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ABSTRACT

This student module on establishing a company safety and health program is one of 50 modules concerned with job safety and health. This module outlines the fundamentals of how a company safety and health program is established and operated. Following the introduction, nine objectives (each keyed to a page in the text) the student is expected to accomplish are listed (e.g., Describe the objectives of an accident investigation). Then each objective is taught in detail, sometimes accompanied by illustrations. Learning activities are included. A list of references and answers to learning activities complete the module. (CT)

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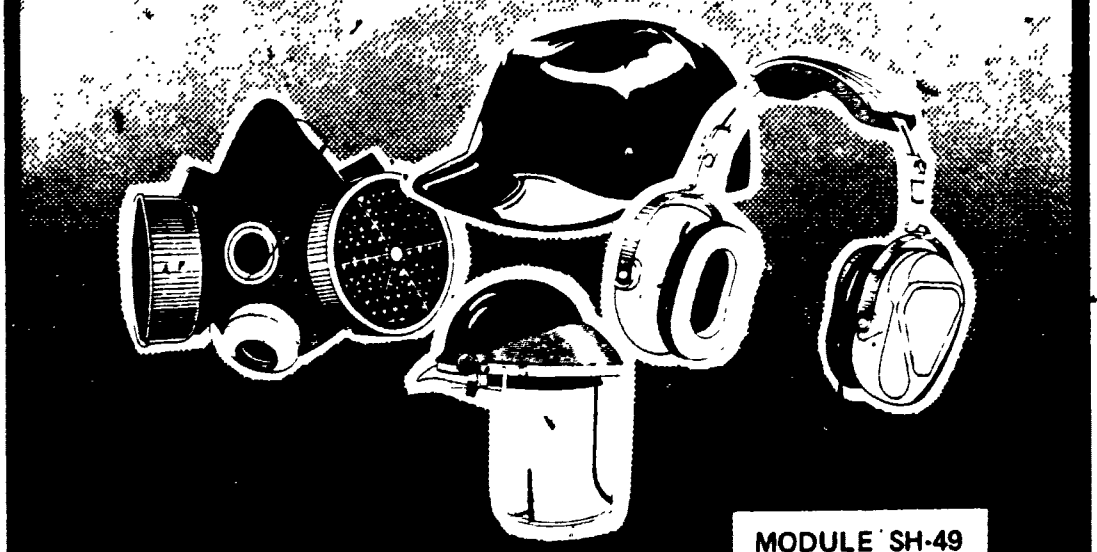
SAFETY AND HEALTH

ESTABLISHING A COMPANY SAFETY AND HEALTH PROGRAM



MODULE SH-49

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INTRODUCTION

The greatest single goal of a company safety and health program is to ensure that workplace activities are performed without accidents, injuries, or occupational illnesses. To successfully accomplish this objective, management must provide a safe and healthful workplace for every worker. Additionally, management must ensure that all workers are trained in the safe performance of their jobs. Employees, in turn, have the duty to follow all safety rules and regulations that apply to their work action. In order for a company safety and health program to operate successfully, each individual worker must believe in safety, practice safety, and encourage others in the practice of safety.

The elimination of human suffering and death is the most important of the benefits that derive from a well planned, fully operational, company safety program. The economic benefits of a safety program are also worthy of consideration. Since an accident is any incident that hinders normal operation of the work process, accident prevention and efficient production are closely related. Accidents cost the employer in terms of lost time, increased waste, products of poor quality, insurance claims, and worker's compensation payments. There is no "return on investment" for money spent as a result of accidents - this is simply lost money. Research has shown that the cost of an accident far exceeds the cost of accident prevention.

Naturally, a safety program involves each individual worker from a standpoint of personal well being. Workers should further consider the financial losses to their company as being a threat to their own job security should the company fail financially. For these reasons and others, individual workers should understand the fundamentals of how a company safety and health program is established and operated. This knowledge is necessary not only to those employees who are asked to serve on company safety committees or who will eventually fill management positions, but to every employee.

OBJECTIVES

Upon completion of this module, the student should be able to:

1. Summarize the effect of the OSHAct on company safety programs. (Page 3)
2. Define the basic elements of a company safety program. (Page 4)
3. Discuss company safety policy justification, management consideration, and implementation. (Page 7)
4. Explain five ways in which management can keep employee interest high in safety programs. (Page 9)
5. Explain two objectives of regular safety inspections. (Page 12)
6. Explain the need for checklists and the items that a checklist should cover. (Page 15)
7. Identify and describe two OSHA-required accident record forms. (Page 18)
8. Describe the objectives of an accident investigation. (Page 22)
9. Cite the benefits of a good company safety program. (Page 24)

SUBJECT MATTER

OBJECTIVE 1: Summarize the effect of the OSHAct on company safety programs.

In the years preceding 1970, the statistics of injury and illness from American industry indicated an overwhelming need for attention and improvement in the areas of job safety and health. In some years, worker deaths were as high as 14,000. Other annual statistics showed that nearly two and a half million American workers were disabled from on-the-job accidents. In fact, disabilities accounted for more lost work days in industry than did strikes. However, deaths and disabilities were not the only problems. In some years, the estimated new cases of occupational diseases had totaled 300,000.

Lost production and wages, medical expenses, and disability compensation placed a staggering burden on the nation's commerce. The cost in human life was beyond calculation. For these reasons, the Williams-Steiger Occupational Safety and Health Act was passed by Congress in 1970. The act was designed "to assure so far as possible every working man and woman in the Nation safe and healthful working conditions and to preserve our human resources."

