



NORTH RISK PARTNERS™

Work Plans – From Blank Page to Implementation

April 2019

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Integrated Loss Control, Inc.

Work Plans-Going From Blank Page to Implementation

Objectives:

- **AWAIR Requirements**
- **Best Industry Practice**
- **Excuses Are Abuses**
- **Subjects to Consider**
- **Sample Plans**
- **Taking Credit for Prior Activities**
- **The Good Faith Effort**
- **Sustainability**
- **Questions**



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“By failing to prepare your are preparing to fail”-Benjamin Franklin



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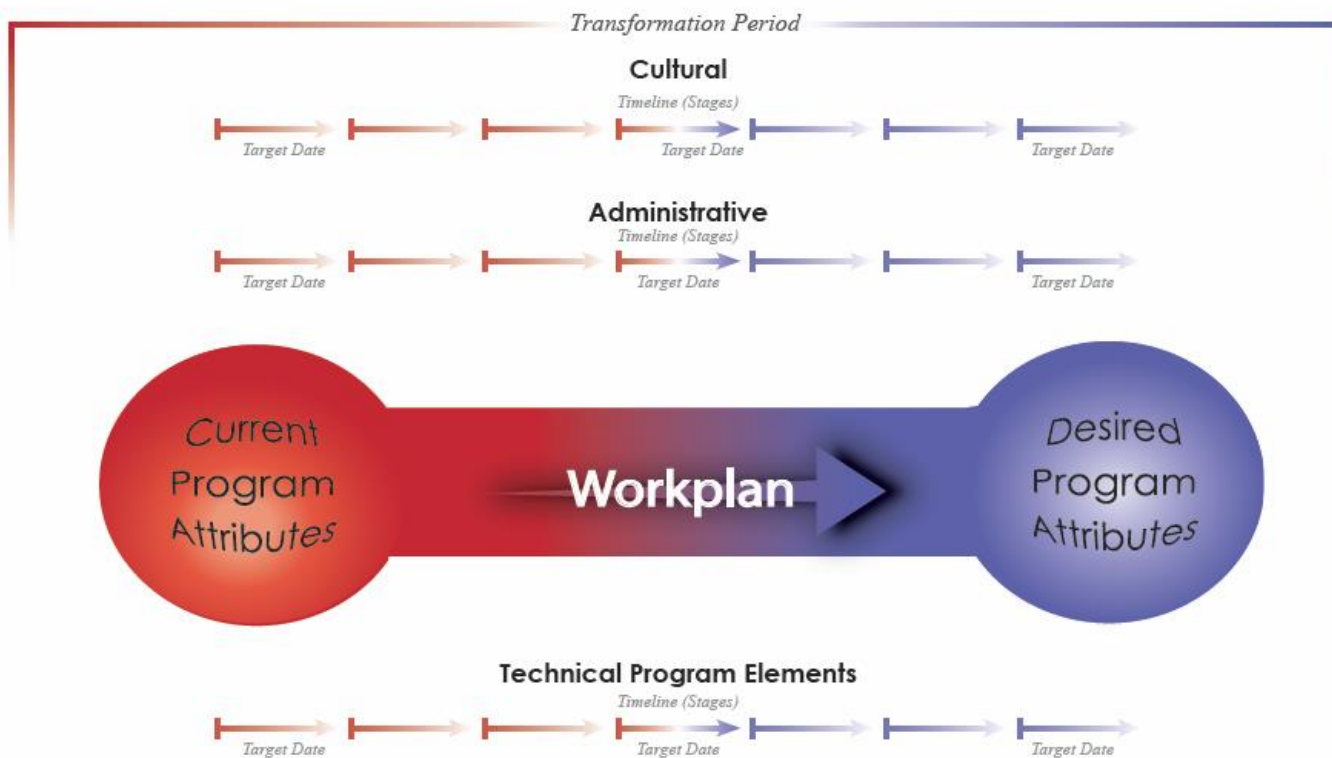
Can Your Safety Program Plan Answer the Following Three Questions?

