Looking SHARP

Volume 10 , Issue 1 Autumn 2010

"Improving Safety & Health For SHARP Companies"

In This Issue

The Elements of An Effective SHMS 1
Recordkeeping NEP Extended 1
Instant Rewards Yield Results 3
SHARP Association Discussed 3
2010 SST List Released 3
The Writer's Block: I2P2 - Do You? 4
Things That Make You Go Huh? 4
Recognizing Excellence 5
SHARP Association To Be Formed 5
Combustible Dust Standards In The Works 5
Proposed Changes To On-Site Consultation 6

Recordkeeping NEP Extended

OSHA recently announced the extension of its National Emphasis Program on recordkeeping. The NEP is intended to determine the accuracy of injury and illness data recorded by employers. The NEP involves focused inspections of occupational injury and illness records prepared by businesses and enforcing regulatory requirements when employers are found to be under-recording injuries and illnesses.

OSHA postulates the most likely places where under-recorded injuries and illnesses may exist would be low rate establishments operating in historically high rate industries.

The NEP will now remain in effect till February 19, 2012. To learn more, go to OSHA's website.

The Elements of An Effective SHMS: Employee Involvement

One of the key elements of an effective safety and health management system (SHMS) is employee involvement. Too often, companies leave it to one person to coordinate and complete the safety and health tasks, usually in addition to other duties.

Having all employees actively, rather than passively, participating in safety, can create a synergistic effect that can greatly improve the overall effectiveness of your SHMS, and help prevent over burdening one person with all the SHMS duties.

Here are some additional reasons why employees need to be involved:

- Involving the employees directly affects their safety and health and it's the right thing to do.
- Rank and file workers are the persons most likely to come into contact with the hazards of the workplace. They have a vested interest in the effectiveness of the safety and health program.
- Recent experience has shown us that line workers and others in similar positions make highly valuable problem solvers.
- Group decisions have the advantage of a wider field of experience
- Research shows that employees are more likely to support and use programs in which they have had input.
- Employees who are encouraged to offer their ideas and whose contributions are taken seriously are more satisfied and productive on the job.

How Can Employees Help?

- Conduct on-site hazard assessment surveys to develop an inventory of the hazards present or likely to be present.
- Assess routine hazards in each step of a job or process and prepare safe work procedures or controls to eliminate or reduce exposure.
- Train both current and new employees
- Develop and revise current safety and health rules.

See Employee Involvement, page 2

Employee Involvement (continued from page 1)

• Provide programs and presentations at safety and health meetings

• Conduct accident/incident investigations

• Participate on committees and other advisory groups.

Guidelines for Involving Employees:

• Give employees not only the opportunity for participation but clear signals from management and supervisors, as well as the necessary training and resources to succeed in their roles.

• Take employees seriously and communicate that a safe and healthful workplace is a condition of employment

• Implement employee suggestions in a timely manner or take the time to explain why they cannot be implemented, or alternative solutions.

• Include in your policy that employees are protected from harassment resulting from safety and health program participation.

• Make sure all employees hear about the success of other employees' ideas.

Attributes of Excellence:

• Employees accept personal responsibility for ensuring a safe and healthful workplace.

• The employer provides opportunities and mechanisms for employees to influence safety and health program design and operation

• There is evidence of management support of employee safety and health interventions.

• Employees have a substantial impact on the design and operation of the safety and health program.

• There are multiple avenues for employee participation

• The avenues are well known, understood and utilized by employees.

• The avenues and mechanisms for involvement are effective at reducing accidents and enhancing safe behavior.

Some things all employees should do:

• Learn the rules. Understand them. Follow them and avoid shortcuts.

• Review the safety and health educational materials posted on bulletin boards and distributed to work areas.

• Be certain that you completely understand instructions before starting work.

• If you have any doubt about the safety of a task, stop and get instructions from your supervisor before continuing.

• Make sure you understand exactly what your responsibilities are in emergency situations.

• Know what your authorities are to identify and resolve any safety and health concern you find in your work area.

• Report hazards promptly.

Some things the committee members can do to help:

• Encourage and actively support employee involvement in the safety and health program. Provide positive reinforcement and recognition to outstanding individual and group performance.

• Communicate the activities of the committee to your employees and encourage them to bring issues to your attention to be addressed to the committee

• Obtain and maintain up-to-date knowledge and skills required to detect safety and health hazards including properly functioning machinery, tools or equipment.