The Williams-Steiger Act became known as the OSHAct. The act itself was a new law, but like any law it was meaningless without an agency to administer and enforce it. For this purpose, OSHAct created the Occupational Safety and Health Administration within the Department of Labor. This administrative and enforcement agency became known as OSHA. In other words, OSHAct is the law, and OSHA is the agency that administers and enforces that law.

OSHA was charged with many responsibilities, among which were the following:

- To encourage employers and employees to reduce workplace hazards and to implement new or improve existing safety and health programs.

- To establish "separate but dependent responsibilities and rights" for employers and employees for the achievement of better safety and health conditions.
- To maintain a reporting and recordkeeping system to monitor job-related injuries and illnesses.
- To develop and enforce mandatory job safety and health standards.
- To provide for the development, analysis, evaluation, and approval of state occupational safety and health programs.

In order to comply with the OSHAct, an employer must become familiar with and comply with mandatory standards, and must inform all employees of their rights under the OSHAct. Employers must not discriminate against any worker for exercising these rights. However, with these employee rights come responsibilities, including the requirements to follow the employer's safety and health rules and to report hazardous conditions in the workplace. The safety and health rules of the employer are a necessary part of the company safety program, and should be known and followed by each employee.

ACTIVITY 1:*

For what specific purpose was the OSHAct designed?

_____

_____

OBJECTIVE 2: Define the basic elements of a company safety program.

In order to be successful, a company safety program needs (1) a clear statement of objectives, (2) procedures for accomplishing those objectives, and (3) the right people to implement it. In other words, an effective company safety program needs a plan.

*Answers to Activites begin on Page 25.

Because each workplace situation is unique, plans must vary. However, certain elements that have been proven effective in the workplace are basic to all good company safety and health programs. Eight of these are -

1. Policy - A policy statement should be issued by the highest level of management as the foundation for the company safety program. This statement should point up the management's concern for the safety of employees and establish the management's conviction that the company program must be complied with.

2. Organization - An organizational plan should be developed to delegate responsibilities to all departments. Under this plan each level of production will know what their duties concerning safety are and who their supervisors are. This structure will allow a chain of communication between all levels, which is a necessary part of an effective program.

3. Written Safety Rules - All company safety rules should be published in a written form. Written rules are more easily enforced, and provide readily available guidance for operational safety. These rules should include what penalties are given for non-compliance. Each current employee as well as any new employee should be furnished a copy of the safety rules.

4. Facilities and Equipment Plans - A written plan should be developed to detail specific duties of the safety program that relate to facilities and equipment. Such functions as preventive maintenance, alarm systems, fire prevention equipment, machine guarding, and many others should be appointed to specific persons within a department.

5. Identification of Hazards - An assessment should be made to determine all present and potential hazards in the workplace. This evaluation should be made within each department by members of the safety committee and the department supervisor. Once these hazards are identified, methods of controlling them should be introduced. Such methods may require physical changes in the plant or administrative measures such as operator training, posted warnings, or procedural changes. Identification of hazards should be an on-going process.

6. Accountability - A system of checks should be established to ensure that all aspects of the safety program are being followed. Records of training, maintenance, inspections, and accident reports should be included in this checking system. Records should be analyzed periodically to determine where the safety plan may be inadequate.

7. Emergency Plans - A written plan of action must be formulated that details procedures to be taken by specific employees in emergency situations. Alarm systems, evacuation procedures, medical functions, training of emergency personnel, and communications should be considered. The plan should be reviewed with each employee involved so that indecision in an emergency will be eliminated.

8. Training - Procedures for training employees should be an established part of the company safety program. While training must not be used as a substitute for other accident prevention methods, proper training will reinforce safety consciousness and is a necessary part of the overall program. Those persons designated to train employees must be technically qualified and able to motivate others.

Putting into practice the above guidelines for establishing an accident prevention program normally does not require additional expenditures or extra personnel. The training, procedures, and organization built into a company safety and health program will enable an employer to successfully maintain OSHA standards. In addition to reducing the number of on-the-job accidents, a successful company safety and health program will reduce the expense of accident claims, promote productivity in the workplace, and establish good faith and good will in employee-employer relationships.

ACTIVITY 2:

1. Who should issue the policy statement of a company safety program? _____

_____

2. All present and potential hazards in the workplace should be identified. Who should identify these hazards? _____

_____

3. Name five things that should be considered in emergency plans.

a. _____

b. _____

c. _____

d. _____

e. _____

OBJECTIVE 3: Discuss company safety policy justification, management consideration, and implementation.

While providing a safe and healthful workplace is a requirement of law, there are also various benefits that are derived from an efficiently operated safety program. By maintaining a safe workplace and operating in a safe manner, a company can decrease the financial losses from accidents and correspondingly increase the profits. A safe workplace also has a positive influence on worker morale, which in turn lowers the rate of worker turnover by increasing job satisfaction.

To realize these benefits, all elements of the company safety program must be carried out. To ensure full implementation, responsibility must be assigned to key people; most companies set up a safety committee. Two types of committee are common: those composed of staff personnel specifically delegated safety and health responsibilities; and those where a management representative works with a group of employees appointed to advise on and assist with worker safety and health.