- Is your safety program working?
- Is the safety program plan getting you (and your employees) where you want to be?
- Where do you see opportunities for improvement-reducing injuries?



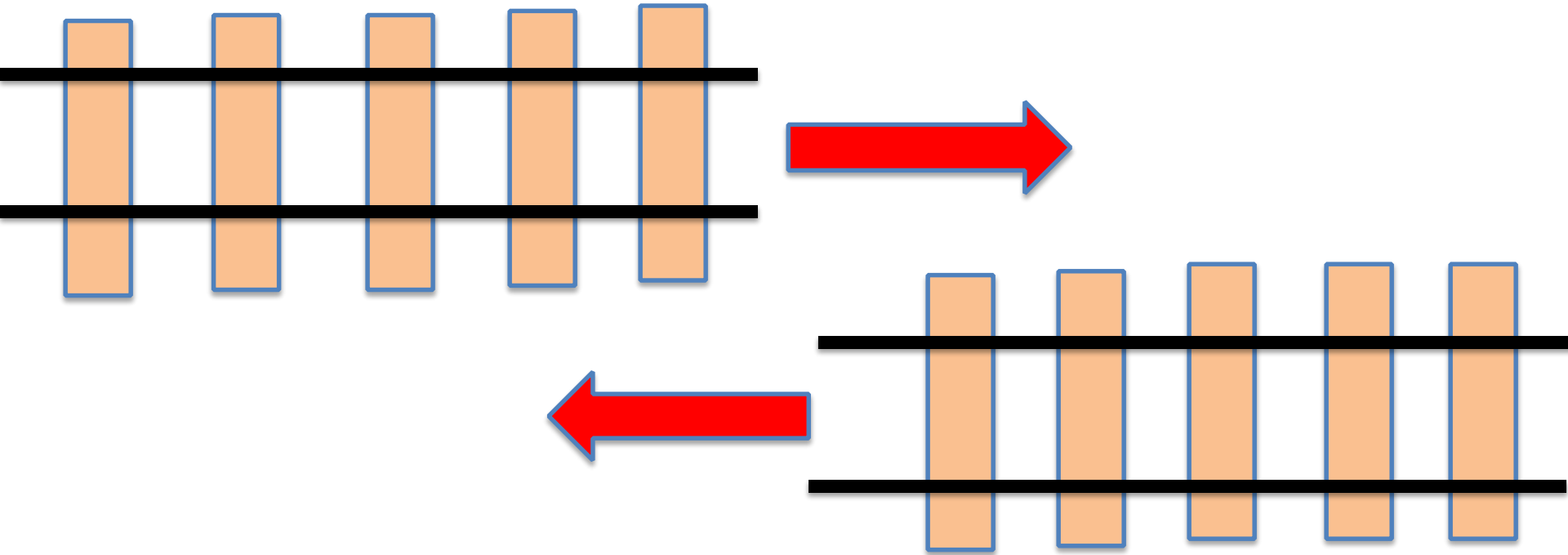
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Integrated Loss Control, Inc. Loss Control Program Strategic Plan

