



Safety Program Guide
All Industries



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Workers' CompSolutionists

Safety Program Guide for FFVA Mutual Policyholders

A successful safety program helps company leadership minimize workers' compensation costs and increase profitability.

This Safety Program Guide has been developed to assist FFVA Mutual policyholders in:

- Maintaining employee safety and controlling losses in the workplace
- Guiding senior management in establishing safety standards
- Developing an employer integrated safety program

The nine sections contained in this Safety Program Guide will help you develop and maintain a successful safety program for your organization.

Your account's dedicated safety professional is available to assist in the review and implementation of your safety program, offer technical guidance, provide training to meet compliance issues, and assist in locating relevant reference materials.

To download Word document forms found in this booklet to customize for your workplace, visit ffvamutual.com/safety/safety-key

If you have questions or would like assistance implementing your organization's safety program, call 800-346-4825 or visit ffvamutual.com/safety for more information.

Introduction

The purpose of this guide is to provide guidelines for developing a comprehensive and effective safety program. The establishment of a safety program must be done in a step-by-step process.

It is essential that senior management plan and develop the safety program, as their involvement often determines the program's success. The desire to reduce and control employee injuries is the driving force behind establishing an effective safety program. Once the commitment has been made to develop a safety program, senior management can begin taking action by utilizing the nine sections outlined in this Safety Program Guide.

These sections will assist incorporating a safety culture that supports a safety program. The sequence of implementing each section depends on the priority of your organization's objectives established by senior management. Each section will require the assignment of responsibilities to launch each phase. Building an effective safety program takes time and planning. Keep in mind that not all sections can be implemented at once. The success of one phase often leads to the initiation of the next phase as each section interfaces and complements others within the program development.

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Section 1 - Senior Management Leadership

Safety Policy Statement

Policy is defined as “a written statement that expresses the wisdom, philosophy, experience, and belief of an organization’s senior management for future guidance toward attainment of stated goals.” A Safety Policy Statement should reflect senior management’s philosophy and be compatible with the goals of the organization. This will provide the necessary guidance to everyone within the organization in the development and implementation of the safety efforts.

There are many standard safety policies available. The most effective policy is one that expresses, in a personal way, senior management’s intentions, sincerity, and determination. It should also be written to ensure there would be no confusion concerning direction and assignment of responsibilities.

An organization’s safety culture is established by senior management’s attitude and actions. However, the safety performance of an organization will depend upon the actions taken by all individuals within the organization.

Once written, the safety policy should be issued and signed by the organization’s chief executive officer, president, or owner. This reinforces senior management’s commitment and support of the organization’s safety program.

The exact form of a written safety policy is not as important as its clarity in stating senior management’s sincere desires.

The safety policy should reflect management’s thoughts on the following:

- What is the purpose of the safety program?
- Will the safety program cover only on-the-job safety, or will it include off-the-job, fleet, public, property damage, fire, and/or product safety?
- Who will be assigned safety responsibilities and what are their duties?
- Will there be safety assistance in the form of a safety manager and/or safety committee?
- Who will have the authority to administer the safety program?
- What standards will guide the program?

Once formulated, written, and published, the safety policy must be conveyed to all employees. As a constant reminder, additional copies should be posted where appropriate.

A Safety Policy Statement is senior management's expression of the direction to be followed.

Benefits of a Safety Policy Statement are:

- It makes it easier to enforce safe practices and conditions.
- It makes it easier for supervisors to comply with the safety policy.
- It makes it easier for employees to follow safety instructions.
- It makes it easier to explain and defend your safety policy in a court of law, if necessary.
- It is internalized and becomes part of the organization’s safety culture.



Example of a Safety Policy Statement:

To all personnel:

The continued safety of our employees is the most important concern of (**insert company name**) As President of the organization, I can assure you that on a personal and official level your safety is my highest priority. We all must be aware of the responsibility each of us has to the safety and well-being of ourselves as well as our fellow employees in the organization.

Senior management of (**insert company name**) is committed to providing a safe working environment for our employees by minimizing employee injury potential and increasing safety awareness. In order to attain this goal, we have implemented and totally support a safety program.

Each individual, from senior management to every employee, is responsible for their safety, the safety of those persons in their charge, and co-workers around them.

The managers and supervisors at all levels are charged with the responsibility and the authority to implement and enforce the policies and rules as outlined in the (**insert company name**) Safety Policy Manual. These leaders will be held accountable for the level of safety awareness and performance of their departments.

It is the responsibility of every individual in the organization to abide by the policies and rules set forth in the (**insert company name**) Safety Policy Manual. Compliance with the established safety rules and regulations shall be considered a condition of employment.

The (**insert company name**) Safety Policy Manual, as outlined in the following pages, provides detailed directions concerning safe practices and procedures which each employee must follow. The (**insert company name**) Safety Policy Manual, along with the formal training that will be provided, will be the basis for ensuring your safety while working at (**insert company name**).

Customize this Safety Policy Statement by adding additional responsibilities and deleting those that do not apply to your organization.

Establish Safety Rules and Regulations

Safety rules are necessary for any organization. Most organizations have general or specific safety rules, but many are standard; that is, they are taken verbatim from another source and do not reflect the hazards of the operations or senior management's safety policy.

The writing of safety rules and regulations could be assigned to a team working together. The collective experience and judgment of a group will result in a more balanced, accurate, and complete set of rules. The responsibility for enforcement lies with senior management. This should be evident in senior management's Safety Policy Statement.

The following suggestions should be considered when formulating the rules:

- Prior to starting the actual writing, applicable portions of the Occupational Safety & Health Act (OSHA), state, and other regulations should be studied and incorporated.
- Experienced employees and supervisors should be solicited for suggestions.
- Past accident experience should be studied to address areas of concern.
- Only rules that are logical and enforceable should be drafted.
- Rules should be easy to understand. Short sentences, simple words, and commonly known expressions will help achieve understanding.
- Positive statements rather than negative ones should be used whenever possible. They should state what is to be done rather than what is prohibited.
- A few employees should review the rules to make sure they are clear once they are written.

Safety rules are not effective unless they are internalized and enforced. Since supervisors are assigned enforcement responsibility, it is important they be thoroughly familiar with all the rules. Their good example will make enforcement easier. Too often, violations of the rules are overlooked until an accident happens. If employees are corrected for each infraction of a safety rule or unsafe practice as soon as it is observed, there will be fewer occasions that will require discipline.

Here are some recommended disciplinary actions:

- Verbal warning
- Written reprimand
- Suspension without pay
- Termination

All employees should receive their own copy of the Company's Safety Policy/Rules and Regulations. A good practice is to have employees sign a form indicating they have had the safety rules and regulations explained to them and they understand and agree to abide by them. Their signed statement can be placed in their personnel files.

Examples of Common Personal & General Safety Rules

Personal Work Safety Rules

- Report every injury, no matter how minor, to your supervisor immediately.
- Horseplay, fighting, gambling, possession of firearms, and possession or use of alcohol or drugs, except as prescribed by a qualified health care provider, are strictly forbidden.
- Wear clothing suitable for the weather and your work. Torn, loose clothing, cuffs, sleeves, etc. are hazardous and could cause injuries.
- Jewelry (rings, bracelets, neck chains, etc.) should not be worn.
- Proper eye protection must be worn where you are exposed to flying objects, dust, harmful rays, chemicals, flying particles, etc.
- Proper footwear must be worn. This means slip-resistant soles with good tread; shoes that are laced and tightly tied; no leather or smooth soles; no open-toed shoes; no platform or high-heeled shoes; no dress shoes and no porous fabrics such as canvas (because they cannot protect against burns or chemicals.)
- Always use gloves, aprons, or other protective clothing when handling chemicals and hot or cold objects.
- Never remove a guard while machinery is in operation.
- Special safety equipment is for your protection. Use it when required. Keep it in good condition and report loss or damage of it immediately.