If safety and health responsibilities are assigned in the same manner as are production responsibilities, management, foremen, supervisors, crew leaders, and other key employees are involved in the process. This ensures some expertise at all levels and eliminates the need for hiring additional safety and health personnel. Once a chain of authority has been established, the safety program should set preventive maintenance as a major objective. Preventive maintenance involves the discovery of conditions that, if uncorrected, might result in worker accidents or equipment breakdown. Other considerations in the safety program should be personnel safety, structural and mechanical safety, accident reduction, and attention to all the training, health, and medical first-aid standards set by OSHA.

Personnel safety includes the use of personal protective equipment (Figure 1) such as goggles, gloves, and hard hats. Personal protective equipment (PPE) must be inspected regularly, and certain types must be sanitized. Workers must develop the habit of inspecting PPE before wearing it.

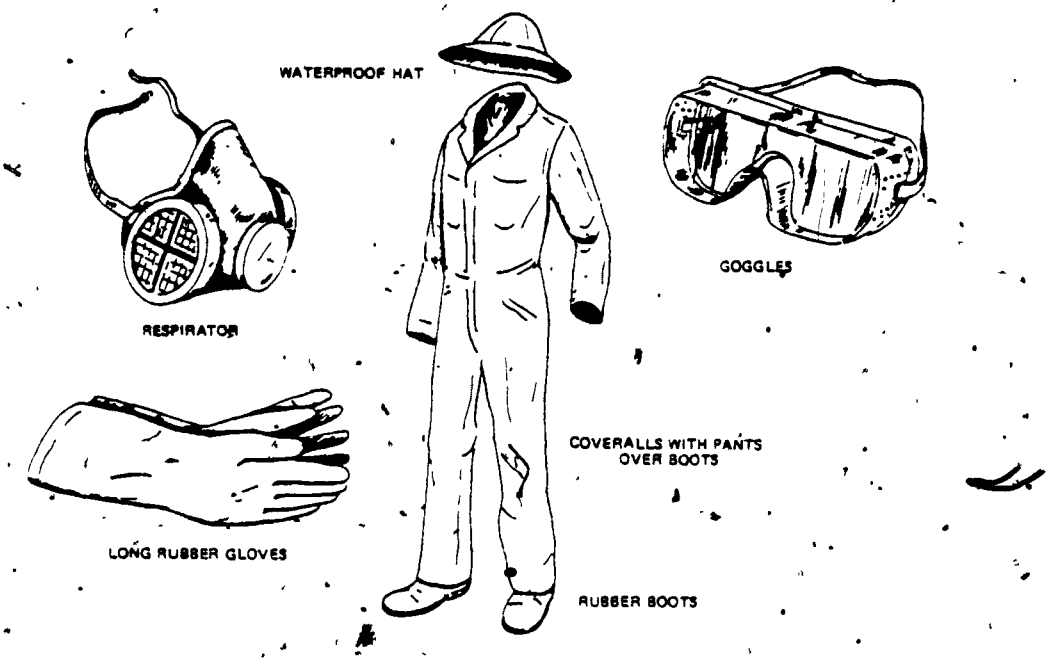

Figure 1. The use of personal protective devices is a necessary part of any safety program.

Medical and first aid capabilities provided in the workplace must also be considered. Employees should know where to find first aid supplies, how to use them, and where emergency telephone numbers are posted.

OSHA standards for personal safety vary for different types of industries. A good safety program will have the standards for its particular industry clearly detailed and will enforce them with regular inspections.

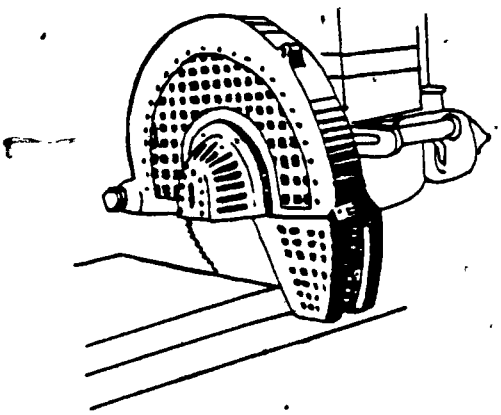

Figure 2. Guards on machiney contribute to safety only when they are in place.

Structural and mechanical safety demand that workplace hazards be identified. Structural safety applies to the physical layout of the work areas, floors, walkways, doors, and lighting. Mechanical safety is related to machines and equipment. Inspection and maintenance should be performed on common hand tools, and guards on dangerous machinery must receive special attention (Figure 2).

Since the ultimate objective of a safety and health program is accident reduction, any activity that contributes to this end belongs in the safety program. Proper records of accidents must

be kept to allow comparison with previous periods. If such a comparison shows a reduction in the rate of accidents the safety program can be considered successful. If the comparison shows no reduction in accidents, the program needs to be re-evaluated and improved.

ACTIVITY 3:

What is a good method of assigning safety and health responsibilities?

OBJECTIVE 4: Explain five ways in which management can maintain employee interest in safety programs.

For a company safety program to be successful, employee interest has to be maintained at a high level. Although this is not difficult, it is where most safety programs fail. If employees are involved in safety-related activities, this failure can be avoided.

Safety should be promoted as a continuous part of the work environment. One method of promoting the company safety program is through regular meetings. These meetings may involve only a small group of employees, or all employees. Such meetings are good places to give a pat on the back to an individual or group that has contributed to the safety program, and to discuss problems that need attention.

The company bulletin board is another method of promoting the company safety program. the OSHA workplace poster Number 2203, Job Safety and Health Protection, should be posted along with any new safety standards related to the workplace. Safety items from trade magazines related to company activity should also be included on the bulletin board. An effort should be made to regularly update the bulletin board with current articles

or clippings. Cartoons on safety or humorous newspaper items lend interest to a bulletin board.