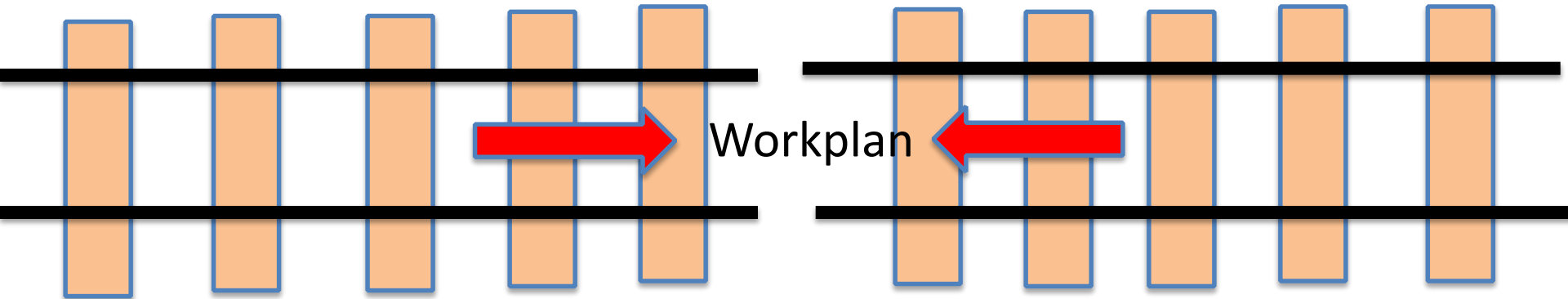


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Best Industry Practice:

- **Successful Companies Do it All the Time**
- **It Takes an “Effort” Consensus Approach**
- **Leadership Driven, and Supported by Staffing and Financial Resources**

The best goals are generally challenging to reach or complete, but are also possible to achieve.



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Best Practice-Leadership:

- **A leader's job is to develop people and get results**
- **Managers see “what is” and leaders see “what's possible.”**
- **Accountability starts with clarity around expectations**
- **Expectations Must Be Realistic**

Ideally, H &S programs and the plans that drive them should correspond with and become part of the organization's overall mission or business plan.



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MN AWAIR Requirements:

***Clearly* stated goals and objectives.**

Program must be written and describe:

- **Responsibilities of all employees.**
- **Methods used to identify and control hazards.**
- **How the program will be communicated to employees.**
- **Accident investigations and corrective action.**
- **Enforcement of safe work practices and rules.**

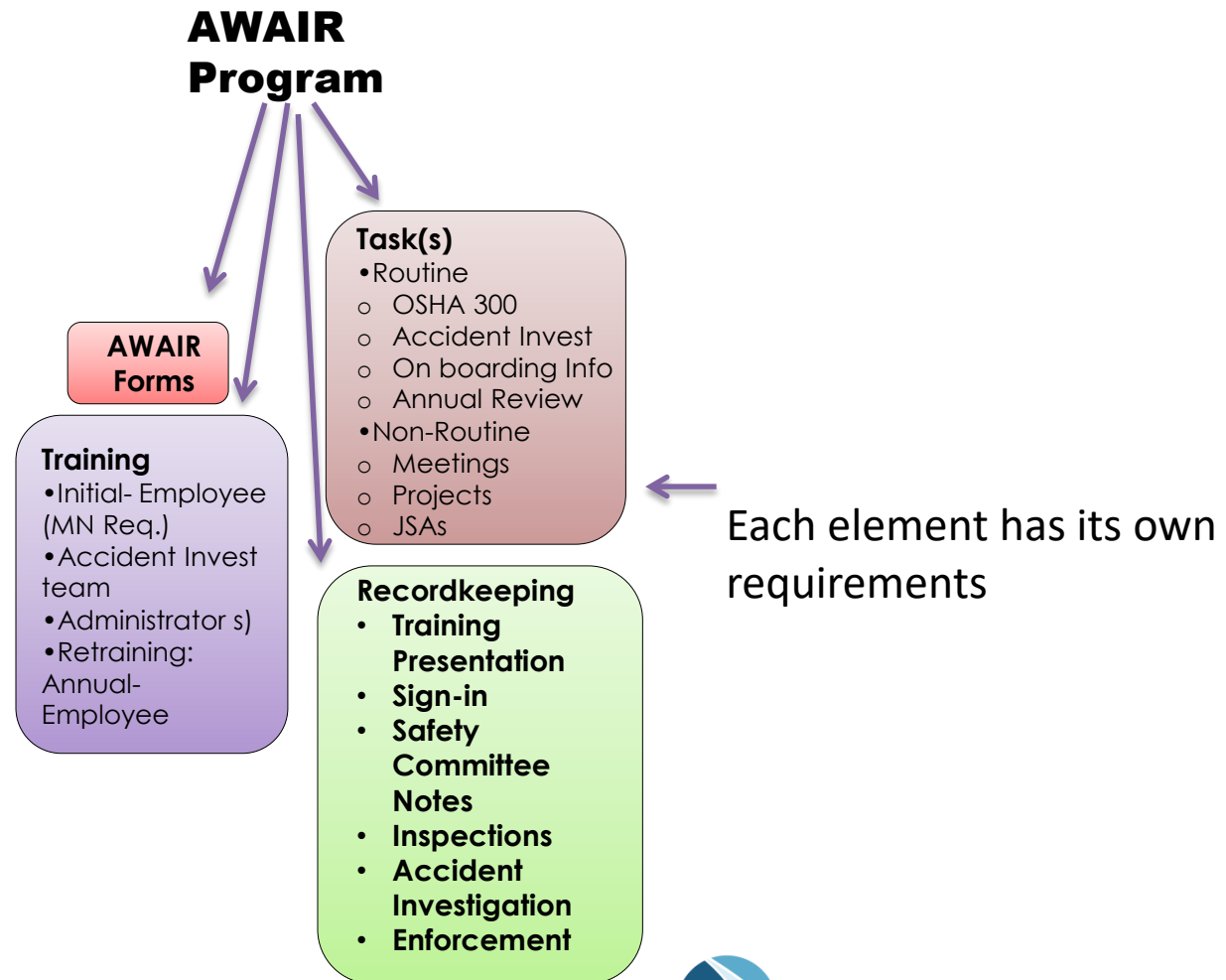
Annual, documented review of program and goals.

