

GENERAL SAFETY PLAN

Loss Prevention Unit
Office of Risk Management
Division of Administration
Office of the Governor

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COMPONENTS OF A GENERAL SAFETY PROGRAM FOR STATE FACILITIES

Legislation establishing the Office of Risk Management and the Loss Prevention Unit (R.S. 39:1543-1544) calls for the development of a comprehensive loss prevention program for implementation by all state agencies. The following section describes the required components of a general safety plan for state agencies and facilities.

State agencies must comply with La. R.S. Title 39, Section 1543 - 44. (See Exhibit A, Office of Risk Management Rule, Title 37 Insurance, Part 1 RM, Subpart 2, Chapter 32, Louisiana Register, Vol. 15, No. 2, February 20, 1989.) These rules require that each state agency and facility implement a sixteen-point operational safety & loss prevention plan (if applicable) to protect employees from injury. This safety plan is organized around those sixteen components, which are as follows:

1. A management safety policy statement
2. Responsibility for safety in an organization
3. Inspection Program
4. Job Safety Analysis
5. Investigation Program
6. Safety Meetings
7. Safety Rules
8. Employee Safety Training
9. Record Keeping
10. First Aid
11. Housekeeping Program
12. Hazard Control Program
13. Equipment Management Program
14. Driver Safety Program
15. Water Vessel Safety Program
16. Any other loss prevention program developed by the Loss Prevention Unit of the Office of Risk Management for the prevention and reduction in accident events that may cause injury, illness, or property damage.
 - A. Bonds and Crime Program
 - B. Flight Operation Program

To comply with existing statutes agencies and facilities must write individual safety plans and ensure that the plans are implemented. This section of the loss prevention manual is intended as a guide to assist state agencies and facilities in developing the general safety plan. A safety plan as developed by the Department must be implemented by each agency and facility and for each geographically separated office of an agency (regional offices, for example). The Office of Risk Management identifies two classes of agencies: Class A and Class B. The Office of Risk Management will notify agencies of their classification. Differences in requirements for Class A and Class B agencies are noted in this manual.

The sample policies and procedures described in this manual are included as examples only. Each agency should use the samples as a basis for writing and implementing its own individualized safety plan.

All state agencies and facilities are audited annually by the Loss Prevention Unit concerning implementation of this sixteen-point safety plan.

Compliance with these rules is one factor in determining the insurance premium paid by the agency in the next fiscal year.

(See Exhibit A, Office of Risk Management Rules)

Management Policy Statement

Management's responsibility for safety begins with a clear statement of its commitment to a safe environment for employees and clients of the agency. This management policy statement should include the concept that safety is an integral part of every operation in the agency and facility. It should also describe management's expectation of employees concerning safety. Management must ensure that supervisors and employees are aware of their responsibility for safety, and management must develop a system of accountability to ensure that all employees adhere to safety policies and procedures at all times.

(See Exhibit B, Sample Management Policy)

Assignment of Safety Responsibility

The assignment of safety responsibility is management's list of persons responsible for safety practices at the agency or facility. Duties of each operational level are delineated from top management to the non-supervisory level. Typically included in the definition of responsibility are executive management, safety officers, maintenance department, supervisors or foremen, and employees. Other levels may be included as appropriate.

(See Exhibit C, Sample Assignment of Safety Responsibility)

Procedures for Inspection

The operational safety plan must include general housekeeping safety rules and a procedure for conducting inspections of the facility to identify and correct hazards. Inspections must be conducted at least monthly in Class A agencies. Inspections are required quarterly for Class B agencies. A written report is completed for each inspection and kept for one year. The report includes identification of unsafe conditions or acts and the recommended corrective action.

Inspections serve two basic functions:

1. To maintain a safe work environment and to control the unsafe actions of people.
2. To maintain operational efficiency.

Safety inspections by management are a good tool for measuring a supervisor's performance in safety. Regular inspections ensure that line managers will inspect conditions themselves and will be more likely to identify unsafe conditions and unsafe acts. Regular inspections will also reinforce to employees the importance of safety and management's commitment to safety. The inspections encourage employees to inspect their own work areas and identify unsafe conditions. Safety inspections should be made regularly regardless of whether a problem has been reported. Corrections should be made immediately to meet the accepted and approved standards even if no accidents have occurred because of the unsatisfactory condition.

A systematic inspection technique such as a checklist is recommended for analyzing work areas.

(See Exhibit D, Sample Inspection Procedures)

All employees are responsible for immediately reporting any potentially hazardous condition or practice they find. The employee records the unsafe condition on the Hazard Control Log (Form HC-1-00), which must be kept in each operating area. The first-line supervisor or safety officer is responsible for checking the Hazard Control Log and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken. If a supervisor or the safety officer cannot correct the hazard, they should immediately report it to the next level of management. Hazard Control Logs should be reviewed daily.

If a hazard still exists for more than 30 days, the supervisor must send copies of the Hazard Control Log to the Department and Agency Heads and to the Loss Prevention Unit of the Office of Risk Management.

The Hazard Control Log (Form HC-1-00) is retained in the originating work area for at least one year or until all hazards have been corrected.

(See Exhibit E, Hazard Control Log)

Procedures for Incident/Accident Investigation

Incidents/accidents will occur in spite of an emphasis on safety and regular inspections. When an incident/accident does occur, it must be thoroughly investigated to determine the cause and any contributing factors in order to prevent a recurrence.

An investigation must be conducted for any incident/accident. The investigation report must include information on the person injured, a description of the incident/accident, a statement of what caused or might have caused the incident/accident, and any corrective action that has been taken or that should be taken to prevent recurrence.

The supervisor of the work unit involved is primarily responsible for conducting the incident/accident investigation. Others, such as the safety officer or safety committee, may be involved depending upon the nature and severity of the incident/accident.

(See Exhibit F, Sample Procedure for Incident/Accident Investigation)

Job Safety Analysis

Another component of incident/accident investigation is job safety analysis. Job safety analysis is a procedure used to review work methods and uncover hazards that may result in incidents/accidents. The hazards might have been overlooked in the design of the building, workstation, equipment, tools, or processes. The hazards may have developed after the work procedure was designed, or they may be the result of a change in the work procedure or personnel.

Job safety analysis is one of the first steps in hazard prevention, incident/accident analysis and safety training because a hazard must be recognized before it can be eliminated. Therefore, job safety analysis should be performed on all tasks that have resulted in a trend, death, or a change in job procedures or equipment. There are three objectives in job safety analysis:

- 1) To systematically evaluate jobs and work methods to eliminate hazards and potential hazards;
- 2) To develop a tool to assist in the teaching of safe work procedures, and
- 3) To provide a framework for incident/accident analysis.

