

Municipal Safety Programs



Will Strength



What is Safety?

- **Safety** -The condition of being protected from or unlikely to cause danger, risk, or injury.
- **Safety Culture** - a term often used to describe the attitudes, beliefs, perceptions and values that employees share in relation to safety.

Basic Elements of an Effective Safety Program

- **Management Commitment**
- **Assignment of Responsibility**
- **Accountability**
- **Hazard Identification and Control**
- **Employee Involvement**
- **Accident Investigation**
- **Evaluation**

Management Commitment

- Management commitment provides the motivating force and resources for organizing and controlling activities within your organization.
- Visible top management involvement in implementing a program is essential.

Management Commitment

- A written safety policy that clearly states expectations for supervisors and employees.
- Allocation of resources to achieve safety expectations
- Job descriptions that define safety as a responsibility. *Ensuring employees understand that fulfilling those responsibilities is a condition of employment.*

Get Top Management Involved

There is usually only one way to get top managements' support and make safety a core value for your organization.

Talk *Dollars and Cents!!!*



HIDDEN COSTS

- Disruption of operations or delays in completing projects
- Impaired ability to respond to requests for service
- Equipment loss, or loss of use
- Shaken public confidence
- Reduced employee morale

Assignment of Responsibility

- Delegate to key personnel
- Proper selection of a Safety Coordinator.
- Emphasize to employees their responsibilities

Responsibility

Managers' responsibilities may include the following:

- Identify and control hazards
- Ensure that work practices and procedures are understood and observed
- Train employees

Responsibility

- Investigate all accidents to determine the causes, and what corrective action is needed
- Maintain equipment, machinery, tools, etc., in good working condition
- Conduct regular health and safety inspections

Employee Responsibility

Make sure that workers understand their responsibilities. These include

- Complying with safety rules, work practices, and procedures
- Use protective devices and safety equipment properly
- Report all hazards to their supervisors
- Report all accidents immediately

Accountability

Strengthen accountability by doing the following:

- Develop and enforce a written disciplinary policy that has clear workplace safety expectations for all employees.
- Hold supervisors responsible for developing proper attitudes for workplace safety and health, for enforcing safety and health rules, and for the safety record of those they supervise.

Accountability

- Include employees' safety and health responsibilities in their job descriptions and performance evaluations. Ensure that they understand fulfilling those responsibilities is a condition of employment.

Hazard Identification

EXAMPLES OF COMMON HAZARDS

- Housekeeping and Sanitation
- Tools and Equipment
- Material Handling and Storage
- Motorized Vehicles
- Accidental Impact and falling objects
- Walking & Working Surfaces
- Noise, Vibration, Sharp Objects

Hazard Identification and Control

Conduct a baseline hazard survey.

Perform regular safety inspections.

Watch for hazards.

*Look for new hazards whenever you
change equipment, materials, or work
processes.*

*Enforce safety and health rules and work
practices.*

Hazard Identification and Control

Use material safety data sheets to identify chemical hazards.

Know when and how to use personal protective equipment.

Practice good housekeeping.

Maintain equipment on schedule

Prepare an emergency response plan.

Emergency Plan



Emergency Plan



Emergency Plan



Employee Involvement

- Safety Training
- Safety Meetings
- Safety Incentive Programs
- Safety Awareness
- Safety Committees
- Wellness Programs

Meeting vs Training?

Safety meeting:

- Excludes NO employee or group
- Applies to ALL attendees
- Educational
- Provides information
- Usually in the classroom setting



Safety Training

- Focuses on skills development--
“how-to-do” a task
- Task-specific
- Usually performance-based
- All P-B training is measurable or
observable

PURPOSE OF MEETINGS

- **PROMOTE SAFETY AWARENESS**
 - MOTIVATION OF EMPLOYEES
 - SHARING OF IDEAS & SUGGESTIONS
 - DISCUSSION OF SAFETY STANDARDS
 - ESTABLISH COMMUNICATION
 - DEMONSTRATES MANAGEMENT'S CONCERN FOR SAFETY

SAFETY MEETING OBJECTIVE



- Change unsafe acts and/or unsafe conditions
- Provide information
- Introduce new materials, machines, or processes
- Report of past injury experience.
- To conduct policy orientation

Meeting Presenters

- Employee
- Supervisor
- Department Head
- Safety and Health coordinator
- Outside speaker

SAFETY MEETING TOPICS

- Recent accidents (high frequency)
- High Risk Jobs
- New machinery or equipment
- Observed unsafe acts by employees
- Motivational subjects



SAFETY MEETING REFERENCES

- ❖ MWCFA/AMIC Video Library
 - ❖ Public Libraries
 - ❖ Internet
 - ❖ Newsletters
 - ❖ Outside speakers