Pamphlets and letters are another means for publicizing company safety policy. OSHA pamphlet 3035, "Your Workplace Rights in Action," should be made available to all employees, as should other OSHA materials. Most suppliers and manufacturers, as well as insurance companies that underwrite workers' compensation programs, also have pamphlets that discuss the safety aspects of machines, equipment, and processes.

Letters are an especially effective means for announcing information about company safety policy. A single letter can be posted on the bulletin board, or individual letters can be placed in pay envelopes. When any employee makes a significant contribution to the safety program, a personal letter from the boss addressed to the employee's home is an especially effective way to recognize the employee's concern for workplace safety.

To give safety awards the significance they deserve, they should be reserved for exceptional contributions to the safety program. These awards may be monetary, but frequently a placard or a trophy appropriately inscribed serves as an even better way to mark the occasion. The manner in which the award is presented is also important. It should always be presented in the presence of other employees, at a special meeting, a luncheon, or, if the situation merits, at a company dinner or banquet. An award should be given to any employee who makes a suggestion that is acted upon and placed into the safety program. The award might be no more than $5.00 or an afternoon off, but the employee who goes to the trouble to write a good safety suggestion deserves notice.

Another important factor in employee motivation is the example set by supervisors and management. Supervisors who strictly follow safety rules and make safety an integral part of the production process are a positive influence on employees.

For a safety program to function well, training can really never stop. Good training demands continuous participation by every employee. Training must emphasize the development of safe working habits as well as the importance of routine, seemingly unimportant tasks being safely carried out (Figure 3).

Persons selected to train employees should complete formal courses at a university or a local community college. Alternatively, medical and first aid training is offered at various times of the year in formal courses presented by local branches of the American Red Cross. The staff safety director should arrange for training personnel to attend industry seminars related to safety as well as any other special courses or programs that would enhance the instructors' training abilities.

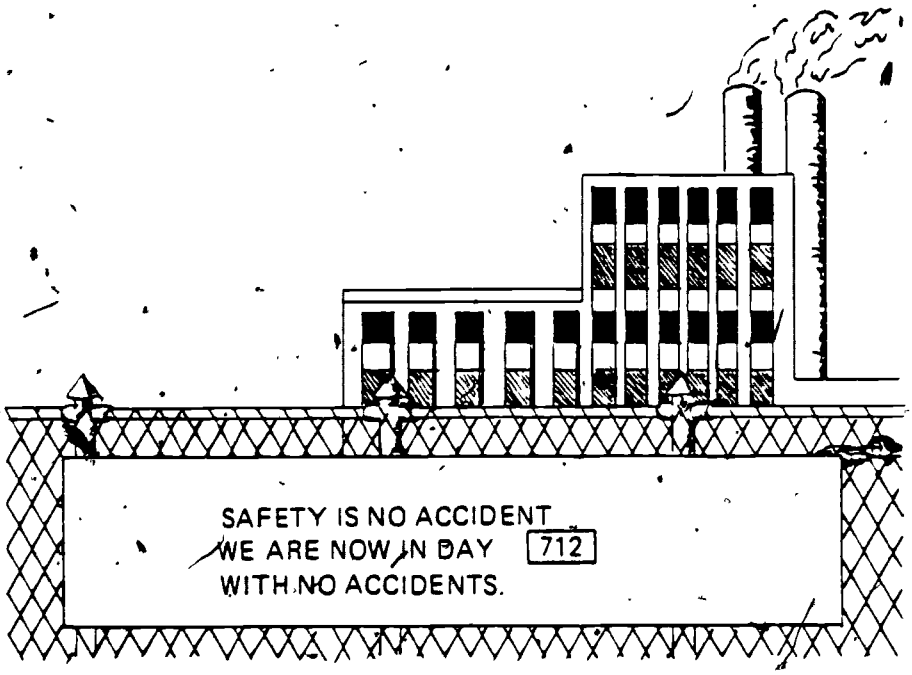

Figure 3. Safety must be practiced on a daily basis.

No safety program is complete without enforced discipline for those who break the rules. Enforcement should depend on the nature of the violation, but there are some traditional practices in this area.

A first violation of a safety rule usually merits a warning. A second violation by the same person usually draws a stronger warning, and sometimes a short layoff. A third violation often results in an extended layoff, or, in severe cases, termination of employment. Administering reprimands to those who violate rules demands tact and good judgment, and each case must be handled on its own merits. An employee who repeatedly and deliberately

disobeys rules and endangers the lives of other employees as well as his or her own life should be dismissed promptly. In cases where an infraction of a rule involves a union employee, it is wise to discuss the problem with a responsible union authority.

Employees who obey the rules will find encouragement in realizing that the safety program does have built-in procedures for disciplining violators.

ACTIVITY 4:

Name five ways management can maintain employee interest in safety programs.

1. _____
2. _____
3. _____
4. _____

OBJECTIVE 5: Explain two objectives of regular safety inspections.

Inspection and control procedures contribute both to a safe work environment and to profits. However, these benefits are enjoyed only by companies that employ controlled inspection techniques.

Inspections have a two-fold objective: (1) to identify unsafe physical conditions in the workplace, and (2) to identify unsafe practices in the workplace. To accomplish these two objectives, inspections should be made at regular intervals.

The National Safety Council recommends that regular inspections be programmed as follows:

- Periodic.
- Intermittent.
- Continuous.
- Special.