Employees Need to Know Where to See a Copy.



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AWAIR-A Workplace Accident Injury Reduction

IIPP-Illness and Injury Prevention Program

I2P2-Same as IIPP but more techie

VPP-??

HASP-??

CAPS-??

SHARP-??

WIIPP-??

SSAP-??

HESIS-??

OHE &S-??



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Or is it a SSDP?



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Excuses Are Abuses

Excuses include:

1. **We didn't know-As a core function its on the employer to find out.**
2. **We are too busy (focusing only on production)**
3. **Its time consuming (multi-tasking , no one assigned or made available)**
4. **Don't have a safety director, won't spend money on a consultant either (cost prohibitive)-we are only a small operation**



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Excuses Are Abuses cont.

Excuses include:

- 5) No funding available for H &S efforts (how much do you have in reserves for loss of an employee (maybe a key employee), WC costs, liability claim, fines, replacement equipment, damaged property, etc.??)
- 6) We have never had a claim, accident or OSHA visit (complacency)
- 7) Typically a plan is very hard to create after the fact, post injury, and your reputation has already been tainted. **(But its not impossible- and very worth while!!!)**



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Where Do We Start-Summary

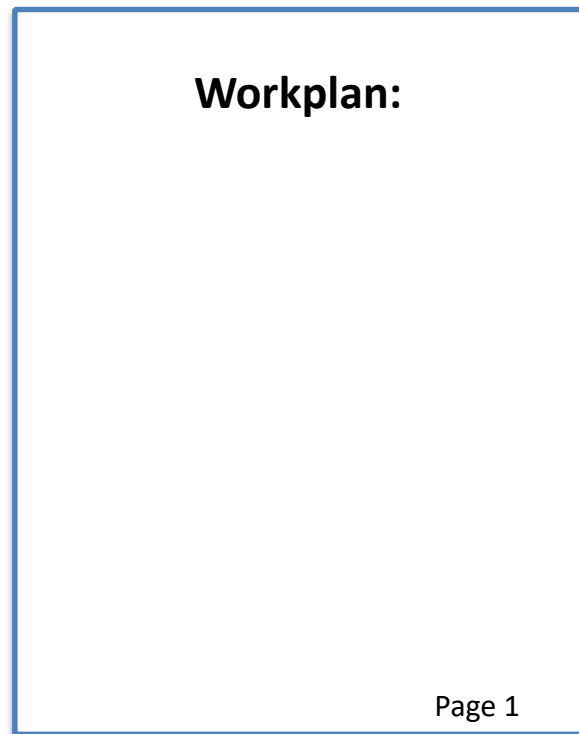
- **AWAIR/IIPP Compliance Requirements**
- **Program Structure**
- **Loss History**
- **Best Industry Practice**
- **What are the Excuses**



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Where Do We Start??