• Encourage employees to maintain good housekeeping in your work areas.

• Ensure that the preventative maintenance program (once developed) is being followed and that any repair or replacement needs found during those activities are tracked to completion.

• Actively discourage shortcuts.

• Make sure each employee knows what to do in the event of an emergency.

• Inspect or assist in inspections of facilities to detect hazards that may have escaped established prevention and control mechanisms and uncover any previously undetected hazards.

• Investigate or assist in investigation of employee reports of hazards. Respond to employee safety and health suggestions.

See Employee Involvement on page 3

Employee Involvement (continued from page 2)

• Have a written policy for safety and health and ensure that all employees know and understand it.

• Help establish written goals for the safety and health program and communicate those goals to all employees. Keep them up to date on the status of these goals and how they can help the company reach those goals.

• Offer praise to employees who set positive examples for other employees to follow.

Gaining employee buy-in requires sincere communication from upper management, and a willingness to accept input from employees. Working as a team ensures that everyone has a role to play, know's their part, and is prepared to step up and carry the ball when needed.

Source: ODOL

2010 SST List Released

OSHA issued its annual inspection plan under the Site-Specific Targeting 2010 program in August to help the agency direct enforcement resources to high-hazard workplaces where the highest rates of injuries and illnesses occur.

The SST program is OSHA's main programmed inspection plan for non-construction workplaces that have 40 or more workers. Establishments are randomly selected for inspection from an initial list of 4,100 manufacturing, non-manufacturing, and nursing and personal care facilities. The plan focuses on several variables such as the number of injury and illness cases and number of days a worker has to stay away from work, or the number of workers who received job transfers or work restrictions due to injury or illness.

In addition to SST, OSHA implements both national and local emphasis inspection programs to target high-risk hazards and industries. OSHA currently has nationwide emphasis programs that intensify the focus on topics including amputations, lead, crystalline silica, ship breaking, trenching/excavations, process safety management in petroleum refineries, hexavalent chromium, diacetyl, recordkeeping and combustible dust.

To request an On-site Consultation or get more information, please call (405) 521- 6140 or toll free at 1-888-269-5353.

SHARP Association Discussed

A few years ago SHARP employers in Arkansas came together and formed the Arkansas SHARP Association. Their association has been able to leverage resources to find innovative ways to improve safety and health performance through mentoring, networking, promoting awareness, and providing program assistance.

Last September, representatives of the Arkansas SHARP Association were gracious enough to travel to Oklahoma and share information with representatives of Oklahoma SHARP employers. Those in attendance learned first-hand how they developed their association, the challenges they faced, and what they have been able to accomplish. The information shared was motivating and beneficial. Everyone who attended this meeting walked away with information that will help them strengthen safety and health in their own organization.

In order to get a SHARP Association in Oklahoma, business leaders are needed who will step up and lead the charge. "This is an industry-driven association," says Diana Jones, Director of the Oklahoma Consultation Program. "We fully support a SHARP association in Oklahoma, and we're looking for leaders to help get it started."

If you are interested in participating and assisting in the development of a SHARP association, we need to hear from you. Contact Diana Jones at (405) 521-6139 or Diana.Jones@labor.ok.gov.

Source: Diana Jones, ODOL

Keeping Safety Committees Effective

So often, safety committees can easily derail and become ineffective, making meetings little more than gripe sessions, with little to show for their efforts. Here, we offer suggestions on how to ensure safety committees remain effective:

First, clarify your mission. Write a mission statement. You might be surprised how many companies, departments, and project teams fail to agree on, and follow a clearly-defined, well-understood mission. Make sure your team doesn't fall into this trap. Simply stated, your mission statement defines the team's reason for being - its purpose!

For example, if your team is responsible for front-line, customer service, your mission might be to exceed your customer's expectations by providing solutions to their problems, and building long-term relationships.

If your team is responsible for safety training, your mission might be to create a training program that is effective and enjoyable — or identify training resources that save the employer money. You get the idea!

Be sure that each member of the team knows the mission, can articulate that mission, and understands the role they play in fulfilling the mission.

Second, set team goals! Every team should have definite objectives or goals.

Here are three guidelines for setting team goals:

First, the objectives, or goals, should support the team's mission or purpose. In other words, every goal the team pursues should assist the team in fulfilling its mission. Remember, the mission is the entire reason for the team.