ATTENDANCE

- Strive for 100%
 - Mandate attendance from all employees
 - Management should attend all meetings
 - Department/Agency head shall attend 100% of meetings
 - Plan for mid week meetings/training

DOCUMENTATION OF MEETING

- Should include:
 - Date
 - Topic(s)
 - Attending employees original signatures
 - Instructor's name and signature
 - Teaching aids used
 - Total # of employees on staff
 - Total # of employees attended

Safety Incentive Programs

- **Employee Safety Incentive Programs encourage and recognize employees for improved performance, and motivates them to maintain stellar safety records**

Safety Awareness

Safety Awareness -is simply any method used that is designed to constantly remind employees to work safely.

- Safe work environment posters
- Newsletters
- Regular safety emails
- Posting number of days without accidents
- Posting awards and certificates

**BE
CAREFUL**

**THE BEST SAFETY
DEVICE IS A CAREFUL
WORKER, GET THE
SAFETY HABIT**

Be Aware
Be SAFE



Safety Expects the Unexpected



TEN TIPS FOR DRIVING SAFELY IN WORK ZONES

1. Expect the unexpected
2. Slow down
3. Don't tailgate
4. Watch for construction workers
and equipment
5. Pay attention to work zone signs
6. Obey flaggers
7. Stay alert
8. Minimize distractions
9. Schedule extra time
10. Be patient and stay calm

Certificate of Recognition

John A. Dalbin & Son Inc.

*has earned the designation of Premier Safety Contractor
in the Roofing Industry Partnership Program for Safety and Health.*

[Signature]

National Roofing Contractors Association

[Signature]

United Brotherhood of Carpenters and Allied Trades

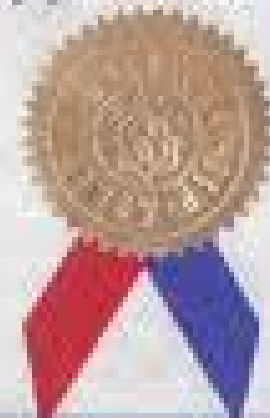
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John A. Dalbin & Son Inc.

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John A. Dalbin

June 14, 1997



Safety Committees

Committee Functions

- Examine safety & health issues and recommend policies.
- Conduct periodic workplace inspections.
- Evaluate and promote interest in the safety program.
 - Education and training

Problem Solving NOT Problem Giving

Forming a Committee

- Determine the size and structure of your committee.
- Determine who the committee members will be.
- Get Top Management Involved

What makes a safety committee meeting a disaster?

- Lack of participation
- Lack of organization
- Same old things reviewed over and over
- There is talk, talk, talk...without decisions
- Just a complaint session
- People do not show up for meetings and inspections.
- People don't know why they are there
- Lack of support from management
- Lack of time to perform committee duties

Basic Meeting Procedures

To be effective, Your Safety Committee needs to do the following:

- Establish a regular, published meeting time, date and if possible, place.
- Take meeting minutes and distribute to members and department heads.
- Have a written agenda.
- Start and end meetings on time
- Publicize the Committee's accomplishments.



Wellness Programs

Municipalities can begin by providing

- **Health Fairs** - Usually once each year featuring informational exhibits and various health screenings.
- **Newsletters** - Usually once each month with health news and tips taken from magazines, books and web sites.

- **Workshops** - Can include classes on heart health, stress management, nutrition and other topics provided by local health practitioners or non-profit organizations.

Weight Loss Campaign - Can be classes or individual coaching by health practitioners on weight loss strategies. Some organizations incorporate a Weight Watchers type program.

Health Screening - Various health screenings such as blood sugar and cholesterol are conducted and results passed on to the employee's physician for counseling.

Tobacco Cessation - Can include classes, incentives, or specific strategies such as the nicotine patch or prescription drugs taken orally or as injections.

Accident Investigation



- Establish procedures for investigating all safety-related accidents and illnesses.
 - Secure the accident scene to preserve the evidence.
 - Gather information.
 - Analyze the facts.
 - An accident investigation report will be written.
 - Take corrective action.
 - Follow up on the corrective action

Evaluation

- At least once each year, evaluate your safety and health effort.
- Look for patterns in injuries, illnesses, and near misses.
- Review accident reports.
- Consider using scorecards to grade your program.
- Employee surveys

Three Important Rules to Remember.

There is cumulative value to investing small amounts over time!

Two reasons people don't invest

No "WOW" factor with small investments
there are no rewards

No punishment for not doing it.

Rule Number 2

Neglect has the same cumulative effect!

There are no quick fixes after neglect.

Rule Number 3

There is no cumulative value in the random things that we choose to do over doing what is important.

Questions?