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Subjects to Consider for Your Plan

- **OSHA elements (AWAIR)**
- **Review loss history (problem areas)**
- **Review where you have been, where do you want to go???**
- **Employee input**
- **Review Competitor's Plans (those running a successful business)**
- **Trade Association, Work Groups, Networking**



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Where Are We Feeling the Pain??

Review Your Loss Runs

OSHA Citations (or Citations give to Competitors)

Inspection Reports-Internal and External

Insurance Carrier Recommendations

Safety Committee Recommendations

Trade Associations, Networking, Other Sources??



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Sample Plan(s)-What Does One Look Like?



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Sample Plan Goals-Developed at Corporate Level , Referenced in Employee Safety Committee Notes, Team Meetings, etc. :

1. Plan to Reduce Recordable Accidents (areas A, B and C)
2. Reduce Slips, Trips and Falls by 25%
3. Plan to Reduce the Numbers of Strains **Involving the Hand** (Press 14-16, Main Plant)
4. Plan to Reduce Cuts-Metals Assembly Area from 12 (2017) to 5 or less (2018)



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Who is the H &S Coach, Conductor, etc. What Do They Say?

Football analogy:

Quarterback sacks are increasing

Let's work on the fundamentals of blocking, protecting the quarterback

Basketball:

Missing a lot of free throws, let's work on those

Orchestra:

The woodwind section appears weak

Timing is off in the horn section



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Who is the H &S Coach, Conductor, etc. What Do They Say?

- 1.Coach says we have too many slips and falls-needs to be addressed*
- 2.Coach says we have too many sprains in X-department -needs to be addressed*
- 3. Coach says we have too many cuts in Metals dept. -needs to be addressed*



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Addressing Slips, Trips, and Falls-Reduce by 25%:

Objective/Task

Review Incident /Loss History

Inspect the worksites

Get specific as to where the problem is

Plan Steps:

- Utilize work groups, employee safety committee, external consultant to look for; oil spills, water leaks, floor reconditioning issues, weather issues (entry/exits).
- Oil spills-is clean-up sufficient, acquire more adsorbents (spill sock, pillows)
- Train maintenance employees in spill clean-up, general floor cleaning, placement of matts
- Identify source of oils (equipment, oil mist collection systems, duct work)



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Addressing Sprains Objectives:

Objective/Tasks

We will conduct “Multi-Dimensional Job Analysis” (MDJA) – based on what we want to achieve from the evaluation, we can include:

Job/task (can we look at hands specifically??)

We will observe and document-

Essential physical requirements

- Reaches (arm/hand extensions)*

- Postures (bending, standing, sitting, etc.)

- Lighting for tasks

- Weights experienced when performing the tasks

- Work environment evaluations (PPE, respirator use, hearing protection required)

- Personal protective Equipment required (Certification reviews)

Support the above by written Word documents, digital photos and/or video.



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Addressing Sprains Objectives cont.:

The desired information to be captured can be used for:

Employee hazard recognition training (manual material handling, back injury prevention, etc., structured follow-ups over time)

**Injured employee return-to-work opportunities
Provided to clinic to assist in specific return-to-work opportunities**

**Used for new employee training and cross training
Can be used to develop pre-employment evaluations,
interviewing of potential job candidates
And others.....**



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Addressing Cuts:

Objective/Task

We will implement cut reduction program:

Plan Steps:

- **Reduce employee handling of sharp metal, raw materials**
- **Utilize suction lifts, automation**
- **Upgrade to Laser system, de-commissioning shears**
- **Require tight fitting, cut resistant PPE for hands, forearm sleeves in all work areas**
- **Implement disciplinary action for employee(s) not wearing assigned PPE**



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Your Plan Should Show Or Be Able To Measure Progress Towards Meeting Your Goals-Ultimately To Make Your Workplace Safer And Healthier For Everyone



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Taking Credit for Prior Activities, and Accomplishments

Praise and appreciation can go a long, long way.