Second, goals should be SMART (specific, measurable, achievable, results-oriented and timely). For example, instead of saying, we want to reduce recordable injuries this month; a specific goal should be set for a definite decrease. A measurable goal might be, this month we will decrease injuries by fifteen percent over last month's. That's a measurable goal.

To be timely, goals should have a due date. In other words, instead of saying we want to reduce our recordable cases by 15%, you should add a date, and say "our goal is to reduce recordable injuries by 15% by the end of the 4th quarter."

Third, create an action plan A team action plan is simply a written blueprint for the team's success. It spell's out the team's mission, outlines the teams goals, and lays out a strategy for fulfilling the team mission and reaching the goals.

This plan should clearly state the responsibilities of each person on the team, what they do, and how they

See Committees on page 5

The Writer's Block: I2P2 - Do You?

By Betsey Kulakowski. CSHO

Kulakowski

As if there weren't enough acronyms in the world today, we have a new one: I2P2. No, it's not the little droid off Star Wars. It's not even a "proposed" standard, yet. I2P2 stands for ***Injury & Illness Prevention Program***, and it could be the next best thing since *sliced bread*.

OSHA is looking into the feasibility of implementing a standard requiring employers to develop a comprehensive safety and health management plan, or if you prefer, an *injury and illness prevention program*.

Some employers presume automatically, that such a program is already required, however, there are only requirements for specific programs, such as lockout/tagout, bloodborne pathogens and hazard communication.

I2P2 will most likely require an employer to develop a program including elements of management commitment, employee involvement, hazard identification and control and training.

Now, those of you in pursuit of SHARP, or those who have already achieved it, you're probably thinking, *"Gee, that sounds familiar,"* and you'd be right. While the idea (not to mention the name) of I2P2 is novel, the concepts are not. These are the same principles of a safety and health management system that On Site Consultation has been following for decades.

So whether or not I2P2 standards come to pass, chances are pretty good, if you have a SHMS already in place, you've already got a head start.

Note: ODOL, in cooperation with Federal OSHA and Career Tech, are hosting a series of informational meetings for employers on I2P2. The next meeting is November 12, 2010 at the Moore Norman - S. Penn campus. For more information and to register, contact Heather Hartman at (405)278-9560.

Things That Make You Go *'Huh?'*

A New York City firefighter retired on a disability pension of about $75,000 a year in 2003, based on asthma and other lung ailments from cleaning up the Sept. 11 ground zero, but two years later, he was a regular on the mixed-martial-arts circuit and is continuing to beat people up. (He told a New York Post reporter that the two activities are "completely different." Strength and endurance fighting, he said, is not the same as "running into a building that is on fire with a smoke condition and toxins in the air."

Source: New York Post

Recognizing Excellence

There are currently 28 employers in the state of Oklahoma that are SHARP certified. In this issue of Looking SHARP we want to recognize **all** our employers who have made that commitment to go above and beyond in order to provide a safe and healthful workplace.

The following Oklahoma companies are currently SHARP certified:

Metals USA Plates & Shapes South Central - Enid, Acord Transportation - Chandler, Cust-O-Fab - Sand Springs, Waste Management of OKC, Quarry Landfill - Muskogee, Waste Management of Tulsa, Transformer Disposal Specialists - Tonkawa, L-3 Communications - Tulsa, East Oak Landfill - Oklahoma City, Waste Management Edmond Transfer - Edmond, Baity Screw Machine - Chickasha, Port City Metal Services - Tulsa, Wood Systems, inc. - Tulsa, Wellmark Co. - Oklahoma City, Pelco Structural - Claremore, Duncan Industrial Solutions - Oklahoma City, Aleris Recycling Inc - Sapulpa, OK-1 Manufacturing - Altus, Bent River - Oklahoma City, Mill Creek Lumber - Owasso, Autoquip - Guthrie, Metals USA - Muskogee, Steel Coil Services - Catoosa, SKF Sealing Solutions - Hobart, Arrow Wrecker Service, Inc. - Oklahoma City

Congratulations to each of these businesses on this prestigious achievement!

A Kind Word More Powerful Than Cash

Paying people a compliment appears to activate the same reward center in the brain as paying them cash, Japanese researchers have learned. They said the study offers scientific support for the long-held assumption that people get a psychological boost from having a good reputation.

