

Occupational Safety

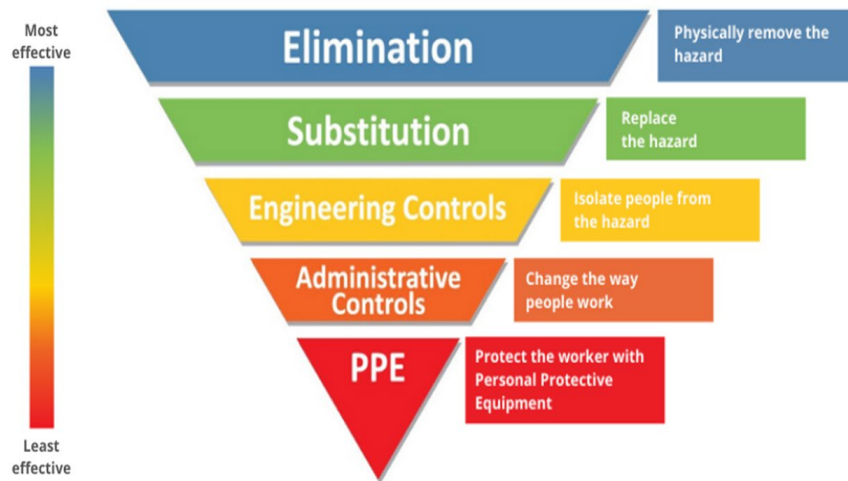


Donnie Farwell
MSB Employee Safety Manager

Employer Responsibility

What are the Employer Responsibilities?

- To provide safe workplace
- Comply with all applicable Laws and regulations
- Provide resources
- Ensure accountability



Leadership Responsibilities

Responsibilities

1. Set the example
2. Identify risks and ensure employees are aware how to mitigate them
3. Perform inspections
4. Train your employees
5. **Report and investigate all incidents, accidents, injuries/illnesses**



Leadership Responsibilities

Set the example

- Establish an effective safety culture
- Ensure procedures and policies are followed
- Implement safety decisions and ensure the workforce is safe
- Lead by example by reinforcing and modeling safe work practices
- Responding to safety concerns proactively

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"I don't have time to read
all these safety rules."



Leadership Responsibilities

Identify risks and mitigate them

- Conduct safety inspections and observations
- Stop work – when observed unsafe conditions or at-risk behavior.
- Immediately correct unsafe conditions
- Encourage open communication and report near misses
- Encourage all employees to do the same



Leadership Responsibilities

Inspections and reviews

- Perform routine (daily, monthly, annual) inspections to prevent workplace hazards
 - See something, say something, encourage employee involvement
- Review incident and near miss summaries and share them with your employees
- Complete job hazard analysis



Leadership Responsibilities

Train your employees

Who and/or when should we train?

- Newly hired employees
- Transfer employees
- Introduction of new Hazardous operations, i.e., equipment, new chemicals, change in working conditions
- Employees who have been in an accident or suffered an injury
- Near Miss
- Observed performing work in an unsafe manner

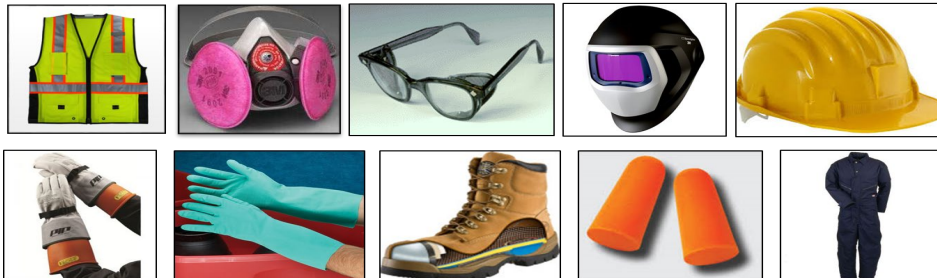


Leadership Responsibilities

Personal Protective Equipment (PPE training)

Each employee who is required to use PPE must be trained to know:

- When PPE is necessary
- What PPE is necessary
- How to properly put on, take off, adjust, and wear the PPE
- The limitation of the PPE
- Proper care, maintenance, useful life, and disposal of PPE