If there is a mistake it is also a learning experience.

If you did something that was successful, why not put in the plan for next year, or every year??

We Won the Game!!! But Why?? Its OK to Ask.



Taking Credit for Prior Activities & Accomplishments

No OSHA Citations, Insurance Carrier Recommendations-GREAT!!

OSHA Cautionary Tale-One visit does not provide clearance for anything and everything

Never receiving an OSHA Citation doesn't mean you will never get one

OSHA is minimum



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Taking Credit for Prior Activities & Accomplishments

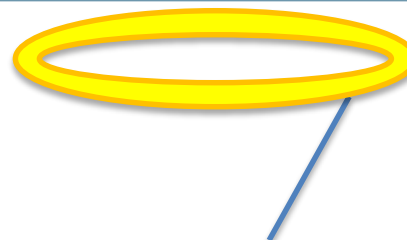
**Have we ever surveyed the employees to see how they feel?
Did they get credit when credit was due??**

Are issues truly being addressed or just being masked or hidden?

Promote the Successes at the Highest Level



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The Good Faith Effort

Analyze What Was Done

- **Who was Involved**
- **What Was Done**
- **Records Available??**

Any items remain incomplete?

- **Deferred,**
- **Hazard no longer exists,**
- **Stalled due to lack of funds, staffing, leadership support??**



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The Good Faith Effort cont.

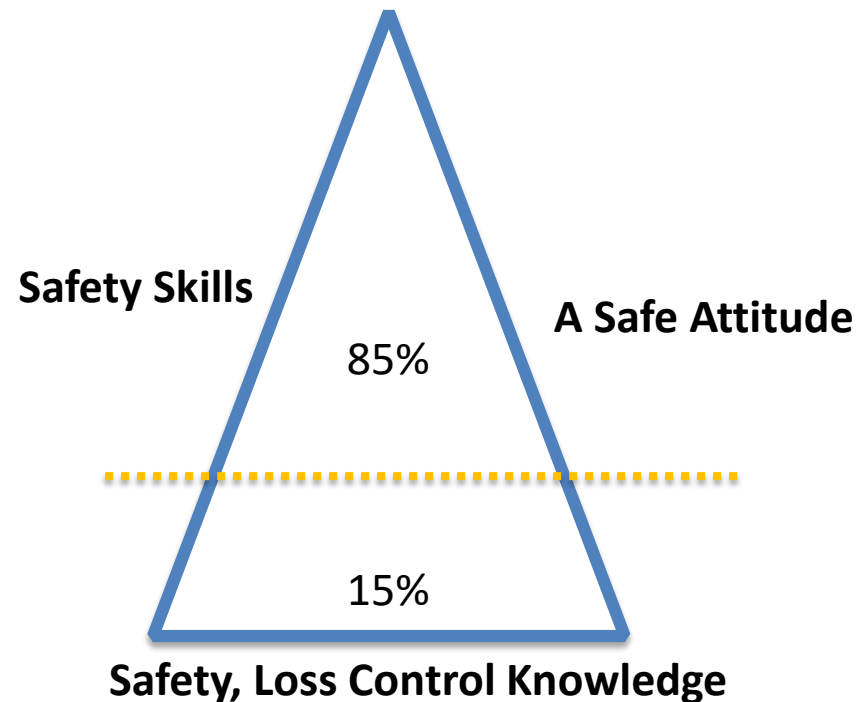
**If Unsuccessful or Incomplete -
Did we collect some information in the
attempt that can be useful???**