Periodic inspections are those scheduled to be made at regular intervals such as every six months, every month, every week, or in some cases every day. A periodic inspection might confine itself to a specific area in

the workplace or it might include the entire plant. Generally, periodic inspections are announced, thus allowing the supervisors time to have the work area cleaned up and to let employees prepare for the inspection.

An intermittent inspection is the most common type of inspection. It is unannounced and, therefore, unexpected by the workers. Intermittent inspections frequently follow the occurrence of a rash of accidents or near accidents in a specific area of the workplace. Because of the element of surprise, this type of inspection often reveals actual work conditions other than prepared conditions.

Continuous inspections literally take place all the time. These inspections are conducted by personnel who devote their time to observing equipment and operations. Because these inspectors are usually highly skilled, their observations not only contribute to safety, but also serve in catching equipment problems that can be corrected before temporary or prolonged shutdowns of equipment are required.

Special inspections take place when the need arises. Any workplace accident calls for a special inspection by the safety committee. The addition of a new machine or a new process also merits a special inspection from the time of startup until it is working safely. Remodeling creates new situations that demand a special inspection. During fire prevention week, a special inspection can help reinforce employee awareness of the occasion.

General inspections are not conducted on a regular basis, and so are not listed with the four basic types of regular inspections. A general inspection can have a broad range. It might be the company's annual inspection, or the inspection of an area that is rarely inspected, such as a single storeroom, a basement, or an overhead area that is difficult to examine from the workplace floor. A periodic inspection might even be made of the parking lot. Even though a general inspection is limited in scope, it should be conducted with the same degree of concern that is shown for other types of inspections.

Night inspections should be made to ensure adequate lighting for employees who work at night. An accurate light-sensitive meter is sometimes necessary to properly measure and evaluate illumination. Plants on a one-shift schedule should also be inspected at night to observe conditions in

which janitors, night watchmen, and maintenance personnel work.

Inspection control procedures require that inspectors be well prepared when they enter the workplace for an inspection. This may require that they review prior accident reports from the area that is to be inspected. The should also be knowledgeable in the work functions being performed and be trained in inspection techniques.

Recommendations that result from the inspection may be prepared away from the workplace, but the inspection itself should not be trusted to memory. Inspection information should be put in writing as it is observed, using forms suitable to the inspection. The most common form in use is a simple checklist with items arranged in numerical order. This method ensures that observations will be recorded accurately. Use of this form also saves the inspector time, because he or she can quickly check areas that are acceptable or can make notes on the checklist if action is needed. A sample checklist for exits and access to exits is shown in Table 1.

TABLE 1. A SAMPLE CHECKLIST FOR EXITS AND ACCESS TO EXITS.

EXITS AND ACCESS TO EXITS		
	OK	ACTION NEEDED
1. Are all exits visible and unobstructed?		
2. Are all exits marked with a readily visible sign that is properly illuminated?		
3. Are there sufficient exits to ensure prompt escape in case of emergency?		
4. Do all exits discharge directly into a street or public way?		
5. Is the access to exits sufficiently wide to allow exit travel?		

ACTIVITY 5:

Four accidents have been reported on the loading dock in the past week. Name the kind of inspection that would be in order. _____

OBJECTIVE 6: Explain the need for inspection checklists and the items that a checklist should cover.

Since controlling hazards in the workplace is of prime concern, a list of hazards and methods of controlling them should be made. The following guidelines for controlling hazards are listed in order of effectiveness:

1. Eliminate the hazard from the machine, the method, the material, or the plant structure.
2. Abate the hazard by controlling exposures to it or guarding against it at its source.
3. Train personnel to be aware of the hazard and to follow safe work procedures to avoid it.
4. Provide personal protective equipment for shielding employees against the hazard.

From this list of control procedures, an inspection checklist should be prepared in a format that focuses on the most effective controls first. The checklist should consider all operations connected with the industry involved. Checklists for machines and equipment are relatively easy to prepare and follow. Checklists for unsafe practices in the work area are frequently more involved because they must take into account the unpredictable human factor. No inspector should go into the work area without a list of specific things to look for. Items that the National Safety Council recommends looking for are the following:

- Do persons operate machinery, use tools, appliances, or other equipment without authority?
- Are employees working or operating at unsafe speeds?
- Have guards been removed, or have guards or other safety devices been rendered ineffective?
- Do workers use defective tools or equipment; use tools or equipment in unsafe ways; use hands or body instead of tools?
- Do workers overload, crowd, arrange, or handle objects or materials unsafely?
- Do workers stand or work under suspended loads, open hatches, shafts or scaffolds; ride loads; get off or on equipment or

vehicles in motion; walk on railroad tracks, or cross car tracks or vehicular thoroughfares except at crossings?

- Do workers repair or adjust equipment that is in motion, under pressure, electrically charged, or containing dangerous substances?
- Does anyone distract the attention of, or startle, other workers?
- Is there any failure to use safety devices or protective clothing?
- Are there any other unsafe acts by workers?

Although this list is typical of unsafe procedures that the inspector must watch for, each workplace inspection must be tailored for the specific activity that takes place in the area being inspected.

Fire inspections are important to every business, and a good fire inspection should include the following:

- Water tanks.
- Sprinkler systems.
- Standpipes.
- Hoses.
- Fire plugs.
- Extinguishers.
- Training in evacuation procedures.
- Training in the use of fire protection equipment.