General Safety Rules

- Always store materials in a safe manner. Tie down or support stacks of materials, if necessary, to prevent falling, rolling, or shifting.
- Keep aisles, traffic lanes, fire exits, ramps, and stairs clear from obstruction.
- Avoid shortcuts – use ramps, stairs, walkways, ladders, etc.
- Do not use tools with split, broken or loose handles, or mushroomed heads. Keep cutting tools sharp and carry all tools in a container.
- All electrical power knives and other cutting tools, extension cords, and equipment should be properly grounded.
- All electrical equipment and cords should be properly insulated. Damaged cords should be replaced.
- Know the location and how to use fire extinguishing equipment and the procedure for sounding a fire alarm.
- Flammable liquids should be used only in small amounts at the job location and in approved safety cans.
- Proper guards or shields must be installed on all power tools and equipment before use. Do not use any power tools and/or equipment without the guards in their proper working condition.
- Only operate power tools and/or equipment if you are trained in its operation and authorized to do so. Employees under 18 years old should not operate such equipment.
- Use tools only for their designated purpose.
- Do not remove, deface, or destroy any warning, danger sign or barricade, or interfere with any form of protective device or practice provided for your use or which other employees are using.

Customize these safety rules by adding additional responsibilities and deleting those that do not apply to your organization.

Section 2 - Assignment of Safety Responsibility

Delegate to Key Personnel

Assigning Responsibilities

Senior management has the overall responsibility for providing a safe working environment for employees. However, since senior management cannot carry out all aspects of the safety program, partial responsibility may be delegated to others.

Senior management should retain the responsibility of motivating employees to get the program initiated and to oversee its operation. This can be accomplished by setting objectives and policy. The objectives will determine what action is needed, and the policy will establish who has been assigned the responsibility and authority to see that the set objectives are accomplished.

All employees will have some responsibility for carrying out parts of the safety program. An effective safety program involves all staff functions, all levels of management, and all employees.

It is a proven fact that accidents and injuries greatly reduce efficiency. Therefore, an efficient operation must be a safe operation.

The safety leader should be responsible for:

- Identifying and analyzing the accident-producing practices and conditions and evaluating their potential severity.
- Developing accident prevention methods, procedures, and programs.
- Communicating accident and loss prevention data to those directly involved in controlling losses.
- Measuring and evaluating the effectiveness of the safety program and recommending modifications to achieve optimum results.

Plant managers, department heads, supervisors, and other leaders should be assigned the responsibilities to:

- Ensure all materials, equipment, and machinery are hazard-free or that adequate control measures have been instituted.
- Ensure equipment, tools, and machinery is being used as intended and is properly maintained.
- Be aware of accident and injury trends. Take corrective actions to reverse these trends.
- Assist in the investigation of accidents.
- Ensure all safety rules, regulations, and procedures are enforced.
- Require job hazard analysis be completed for operations, especially those that are dangerous in nature.
- Require hazard recognition and control in all training.
- Actively participate and support the safety administrator, safety committee, and their functions.
- Set a good example. It is the best form of leadership.

All employees have basic responsibilities. They must look out for their personal safety and that of their coworkers. They are expected to follow all safety regulations and instructions just as seriously as any other organization directives. They also have a strong understanding that safety is an important part of their job.

Non-production or safety functions also have related safety responsibilities:

- Maintenance should be charged with the responsibility for making sure their work is conducted in a safe manner so temporary hazards caused by their activities are well controlled and do not hinder the safety of production operations.
- The purchasing department should consider safety when buying machinery, equipment, and supplies.
- The personnel department should have the responsibility for proper selection, placement, education, and counseling of employees with safety in mind.

To be effective, a safety program must have the commitment and cooperation from everyone in the organization. Everyone in the organization should carry out the safety responsibilities assigned by senior management in a manner that complements one another.

Responsibilities for safety include the establishment and maintenance of an effective communication system between management, supervisors and employees.

Specific safety responsibilities for personnel are:

Management

Active participation in and support of the organization's safety program is essential. Management should display their interest in safety matters at every opportunity. At least one manager (as designated) should participate in project safety meetings, accident investigations, and jobsite inspections. Each manager should establish realistic goals for injury reduction in his/her area of responsibility and establish the necessary implementing instructions for meeting the goals. Goals and implementing instructions shall be within the framework of the established safety program. Incentives will be included as a part of implementing instructions.

Supervisors

Safety of the employees they supervise is a primary responsibility of the supervisors. To accomplish this, supervisors should:

- Assure that all safety rules, regulations, policies, and procedures are understood by conducting pre-job safety orientations with all employees and reviewing rules as the job or conditions change or when individual employees show a specific need.
- Inform and train all employees on hazardous chemicals and/or conditions that they may encounter under normal working conditions and/or during emergency situations.
- Identify and eliminate job hazards expeditiously through monthly walk-around self-safety inspections.
- Require the proper use and care of all protective equipment.
- Conduct monthly meetings or establish a safety committee.
- Receive/take action on employee suggestions, awards, or disciplinary measures.
- Train all employees on safe and efficient methods for completing each job or task.
- Review injury trends and establish prevention measures.
- Attend safety meetings and actively participate in the proceedings.
- Participate in investigations and inspections on safety-related matters.
- Promote employee participation in the safety program.
- Follow the progress of injured employees, display interest in their recovery and return to work.

Employees

- Report all on the job injuries promptly.
- Report any equipment damage to your supervisor immediately.
- Don't take chances - use safety equipment as directed.
- Follow instructions - ask questions when in doubt
- Observe and comply with all safety signs and regulations.
- Report all unsafe conditions, situations or potential hazards.
- Only operate equipment you are qualified to operate. When in doubt, ask for instructions.
- Talk to management about problems that affect your safety or work conditions.

Recordkeeping

Purpose: To assist our organization in recognizing trends in industrial injuries and illnesses, we at **(insert company name)** choose to follow the OSHA 300 recordkeeping requirements.

Therefore, **(insert company name)** will ensure the appropriate records are kept as follows:

1. Maintain a log and summary of Occupational Injuries and Illness on OSHA form 300. Recordable cases include:
 - a. Every occupational death.
 - b. Every occupational illness.
 - c. Every occupational injury that involves:
 - Unconsciousness.
 - Inability to perform all phases of the regular job.
 - Inability to work full-time on a regular job.
 - Temporary assignment(s) to another job.
 - Medical treatment beyond first aid.
 - d. Keep copies of all reports generated when an employee is injured on the job.
 - e. From February 1 thru April 30, post the completed summary portion of the OSHA 300A form for the previous year.
2. Maintain records for five years following the year to which they relate.
3. Enter each recordable injury and illness on the job as early as practical, but no later than six working days after receiving the information that a recordable case has occurred.
4. In addition to the OSHA 300 and 300A an incident form for each occupational injury or illness (OSHA 301) will be maintained. Other reports, such as workers' compensation forms, are acceptable alternatives for the OSHA 301 if they contain the information required by the OSHA 301.