Leadership Responsibilities

Reporting and Investigations

Report any accident or injury/illness using the Borough online reporting system – Velocity EHS

For injuries/accidents

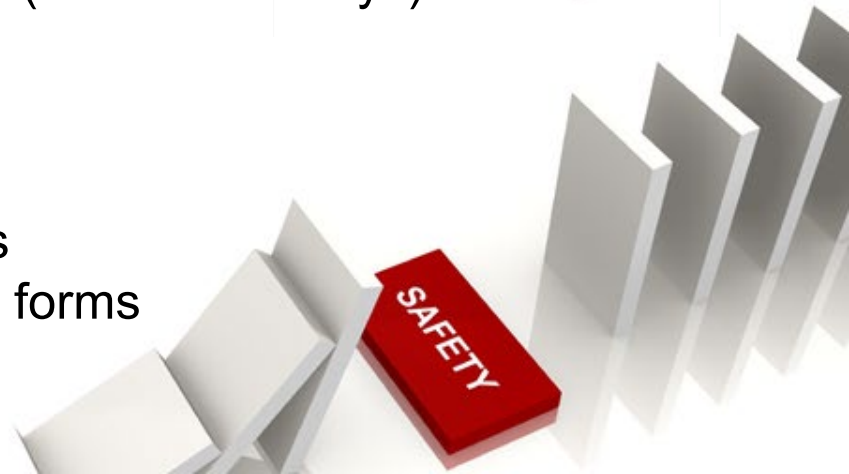
- Report of Injury (ROI)
- Return to Duty (RTD)

Vehicle accidents/incidents

- Reasonable Suspicion
- DOT drivers required drug screen (Public roadways)

Investigations

- Report to scene of accident
- Taking pictures
- Obtaining any witness statements
- Completing reasonable suspicion forms



EMPLOYEE HEALTH AND SAFETY PROGRAM REPORTING TIMELINES

Incident	Reasonable Suspicion Evaluation Required	Call Borough Safety Manager *	Text / Email Borough Safety Manager *	Submit Report in Velocity	Start Investigation	Notes
Vehicle Accident/Incident <i>No Damage (vehicle or property) and No Injury</i>	Yes	N/A	8 hr	12 hrs or as soon as possible	24 hrs	Reasonable suspicion evaluation is required.
Vehicle Accident/Incident <i>Damage (vehicle or property), Injury, and/or Reasonable Suspicion Exists</i>	Yes	1 hr	N/A	4 hrs or as soon as possible	24 hrs	Drug/Alcohol Testing must be conducted as soon as possible but no later than 4 hours.
Vehicle Accident/Incident -Non- Driving <i>Damage (vehicle or property)</i>	No	N/A	12 hrs	12 hrs or as soon as possible	24 hrs	Acts of nature, struck while parked, etc.
Injury – Death, Loss of an Eye, Amputation, and/or Hospitalization	No	1 hr	N/A	4 hrs or as soon as possible	4 hrs	Injuries/Illnesses requiring direct report to OSHA/AKOSH.
Injury – First Aid or Medical Treatment <i>(not including death, loss of an eye, amputation, hospitalization)</i>	No	N/A	8 hr	12 hrs or as soon as possible	24 hrs	These are minor injuries/illnesses that do not require a direct report to OSHA/AKOSH.
Exposure - Blood borne Pathogen (BBP)	No	1 hr	N/A	4 hrs or as soon as possible	24 hrs	Timeline listed is required for source testing.
Exposure - Blood borne Pathogen (BBP) – if no results from source testing	No	48 hrs	48 hrs			Timeline requirements for source testing.