A fire inspection should include all means of exit from the building, including stairs, fire towers, fire escapes, halls, and any avenue of escape. Emergency lighting systems should also be regularly inspected, especially in plants that have a night shift. Fire safety inspectors should report defective or obsolete equipment and make recommendations for its replacement. Special attention should be given to new processes or products added to the workplace, since they may require additional or special fire extinguishing devices.

The inspection of elevators, boilers, and unfired pressure vessels is required by law. These inspections are scheduled periodically and because of the highly specialized training required, usually are not made by plant personnel. A responsible party at the workplace should be notified in ad-

vance that such an inspection will be made, in order to provide sufficient time for shutting down the equipment.

In addition to the periodic inspections made by outside inspectors, it is good practice to have a qualified company employee make regular inspections of elevators, boilers, and unfired pressure vessels as part of the company safety program.

Floors and flooring should also be inspected periodically. Particular attention should be paid to conditions that could cause a worker to fall, since falls are the second largest cause of on-the-job accidental deaths.

Floor hazards that can cause falls are the following:

- Slippery, wet, oily, or worn floors.
- Ice and snow on walks and platforms.
- Stumble hazards.
- Worn or broken treads on stairs.
- Insecure scaffolds and platforms.
- Platforms with no handrails.
- Unguarded floor openings and manholes.

Daily inspections should be made of all powered materials-handling equipment such as cranes, hoists, presses, conveyors, and power trucks.

Electrical equipment, power and hand tools, and portable electric tools should be inspected at regular intervals not exceeding 60 days. Any defective equipment or tools must be labeled with a warning that they should not be used, and then they should be repaired as soon as possible.

Chains, cables, ropes, or any equipment subject to severe strain in handling heavy loads must be inspected each day before being used and again at frequent intervals during use. Records of these inspections should be kept, and equipment marked to show the date and results of the latest inspection.

Air sampling is frequently required to determine the presence of toxic fumes and gases, and harmful dusts. Such inspections may also call for testing materials for toxic properties, and for checking the operation of ventilation or exhaust systems. When hazardous conditions are suspected, a special inspection must be made. When an inspection reveals a situation that needs change or improvement, recommendations for these changes should

be put in writing as soon after the inspection as possible. In cases where an inspection turns up a workplace hazard that could immediately endanger life, corrective action should take place at once. This many mean an immediate shutdown of a particular machine or an entire process. In this case, there is an urgency for action. The report can follow later.

No unsafe condition reported in the working environment should be assumed corrected simply because it has been inspected. Proper followup procedure is to check the machine, the equipment, or the situation until it is corrected.

ACTIVITY 6:

1. What is the least effective method of controlling hazards in the workplace? _____

2. When should chains, cables, ropes, or any equipment subject to severe strain be inspected? _____

OBJECTIVE 7: Identify and describe the two OSHA-required accident record forms.

Accurate recordkeeping is an essential part of an efficient and successful safety program. Records supply the information necessary to pinpoint consistently unsafe areas and actions. Once these areas are located, safety procedures can be produced to control the hazard. Accurate records can also reveal the degree of success of a safety program by a comparison with past records. By analyzing records of accidents, a determination can be made as to what areas need greater emphasis in the safety program.

Accurate recordkeeping requires knowledge of what is considered to be an occupational injury or illness. An occupational injury is an injury such as a cut, fracture, sprain, or amputation that results from a work-related accident or from exposure involving a single incident in the work environment. An occupational illness is any abnormal condition or disorder, other

than one resulting from an occupational injury, caused by exposure to environmental factors associated with employment.

Although employers of ten or fewer employees are not required to observe OSHA recordkeeping standards, the standards require only a minimum amount of paper work and should be maintained by all employers.

Basically, the OSHA recordkeeping system has four important points:

1. All occupational illnesses, regardless of severity, must be recorded. All occupational injuries must be recorded if they result in death, in one or more lost workdays, in restriction of work or motion, in loss of consciousness, in transfer to another job, or in medical treatment other than first aid.
2. Each illness or recordable injury should be logged on the OSHA Form Number 200, shown in Figure 4, according to the provided instructions. Each entry must be logged within six working days from the time that the employer learns of the injury or illness. Additionally, the OSHA Form Number 200 for the previous calendar year must be posted in each workplace no later than February 1 and kept in place until March 1.
3. A supplementary record of recordable cases of occupational injuries and illnesses must be prepared within six working days on OSHA Form No. 101, shown in Figure 5. Workers' compensation forms are acceptable for this, so long as they contain all the information on the OSHA form.
4. These records must be filed for at least five years.

Records of certain medical examinations must be kept for 30 years. These records are generally required for employees who work around toxic or hazardous substances. Every employer should check OSHA standards to determine the requirements for medical examinations in his or her workplace.

All employers, including those with ten or fewer employees, must report directly to OSHA within 48 hours, any accident that results in a fatality or in the hospitalization of five or more employees.