Responsibility

The individual or function responsible for maintaining records and ensuring proper posting is (list name or corporate position/title). The individual employee is the most important part of this program. Without your cooperation, the most stringent program can be ineffective. Protect yourself and your coworkers by following the established safety rules.

Safety Committees and Meetings

Every organization's safety program can benefit from a well-organized and functioning safety committee. The success of the safety committee will depend on the purpose, makeup, responsibilities assigned, and support received from senior management.

The basic function of the safety committee is to help create and maintain all employees' active interest in safety. To achieve this, there must be a spirit of cooperation and a commitment to safety as a shared responsibility between senior management, supervisors, and employees. The proper safety attitude of the committee members will have a positive influence on others. The more they become involved, the more they will involve other employees.

The makeup of the safety committee can vary depending on the needs, size, and type of organization. Consider the following when forming a safety committee:

- **Chairperson:** The appointed or elected person must display leadership and command respect from the other committee members.
- **Type:** The committee can be comprised of management personnel; employees and management personnel; or be specifically formed for special safety projects.
- **Membership:** Usually limited to 4-10 members who must have knowledge of hazards, experience with the operations, and possess a cooperative attitude.
- **Safety Meetings:** Based on the size/nature of your operation, it may be necessary to hold departmental safety meetings in lieu of committee safety meetings.
- **Meetings:** Should be scheduled at least monthly with a planned agenda and no more than 1 hour in length.

Meeting Agenda

The agenda of a safety meeting will vary, but a typical agenda is outlined below:

1. Record of attendance
2. Consideration of unfinished business
3. Review of recent accidents and trend analysis
4. Reports on special projects of the committee
5. Reports on inspections performed
6. Special program features - film, speaker, demonstration
7. Presentation of new business
8. Adjournment

The safety committee's secretary should prepare a written record of the meeting's proceedings. Minutes of the meeting should be distributed to all members, key management personnel as well as posted on bulletin boards. Maximum benefit will be obtained by publicizing the safety committee's efforts.

The duties and functions of the safety committee will be determined by senior management. Typical responsibilities of a safety committee and its members are:

- Conducting periodic safety inspections.
- Reviewing the circumstances and causes of accidents and suggesting recommendations for corrective measures.
- Offering suggestions to management for improvement of the safety program.
- Increasing the knowledge and understanding of safety for all personnel by promoting educational activities such as films, talks, etc.
- Observing unsafe conditions and work practices and reporting them to supervisors.
- Listening to suggestions by employees, reporting them to the committee, and making appropriate recommendations to management.

Senior management's support of the safety committee is critical to its success. Deciding to institute a safety committee and assigning it responsibilities is not enough. Adequate facilities and sufficient time must also be provided to conduct committee business.

Safety committees involve employees who make positive contributions to the safety effort. They aid and advise both management and employees by monitoring, educating, investigating, and evaluating the safety effort.

Supervisor Safety Meetings

There is no magic formula for the prevention of injuries. Hard work and perseverance by the immediate supervisor are key to a successful result.

Purpose: To maintain safety awareness, assist in detecting & correcting unsafe conditions or work procedures.

Meetings: These meetings should be held in accordance with the various circumstances i.e., a safety awareness refresher is needed or when necessity dictates. No set pattern will suit all cases. It is important, however, that the leader talk daily on injury prevention and immediately on witnessing an unsafe act.

- Safety meetings shall be held at least once a month.
- Attendance and subjects discussed shall be documented and maintained on file for one year.
- Copies of the minutes should be made available to the employees by posting or other means.

A sample Safety Committee Meeting Minutes form is located on page 26.

Section 3 - Maintenance of Safe Working Conditions

Establish a Self-Inspection Program

A self-inspection program can be beneficial to any organization. It should involve everyone from senior management to the front-line employee. The main benefit is to detect unsafe conditions timely to provide countermeasures before someone is injured.

Self-inspections occur at various time intervals and are conducted by various people depending on the scope and purpose of the inspection.

- Daily:** The employees should inspect their work area, tools, equipment, and vehicles at the beginning of each workday. Maintenance personnel, supervisors, and others whose duties take them into the production area should be constantly checking for unsafe actions and conditions. In all cases where remedial action is needed, it should be reported and corrected as soon as possible.
- Weekly:** Department heads, plant managers, and others who may not normally get into the production areas should tour their area for the purpose of inspection and safety contacts with the employees.
- Monthly:** This frequency allows for a planned and scheduled inspection. It can involve the safety person, safety committee, and others. The participation of senior management in such inspections indicates they are not only interested in safety but are also involved.

A planned monthly safety inspection usually involves the safety department and the safety committee. This type of safety inspection should cover all areas, including those areas where “no one ever goes.” It is advisable to schedule the inspections when maximum observations can be made with the least amount of work interruption.

The safety inspection team should be limited in size to approximately 2-4 members. They should represent production, supervision, and safety. The team should be under the direction of a responsible member of senior management who will provide the authority necessary to ensure its effectiveness. Specific responsibilities should be assigned (i.e., who will take notes, be the spokesperson, follow up on recommendations, etc.)

Prior to conducting an inspection, consider the following:

- Training of inexperienced team members must be conducted. Such areas as plant layout and production flow; standards, regulations, and codes.
- Hazard recognition of unsafe acts and conditions and purpose of the inspection should be covered.
- Previous inspections should be reviewed. This is to ensure previous recommendations have been completed.
- Accident records for the various areas or departments should be reviewed. Information concerning how a particular accident occurred often will reveal hazards that need to be corrected.

Housekeeping

Housekeeping is one of the single most common contributing factors to both employee injuries and property loss. Poor housekeeping contributes to:

- Costly or increased accidents.
- Fire or fire hazards.
- Reduced production.

Setting good housekeeping standards begins with senior management and becomes the responsibility of every employee in the organization. However, good housekeeping is more than just clean floors. It is an orderly arrangement of tools, operations, materials, equipment storage facilities, and supplies.

Good housekeeping offers two major benefits for your operation: (1) accident prevention, and (2) improved production. Points to remember:

- Good housekeeping is good business.
- Good housekeeping is a definite factor in controlling accidents.
- Good housekeeping procedures must be planned carefully and coordinated with all departments.
- The supervisor should set the example.

Samples of Safety Inspection Record and Self-Inspection Checklist are located on pages 27 and 28. It is recommended that you modify these forms to reflect your operational needs.

Fleet Safety

Driver Selection and Qualifications

Of primary importance in a successful fleet operation is the driver selection and qualification program. Driver selection is a one-time process for each employee; driver qualification is ongoing and continuous.

A serious loss can hurt a small business. Even minor accidents will result in increased insurance premiums. When hiring a driver, the following are minimum qualifications that should be considered:

- Age
- Physical limitations
- Valid operator's license
- Experience
- Road test
- Driving record

Remember:

If the person you hire may eventually operate one of your vehicles, he must be as good a driver as he is a tradesman.

Motor Vehicle Reports

An investigation should be made of the driver's record and license with the State Motor Vehicle Department. Applicants may minimize or conceal records of past accidents and traffic violations. An organization is wise to require an acceptable Motor Vehicle Report as a condition of employment.

Previous Employment Check

It is highly recommended to confirm previous employment history.