(See Exhibit F, Sample Procedure for Job Safety Analysis)

Safety Meetings

Safety meetings are required for supervisors and all employees of each work

unit. Monthly meetings are required for Class A agencies; Class B agencies must hold quarterly meetings in each work unit. A record must be kept showing the topics discussed and persons attending.

Safety meetings vary from formal presentations to informal discussions of safety problems. The meetings are not only educational and motivational, but also demonstrate management's concern for safety. Workers' suggestions at safety meetings have often resulted in the implementation of new safety policies and procedures that have reduced hazards, increased productivity, and improved work methods.

(See Exhibit G, Sample Procedures for Conducting Safety Meetings)

Safety Rules

Each state agency or facility must write safety rules that apply to its own operation. The rules must be written in terms that are easily understood and they must be enforceable. Each employee should receive a written copy of the safety rules for the facility, and all employees at all levels should follow the rules. Safety rules should be reviewed annually at a safety meeting.

(See Exhibit H, Suggested Safety Rules)

Emergency Preparedness Program

In addition to general safety rules, special rules are needed to cover emergency situations such as fire, civil disorders, natural disasters, or bomb threats. Each agency and facility should have an emergency preparedness plans for such events.

(See Exhibit I, Components of an Emergency Preparedness Plan)

Training

Safety training shall be provided to all employees, new employees, and for current employees who must perform new tasks or operate new equipment or

whose safety performance is not satisfactory. The training, whether conducted by a supervisor on the job or by a training specialist, must include instruction in correct work procedures, use of safety equipment, and availability of assistance.

Training is most effective when aimed at defined needs when analysis shows the problem to be lack of knowledge or lack of skill. Some indications of a need for a training program are as follows:

1. Proportionately more accidents and injuries
2. High labor turnover
3. Excessive waste or scrap
4. Agency expansion

Supervisors must also be trained in their safety responsibilities. All supervisors have five basic responsibilities:

1. To establish work methods
2. To give job instruction
3. To assign people to jobs
4. To supervise people at work
5. To maintain equipment and the workplace

When supervisors perform these basic responsibilities properly, the result is a safer work environment. New supervisors must also be made aware of their specific safety responsibilities including conducting safety meetings, inspecting the work area, investigating accidents, planning safe work methods, training employees in safe work methods, analyzing jobs for safety, and demonstrating leadership skills in safety.

(See Exhibit J, Procedures for Setting up a Training Program)

Record Keeping

Good record keeping is the foundation of a scientific approach to occupational safety. Without records, it is impossible to analyze or measure the success of a safety program. Records supply the information to transform haphazard, costly, and ineffective safety methods into a planned

program that controls unsafe conditions and acts that may contribute to accidents. A second important use of safety records is to compare the safety record of a facility to others performing similar functions. This comparison enables an agency to evaluate its own safety accomplishments.

Agencies must keep the following records for at least one year: inspection reports, hazard control logs, job safety analyses, incident/accident investigations, minutes of safety meetings, and training records.

(See Exhibit K, List of Required Records)

First Aid

Under existing statutes and rules each agency and facility must provide one person trained in CPR/First aid at each job site on each shift unless they are in close proximity to a medical facility. A first aid kit with the proper supplies must be maintained and restocked as needed.

The need for first aid training is greatest in agencies that have night shifts or skeleton crews working, when medical facilities are closed, and when field crews are working at points far removed from professional help. Even in agencies that have complete in-house medical departments, other personnel trained in first aid who are first on the scene of an accident can provide life saving assistance and help transport injured persons safely.

(See Exhibit L, First Aid Requirements)

Annual Safety Audit

Agencies implementing the sixteen-point operational safety plan described here will benefit in many ways. First, and most importantly, employees and clients will enjoy a safer work environment. Second, agencies will benefit from reduced absenteeism because of accidents. Third, increased productivity because of safer work methods. Fourth, workers compensation insurance premiums may be reduced in succeeding fiscal years as a result of lower accident rates and workers compensation claims.

Agencies will be audited annually by the Loss Prevention Unit to determine their compliance with the law. To determine if an agency or facility qualifies for a reduction in its insurance premium, the Unit will rate the agency on implementation of its safety program, the agency's accident rate, and the number and amount of claims paid during the past year. Auditors will use the Loss Prevention Audit, which is included in a separate section of this manual. A self-audit must be completed and ready to present to the auditor at the time of the audit meeting. Failure to do so will result in the failure of the agency's program. Agencies will be audited within the same time frame each year.

List of Exhibits

- Exhibit A: Office of Risk Management Rules (R.S. 39:1543)
- Exhibit B: Sample Management Policy Statement
- Exhibit C: Sample Assignment of Safety Responsibility
- Exhibit D: Sample Inspection Procedures
- Exhibit E: Sample Procedure for Incident/Accident Investigation
- Exhibit F: Sample Procedure for Job Safety Analysis
- Exhibit G: Sample Procedures for Conducting Safety Meetings
- Exhibit H: Suggested Safety Rules
- Exhibit I: Components of an Emergency Preparedness Plan
- Exhibit J: Procedures for Setting Up a Training Program
- Exhibit K: List of Required Records
- Exhibit L: First Aid Requirements

Exhibit A

Office of Risk Management Rules Louisiana Register, Vol. 14, No. 6, June 20, 1988 and Vol. 15, No. 2, February 20, 1989

RULE

Division of Administration Office of Risk Management

The office of Risk Management has the responsibility in accordance with the provisions of R.S. 1527 et seq. to manage all state insurance except as specifically otherwise provided to the contrary, and in accordance with R.S. 39:1527 et seq. the Office of Risk Management adopted the following rules.

Title 37 INSURANCE Part I. Risk Management

Subpart 2. Insurance and Related Matters Chapter 32. Risk Analysis and Loss Prevention 3201. Risk Analysis and Loss Prevention

A. R.S. 39:1543(1)(C) requires the development of a comprehensive loss prevention program for implementation by all state agencies including basic guidelines and standards of measurement.

B. In order to fully comply with this statute a comprehensive loss prevention plan has been developed and the following are to be implemented by every state department, agency, board, or commission that employs 15 or more employees.

1. Management Policy Statement

An expression of management philosophies and goals toward safety.

2. Responsibility for Safety in an Organization

A written document to clearly define supervisory responsibilities at all levels.

3. **Inspection Program**

A program to maintain a safe work environment and control unsafe acts and/or conditions by regular and periodic facility inspections.

4. **Job Safety Analysis**

A procedure to be used to review job methods and hazards that relate to the work environment. The job safety analysis should be performed on all tasks or processes that have a higher than normal rate of producing bodily injury or property damage.

5. **Investigation Program**

A program to thoroughly investigate and identify as soon as possible the actual causes and contributing factors of losses in an attempt to prevent recurrences.