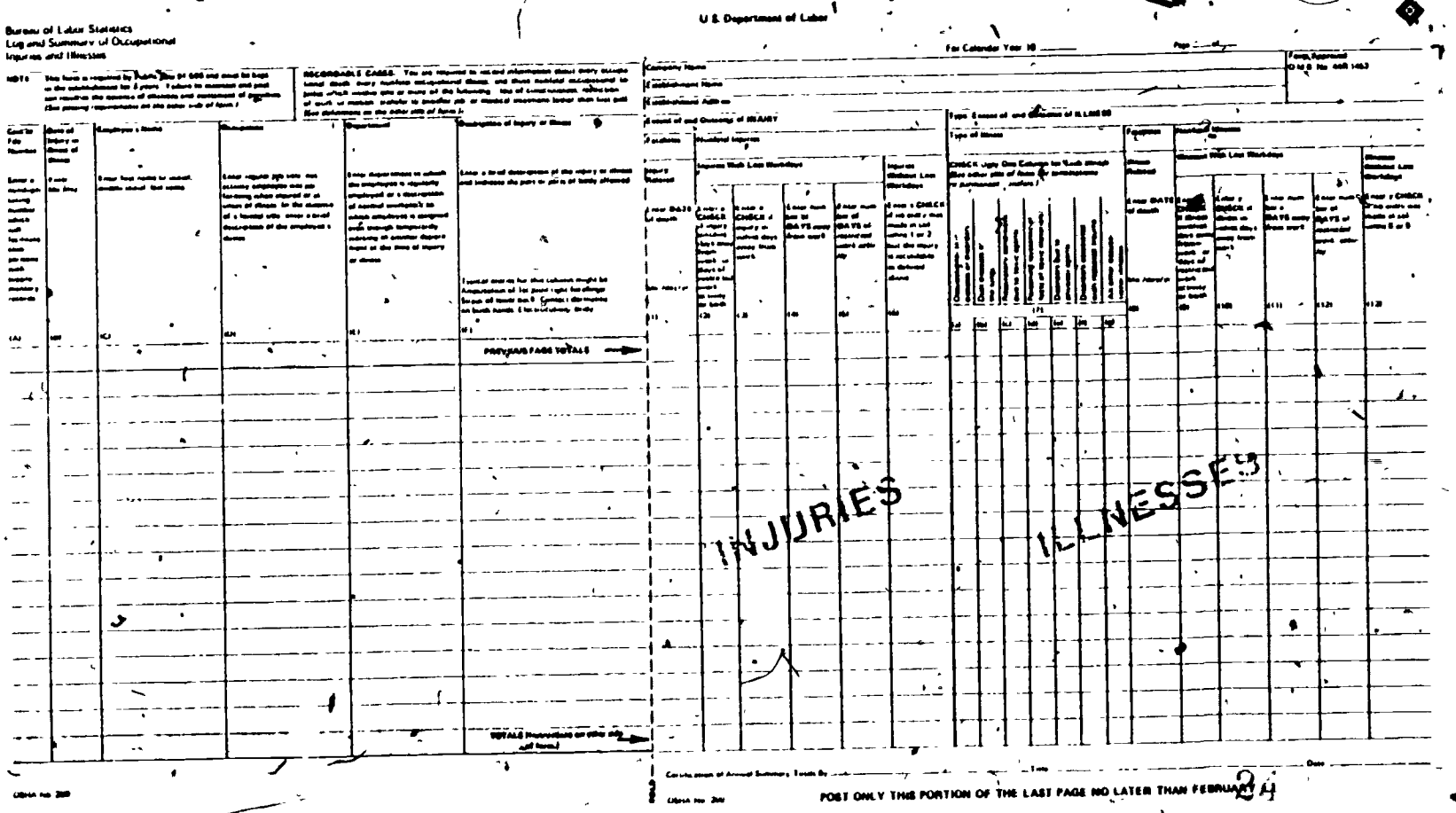

Figure 4. Log and summary of occupational injuries and illnesses. (OSHA Form No. 200)

OSHA No. 101
Case or File No. _____

Form approved
OMB No. 44R 1453

Supplementary Record of Occupational Injuries and Illnesses

EMPLOYER

1. Name _____

2. Mail address _____
(No. and street) (City or town) (State)

3. Location, if different from mail address _____

INJURED OR ILL EMPLOYEE

4. Name _____ Social Security No. _____
(First name) (Middle name) (Last name)

5. Home address _____
(No. and street) (City or town) (State)

6. Age _____ 7. Sex: Male _____ Female _____ (Check one)

8. Occupation _____
(Enter regular job title, not the specific activity he was performing at time of injury.)

9. Department _____
(Enter name of department or division in which the injured person is regularly employed, even though he may have been temporarily working in another department at the time of injury.)

THE ACCIDENT OR EXPOSURE TO OCCUPATIONAL ILLNESS

10. Place of accident or exposure _____
(No. and street) (City or town) (State)

If accident or exposure occurred on employer's premises, give address of plant or establishment in which it occurred. Do not indicate department or division within the plant or establishment. If accident occurred outside employer's premises at an identifiable address, give that address. If it occurred on a public highway or at any other place which cannot be identified by number and street, please provide place references locating the place of injury as accurately as possible.

11. Was place of accident or exposure on employer's premises? _____ (Yes or No)

12. What was the employee doing when injured? _____
(Be specific. If he was using tools or equipment or handling material, name them and tell what he was doing with them.)

13. How did the accident occur? _____
(Describe fully the events which resulted in the injury or occupational illness. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident. Use separate sheet for additional space.)

OCCUPATIONAL INJURY OR OCCUPATIONAL ILLNESS

14. Describe the injury or illness in detail and indicate the part of body affected. _____
(e.g.: amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand, etc.)

15. Name the object or substance which directly injured the employee. (For example, the machine or thing he struck against or which struck him; the vapor or poison he inhaled or swallowed; the chemical or radiation which irritated his skin; or in cases of strains, hernias, etc., the thing he was lifting, pulling, etc.)