"We found that these seemingly different kinds of rewards — a good reputation versus money — are biologically coded by the same neural structure, the striatum," said Dr. Norihiro Sadato of the Japanese National Institute for Physiological Sciences in Okazaki, Japan.

"This provides the biological basis of our everyday experience that personal reputation is felt as rewards," Sadato said. The fact that the social reward is biologically coded suggests that "the need to belong is essential for humans," said Sadato, whose study appears in the journal Neuron.

Sources: Reuters

Committees *(Continued from page 4)*

do it. It should outline what each person does, and how he or she is accountable.

A written action plan should also break each of the team's goals down into specific action steps, and indicate who is responsible for each item on the list. This action plan provides a powerful tool for keeping everyone focused on the team's mission and objectives, and also helps avoid any confusion about the responsibilities of each team member.

Fourth, conduct periodic progress reviews. These are simply meetings where the team members come together to discuss the team's results and future plans. Here are some items you should consider when conducting a team progress review:

* Check to make sure the team is effectively accomplishing its mission.
* Review the team's goals and make necessary adjustments. This is a great time to keep the team goals out in front of everyone.
* Review the team's action plan and determine if any updates or changes need to be made to make the team more effective. Talk about the things that are working well, and discuss what areas need to be improved.
* Clarify responsibilities for each team member and the actions they need to take next.
* Set a date for the next progress review. When conducting one of these meetings, have a printed agenda for every participant, start and end on time, and keep the meeting on track by following the agenda.

And one final note, a team has to be willing to work together in order to stay on track. These progress reviews will keep the team focused instead of turning into an ineffective task group.

Sources: ODOL

Combustible Dust Standards In The Works

OSHA recently published an advance notice of proposed rule making as an initial step in developing a standard to address combustible dust hazards. Such proposed standards would apply, not only to grain handling, but to all industries. Watch for updates in future issues of *Looking **SHARP***.

OSHA proposes revisions to On-site Consultation Program

OSHA published a notice in the Sept. 3 Federal Register proposing to revise regulations that govern the agency's On-site Consultation Program. The proposed changes will provide enhanced worker safety and greater flexibility for OSHA to allow sites to be inspected, even if those sites are normally exempt because of their status in OSHA's Safety and Health Achievement Recognition Program. For example, SHARP sites could be included in industry-wide inspections carried out by OSHA in response to workplace incidents that generate widespread public concern about a hazard or substance, such as diacetyl or combustible dust. Another proposed change would allow inspectors to terminate an employer's on-site consultation visit and conduct an enforcement inspection when the agency receives allegations of potential workplace hazards or violations from state or local health departments, media, and other sources. OSHA is also proposing that employers who have achieved SHARP status receive an initial exemption from programmed inspections for one year with an extension of up to another year.

Individuals have until Nov. 2 to submit comments on the proposed rule online, or by mail, hand delivery or fax. See the Federal Register notice for more details on submitting comments at www.osha.gov

The On-site Consultation Program offers employers free assistance in developing and implementing an effective safety and health management system, with priority given to small businesses in high-hazard industries. SHARP provides incentives and support to employers who implement and continuously improve effective safety and health management systems at their work sites. Last fiscal year OSHA's On-site Consultation Program conducted more than 30,000 visits to small businesses that employ 3.7 million workers.

Source: OSHA

*Looking **SHARP*** is a quarterly publication by the Oklahoma Department of Labor, OSHA Consultation Division. This publication is intended to assist employers pursuing SHARP Certification, as well as other employers, with improving safety and health conditions in their workplaces. If you have questions and/or suggestions for future issues, or if you would like to subscribe to our e-mail version of *Looking* **SHARP**, contact the editor, Betsey Kulakowski, via e-mail at Betsey.Kulakowski@labor.ok.gov or by phone at (405) 521-6145.

Twenty (20) copies of this publication were produced by the Oklahoma Department of Labor, as authorized by Labor Commissioner Lloyd Fields, at a production cost of $1.02 to the taxpayers of Oklahoma. Copies have been deposited with the Oklahoma Department of Libraries Publications Clearinghouse.

Oklahoma Department of Labor
Safety Pays® OSHA Consultation Division
3017 N. Stiles, Suite 100
Oklahoma City, OK 73105