6. **Safety Meetings**

Meetings to be conducted by supervisors with employees on a quarterly basis unless otherwise specified by ORM to educate, inform, motivate and examine work practices for potentially unsafe acts that could produce bodily injury and provide a method to preclude recurrences.

7. **Safety Rules**

General instructions developed by agencies regarding the employees' responsibilities.

8. **Employee Training**

Training to establish a systematic method of training employees

to perform the required tasks in a safe and efficient manner and to insure all employees receive periodic refresher training.

9. Record Keeping

Records to establish a procedure for the uniform development and maintenance of loss prevention and control documents to be retained for one year. This will include inspection reports, accident investigation reports, minutes of safety meetings, training records, boiler and machinery maintenance records.

10. First Aid

Adoption of a first aid program which will provide a trained first aid person at each job site and shift. This policy covers all facilities and crews.

11. Housekeeping Program

Program to provide a method for systematically inspecting and eliminating safety and fire hazards that result from uncontrolled sources. To establish clearly defined areas of responsibility for orderliness and cleanliness through each state-owned or operated grounds and facilities.

12. Hazard Control Program

Program to establish a systematic method of recognizing, evaluating, and controlling hazards prior to them producing injury, illness, or property damage.

13. Boiler and Machinery Program

Written Loss Prevention maintenance program to include but not limited to a history of each piece of equipment, designate responsibility, schedule of when maintenance is to be performed, list of equipment to be maintained, how maintenance is to be performed.

14. Driver Safety Program

Program to provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or drive state-owned vehicles or personal vehicles in the course and scope of their employment.

15. Water Vessel Operator Safety Program

Program to provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or operate state-owned water vessels in the scope of their employment.

16. Other Loss Prevention Programs

Any other loss prevention program developed by the Office of Risk Management, Unit of Risk Analysis and Loss Prevention in conjunction with the Interagency Advisory Council for the prevention and reduction in accident events that may cause injury, illness, or property damage.

C. The minimum requirements are in no way intended to require revisions of existing safety plans which meet or exceed these minimum requirements. However, these existing plans are to be submitted to the Unit of Risk Analysis and Loss Prevention for review and acceptance.

D. The Unit of Risk Analysis and Loss Prevention will audit each department, agency, board or commission to insure compliance of the development, implementation, and adherence to the program. Audits will be conducted once a year or more often upon written request of the Department, Agency, Board or Commission. The deadline for certification will be June 30 of each year for insurance premiums for the following fiscal year. If an agency, board or commission is determined to be in compliance, the Unit will issue a certificate of compliance which will result in a five percent credit in the calculation of premiums. Such compliance will be certified by major risk groups as follows.

a. Workers Compensation - Regular

- b. Workers Compensation - Maritime
- c. General Liability
- d. Auto Liability and Auto Physical Damage
- e. Property and Inland Marine
- f. Boiler and Machinery
- g. Bond and Crime Risk
- h. Aviation
- i. Marine

J Douglas Higley
Director

All Road and Bridge Hazards
Chapter 32. Risk Analysis and Loss Prevention
3201. Risk Analysis and Loss Prevention

B. 3. Inspection Program - A program to maintain a safe work environment and control unsafe acts and/or conditions by regular and periodic facility equipment and roadway inspections.

9. Records to establish a procedure for the uniform development and maintenance of loss prevention and control documents to be retained for one year. This will include inspection reports, accident investigation reports, minutes of safety meetings, training records, boiler and machinery maintenance records.

Exhibit B

SAMPLE MANAGEMENT POLICY STATEMENT

A major goal of public agencies and units is to provide safe and efficient services to residents of the State of Louisiana. Each employee must help to accomplish this purpose through safe and efficient work practices. Employee safety is vital to our success. We accept the moral and legal responsibility of providing safe and healthy work conditions. Our objective is to implement a comprehensive safety plan that meets all federal, state, and local safety codes, and establishes and maintains safe and healthy conditions in our offices, facilities, and grounds.

This objective can be reached if all employees accept personal responsibility for their own safety and well being. Safe work habits are an essential element of satisfactory job performance. Each employee is responsible for immediately reporting potentially unsafe conditions and work practices and taking effective temporary actions to minimize the risk to himself and others.

Each individual is responsible for helping us reach our loss prevention goal of preventing personal injury and loss of property because of accidents.

Each supervisor will be held accountable for the actions of his employees. He is responsible for ensuring that both he and his employees follow all safety rules, policies, and procedures.

It is our intention to provide good supervision, effective training, and safe equipment on the job. The success of our safety and loss prevention program depends upon the efforts of all employees to minimize and eliminate all potential hazards.

Exhibit C

SAMPLE ASSIGNMENT OF SAFETY RESPONSIBILITY

The ultimate responsibility for preventing accidents and controlling hazards rests with management. Safety should be managed like any other administrative function. Management should direct the safety effort by setting achievable goals and by planning, organizing, and controlling activities to achieve those goals. The key to effective safety performance is management procedures that fix accountability. The following is a suggested list of responsibilities for various positions in the organization.

Executive and Operating Management

1. Has full responsibility for safety.
2. Authorizes necessary expenditures to provide safe work conditions.
3. Approves safety policies as formulated by the safety officer or safety committee.
4. Participates in the safety program as recommended by the safety officer or committee (conducts safety tours, approves safety contracts, reviews and responds to safety reports, ensures safety awareness among key management personnel, evaluates safety program, reviews safety audits).

Safety Officer or Coordinator

A department safety coordinator is responsible for the overall safety program of the department. They should have direct access to the department secretary. They should have open communication with all safety officers within each agency of their department. They should demonstrate leadership to the safety officers in carrying out their duties and responsibilities. This should include help and support in the development of agency programs and policies. Their duties should include but not limited to:

1. Has primary responsibility for coordinating the safety operations at each facility or agency.
2. Keeps and analyzes accident records.
3. Conducts educational activities.
4. Conducts activities to stimulate and maintain interest in safety among employees.
5. Serves on the safety committee.
6. Supervises and appraises accident investigations.
7. Plans and directs a regular program of safety inspections.
8. Checks for compliance with applicable safety laws and codes.
9. Issues regular reports showing safety performance and accident trends.

Safety Officer

Safety Officer is responsible for the development and implementation of the Agency safety program. They should have direct access to the head of the agency. Their duties should include but not limited to:

1. Plans and directs a regular program of safety inspections and accident investigation.
2. Conducts safety meetings.
3. Conducts activities to stimulate and maintain interest in safety among employees.
4. Serves on the safety committee.

