECOGNIZE YOUR EMPLOYEES AND THEIR ACHIEVEMENTS: SAFETY PERFORMANCE



- Post your performance metrics: hours, jobs, tons, etc. Relevant statistics.
- Look for 'milestone' events
- Lunch or Breakfast Events – simple, themed, inclusive
- Stuff – very inexpensive. Hard hat stickers, shoulder patches, etc.
- Incentives & Bonus: 'money is not a motivator'; use caution, do not discourage reporting
- Jackets, tees, clothing, accessories
- Gear, winter, seasonal
- Outings, picnics, hot dog cookouts,
- Holiday Messages – keep pushing safety

ROOT CAUSE ANALYSIS

- More than just 'he's at fault'
- Look upstream as far as needed
- How to do an investigation, how not to
- Ask 'Why' FIVE TIMES!!
- Everything that happens AFTER the incident does not belong on an investigation report.
- Ask for help when needed. File preliminary report, amend/ update
- Reminder: we drug test for everything.
- Check the WC laws in your state, or ask your insurance company, what happens to a claim if there is a positive test? i.e. reduced or denied benefits



SAFETY TRAINING

- Classroom based, or combination of field & job site
- Hands On, show & tell, supervised demonstrations, etc.
- Verbal & written
- Videos
- Use OSHA guidelines – equipment, tools, PPE, practically any topic will have a ‘training’ component.
- Ex VOSH: Unique Standards:
www.doli.virginia.gov/vosh_enforcement/vaunique_standards
- More complex tasks – more detailed training.
- Use Vendors, SME’s, sales reps, State Safety people, cooperative programs, etc.



WHY YOU NEED TO ENFORCE THE SAFETY LAWS

Because OSHA could find YOU negligent

They will often reduce your penalty after an inspection if they see you have an active safety program with fair discipline measures

You will stay out of the OSHA Severe Violator Program

Contract requirements: show proof of your safety efforts at time of bid

Because the other party's attorney can use 'failure to enforce' as evidence against you, say for negligence

Because your insurance company will keep renewing your policy

Because some WC programs will deny or reduce benefits for employee misconduct.

CLOSE CALL, NEAR MISS – GOTTA' HAVE IT

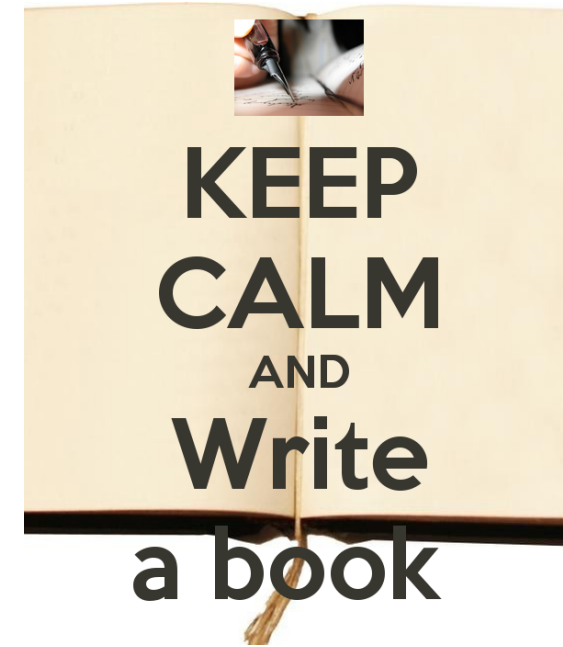
- Anonymous reporting – sterilize the feedback
- Reward for reporting – simple thank you, PPE, etc.
- Investigate your Close Call reports to the extent needed
- Keep track, data crunch the numbers to see where the minefields are
- Teach & Train based on your findings
- Use on-line apps, i.e. 'I-Audit'
- Unacceptable: NO REPORTS. This means no one is looking closely enough.

INSURANCE – WHEN & HOW TO FILE A WC CLAIM

- NEVER file a claim (Avoid filing small claims; manage them in-house)
- Make sure it needs to be filed. Serious losses, ex.
- Set up an account with your local clinic
- Drug test for everything
- Direct pay for as much as possible
- “Please do not over-treat my employee”
- Light Duty Program; Early Return To Work
- Job Descriptions required for Doc’s



BEST SAFETY PRACTICES ADOPT OR WRITE YOUR OWN



General Motors just threw out the rule book! For example....

Adopt Best Management Practices for as much of your operation as possible

Best Safety & QA/QC Practices

Mowing, striping, sweeping, driving, etc.

Specify a metric, a standard, a guideline, for as many discrete activities as possible

Measure everything; report everything; provide feedback

DEFENSIVE DRIVING TIPS FOR CONSTRUCTION FLEETS

Day Time Running Lights – all units-LIGHTS

Inspect & clean the rig before rolling out

Secure the rig, stuff on the back

Check the brakes; trailer hitch, safety chains, lights, conspicuity markings, etc.