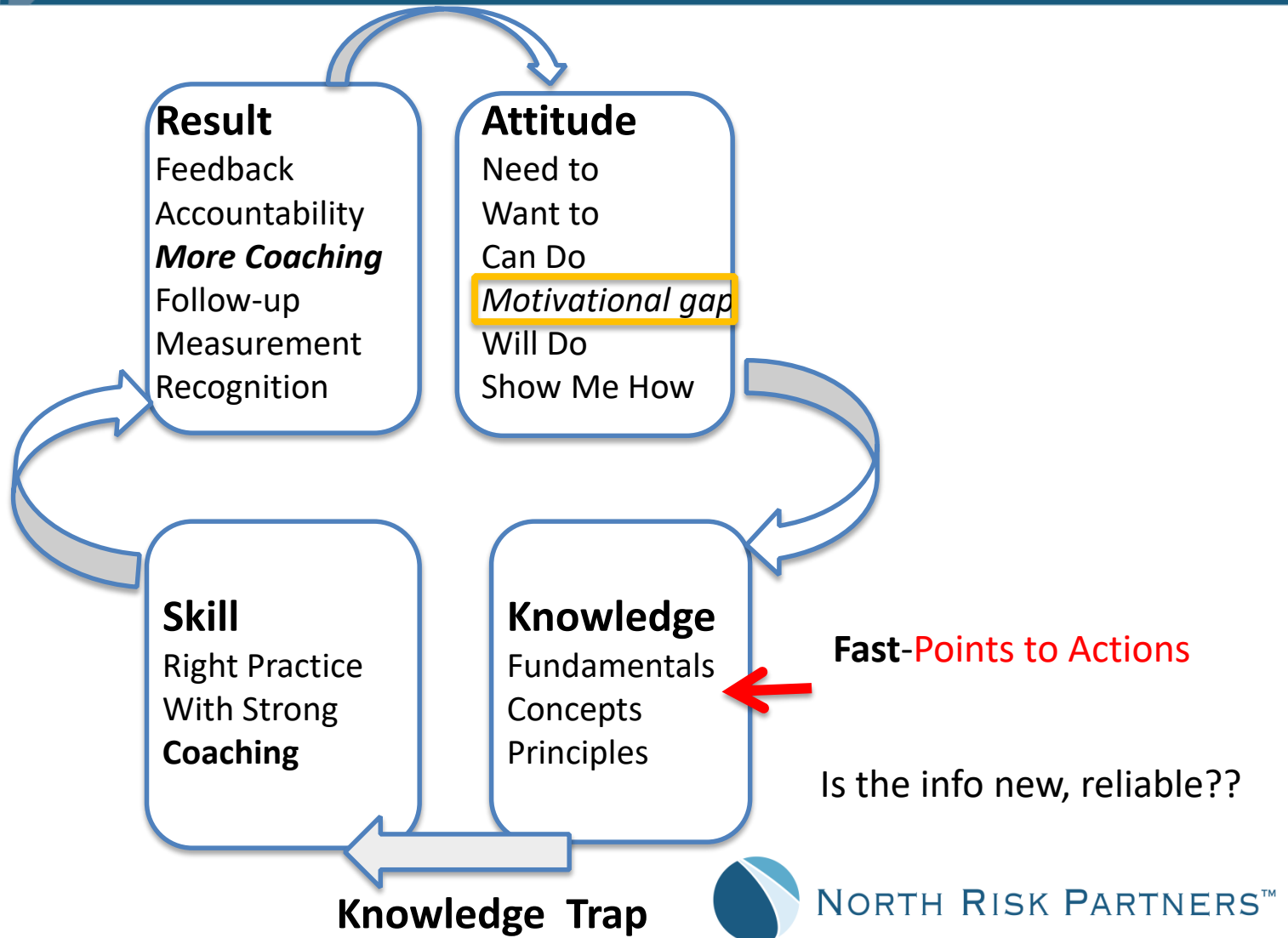
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Triangle of Success



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Sustainability

Sustainability is Key.....over time and people

Your Operations May Change

The Regulations/Best Practices Change

Team members and Roles May Change

Employees May Not Be Available (vacation, illness, etc.)

**What do you have in place to ensure
SUSTAINABILITY?**

**Are your programs in place and do you have a
WorkPlan?**



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Sustainability cont.