5. Checks for compliance with applicable safety laws and codes.
6. Communicates with departmental safety coordinator

Maintenance Department

1. Works with safety committee, safety officer, and foremen to ensure safe work conditions.
2. Executes work orders promptly.
3. Cooperates in devising safety equipment, guards, and appliances.
4. Maintains a regular maintenance schedule on all equipment and keeps maintenance records.
5. Makes regularly scheduled inspections as instructed by safety department and makes reports.

Supervisor or Foreman

1. Inspects work area for compliance with safe work practices and safety rules.
2. Trains employees to work safely.
3. Corrects unsafe conditions and unsafe acts.
4. Obtains prompt first aid for the injured.
5. Reports and investigates accidents and works with safety officer to determine cause and correct problem.
6. Serves on safety committee.
7. Holds crew safety meetings.

8. Discusses safety with individual employees.

Employee

1. Works in accordance with accepted safety practices.
2. Reports unsafe conditions and practices.
3. Observes safety rules and regulations.
4. Makes safety suggestions.
5. Serves on safety committees.
6. Asks for assistance or further explanation when needed.

Exhibit D

SAMPLE INSPECTION PROCEDURES

1. The head of each agency divides the grounds and facilities into specific housekeeping units. Housekeeping responsibility for each unit is assigned to a specific manager or their designee.
2. The manager meets with first-line supervisors and employees to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling potential safety and fire hazards.
3. Managers are responsible for conducting regularly scheduled (at least monthly in Class A agencies and quarterly for Class B agencies) inspections and for identifying and correcting conditions or practices that are potential safety or fire hazards.

Some examples of hazardous conditions are as follows:

- * Slip or trip hazards such as cords or torn or broken floor covers
 - * Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
 - * Holes or protrusions such as eroded, broken or sunken walking surfaces
 - * Temporary accumulation of flammable or combustible materials
 - * Storage and use of chemical products and other hazardous materials
4. The manager completes the inspection checklist for the area. The completed checklist should be retained in the area it covers for at least one year and should be made available to the agency head and the Office of Risk Management's Loss Prevention Unit upon request.
 5. All employees are responsible for reporting any potentially hazardous

condition or practice they find. The employee records the unsafe condition on the Hazard Control Log (Form HC-1-00) which must be kept in each operating area. The first-line supervisor or safety officer is responsible for checking the Hazard Control Log daily and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until permanent corrective action is taken. If a supervisor or safety officer cannot correct the hazard, they should immediately report it to the next level of management.

6. If a hazard still exists for more than 30 days, the supervisor must send copies of the Hazard Control Log to the Department and Agency Heads and to the Office of Risk Management's Loss Prevention Unit.
7. The Hazard Control Log (Form HC-1-00) is retained in the originating work area for at least one year or until all hazards have been corrected.

Exhibit E

SAMPLE PROCEDURE FOR INCIDENT/ACCIDENT INVESTIGATION

An accident is defined as "a series of unplanned events that caused personal injury or property damage." An incident is defined as a series of unplanned events that could have caused personal injury or property damage. All incidents/accidents, including those occurring to non-employees, should be investigated by the supervisor responsible for the area in which the incident/accident occurred.

When an employee is injured, the employer must complete the Employer's Report of Injury/Illness, (LDOL-WC-1007). This form is also known as DA 1973. Because this is a carbon set form, it is not available from ORM, but can be obtained from the State office of Forms Management.

AFTER ACQUIRING NECESSARY MEDICAL AID FOR INJURED PERSONS, the supervisor should follow these steps in investigating the accident.

1. If possible, ask the person or persons involved to describe what happened. Do not fix blame or find fault; just get the facts.
2. Survey the accident scene for information. Assemble any objects that might have contributed to the incident/accident.
3. Determine if there were any witnesses to the incident/accident and get their accounts of the incident/accident.
4. Take whatever steps are necessary to prevent recurrences until the condition can be permanently corrected.
5. Complete the Incident/Accident Reporting Form (DA2000).

Instructions for Completing the Incident/ Accident Reporting Form (DA 2000)

Incidents/accidents do not just happen; they are caused. The

Incident/Accident Reporting Form is a tool to assist in determining the causes and procedures to prevent the recurrence of similar incidents.

All spaces on the form are to be completed. Notations such as N/A (not applicable) are not acceptable.

This form is available from ORM in the Loss Prevention portion of its website. It appears under the section called "Forms Available." To access the Loss Prevention portion of the ORM website, use the following address: "<http://www.doa.state.la.us/orm/lp.htm>."

If you do not have internet access, you can call 225-342-8532 to request one.

Exhibit F

SAMPLE PROCEDURE FOR JOB SAFETY ANALYSIS

When to Perform a Job Safety Analysis

A job safety analysis should be performed on all jobs that have resulted in a trend, death, or a change in a job procedure or equipment.

Job Safety Analysis Procedure

Step 1: Select the Job

In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.

1. Production of Injuries Jobs that have produced medical treatment or disabling injury during the past three years should be analyzed.
2. Frequency of Accidents jobs that repeatedly produce accidents are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. Potential Severity Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.
4. New Jobs or a Change in a Job New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis should be made on every new job created.

Analysis should not be delayed until an accident or near miss occurs.

5. Death Any accident that caused the death of an employee must have a job safety analysis made as part of the investigation.

Step 2: Perform the Analysis

The supervisor or the safety officer responsible for the task should perform the job safety analysis using the Job Safety Analysis Worksheet (JSA-1-00). The supervisor or safety officer should conduct the job safety analysis with the help of employees who regularly perform the task. The job being analyzed should be broken down into a sequence of steps that describe the process in detail. Avoid two common errors: 1) making the breakdown too detailed so that an unnecessarily large number of steps results; or 2) making the job breakdown so general that the basic steps are not distinguishable. As a rule, the job safety analysis should contain less than 12 steps. If more steps are needed, the job should be broken into separate tasks.

Job safety analysis involves the following steps:

1. Selecting a qualified person to perform the analysis.
2. Briefing the employee demonstrating the task on the purpose of the analysis.
3. Observing the performance of the job, and breaking it into basic steps.
4. Recording and describing each step in the breakdown.
5. Reviewing the breakdown and description with the person who performed the task.

Select an experienced, capable, and cooperative person who is willing to share ideas. They should be familiar with the purpose and method of a job safety analysis. Sometimes it is difficult for someone who is intimately familiar with a job to describe it in detail; therefore, reviewing a completed job

safety analysis before conducting one will help illustrate the terminology and procedure to be followed.

Review the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps. Variations of routine procedure should be analyzed also.

The wording for each step should begin with an action word such as "remove," "open," or "lift."

Step 3: Identify Hazards

Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation:

1. Is there a danger of striking against, being struck by, or otherwise making injurious contact with an object?
2. Can the employee be caught in, by, or between the objects?
3. Is there a potential for a slip or trip? Can someone fall on the same level or to another?
4. Can an employee strain themselves by pushing, pulling, lifting, bending, or twisting?
5. Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?