Written Exam

Administering a test, employers will: (1) evaluate the driver's knowledge/skills, and (2) provide or enhance the driver's skills/knowledge.

Road Exam

A MUST! There is really only one way to know if a driver can safely operate your equipment and that is to demonstrate their abilities in actual driving situations.

Physical Fitness

This should include both mental and physical condition.

Driver Training

When a new driver is hired, it is necessary to provide all information the employee will need in order to perform the job. The amount of training necessary will depend on the complexity of the job, as well as the employee's knowledge and experience. Proper training can change a marginal performer into an organization's asset. With today's high cost of equipment and salaries, the old "trial and error" method is an expensive substitute for training.

Driver training varies from organization to organization as different operations require different skills. A full-time driver trainer is not necessary in all operations. Many operations train a Driver Trainer to be used as needed.

New employees should be given "initial" training prior to actually starting work. Even experienced drivers have a need for this initial training because there are variations from one operation to another, including different cargos, gross vehicle weight, vehicle specifications, and operations.

Whether formal or informal, the following areas are necessary for all training programs:

- Organization's rules and policies should be provided to each employee.
- All equipment and devices should be demonstrated to ensure proper use and to review company's safety policy.
- Emergency procedures should be established in the event of accidents and/or mechanical breakdowns. Each department should designate specific areas to easily access accident reporting kits and flares (triangles).
- Defensive driving techniques should be evaluated during the pre-employment test drive. Any observed deficiencies should be corrected prior to a driver's first trip.

Preventative Maintenance

A preventive maintenance program should be established and cover machinery, vehicles, and all equipment. Specific areas of concern are:

- Proper reporting of equipment defects.
- Procedures to correct unsafe conditions.
- Procedure for authorizing shutdown of defective equipment.
- Maintenance records and logs.
- Checklist for assurance of complete inspection.

Sample Motor Vehicle Safety Program Evaluation and Summary forms are located on pages 32 and 34 in the Forms section of this guide.

Section 4 - Orientation and Training

Job Safety Training

In today's labor market, many operations are experiencing high turnover of employees. Lack of initial job orientation and training are the usual causes of injuries within the first ninety (90) days of employment.

Likewise, employers should analyze on-the-job injuries to determine any significant trends. Whether it is a new employee or transferred employee, this question needs to be asked, "Is this employee prepared to perform his/her job functions in a safe manner?"

A sample Job Safety Training for New or Transferred Employees form is located on page 35 of the Forms section of this guide.

It is recommended that this format, or one similar to it, be used in the following manner:

- Initial orientation of all newly hired employees (general and job specific).
- Orientation should occur within the first week of employment and new employees should not be allowed to work unsupervised until the indoctrination process is completed and approved.
- Review training and safety policies at the end of each week for the first ninety (90) days.
- Orientation should be given by a qualified individual.
- When completed, the Employee Safety Orientation Checklist should be properly signed and placed in the employee's personnel file.
- Safety should be an integral part of the general and job specific orientation program.
- The same steps should be followed for transferred employees.

A sample Employee Safety Orientation Checklist is located on page 36 in the Forms section of this guide.

Employee Training

As business owners or managers, you must ensure that all employees are familiar with the equipment they work with. They also need to know of any job-related hazards and what to do to control these hazards. Therefore, there are specific points concerning training within your overall safety program to ensure correct work habits are formed.

As business owners or managers, you must ensure that all employees are familiar with the equipment they work with and demonstrate correct work habits/practices. Job training should integrate the safe way with the proper way and ask yourself the following questions:

- Does every employee understand what is expected from them to complete their daily tasks/job?
- Do you communicate how each job/task should be performed correctly and safely?
- What safety precautions should be taken?
- How should the equipment be maintained?
- Safety should be presented as a normal function of each job:
 - To do this job, you need safety glasses.
 - To do that job, you should stand facing the machine.

When this type of training is accomplished, the employee will adhere to safety as part of getting the job done.

Job Hazard Analysis (JHA)

A Job Hazard Analysis (JHA) is a procedure designed to study the job for any potential hazard(s) caused by equipment/machinery, surroundings/environment, or the employee. Its purpose is to eliminate or control all potential hazards.

Benefits of a JHA

- JHA will establish the safe job procedures necessary to prevent or control potential accidents associated with each job step.
- JHA will identify unsafe conditions that should be eliminated or controlled.
- JHA is a useful training tool for new employees and a refresher for experienced employee.
- Through their involvement in developing JHA's, employees will become actively involved in the safety program.

Selecting the Job

The following guidelines may be used to determine the order in which jobs should be analyzed. Jobs that should be analyzed first include:

- Jobs that are producing the highest number of accidents.
- Jobs that have experienced disabling injuries.
- Jobs where the potential for a serious injury exists.
- New jobs. Analysis should be performed as jobs/tasks are introduced (not just after an accident has occurred).

JHA Procedures - 4 Basic Steps

- 1. Define the Job** - This is a short explanation about the job and should not be too complex. However, enough detail should be provided to properly identify the job and differentiate it from other jobs.
- 2. Break the Job into Sequences or Steps** - (Describe each step and why it's performed that way.) This procedure requires the assistance of a safe, experienced employee. When recording each step, begin with action words such as "remove," "carry," or "open," and end by identifying what the action was applied to. For example, "remove the die," "carry to bench," etc. After observing and recording the steps, the observed employee should verify all steps and explain any deviations that may occur. The deviations that occur irregularly could lead to an accident.
- 3. Questions to Identify Hazards and Eliminate Accidents** -
 - Can the employee be struck by a moving object?
 - Get caught in moving equipment?
 - Slip or fall?
 - Strain him/herself?
 - Possibly be exposed to a toxic substance(s)?
 - Possible excessive noise exposure?
- 4. Principles for Developing Safe Job Procedures** -
 - Finding a new way to perform the job.
 - Change the physical condition that creates the hazard (small modification.)
 - Provide additional personal protective equipment (PPE) to the employee.
 - Provide additional training to the employee.

Again, the ideas of the observed employee should be sought. His experience with "near misses" and time spent on the job will enable him to make practical suggestions. The employee's involvement will also improve employee acceptance when the new procedures are implemented.

All jobs should be reviewed periodically to make sure employees or supervisors have not implemented unapproved changes/methods. When any changes of equipment, facilities, or operations occur, Job Hazard Analysis' should be reviewed. In addition, when accidents occur on jobs that have been analyzed, the cause(s) of the accident(s) should be checked against previous Job Hazard Analysis to make sure controls have been established to handle the causes.

The Job Hazard Analysis is a valuable training, refresher, and employee involvement aid; one that will pay big dividends to the safety program.

A sample Job Hazard Analysis (JHA) form is located on page 37 in the Forms section of this guide.

Section 5 - Managing Losses

Accident/Incident Records

An Accident/Incident Log should be used to record injury information. These records enable the owner or senior management to learn from experience and adjust for future actions. The degree of sophistication of the records is not important. What is important is that records are used, maintained and referenced.

Two other reports that are very important in this process are: (1) the Employee Accident/Injury Report, and (2) Supervisor's Accident Investigation Report.

If accidents and injuries are not recorded, serious hazards may go unnoticed and thus uncorrected by management. For example, there may be a high incidence of minor eye injuries, but unless records are kept, the organization may not recognize there is a significant problem or injury trend.