Avoid overloading; cover/tarp all loads

Make sure the bed is DOWN

Take safest route – avoid congestion

Early AM, late afternoon, early evening, avoid rush hour; NIGHT!!

Avoid toll roads, interstates. Avoid 2 lane undivided



DEFENSIVE DRIVING - CONTINUED

Inform your drivers; CDL/DOT Safety Meetings

space – LOTS of space ahead of you

issues – manage drivers time

light shifts, snow, etc.

for operator/mechanics/drivers

weight warnings in cab

your rear

side backing & use of Spotters

Pressure Washer!!



FOR EXTRA CREDIT

- **Pre-shift** safety meeting followed by **POST Shift** de-briefing!
- Warm up exercises before shift
- Use of I-Audit to track and record
- JHA's / AHA's are increasingly common. Become familiar with writing one
- Learn the language of your customer – manufacturing, retail, commercial, etc.
- Include Industrial Hygiene into your program – i.e. heat stress information, silica dust exposures; noise – free app.
- Hydraulics – park on mats or surface where leaks can be found; use bibs and diapers on hoses. Repairs made off-site. Commercial spill kits, mats, pillows, etc.
- Water Gel Burn Blankets

IMPORTANT ELEMENT: SAFETY COMMITTEE

Select the right mix of Members

Functional levels, administrative, recognize, empower

Cross-section of employees

Examples of things the Committee can look at:

- Trial safety gear- 'stuff', tools, gear
- Job safety performance issues
- Seasonal or shift issues
- Safety suggestions
- Improvements
- Near misses
- Bring in guest speakers, SME's



SITE SPECIFIC SAFETY PLAN (SSP)

Customer and job specific; written plan for your client's site

Incorporate the major elements of your Safety Program

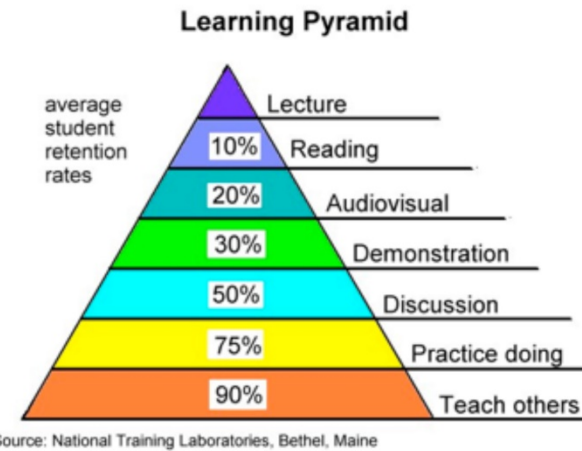
Include JHA's, AHA's

Detail the major steps of this job; safety precautions specific to each stage of job

Include: Responsible persons; contact info.; Competent Person; safety trained operators, reportings & investigations, etc. Who does what, etc.

Specify: Site access, postings, security; housekeeping; daily meetings; post shift debriefings, pass down logs; night work & lighting; theft prevention, repairs & maintenance, etc.

OPERATOR 'SAFETY TRAINING'



Does not mean 'how to run the machine'

Does mean: Safety features and safety practices associated with the machine

YouTube; manufacturer web site; vendor & sales reps; manuals; use CAT example

Classroom & field based; show & tell; demo.

Issue a credential (wallet card)

ANY piece of equipment will qualify: paver; roller; chain saw; chop saw; Bob Cat; backhoe, etc.

Review decals, warnings, danger/caution, gauges, lights, safety practices, i.e. wheel chocks, steering wheel covers, LOTO, etc.

Typically every three years or when new machine is added. Includes attachments.

THE LONG VIEW.....



- How long do you plan to be in this business?
- Adopt a Continuous Improvement strategy
- Structure a 'Next step' development plan for each employee
- Investment in equipment, processes, complexity, technology, etc.
- Membership/ Officer ascendency in peer organizations
- Participate in industry recognition events
- Achieve Leadership recognition in the industry

SUMMARY & REVIEW – Q&A

- We covered a lot of information in 90 minutes
- Everyone is by now a ‘Safety Expert ‘
- Programs must be dynamic, evolve & grow with your organization
- Keep the Program up-beat, positive, dynamic
- Show recognition, compassion, understanding, respect
- One person in the organization will not carry the entire Program, must be shared among all – management, supervision, employees
- Leadership – Culture – Commitment!!



SPEAKERS BIO



Certified Safety Professional (CSP); Associate in Risk Management (ARM)
Secretary & Past President, Colonial VA Chapter, American Society of Safety Engineers
Adjunct Instructor, VA Commonwealth University, Risk Management Institute
Author: Construction Safety Guide; Fork Lift Safety Guide
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OSHA Haz Mat Technician; Disaster Response & Recovery
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