Using the Job Safety Analysis (JSA-1-00), document hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list will be developed through observation and discussion.

Step 4: Develop Solutions

The final step in job safety analysis is to develop a safe, efficient job

procedure to prevent accidents. The principal solutions for minimizing hazards that are identified in the analysis are as follows:

1. Find a new way to do the job. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.
2. Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
3. Change the work procedure to eliminate the hazard. Investigate changes in the job procedure that would enable employees to perform the task without being exposed to the hazard.
4. Reduce the frequency of its performance. Often a repair or service job has to be repeated frequently because of another condition that needs correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice that results in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effect of the condition. Reducing the number of times a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both. In developing solutions, general precautions such as "be alert," "use caution," or "be careful" are useless. Solutions should precisely state what to do and how to do it. For example, "make certain the wrench does not slip or cause loss of balance" does not tell how to prevent the wrench from slipping. A good recommendation explains both "what" and "how." For example, "set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on it. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting slow steady pressure." This recommendation reduces the possibility of a loss of balance if the

wrench slips.

If a job or process is changed dramatically, it should be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the job safety analysis and involve personnel in effort to reduce job hazards.

Step 5: Conduct a Follow-up Analysis

No less than once per month, each supervisor should observe employees as they perform at least one job for which a job safety analysis has been developed. The purpose of these observations is to determine whether or not the employees are doing the jobs in accordance with the safety procedures developed. The supervisor should review the job safety analysis before doing the follow-up review to reinforce the proper procedures that are to be followed.

Use of the Job Safety Analysis

The job safety analysis provides a learning opportunity for the supervisor and employee. Copies of the job safety analysis should be distributed to all employees who perform that job. The supervisor should explain the analysis to the employees and, if necessary, provide additional training.

New employees or employees asked to perform new tasks must be trained to use the safe and efficient procedures developed in the job safety analysis. The new employee should be taught the correct method to perform a task before dangerous habits develop, to recognize the hazards associated with each job step, and to use the necessary precautions to avoid injury or accidents.

Jobs that are performed infrequently require additional effort to minimize accident potential. Pre-job instruction addressing the points listed on the job safety analysis will serve as a refresher to employees who may have forgotten some of the hazards in performing the task and the proper procedure to be used to avoid these hazards.

Finally, the job safety analysis is an incident/accident investigation tool. When incidents/accidents occur involving a job for which a job safety analysis has been performed, the analysis should be reviewed to determine if proper procedures were followed or if the procedures should be revised.

Record Keeping

Job safety analysis forms should be maintained in a notebook in the department creating the documents and should be readily accessible to employees. An index naming the task, date the job safety analysis was completed, and date the analysis was revised should be maintained in the front of each department's notebook.

JSA WORKSHEET (FORM JSA-1-00)

STATE OF LOUISIANA JOB SAFETY ANALYSIS TRAINING GUIDE	JOB:	DATE:	
	TITLE OF PERSON WHO DOES JOB:	SUPERVISOR:	ANALYSIS BY:
DEPARTMENT:	LOCATION:		REVIEWED BY:
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT:			APPROVED BY:
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED-SAFE-JOB- PROCEDURES .	

JSA 1-00 STATE OF LOUISIANA

EXAMPLE JSA

JOB SAFETY ANALYSIS <div style="border: 2px solid black; padding: 2px; display: inline-block;">EXAMPLE</div>	JOB: Sharpening & Replacing a Rotary Mower Blade		DATE: 1/1/2000
	TITLE OF PERSON WHO DOES JOB: Yard Worker	SUPERVISOR: John Jones	INDIVIDUAL PREPARING JSA: John Jones
DEPARTMENT: Maintenance Group	LOCATION: Outdoor Beautification		
REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT: Gloves & Safety Glasses			
SEQUENCE OF BASIC JOB STEPS	POTENTIAL ACCIDENTS OR HAZARDS	RECOMMENDED SAFE JOB PROCEDURE	
1. Disconnect spark plug wire. 2. Remove gasoline. 3. Invert mower. 4. Remove dull blade. 5. Check for bent blade. 6. Sharpen & balance dull blade. 7. Reassemble blade to mower. 8. Return mower to cutting position. 9. Reconnect spark plug wire. 10. Add gasoline. 11. Operate mower.	1. Striking against housing Burn hand 2. Spillage - Fire - Inhalation. 3. Caught between (CB) Spilling gasoline Overexertion 4. Knuckles striking against blade. 5. None. 6. Cutting hand; striking against vice. 7. Striking against blade or housing. 8. Overexertion. 9. None. 10. Fire. 11. Normal operating hazards.	1. Do not use excessive force. Allow mower to cool. 2. Ventilation. No smoking, proper container. Flush away with water (if necessary). 3. Tip properly. (Grass catcher chute up). Be sure cap is tight. Lift properly, use leg muscles. 4. Secure block blade - wooden block. Use gloves. Use proper size socket wrench with extender. 5. None. 6. Wear gloves. Avoid contact with sharp blade. 7. Block blade. Wear gloves. Avoid contact with sharp blade. 8. Use leg muscles, not back. 9. None. 10. Ventilate. No smoking. Proper container. 11. Check for excessive vibration or unusual noise.	
EMPLOYEES ASSISTING IN DEVELOPMENT OF JSA _____ _____ _____ _____		IS THERE DANGER OF: A. STRIKING AGAINST OR BEING STRUCK BY B. CAUGHT IN, BY, OR BETWEEN C. SLIP, TRIP, OR FALL D. PUSHING, PULLING, LIFTING, OR TWISTING E. TOXIC GAS, VAPOR, FUMES, EXCESSIVE HEAT OR COLD	

JSA 1-00 STATE OF LOUISIANA

Exhibit G

SAMPLE PROCEDURES FOR CONDUCTING SAFETY MEETINGS

Prepare for Meeting

1. One idea to produce excellent topics for safety meetings is to conduct frequent inspections of the various areas and work practices and note any unsafe activities or tendencies that need to be eliminated.
2. Select one unsafe behavior or activity to be used as a safety meeting topic for the benefit of all. Another appropriate topic is a new job or procedure or changes in an operation. An annual review of the agency safety rules is recommended. A safety meeting can help identify and eliminate hazards before accidents occur.
3. Under Section 1 of the Safety Meeting Report (SM-1-00), list the behavior or activity that should be changed.
4. Complete Section 2 by anticipating the reasons the employees have for engaging in this unsafe activity. Determine what can be done to overcome each reason.

For example:

Reason: My employees are choosing not to wear safety glasses because they become foggy when the temperature is high.