Information from accident records can enable you to determine underlying or root causes of accidents, identify loss trends or patterns, and initiate corrective action to prevent similar occurrences.

Each accident investigation measures and evaluates the effectiveness of your overall safety program. To understand this point, let us refer to a hypothetical eye injury problem. A thorough investigation of each eye injury will reveal deficiencies in the organization's safety program. For example, the person investigating the injury may find the injured person was not wearing the required safety glasses. Further investigation may indicate that supervisors are not enforcing safety rules, including the rules concerning the use of personal protective equipment. In other words, by investigating eye injuries, senior management learns there is a serious supervisory problem that must be corrected.

Accident investigation can help identify and evaluate the effectiveness of your overall safety program.

There are three important accident reports to include in your safety program:

1. The **Employee Accident/Injury Report** is used to collect information and report an injury.
2. The **Supervisor's Accident Investigation Report** aids in finding the root cause and the investigation of an injury or accident.
3. The **Accident/Incident Log** helps in the data collection for further analysis of the injury.

One of the best ways to evaluate your safety program is to examine the organizations past loss performance. For example, are slips, trips, and falls accounting for the most employee injuries? Is "vehicle backing" a major accident problem for your organization? In short, accident records provide the information necessary to transform an ineffective safety program into a planned approach toward preventing accidents, injuries, and illnesses in your organization.

Samples of the following forms are located in the Forms section of this guide. Employee Accident/Injury Report (English, page 38 / Spanish, page 39), Supervisor's Accident Investigation Report, page 40 and Accident/Incident Log, page 41.

Accident Analysis

Experience has proven that the most effective way to reduce accidents is to concentrate on one accident/problem at a time. Even in large operations where more accidents may occur annually, rarely do two accidents occur in the same way. Finding patterns or common features of accidents is the basis of accident analysis. In order to analyze accident experience, it is essential good reporting and accident investigation procedures are in place and functioning effectively. The information supplied on the accident and investigation reports should then be assembled and tabulated into groups or categories. Once this is done, conclusions can be drawn from the data collected.

One method of collecting the data is to select an area of information from the three accident reports (Employee Accident/Injury Report, Supervisor's Accident Investigation Report, and Accident/Incident Log) and record the number of accidents that have occurred during a given period. Any area of information can be selected. Examples of areas that can be used are:

- Department where injury occurred
- Occupation of injured employee
- Type of accident (fall, slip, struck by, strain)
- Part of body injured
- Equipment involved (press, saw...)
- Task being performed at time of injury
- Age of injured employee
- Experience on the job
- Nature/severity of injury
- Unsafe act
- Reason for unsafe act
- Mechanical or physical hazard

There is no limit to accident information that can be selected. It could include the name of the injured person (which will be of value in identifying accident repeaters), time of day, day of the month, etc.

The next logical step after tabulating the accident is to determine specific features in the highest percentage of injuries. The conclusions reached will identify the areas to concentrate on for preventing accidents. Further study and evaluation may be necessary to determine common factors of accidents. The facts of the accident will reveal what needs to be corrected.

Adequate first aid and medical assistance is an essential component of your overall safety program. Section 6 also deals with post-loss activity.

First, all injuries, or illnesses should be reported to a supervisor or manager as soon as possible. Even so-called minor injuries, such as a seemingly innocuous cut, could develop an infection and lead to further complications at some future time. Therefore, you should have a procedure for reporting injuries and illnesses that is clearly understood by all employees.

It is necessary to establish emergency care procedures. Senior management should predetermine medical providers ahead of time as part of the company's safety policy. (i.e. (i.e., doctors, urgent care, emergency room/hospital...)) Your workers' compensation claims department can assist with the selection of competent medical providers. You should have a plan for handling injuries, transporting ill or injured employees, and notifying medical facilities with minimum confusion. Posting emergency telephone numbers of physicians, ambulance or rescue squad, and notifying the hospital that a patient is en route, will help ensure employees and non-employees will receive proper medical assistance without delay.

Light Duty

When employees are medically released and return to work, they may have restrictions preventing them from performing their normal work duties. Therefore, a light duty or modified duty program is necessary in getting the employee safely back to work as soon as possible. For further information or if you have any questions, contact your FFVA Mutual Loss Control Consultant or claims representative.

First Aid Responders

Having trained first aid responders in your establishment can be valuable when dealing with shock victims, severe bleeding, burns, cardiopulmonary resuscitation or other emergency situations. Your FFVA Mutual Loss Control Consultant offers training in cardiopulmonary resuscitation (CPR) techniques or immediate emergency care to one or more employees. Proper emergency care/training can mean the difference between life and death.

First Aid Supplies

First aid supplies should be maintained and controlled. Please keep in mind that your first aid services, supplies, and emergency care procedures should be approved by management and should address specific hazards related to jobs within your organization.

The mandatory standard, as published by Occupational Safety and Health Administration (OSHA), sets forth the minimal acceptable number and type of first aid supplies for first aid kits. The contents of the first aid kit should be adequate for small work sites, consisting of approximately two to three employees.

When larger operations exist, additional first aid kits or additional quantities of supplies should be included in the first aid kits. According to OSHA, below is the minimum requirement for first aid kit supplies: Gauze pads (at least 4 x 4 inches); Two large gauze pads (at least 8 x 10 inches); Box adhesive bandages (Band-Aids); One package gauze roller bandage at least 2 inches wide; Two triangular bandages; Wound cleaning agent such as sealed moistened towelettes; Scissors; At least one blanket; Tweezers; Adhesive tape; Latex gloves; Resuscitation equipment such as resuscitation bag, airway, or pocket mask; Two elastic wraps; Splint; Directions for requesting emergency assistance.

A. First aid kit locations include:

1. **(Type first aid location here.)**
2. **(Type first aid location here.)**

B. **(Type name and title of the employee responsible.)** This designated employee ensures first aid kits are properly maintained and stocked.

Section 7 - Employee Participation, Interest and Awareness

A new safety program often produces a flurry of activities, but how do you sustain interest in the program? To maintain interest, senior management can establish safety activities that will keep employees interested and focused on safety policies. The following are a few motivating key factors that may increase overall participation.

- Self-preservation: fear of personal injury
- Personal or material gain: desire for reward
- Loyalty: desire to cooperate
- Responsibility: recognition of obligations
- Pride: self-satisfaction and praise
- Conformity: fear of being different
- Rivalry: desire to compete
- Leadership: desire to be outstanding
- Logic: special ability to reason
- Humanity: desire to help others

Programs should use a systematic approach aimed at the factors that are most influential to the affected employees. This will be much more effective than a haphazard technique.

There are many types of program promotions that can create and maintain interest in safety efforts.

- **Posters:** locate in high traffic areas, promote a theme or call attention to a problem, and change at least monthly.
- **Handouts:** can be used in conjunction with a monthly poster theme as reinforcement. Usually incorporated in payroll envelope or can be mailed to the employee's house.
- **In-House Newsletters:** a section can be devoted to informing employees of current and future safety activities, messages from senior management, announcements of goals achieved and rewards. (i.e., bonuses, additional time off, trips, etc.)
- **Suggestions:** employees should be encouraged to submit written ideas and suggestions. Provide a box where they can deposit their ideas and suggestions for senior management to read and implement or discuss with all employees.
- **Group Safety Meetings:** are most effective when they involve senior management, are scheduled in advance and promote safety or train on proper procedures. Keep meetings short (less than 1/2 hour).
- **Safety Contests and Campaigns:** the best results are achieved when everyone is involved, and many types of activities promote the campaign or contest. The more employees are motivated to participate in the safety program, the more successful it will be.