16. Date of injury or initial diagnosis of occupational illness _____
(Date)

17. Did employee die? _____ (Yes or No)

OTHER

18. Name and address of physician _____

19. If hospitalized, name and address of hospital _____

Date of report _____ Prepared by _____

Official position _____

Figure 5. Supplementary record of occupational injuries and illnesses. (OSHA Form No. 101)

ACTIVITY 7:

1. Define an occupational injury. _____

2. How soon must an occupational illness or injury be logged on the OSHA Form Number 200? _____

3. Complete the following sentence.
   All employers, regardless of how many workers they employ, must report directly to OSHA within 48 hours any accident that results in _____

OBJECTIVE 8: Describe the objectives of an accident investigation.

The complete and thorough investigation of an accident is an important part of a continuing accident prevention program. Although there is no way to reclaim losses from an accident, an adequate investigation can help to ensure that such losses are not repeated. An accident investigation should have the following basic objectives:

- To gather evidence, facts, and related data involved in the accident.
- To analyze the total information gathered and determine the causes of the accident.
- To develop and implement work practices, machine design, or operating methods that will prevent a recurrence of the accident.

To accomplish the first objective, the accident investigator must be a reliable person who is skilled in the work operation that was being performed when the accident occurred. Generally, the supervisor or foreman will conduct the initial investigation and gather all the facts and evidence. Every investigation should be made as soon as possible after the ac-

cident, since a delay of even an hour might allow important evidence to be destroyed or lost. Interviews of witnesses should be made as soon as possible and their statements written down.

After all information is gathered it should be analyzed to determine the cause or causes of the accident. The analysis should include whether the accident was the result of an unsafe act by the worker or another person or of an unsafe condition. If the accident was the result of an unsafe act by a worker, worker training or supervision may have been inadequate. In instances where the accident was the result of an unsafe condition, a determination should be made of exactly what the condition was and what changes are needed to correct it. An unsafe condition may be an unguarded machine, an unsafe level of air contaminants, an overloaded electrical cricuit, or any number of hazardous workplace conditions.

After the cause of the accident has been determined, all possible correction methods should be considered and the corrective action taken as soon as possible. This is the third objective of the accident investigation. The employer should ensure that all training determined to be necessary is given to the workers, and that any necessary changes in machinery or work area facilities are made.

Any accident causing death or serious injury should be investigated, as should near accidents that could have caused death or serious injury. A rope break on a scaffold or the explosion of a tank points to serious problems even though injuries might not have resulted.

An epidemic of minor injuries should also be studied. The injuries may involve nothing more than a worker's getting a particle in an eye or a scratch on the hand, but when these minor accidents happen often they indicate safety problems that demand correction.

The purpose of accident investigation is to find facts, not faults. In other words, an accident investigation that sets out to place blame or to prove a wrong is not accomplishing its purpose. Fairness is absolutely essential. Only an impartial investigation can fulfill the objective of obtaining information that will help prevent future accidents from occurring.

ACTIVITY 8:

1. Who generally conducts an initial accident investigation? _____

2. Circle True or False.

   a. Investigation of near accidents is important from a safety standpoint.

      True False

   b. The purpose of an accident investigation is to find fault.

      True False

OBJECTIVE 9: Cite the benefits of a good company safety program.

The prevention of accidents is naturally the primary concern of a company safety program. A defined program is necessary to ensure that safety becomes an integral part of the production process. Safety must become an attitude that is built into every procedure that the company has. Therefore, safety cannot be a function of management only but must be an effort by each employee of the company.

A well organized and properly functioning company safety program benefits both employees and the company itself. Benefits include the following:

- Increased production with corresponding profit increase.
- Lowered insurance and medical costs.
- Lowered labor morale.
- Lowered labor turnover.

These benefits depend upon the efforts of each individual in the company.

ACTIVITY 9:

Complete the following sentence.

A company safety program cannot be just a function of management only but rather _____

_____

REFERENCES

National Safety Council. Accident Prevention Manual for Industrial Operations. 5th ed. Chicago: National Safety Council, 1978.

The Associated General Contractors of America. Guide for Voluntary Compliance with OSHA. 1974.

U.S. Dept. of Labor. OSHA Handbook for Small Businesses. OSHA 2209, Revised 1977.

_____. Guidelines for Setting Up Job Safety and Health Programs. OSHA 2070, 1972.

ANSWERS TO ACTIVITIES

ACTIVITY 1

To ensure, so far as possible, every working man and woman in the nation safe and healthful working conditions and to preserve our human resources.

ACTIVITY 2

1. The highest level of management.
2. Members of the safety committee along with the department supervisor.
3. a. Alarm systems.
   b. Evacuation procedures.
   c. Medical functions.
   d. Training of emergency personnel.
   e. Communications.

ACTIVITY 3

The same method in which production responsibilities are assigned.

ACTIVITY 4

(Any five.)

1. Meetings.
2. Company bulletin board.
3. Pamphlets.
4. Letters.
5. Awards.
6. Example that is set by supervisors and management.

ACTIVITY 5

An intermittent inspection.

ACTIVITY 6

1. Providing personal protective equipment for shielding employees against the hazard.
2. Each day before being used and again at frequent intervals during use.

ACTIVITY 7

1. An injury such as a cut, fracture, sprain or amputation that results from a work-related accident or from exposure involving a single incident in the working environment.
2. Within six working days from the time that the employer learns of the injury or illness.
3. A fatality or the hospitalization of five or more employees.

ACTIVITY 8

1. The supervisor or foreman.
2. a. True.
   b. False.

ACTIVITY 9

An effort by each employee of the company.