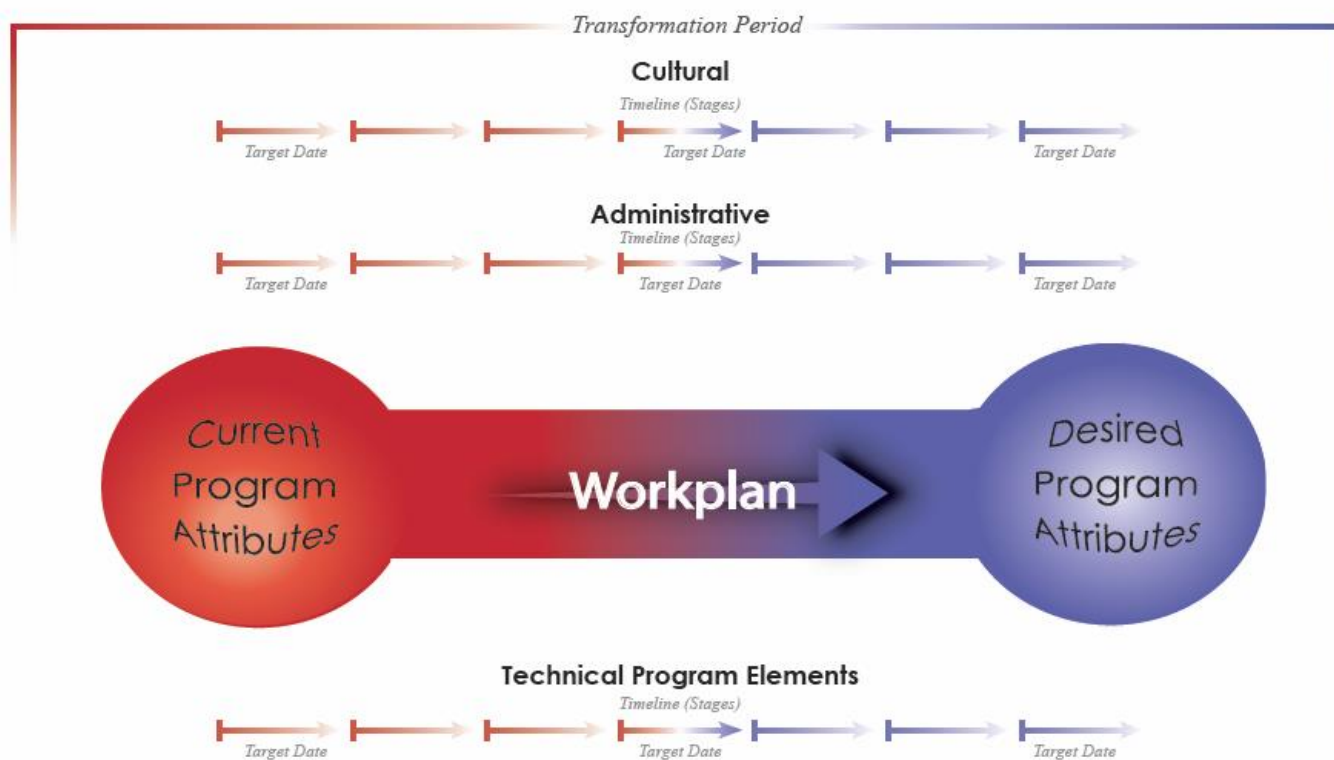
- **Keep Copies of the On-Going Plan, and Prior Plans**
- **Note Successes and Failures**
- **Prior or Current Strategy Can Work in the Future (*except when it doesn't*)**
- **Rewarding People for Effort and Results**



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Integrated Loss Control, Inc. Loss Control Program Strategic Plan



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Who We Are Plus What We Do is Equal to What We Get



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Questions?



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Integrated Loss Control Contact Information

North Risk Partners Value-Added Services Hotline (888) 667-4135

Call the hotline to get personalized advice from HR and safety professionals on a variety of topics, including state and federal compliance, employer best practices, workplace programs and more.

***You may also reach Integrated Loss Control by emailing safety@northriskpartners.com**