Sources of Safety Services and Information

- OSHA.gov
- Topics for Safety Meetings: www.toolboxtopics.com and www.safetytopics.com
- Trade Associations
- Manufacturers and Distributors
- American Red Cross – Local Chapter
- National Safety Council – Local Chapter
- County Extension Office

Section 8 - Evaluate Your Safety Program

Safety Program Checklist

The following questions will help you review the efficiency of the safety program. If the answer to any of these questions is “no”, there is more that can be done to improve safety within your organization.

Safety Organization	Yes	No	Comments
Is senior management sold on the value of a safety program? (Unless this question can be answered “Yes,” the remaining will have little value in reducing your accident rate.)			
Do you have complete cooperation from middle management in the safety program?			
Is your safety program an integral part of the production activity in your organization?			
Have you appointed a safety manager or selected a safety committee?			
Is your company’s safety program communicated through all channels of your organization?			
Do senior management meetings regularly consider progress of the safety program?			
Safety Manager <i>(Most organizations use safety manager or safety committee.)</i>	Yes	No	Comments
Have you selected one person (full or part time) to be safety leader/manager?			
Does this person have authority to direct and coordinate the safety program?			
Does the safety manager know the employees and understand any work performance issues?			
Does the safety manager delegate authority for the various phases of the safety program?			
Does the safety manager deal with employees in a helpful and satisfactory manner?			
Do you take quick action on recommendations of the safety manager?			

Safety Committee <i>(If no established safety committee, skip this section.)</i>	Yes	No	Comments
Is your safety committee composed of employees and supervisors?			
Do you rotate people on your safety committee periodically?			
Does the safety committee determine standards for safeguarding equipment?			
Does the safety committee confirm safety rules are being followed?			
Does the safety committee review accident reports and make recommendations to rectify hazards?			
Does management take action on the safety committee's recommendations?			
Safety Training	Yes	No	Comments
Has the proper and safest way to perform a task/job been demonstrated to employee(s)?			
After initial instruction, are the employees asked to demonstrate the safe way to perform the task?			
While employees are in training, does the safety manager or supervisor check to see that the task is done safely?			
Is safety training at the departmental level checked periodically?			
Are employees encouraged to suggest ways of preventing accidents?			
Are regular meetings on safety conducted at the departmental level?			
Have Job Hazard Analysis been completed on all hazardous operations?			
Safety Reports	Yes	No	Comments
Do you get reports on the safety status of your organization?			
Do you require supervisors to report conditions that need safeguarding?			

Do you follow up safety reports by inspecting the reported hazard(s)?			
Does the department supervisor accompany you?			
Accident/Incident Reports	Yes	No	Comments
Do you receive a report every time there is an accident?			
Does this report pinpoint the location of the accident?			
Do your reports indicate which shift has the largest percentage of accidents?			
Do you know the causes of the largest percentage of accidents within your organization?			
Have you analyzed reports for the past three or four years to determine if a pattern of accidents exists?			
Safety Awareness	Yes	No	Comments
Have you held a safety contest within the past year?			
Do you reward employees with a good safety record?			
Do you use signs, posters, and slogans to keep employees safety conscious?			
Do you recognize individuals practicing safety?			
Do you promote safety at home for its carry-through value in your organization?			
Safety Equipment	Yes	No	Comments
When buying new equipment, do you always consider safety factors?			
When making any changes in production methods, do you investigate the possibility of accidents?			
Do you provide your employees with (or require them to wear) the proper safety clothing and equipment to safely perform their jobs?			



Safety Committee Meeting Minutes

Meeting Date:	Time Started:	Time Ended:
Members Present	Department	
Members Absent	Department	
Order of Business		
<ol style="list-style-type: none"> 1. Review of old business: including review of any pending recommendations and actions taken. 2. Study of accidents occurring since last meeting and suggestions for prevention of recurrence. 3. Report safety educational or promotional activities. 4. Review inspection reports. 5. Recommendations from Accident Investigation Reports and employees. 6. Date of next meeting, special program if any, and inspections. 		
Comments		
Chairperson's Signature:	Date:	



Safety Inspection Record

Date:	Time: am <input type="checkbox"/> pm <input type="checkbox"/>
Company Name:	
Location:	

In the areas below note all unsafe actions and physical conditions.

	Unsafe Condition(s)	Corrective Action	Date Corrected
Housekeeping			
Machinery			
Vehicles			
Material Storage			
Tools			
Absence of First Aid Training and Safety Kits			
Personal Protective Equipment			

Safety Inspection Team Members:



Safety Self-Inspection Checklist

Building _____ **Room** _____ **Date** _____

Supervisor _____ **Audit Performed By** _____

Walking Surfaces	Yes	No	NA	Comments
Are aisles clearly defined?				
Are carpets and rugs secure?				
Are entrance mats available and floors kept dry – not slippery (wet weather)?				
Are floors even (no holes or cracks)?				
Are tripping hazards present?				
Are outside walkways, stairs, and parking areas in good condition?				
Bookcases, Shelves, Cabinets	Yes	No	NA	Comments
Are file drawers closed when not in use?				
Are heavy storage cabinets, bookcases and file cabinets secured from tipping?				
Are shelves overloaded?				
Electrical Hazards	Yes	No	NA	Comments
Are all extension cords 3-wire type and in good condition - no splices or broken insulation?				
Are equipment power cords in good condition – no splices or broken insulation?				
Are equipment power cords limited to ten feet in length?				
Are extension cords connected/used continuously?				
Are plugs in good condition (no exposed wires)?				

Electrical Hazards continued	Yes	No	NA	Comments
Are circuits overloaded?				
Are electric circuit panels clear (at least 30 inches open area)?				
Are wires or extension cords under carpets, rugs, through doorways, or in other traffic areas?				
Are all multiple outlet strips equipped with overload protection?				
Are wall outlet and junction box covers in place?				
Stairways, Ramps, Corridors, Storage Areas	Yes	No	NA	Comments
Is there adequate lighting? Confirm emergency lighting is in place and functioning properly.				
Are corridors kept clear of equipment and supplies?				
Are guardrails installed (where needed)?				
Are handrails installed (in good condition)?				
Are appropriate ladders provided for high storage areas?				
Are items being stored within 18 inches of sprinkler heads?				
Do ramps have non-slip surface?				
Are stair treads in good condition?				
Are stairways clear (not used for storage)?				
Office Equipment	Yes	No	NA	Comments
Are chairs in good condition and adjustable (when appropriate)?				
Is the paper cutter equipped with guard?				
Are proper step stools available where needed?				
Fire Prevention, Emergency Exits, Housekeeping	Yes	No	NA	Comments
Are Fire Doors securely closed?				
Do fire extinguishers have current inspection tags?				

	Yes	No	NA	Comments
Are electric space heaters approved by Facilities Engineering?				
Are exits properly marked and exit signs illuminated?				
Are good housekeeping practices met? Removal of trash, excess paper, debris?				
Are new hires trained on emergency action plans?				
Are all employees regularly reminded of emergency action plans and procedures?				
Office, Places of Assembly	Yes	No	NA	Comments
Are chairs in good working condition?				
Are desks in good, stable condition?				
Are occupancy limits posted?				