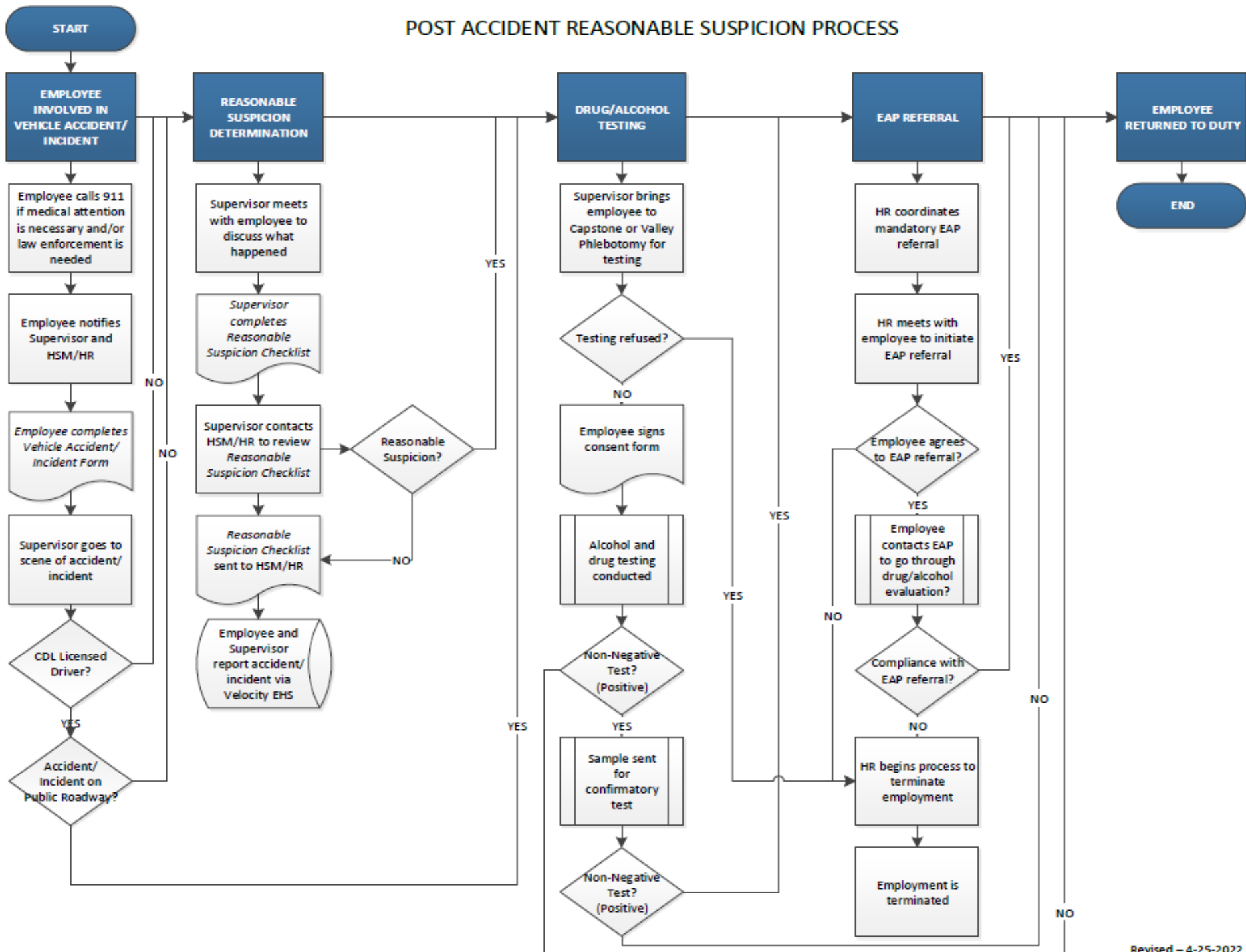
NOTE:

A Reasonable Suspicion Evaluation must be done after all Vehicle Accidents/Incidents occurring when an employee is driving, unless law enforcement is on scene. Reasonable Suspicion Evaluation must be conducted by two trained individuals, including at least one supervisor.

- * Employee Health and Safety Manager - 907-861-8491 (Office) or 907-354-4197 (Cell)
 Human Resources Director - 907-861-8432 (Office) or 907-982-6858 (Cell)
 Deputy Borough Manager - 907-861-8405 (Office) or 907-355-0563 (Cell)



POST ACCIDENT REASONABLE SUSPICION PROCESS



Conclusion

- Be a safety Champion
- You are empowered to ensure the safety of your employees
- Empower your employees
- Promote a positive safety culture
- Keep open communication lines and listen!



Questions?