Meeting Objective: We will look at alternative choices for safety glasses and select one that is suitable for high temperatures/high humidity rise.

5. Determine what can be done differently to eliminate the unsafe act or condition and record the idea in Section 3.

For example:

Solution: The purchasing department should discontinue purchasing the present safety glasses. An alternative brand will be chosen within 30 days.

Conduct the Meeting

1. Follow the format of the Safety Meeting Report (SM-1-00).
2. Allow employees to discuss why the situation occurs and what can be done to control or eliminate it.
3. Reach an agreement with employees on how to eliminate or control the situation.

Complete the Safety Meeting Report

1. Complete Sections 1, 2, and 3 of the Safety Meeting Report (SM-1-00) before and during the meeting as instructed above.
2. After the meeting, complete Section 4 (Follow-up) showing action that must be taken to ensure that the recommendation is implemented.

For example: Samples of alternative safety glasses need to be obtained and given to employees so that they can determine the suitability.

3. Record additional comments in Section 5 (Remarks).

For example: Reaction to having new eye protection is positive. John Doe will test the different types of glasses.

Keep a Record of the Meeting

Copies of safety meeting report forms should be sent to the safety coordinator or agency head. The supervisor should keep originals.

EXHIBIT G

SAFETY MEETING REPORT

SM-1-00

DEPARTMENT:	
Agency:	Location:
Presenter:	Date of Meeting: / /

<p style="text-align: center;">Meeting Preparation Visual or Training Aid Used</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Films</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Handout</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Slide</td> <td style="border: none;"><input type="checkbox"/> Tools</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> VCR</td> <td style="border: none;"><input type="checkbox"/> Equipment</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Chart</td> <td style="border: none;"><input type="checkbox"/> Others</td> </tr> </table> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<input type="checkbox"/> Films	<input type="checkbox"/> Handout	<input type="checkbox"/> Slide	<input type="checkbox"/> Tools	<input type="checkbox"/> VCR	<input type="checkbox"/> Equipment	<input type="checkbox"/> Chart	<input type="checkbox"/> Others	<div style="background-color: #cccccc; padding: 2px; border: 1px solid black; margin-bottom: 5px;">1. Subject of Meeting:</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #cccccc; padding: 2px; border: 1px solid black; margin-bottom: 5px;">2. Important Points to Cover:</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #cccccc; padding: 2px; border: 1px solid black; margin-bottom: 5px;">3. Employee suggestion/comments on subject:</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #cccccc; padding: 2px; border: 1px solid black; margin-bottom: 5px;">4. Follow-up: Steps taken to correct defects detected in operation and/or procedures.</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #cccccc; padding: 2px; border: 1px solid black; margin-bottom: 5px;">5. Remarks: Related/unrelated comments/observations for action/review after meeting:</div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="background-color: #cccccc; padding: 2px; border: 1px solid black; margin-bottom: 5px;">6. Total number in attendance:</div>
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<input type="checkbox"/> Chart	<input type="checkbox"/> Others								

EXHIBIT G
****EXAMPLE****
SAFETY MEETING REPORT
SM-1-00

DEPARTMENT:	
Agency:	Location:
Presenter:	Date of Meeting: 5 / 30 /

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Exhibit H

SUGGESTED SAFETY RULES

The following are suggested safety rules for state facilities. Agencies may modify and add rules as needed:

1. Smoke only in approved areas.
2. Horseplay and fighting will not be tolerated in the work place.
3. Before beginning work, notify your supervisor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
4. Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
5. Operate equipment only if you are trained and authorized.
6. Inspect the workstation for potential hazards and ensure that the equipment or vehicle is in safe operating condition before using it.
7. Immediately report any recognized potentially unsafe condition or act to your supervisor.
8. If there is any doubt about the safe work method to be used, consult the supervisor before beginning work.
9. Immediately report accidents, near misses, and property damage to a supervisor regardless of the severity.
10. Supervisors should obtain special safety permits when required. Examples of conditions requiring special safety permits are work with hot objects and work in confined spaces.
11. Follow recommended work procedures outlined for the job

including safe work methods described in the job safety analysis.

12. Maintain an orderly environment and work procedure. Store all tools and equipment in a designated place. Put scrap and waste material in a designated refuse container.
13. Report any smoke, fire, or unusual odors to your supervisor.
14. Use proper lifting techniques. For objects exceeding 50 pounds in weight, the immediate supervisor must determine specific methods for safe lifting.
15. Never attempt to catch a falling object.
16. If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
17. Fasten restraint belts before starting any motor vehicle.
18. Obey all driver safety instructions.
19. Comply with all traffic signs, signals, markers, and persons designated to direct traffic.
20. Know departmental rules regarding first aid, evacuation routes, and fire department notification.
21. Adhere to departmental rules and procedures specific to departmental operations.
22. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Employees who do not comply with agency safety rules will not be considered desirable for continued employment with the State of Louisiana.

Exhibit I

COMPONENTS OF AN EMERGENCY PREPAREDNESS PLAN

Every organization must be prepared to effectively cope with the unique problems that arise in an emergency situation. Emergency preparedness is critical to protect employees, citizens, clients, students and property against all natural disasters and other incidents such as fires, bomb threats, sabotage, and civil disorder. Effective planning for emergency situations can minimize the interruption of operations by providing a logical course of action during the emergency.

Emergency preparedness requires a system for the prompt recognition of a serious situation; the availability of a well publicized, flexible, and tested plan; and clear delineation of the responsibilities of employees. Each organizational unit must stress the importance of being prepared in emergencies. Instructions for emergency situations should be posted in each facility and office. Emergency procedures should be established, implemented, and monitored by a local office emergency preparedness coordinator.

The purpose of the Emergency Preparedness Program is to ensure that each agency develops a plan for the safe evacuation of all persons in the affected area and the rapid control of hazards during the life threatening situations. This program includes procedures for 1) preventing and controlling emergency situations, 2) warning employees of actual or impending disasters and preparing them for possible evacuation, and 3) establishing safe evacuation routes.

Components of the Program

Emergency Control Committee: An emergency control committee should be organized in each facility. This committee develops plans for emergency situations. Control of emergencies such as fire, explosion, or toxic chemical releases require the coordination of the following: disaster communication, facility shutdown, employee evacuation, utility control, first aid and rescue, damage control, and notification of police and fire departments and hospitals.

A list of the names and titles of personnel involved in the emergency preparedness plan should be compiled in each agency and facility. Upper management is responsible for staffing and implementing the emergency control committee. The members' work and home phone numbers, as well as the estimated travel time from home to work, should be noted.

Emergency Crews: A disaster control team, activated by an emergency alarm, should be organized for each facility or office. The team should always be available and should remain in action until the emergency is resolved.