Walking Surfaces

- Aisles should be clearly established, especially in storage areas, and no less than 22 inches wide.
- Walking surfaces should be clear of any materials that present a tripping hazard. Examples include electrical cords or wires stretched across the floor, short stacks of paper, or small pieces of equipment on the floor.
- Carpets and rugs should be secured to prevent slipping.
- Place floormats should be present inside, outside, or both to avoid creating hazards inside such as moisture, ice, or mud from outdoors.
- Notify Grounds and Buildings Maintenance of any problems with outside walkways, stairs, and parking areas that may be uneven or have cracks.

Bookcases, Shelves, Cabinets

- Secure heavy-duty hardware or brackets for heavy loads, particularly for book storage. Single bolt standards usually are not adequate, especially when used for plaster walls.
- Storage cabinets, file cabinets, and bookcases should be secured to the wall to prevent tipping.
- Only one drawer should be opened at time to prevent the cabinet from tipping over. File drawers should be kept closed when not in use to prevent a tripping hazard.

Electrical Hazards

- Extension cords should have three prongs for proper grounding and the cord should be in good condition to prevent accidental electrical exposure. Consider the use of surge protectors for computers, printers and the like.
- Limiting the length of extension cords helps prevent improper use, such as routing cords under rugs or through doorways.
- Extension cords may only be used in continuous lengths, without splices.
- Equipment power cords should be replaced if damaged in any way.

- Through normal wear and tear, the insulation may break at the point where the plug is joined to the cord, exposing the equipment user to the potential of an electrical shock. Plugs should be replaced whenever this occurs.
- Wall outlet covers should be in place to prevent accidental exposure to electrical wiring.
- The electrical circuit panel must be accessible at all times. Furniture, equipment or storage of materials should not prohibit access. At least 30 inches of space around the panel must be kept free from obstruction.
- Multiple outlet strips should be equipped with overload protection (such as a circuit breaker or fuse) to reduce the possibility of a fire.
- Wires or extension cords under rugs or through doorways may become damaged, creating a potential fire hazard.

Stairways, Ramps, Corridors, Storage Areas

- Stairways, ramps and corridors should be illuminated to clearly see steps and walkways.
- Notify Grounds and Buildings Maintenance of any uneven surfaces, cracks or potential tripping hazards.
- Storage in stairways, hallways and corridors is prohibited.

Office Equipment

- In order to prevent back strain and repetitive strain injuries, chairs should be in good condition and adjusted so the individual sits comfortably at their workstation.
- Individuals should not stand on chairs, tables, boxes or other equipment. If using step stools contact Emergency Health Services (EHS) to determine the appropriate type of step stool would be appropriate.

Fire Prevention, Emergency Exits, Housekeeping

- Fire extinguishers should be inspected monthly by Building Services personnel. Contact Building Services if a fire extinguisher inspection is out of date.
- Fire Doors must be kept unlocked but closed at all times, unless held open with an approved device.

Office, Places of Assembly

- Examine desks for broken legs and tops, splintering, sharp edges, and make repairs if needed.
- Examine chairs for damages and repair or replace. If chairs are bolted to the floor, regularly check bolts which may become loose over time.
- Occupancy limits are determined by a number of factors, including floor space, the intended use of the space, and the number and availability of exits. The occupancy limit should be posted near the main exit from the area.

Motor Vehicle Safety Program Evaluation

Circle the rating which most accurately reflects the present status of your safety program and transfer the results to the Motor Vehicle Safety Program Summary sheet. Completing both forms will help evaluate the effectiveness of your Motor Vehicle Safety Policy/Program.

Element	Unsatisfactory	Fair	Good	Excellent
Written Driver Safety Policy	No written nor verbal Driver Safety Policy supported by upper management.	Verbal policy from upper management.	Written & enforced Driver Safety policy with specific rules & regulations.	In addition to GOOD – the Driver Safety policy is reviewed periodically.
Motor Vehicle Record Check (MVR)	MVRs are not currently checked.	MVRs are initially checked. No follow-up or consistency.	MVRs are completed on all new drivers & all existing drivers every 1 or 2 years.	In addition to GOOD – MVRs are completed more than once per year. A formal policy addressing moving violations is in place.
Employee Selection & Placement	No effort made to screen employees.	Informal effort made to hire the best qualified employee, but no specific written policy enforced by upper management.	Management has approved specific written guidelines for hiring. Required skills & limitations are considered. New employee safety orientation program.	In addition to GOOD – minimum skills and physical requirements are developed. Conduct background screening for all new drivers.
Road Test	Road tests are not performed or required.	Drivers perform written evaluations and road tests, but a formal schedule is not in place.	Managers consistently conduct road tests on all new drivers and complete driver performance evaluations.	In addition to GOOD – Safety Leaders/Managers regularly perform random ride along and road test.
Seat Belts	No written policy.	Seat belt usage is verbally discussed, but not enforced.	A written and enforced seat belt policy is in place.	In addition to GOOD – immediate action is taken when a driver is observed not wearing seatbelts. Formal inspections are made on a consistent basis.
Preventive Maintenance	No set scheduled maintenance program in place.	Some preventive maintenance completed, but records are not adequately maintained.	Preventive maintenance completed on a routine basis and maintenance records are kept up-to-date.	In addition to GOOD – prompt action is taken, and vehicles are pulled out of service until repairs are completed.
Cell Phones	Management issues or allows cell phones. No guidance/policy.	Management outlines verbal guidance regarding cell phones. Accountability is not established.	Formal written and enforced cell phone policy.	In addition to GOOD – immediate action is taken when the cell phone policy is violated. Alternate communication devices and/or hand-free aids.

Element	Unsatisfactory	Fair	Good	Excellent
Pre/Post Trip Inspections	No inspection guidelines in place.	Some inspection guidelines in place, but not monitored or enforced.	Daily inspection guidelines in place. Completing a pre/post trip inspection form is required.	In addition to GOOD – inspection forms are reviewed by management & immediate action is taken. Periodic inspection of vehicles by top management, to include taking photos of each vehicle.
Driver Safety Talks and Training	No written policy. No meetings or formal training conducted.	Meetings are conducted on an inconsistent basis. No documentation kept or records maintained.	Safety meetings or talks are conducted regularly. Formal training is provided to new drivers. Records are on file.	In addition to GOOD – Safety talk subjects are based on risk, trends and needs. All drivers are provided with periodic driver training, which includes a 4-hour Defensive Driving Course.
Accident Reporting & Investigation	No written policy. Inadequate corrective action taken.	Inconsistency in management investigation of accidents and review of completed reports.	Consistency in management training, loss investigation and record keeping.	In addition to GOOD – all investigative reports are reviewed by a safety committee and corrective measures are taken. Trends are monitored. Employees involved in accidents are required to attend an outside Defensive Driving Class.
Disciplinary Policy	No written disciplinary policy regarding vehicle safety is in place.	Some efforts made. Verbal warnings to drivers.	Disciplinary policy in place. Meetings are held to discuss violations. Incidents are documented in employee’s personnel file.	In addition to GOOD – management has a specific 2 to 3 step rule which can result in employee termination. Each driver issued a citation is required to attend a Defensive Driving Class.



Motor Vehicle Safety Program Summary

These 11 activities will help evaluate the effectiveness of your company Motor Vehicle Safety Policy/Program.

