

#1 Reason for Safety

To send employees home to their families every day!



Safety

- Safety is critical to every organization because it protects their greatest asset - the employees.
- When an employee is injured, it is an emotional and financial burden on their family, their co-workers and their employer.

How do you build an effective Safety Program

- Safety Programs are not just a policy or a regulation or PPE.
- Effective safety programs are built by developing a safety culture.

Culture

What does Culture mean?

Good ole Webster says, “Culture is the ideas, skills and customs of a people or group, that are transferred or communicated”.

So how do you develop a safety culture in your workplace?

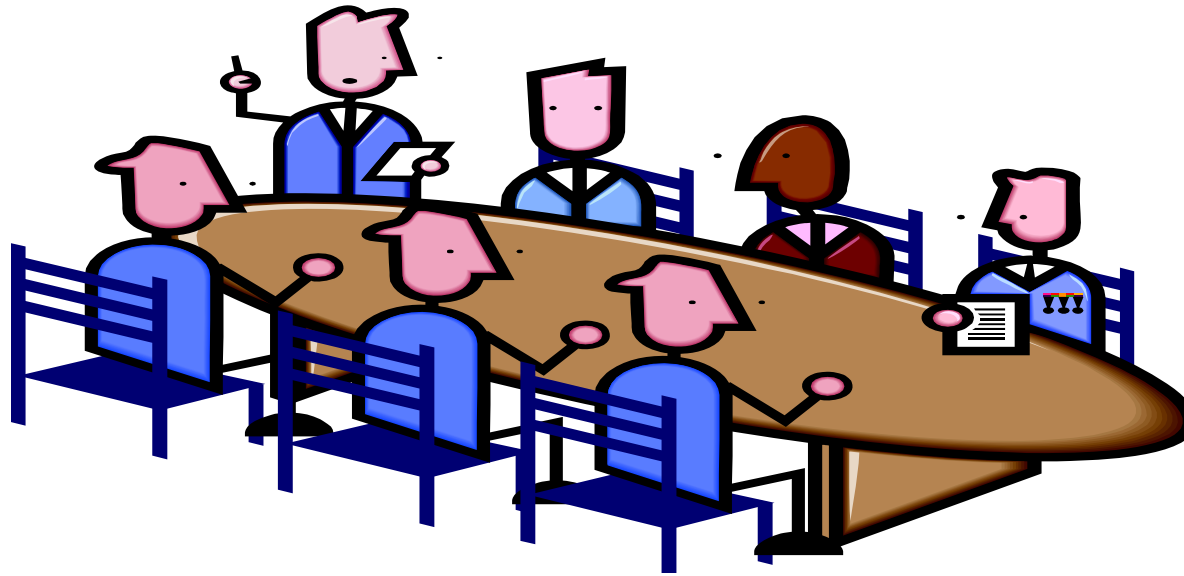
3 Step Plan

1. Consistency
2. Communication
3. Ownership
 - Let employees choose PPE
 - Get input on policies
 - Assign employees to perform safety checks
 - Make every employee a “safety” person so coworkers can encourage others to wear appropriate PPE and follow policy.

Best first step?

An effective safety committee.

Developing an Effective Safety Committee



Critical Components

- Support from Management
- Schedule Safety Committee meetings regularly
- Commitment from employees
 - Committee members should be vocal supporters of your safety program
- Communication
 - Verbal and written
- Increase and maintain safety awareness
- Goals
 - Every January you should develop new goals for the year
 - Make them attainable
 - Communicate to employees when they are reached
- Results
 - Safety Committees need to make things happen or they will fail

Communication

– Communication

- Agenda
 - Informs attendees on planned topics
 - Informs employees of topics of discussion
- Action Plans
 - Complete in a timely manner
 - Document results
 - Distribute to employees so they can see progress
- Unsafe Condition Forms
 - Forms give a new committee a way to easily get information from employees and return proposed or implemented solutions
- Minutes
 - Minutes need to be finished and distributed to all personnel in a timely manner

Meetings

- Review Agenda, add any last minute items
- Take attendance
 - Attendance should be mandatory (meetings are a priority)
- Review Accidents and Incidents – (trending)
- Encourage employees to report all incidents – no matter how small
- Review any accident investigations
- New Business
 - Discuss suggestions for better safety policies, equipment and/or procedures
 - Plan training sessions
- Perform Facility Safety Audits
- Old Business
 - List and discuss unfinished items at each meeting so all employees know status.
- Leave time at the end of the meeting for employees to discuss concerns or ideas

Keep it interesting

- There are many resources available to give you fresh information to present at your meeting.
- AWWA- www.awwa.org
- MMA - www.memun.org
- DOL - www.safetyworksmaine.com
- OSHA - www.osha.gov

AWWA - Let's Talk Safety

- Let's Talk Safety contains 52 weekly safety talks covering a variety of safety topics.
- Available from American Water Works Association (AWWA)
- Member price as of 2013 - \$57.00

More Ideas for Meetings

- Invite a guest speaker
 - Safety Topic
 - Wellness Topic
 - Equipment Vendor - if you have a specific piece of equipment that gives you problems
- Perform Safety Inspections on Equipment
 - Give a member a harness and have them do a show and tell on proper inspection methods

Beyond the Committee

To develop a strong safety culture in your workplace you must:

- Be patient – it takes time to gain trust
- Let employees know it's all about them.
 - They are an asset and you want them going home at the end of the day.
 - Think about the experience you have in your workforce. It is worth protecting.
- Have full management buy-in
 - Provide adequate budget for equipment and PPE
 - Attend meetings
 - Enforce disciplinary action when needed
- Include employees in every aspect of the safety program from purchasing PPE to writing policy
- Be consistent with policy, i.e. don't let an employee take short cuts just because they or you are in a hurry
- Develop a fair course of disciplinary action for violations of your policy.
 - There must be repercussions for non-compliance

Success

How do you know when you have developed a strong safety culture?

- When you go to a work site unexpectedly and employees are wearing all necessary PPE and following policies just because they know it's the right thing to do and they want to go home in one piece.

SHAPE

Safety and Health Award for Public Employers

The Maine Department of Labor, Bureau of Labor Safety has developed a program to recognize public sector employers who operate an exemplary safety program.



To participate:

- Request a consultation visit that will include a complete hazard identification survey
- Correct all hazards identified by the consultant
- Take the Safety and Health Program Audit
- Lower your company's lost time injuries rate and total recordable case rate below the state average
- Notify Safety Works if you introduce any new hazards into the workplace.

Benefits of SHAPE Status

- 3 year exemption from scheduled inspections by BLS