Emergency Alarms: A distinctive, reliable emergency signal that is capable of being heard in all areas of the facility should be installed and tested monthly. All employees should know how to activate the alarm, be familiar with the different warning signals, and know what actions to take upon hearing it. Emergency drills should be conducted during all shifts at least quarterly.

Emergency First Aid: Some personnel at each facility should be trained in first aid techniques. If an injured person requires additional medical attention, employees should know how to send for an ambulance and notify a hospital of the nature of the injury.

Emergency Power Systems: Automatic emergency power supply systems should be installed in areas where uninterrupted electrical service is essential for the preservation of life or property, such as in areas where precise procedures are performed (control room or operating room) or in areas where sensitive equipment is located (instruments or supplies requiring refrigeration). There should also be a manual control switch to activate the emergency power if the automatic system should fail. Alternative power sources and equipment should be maintained and regularly tested to ensure that the system is capable of supplying service within the time limits required by the specific operations.

Procedures for Handling Specific Emergency Situations

Fire Prevention and Control: Almost all fires are preventable, and control measures can limit the losses if a fire does occur. Fire prevention and control

principles include the following:

1. Prevent a fire from starting by using fireproof construction materials, designing facilities to isolate hazardous areas, controlling operations, using preventive maintenance, and eliminating unsafe practices.
2. Promptly discover the fire and extinguish it before it grows out of control. Most fires start small and can initially be extinguished by a hand-held fire extinguisher.
3. Limit the spread of fire. Provide suitable fire barriers and keep the amount of combustibles stored to a minimum.
4. Maintain exit facilities.

The following components are essential to a fire safety and prevention program:

Alarm System:

Prompt discovery of a fire is vital. Fire sensing and alarm systems should be reliable and should be designed for rapid discovery of a fire. An effective alarm system must:

- 1) be reliable and distinctive,
- 2) reach those trained to respond,
- 3) compel immediate attention,
- 4) indicate the fire location,
- 5) warn building occupants and area residents.

Extinguishing Facilities and Equipment:

Fire protection must be incorporated into the building design to achieve maximum effectiveness. Special processes presenting unique fire protection problems should be handled individually by fire protection engineers and the Office of Risk Management.

Water Supply:

Water is the most effective extinguishing agent for most fires. A reliable water supply is essential and should be sufficient to fulfill the demand of the automatic protection system for at least four hours. Water for firefighting should be stored separately from process and domestic water.

Distribution Systems:

Pumping equipment may be required to produce the water pressure demanded by the firefighting operations.

Monthly Fire Extinguisher Equipment Inspection and Maintenance:

The loss prevention department should inspect, test and maintain all fire protection equipment such as pumps, hydrants, hose lines, automatic equipment, and portable extinguishers. Equipment testing also provides training opportunities for employees.

Firefighting Organization:

Many facilities require well equipped, full-time fire brigades that vary in size and function. They should be well trained and familiar with the types of fires that can be anticipated as a result of the materials handled. Guides for the formation and training of brigades are found in the NFPA Standard No. 27, Private Fire Brigades.

Civil Disorder:

The following are some suggestions for handling civil disorders:

1. Emergency Authority -- Supervisors may be given additional authority during civil disorders.
2. Emergency Responsibility -- During emergencies, responsibility for areas vulnerable to attack or necessary for operations should be assigned to specific persons. Responsibility for decisions in these particular areas should be assigned to employees with knowledge of the area and

who will be present at the emergency.

3. Community Relations -- A person should be designated to communicate with news media and the public. The public should be informed of potential hazards as soon as possible.
4. Security -- Strict security of the facility should remain in effect until the emergency is over. Gates and doors should be closed and perimeter fences maintained. Entry into the facility should be strictly controlled.

Natural Disasters:

The following are some suggested procedures for handling natural disasters such as hurricanes, floods, or tornadoes:

1. Only enter disaster areas if it is essential.
2. Do not bring lanterns, torches, or lighted cigarettes into buildings that have been flooded or damaged because of the possibility of leaking gas lines or flammable materials.
3. Do not touch fallen or damaged electric wires.
4. Immediately leave the area upon discovering a leaking gas line.
5. Formulate plans to isolate people from potential hazards.
6. Identify the disconnecting switch or master control valves for utility services and make them accessible.
7. When a tornado warning is issued, take shelter immediately. The warning indicates that a tornado has been sighted in the area. Protect yourself from falling objects and flying debris. The best protection is an underground shelter or ditch or a steel-framed or reinforced concrete building. If no shelter is available, go to the

basement or inner hallway of the lowest floor of the building.

Bomb Threats:

Every threat should be taken seriously. If a bomb threat is received by mail, message, or telephone, record in writing the time and type of threat, location of bomb, expected time of detonation, if it is a male or female voice, and any other important information. If the threat is received by phone, keep the person on the phone as long as possible to determine any unusual voice characteristics such as raspiness, hoarseness, or stuttering. Ask why the bomb was placed there and whom the caller wishes to hurt. Report a bomb threat to a supervisor, who will contact the proper authorities. The phone number of the local bomb squad should be placed near each telephone.

Exhibit J

PROCEDURES FOR SETTING UP A TRAINING PROGRAM

Safety Training for Employees:

The purpose of employee safety training is to establish a systematic method of teaching employees to perform the required tasks in a safe and efficient manner.

There are four primary objectives in employee safety training:

- 1) To teach employees hazard recognition and methods of corrective action
- 2) To involve employees in accident prevention
- 3) To motivate employees to accept their safety responsibilities
- 4) To provide employees information on accident causes, occupational health hazards, and accident prevention methods

Steps in Conducting Employee Safety Training

1. Select appropriate training topics and schedule training by priority. Eleven training topics are recommended as essential to each agency or facility:
 - A. Safety Program Objectives:
 1. Rights and responsibilities of the employee
 2. Authority and responsibilities of the supervisor
 3. Safety policy/rules
 4. Accident and near miss accident reporting procedures
 5. Job safety analysis
 6. Accident experience and trends
 - B. Hazard Recognition and Control

1. Types of hazards
2. Preventive measures
3. Inspection procedures
4. Recording and reporting
5. Immediate temporary controls

C. Emergency First Aid Procedures

1. Recognizing first aid emergencies
2. Gaining control
3. Emergency care

D. Emergency Response Procedures

1. Alarm systems
2. Evacuation routes
3. Fire extinguisher training

E. Personal Protective Equipment

1. What to use
2. When to use
3. Storage area
4. How to check, inspect, and maintain

F. Material Handling

1. High risk jobs
2. Proper lifting
3. Proper carrying

G. Slips, Trips, and Falls

1. Recognizing potential problems
2. Minimizing exposure

H. Unsafe Environmental Conditions

1. Outside (heat, cold, winds, rain, hurricanes, tornadoes)
2. Inside (noise, dust, vapor, fumes)
3. Other (fire, bomb threats)

I. Good Housekeeping Practices

1. Tools and equipment
2. Vehicles
3. Yard

J. Work from Elevations/Use of Ladders

1. Preventing a fall
2. Falling safely

K. Safe Vehicle Operation

1. Pre-operational inspection
2. Control of common hazards
3. Rules of the road

2. Develop a lesson plan for each training session. A complete lesson plan should include the following:

A. Title:

Clearly identifies the topic.