Category	Present Status (Unsatisfactory, Fair, Good, Excellent)	Goal	Target Date
Written Driver Safety Policy			
Motor Vehicle Record (Check MVR)			
Employee Selection & Placement			
Road Test			
Seat Belts			
Preventive Maintenance			
Cell Phones			
Pre/Post Trip Inspections			
Driver Safety Talks			
Accident Reporting & Investigation			
Disciplinary Policy			

Comments:

Evaluator:

Date Completed:



Job Safety Training for New or Transferred Employees

Last Name:	First:	MI:	Department:
Position/Job Title:		Supervisor:	
First Day Safe Job Introduction – check all items as covered.			

1. Basic Safety

- Personal information
- Company interest in safety
- OSHA Hazard Communication Standard “Right to Understand”

2. Personal Protective Equipment

- Eye protection
- Hearing protection
- Safety shoes
- Special department equipment

3. Reporting Accidents and/or Injuries

- Review company’s policy and procedures for reporting accidents/injuries
- Explain that incidents must be reported to a supervisor immediately

4. Employee’s Responsibility to Fellow Workers

- Explain how personal safety is everybody’s job

5. General and Departmental Safety Rules

- Explain safety rules according to company policy
- Provide a written copy of rules/policies and advise the employee to study
- Encourage employee to ask questions

6. Job Instruction

- Show employee the safest way to perform the job
- Review employee’s ability and knowledge while performing the job

7. Awareness and Interest Shown By Employee

- Good
- Fair
- Poor

Notes/Comments:	
Employee’s Signature:	Date:
Supervisor’s Signature:	Date:
Manager’s Signature:	Date:



Employee Safety Orientation Checklist

Instructions: Supervisor performs a safety orientation for each employee before beginning work. Please check each item that was covered during orientation.

The employee (name) _____ has been:

- Informed of the written safety program that outlines the company’s safety efforts.
- Informed about monthly safety meetings.
- Advised to report all injuries and shown how to do this.
- Advised to report all hazards to their supervisor and shown proper forms and procedures.
- Informed about all machinery hazards and if < 18 years of age, instructed about prohibited duties.
- Informed about all other hazards and ways to protect themselves (i.e., chemicals, use of ladders, slippery floors, etc.)
- Shown where the first aid supplies are located and who to call for first aid.
- Advised what to do during any emergencies that could be expected to occur.
- Shown how to operate a fire extinguisher.
- Informed of and trained on chemical hazards according to the Hazardous Chemical Communication Program training requirements including how to read a label and precautions to take when using them.
- Trained on safe practices while performing their specific job and reviewed any/all hazards associated with that job/task and trained on emergency action procedures.

Date of initial job assignment: _____

- Provided formal training required to perform job/tasks, such as proper lifting, lock-out/tag-out, ladder safety, defensive driving, machine guarding, personal protective equipment and spill clean-up etc.

Date of initial job assignment: _____

The signatures below, document that the above orientation was completed on the date listed. Both parties accept responsibility for maintaining a safe and healthful work environment.

Date _____ Supervisor _____

Date _____ Employee _____



Job Hazard Analysis – (JHA)

Date of Analysis: _____

Job Title:		
Job Location/Department:		
Required Personal Protective Equipment (PPE):		
Basic Job Steps	Potential Hazards	Recommended Procedure

Code Description:

(SA) Struck Against	(CB) Caught Between
(SB) Struck By	(F) Fall
(SO) Strain On	



Employee Accident/Incident Report

Employer Information	
Company:	Location:
Employee Information	
Employee Name:	Job Title & Department:
Employee personal phone?	Date of Hire:
Home Street Address:	City, State, Zip:
SSN:	DOB:
Accident Information	
Date and time of accident or injury:	Date and time reported to employer:
Employee's description of how accident or injury occurred:	
Description of injury or disease (be specific and include body part, noting right or left side and the injury sustained):	
Were there witnesses? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach a separate signed statement if more space is needed:
Witness's contact information (phone, email):	Witness's Address, City, State, Zip:
Name and address of Medical Provider:	Medical Provider's phone:
Employee signature:	Date:
Employer signature:	Date:



Reporte de Accidente/Lesión

Información del Empleador	
Compañía:	Lugar del accidente:
Información del Empleado	
Nombre del empleado/a:	Título & Departamento de trabajo:
	Fecha que fue contratado:
Dirección:	Ciudad, Estado y Código postal:
Número de Seguro Social:	Fecha de nacimiento:
Información del Accidente	
Día y hora del Accidente o Lesión:	Día y hora de reporte al Empleador:
Descripción del Empleado de como ocurrió el Accidente:	
Descripción de la lesión o enfermedad (sea específico e incluya la parte del cuerpo, y indique el lado izquierdo o derecho y la lesión sufrida):	
Hubo Testigo/s? Sí <input type="checkbox"/> No <input type="checkbox"/>	Si hubo, Nombre & Teléfono del Testigo (por favor adjunte un reporte firmado por separado):
Dirección de la casa del Testigo:	Ciudad, Estado, Código Postal:
Nombre y Dirección del proveedor médico:	Teléfono:
Firma del Empleado:	Fecha:
Firma del Empleador:	Fecha:



Supervisor's Accident Investigation Report

Company Name:			
Address:			
Telephone Number:			
Name of Injured or Ill Employee:		Employee Address:	
Age:	Sex:	Years of Service:	Time on Present Job:
Title/Occupation:		Department/Supervisor:	
Date of Accident:	Time of Accident:	Location of Accident:	
Severity of Injury or Illness:			
Non-Disability: Yes No	Disability: Yes No	Medical Treatment: Yes No	Fatality: Yes No
Estimated number of days from job:			
Unsafe mechanical/physical/environmental condition at the time of accident (be specific):			
Unsafe act by injured employee or any other contributing to the accident (be specific):			
Personal factors (attitude, lack of knowledge or skill, slow reaction, fatigue):			
What personal protective equipment (PPE) is required? Protective glasses: Yes No Safety shoes: Yes No Safety hat: Yes No Safety belt: Yes No			
What can be done to prevent a recurrence of this type of accident? (modification of machine, mechanical guards, correct environment, training?)			
Detailed narrative description of accident. (How did accident occur?)			
Supervisor's Appraisal and Recommendation			
In your opinion, what action on the part of the employee contributed to this accident?			
Recommendation(s):			
Supervisor's Signature:			Date:



Accident/Incident Log

Company Name: _____

Branch/Department: _____

Name of Person Completing Form: _____

Date Incident Reported: _____

Dept. or Corp. HR Phone: _____

Dept. or Corp HR Email: _____

Complete one log per incident/accident/employee.

Employee Name: _____ Employee's Age: _____

Name of Dept. Supervisor: _____

Date of Accident/Injury: _____ Time of Accident/Injury: _____

Nature of Injury: _____

Part of Body Injured: _____

Accident Type/Cause: _____

Equipment Involved: _____

Date of Hire: _____ Time Employed: _____


Safety Violation: _____


Unsafe Condition: _____

Number of Lost (work) Days: _____

FFVA Mutual's Employer Resources

Report an Injury 24/7

 Phone: 1-800-226-0666

 Fax: 321-214-0235 or 321-214-0234

 Login to access your policy at www.ffvamutual.com

Claims Support:

customersupport@ffvamutual.com

Customer Service:

800-346-4825

Employer Resources & Forms:

www.ffvamutual.com/employers

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