B. Objectives:

States what the trainee should know or be able to do at the end of the training period. A well-written objective limits the subject matter, is specific, and stimulates thinking on the subject.

C. Estimated Time of Instruction:

States the length of the training session. Ample time

should be allowed to thoroughly cover the subject.

D. Materials:

States material to be used in training including equipment, tools, charts, slides, films, videos, etc.

E. What the Instructor Will Do:

Gives the plan of action. Indicates the method of teaching (lecture, demonstration, class discussion, etc.). Provides directions for instructor (show chart, write key words on chalkboard, etc.).

F. What the Employee Will Do:

Indicates how employees will apply the material in the training session.

G. Evaluation:

Establishes an assessment method (test, discussion, demonstration) for determining whether the training objectives are achieved.

H. Assignment:

Provides employees an opportunity to apply the material on the job.

Safety Training for Supervisors:

The immediate job of preventing accidents and controlling work hazards falls upon the supervisor because safety and production are part of the same supervisory function. Some objectives of safety training for supervisors are as follows:

- 1) To involve supervisors in the agency's accident prevention

program.

- 2) To establish the supervisor as the key safety person in each unit.
- 3) To help supervisors understand their safety responsibilities.
- 4) To provide supervisors with information on causes of accidents and occupational health hazards and methods of prevention.
- 5) To help supervisors gain skill in accident prevention activities.

Suggested Safety Topics for Supervisors:

A. Safety and the Supervisor:

The relationship between safety and productivity.

B. Know Your Accident Problems:

Elements of an accident (unsafe acts, unsafe conditions), accident investigations, measurements of safety performance, accident costs.

C. Human Relations:

Employee motivation, basic needs of workers, supervisor as a leader, alcohol and drug problems.

D. Maintaining Interest in Safety:

Committee functions, employee relations, supervisor's role in off-the-job safety.

E. Instructing for Safety:

Job instruction-training, procedure for conducting job safety analysis.

F. Industrial Hygiene:

Environmental health hazards (lighting, noise, ventilation, temperature).

G. Personal Protective Equipment:

Eye protection, face protection, foot and leg protection, hand protection, respiratory protection, protection against radiation.

H. Industrial Housekeeping:

Results of good housekeeping, responsibility of the supervisor.

I. Material Handling and Storage:

Lifting and carrying, handling specific shapes, hand tools for material handling, motorized equipment, hazardous liquids and compressed gases.

J. Guarding Machines and Mechanisms:

Principles of guarding, benefits of good guarding, types of guards, standards and codes.

K. Hand and Portable Power Tools:

Selection and storage, safe use of hand tools and power tools.

L. Fire Protection:

Recognizing fire hazards, understanding fire chemistry, setting up fire brigades, supervisor's role in fire safety.

Exhibit K

LIST OF REQUIRED RECORDS

The following safety records should be kept by each agency for at least one year. Copies of forms describing the specific procedures as noted are included with exhibits or are provided on the ORM website.

Inspection Checklist: Completed monthly (Class A) or quarterly (Class B) in each work unit following a general safety inspection. The completed form is kept in the area it covers and should be made available to the agency head and the Office of Risk Management's Loss Prevention Unit upon request.

See Exhibit D, Sample Inspection Procedures.

Hazard Control Log: Completed monthly to identify potential hazards in each work unit. The original form stays in the area it covers or until the hazard has been corrected. Copies are sent to the agency head, the department head and the Loss Prevention Unit if not corrected in 30 days. Copies must be made available to the Office of Risk Management's Loss Prevention Unit upon request.

See Exhibit D, Sample Inspection Procedures.

Incident/Accident Reporting Form: Must be completed for each incident/accident. Attach it to the Employer Report of Injury/Illness (LDOL-WC-1007) when an injury has resulted that requires treatment by a physician. The supervisor retains the original. Copies are sent to the agency head and the safety officer.

Complete for each incident which occurs that does not require medical expense or lost time. A copy should be given to the safety officer within the agency and a copy sent to the Office of Risk Management, Loss Prevention Unit.

See Exhibit E, Sample Procedure for Incident/Accident Investigation.

Job Safety Analysis: Completed by supervisors in each work unit or the agency safety officer. Job safety analyses should be performed for death,

trends, new equipment or a change in procedures. Job safety analysis forms are kept in a notebook in the originating area. The documents should be readily accessible to employees and there should be an index naming the task and the date the job safety analysis was completed or revised.

See Exhibit F, Sample Procedures for Job Safety Analysis.

Safety Meeting Report: Completed monthly or quarterly in each unit following safety meeting and maintained in the operating area for one year. Copies should be sent to the safety coordinator or agency head.

See Exhibit G, Sample Procedures for Conducting Safety Meetings.

Training documentation: Completed following training sessions and maintained in the operating area for one year.

See Exhibit J, Procedures for Setting up a Training Program.

Exhibit L

FIRST AID REQUIREMENTS

Posted Information:

A list with telephone numbers and addresses of approved doctors, hospitals, and ambulances should be posted or accessible in all work areas. The names of CPR/First Aid responders may be posted in close proximity to the work area.

Requirements for First Aid:

1. All employees must report any injury to the first aid station or appropriate personnel (immediate supervisor, safety officer, etc.) as soon as possible, at least before the end of the shift during which the accident occurred.
2. The first aid station attendant, or someone who has completed a certified first aid course, will treat minor injuries and the employee will be returned to work. The employee may be required to sign a statement that the injury was the result of an on-the-job accident. A description of the accident and names of witnesses (if any) are included in the statement.
3. If a physician is needed, the employee will be given an authorization slip for treatment to be given to the treating physician.
4. The employee will provide the first aid station attendant with the treating physician's diagnosis of the injury and the length of time he or she is expected to be unable to work.

First Aid Training:

Only someone who has completed a certified first aid or emergency response course or someone who has advanced medical training may administer first aid. Refresher training is required according to certification requirements.

First Aid Kit and Inventory Form:

A first aid supply kit will be maintained by a trained first aid attendant. A supply and reorder form should be included in each first aid kit. Dates of inventory counting and reordering should be recorded.