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## PA State Safety Committee Certification Training



**The Solanco School District**

October 11, 2022

OLD REPUBLIC INSURANCE GROUP

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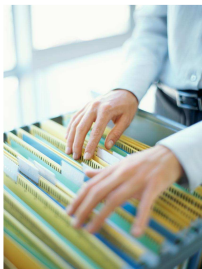
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### Attendees & Chairperson

*Make sure these training records are maintained!*

- Confirmation letter
- Attendance list for today's training
- Presenter qualifications
- PowerPoint slides




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### Your Presenter

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**Jake Albert, CSP**  
Strategic Risk Control Consultant – Risk Control Services

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### PA Safety Committees Making a Difference



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### Today's Agenda

This presentation is designed to meet PA Department of Labor guidelines, however by taking opportunities for improvement from this session your Committee will have broader benefit for your workplace safety objectives.

- 1. Certification or Recertifying Your Organization's Safety Committee**
  - Effective compliance, meeting State guidelines, and being prepared in the event of a State Audit
- 2. Hazard Identification: Pre-accident / incident prevention!**
  - Identifying and correcting known and potential workplace hazards
- 3. Substance Abuse** (so important in our current climate of opioid abuse)
- 4. Accident Investigation: An effective program follows up on each accident / incident or near miss.**
  - Learning from your accident history by correcting the source issue – root/real cause analysis

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### Why Have a Safety Committee?

The priority is to prevent injuries and reduce the cost of workplace accidents / incidents by:

- Increasing employee safety awareness
- Ensuring your departments/locations are complying with your organization's safety requirements and protocols
- Helping to ensure compliance with applicable Federal and State health and safety standards
- Providing opportunities for open discussion of health and safety issues and possible solutions
- Building enthusiasm for safety programs



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### Committee Structure



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### Committee Structure: The Committee

- Meetings must be held monthly – a best practice is for scheduled meetings at the same time each month, which is not a State requirement, but makes it easier for Committee members to plan when the date and time are consistent.
- Try to limit the meetings to 1 hour by following the agenda and maintain focus. If meetings are running long, sub-committees can be assigned to deal with specific issues or concerns.
- Members should represent the major work departments of your organization and also consider where you have greater injury exposure and / or accident / incidents.
- Members should serve at least a one (1) year term, then may rotate off. Always look for new members with an interest in workplace safety.



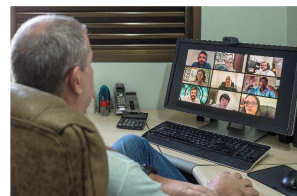
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### Committee Structure: The Committee cont.



- The State does permit members to call in on a conference call or ZOOM meeting and they will be considered present. Make sure you have the employee's name on the attendance sheet noted as call in or virtual attendee.
- Members on a remote call or ZOOM should be active participants in the meeting.



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### Committee Structure: The Chairperson

- Ensure meetings are scheduled and held on a consistent, monthly basis.
- Facilitate the agenda for each meeting and ensure a quorum of trained members (50% of members + 1) is present for the meeting to "count."
- Ensure posting of the minutes following meetings to provide open communication with all employees in your organization.
- Ensure agendas are sent out prior to the meeting, on a separate document from prior meeting Minutes, and posted for employees to review.
  - This also gives members the opportunity to prepare for the meeting and have items added to the agenda if needed.



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### Committee Structure: Members



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### Committee Structure: Members

- One person must be designated to write, maintain and post minutes for each meeting. This can be the same person each meeting, or rotated through the membership.
- Membership must consist of at least 2 management and 2 non-management personnel. The make-up of the Committee must be even or more of employee-level representatives.
- Members must attend all meetings and actively participate.
- Members should set a positive safety example for other employees – “walk the walk”.



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### Committee Structure: Members

- Conduct safety (hazard identification) surveys. The State requires minimum quarterly, but best practice would be monthly.
- Participate in accident investigation reviews – all incidents, accidents and near misses reported the previous month should be discussed for effective investigation and additional corrective actions.
- Report any observed unsafe acts or unsafe conditions between meetings. This should be done immediately if there is imminent danger of injury or harm to any person.
- Promote the Safety Committee throughout your organization and share with co-workers the results of meetings and actions being worked on.
- Ensure your training log of members and alternates is up to date annually.



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### Safety Committee Meetings: Required Tasks

- Review current workplace safety programs/procedures
  - Read, review and recommend revisions to existing programs/procedures as needed. This would include the department monthly/quarterly inspections results.
  - Employee handbooks and formal policies and procedures related to workplace safety should be reviewed annually and updated at least every other year as needed.
- Accident investigation and corrective actions:
  - Discuss every accident and any near miss each meeting.
  - Review the actual report for completeness, root cause analysis and an effective corrective action.
  - Get the immediate supervisor of the injured worker involved, if necessary.



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### Safety Committee Operations: Setting & Meeting Goals

- The State (PA) does not require that your Committee set formal goals, but PMA encourages setting some goals to keep the Committee on track and validate the time and effort invested.
- Goals can be short-term (up to 6 months) and/or long-term (longer than 6 months).
- Goals should be measurable and achievable within a reasonable time.
- Goals and objectives can be found:
  - Past accident history: Claim data, First Aid logs, OSHA logs or similar sources.
  - Observations of actual operations, tasks and potential exposures.
  - Federal, State or Health related compliance requirements.
  - Listening to what workers say about safety in the organization.
- Make sure you review goals periodically to determine the effectiveness of the Committee and to reset or restate goal targets.



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### Safety Committee Operations: Problem Solving

- Be receptive to others' ideas.
  - Every contribution is worthy of review.
- If there are areas of safety concern within your operations – they must be addressed through notes in the Minutes of the meeting.
- If you identify exposures, there must be a corrective action taken and follow up on that action to determine if the problem has been addressed properly. If complete, close the item and remove from the current month's Minutes.
- Safety Committee members need to communicate with their co-workers; ask them prior to the meeting if they have any issues that should be addressed by the Committee.



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### Safety Committee Operations: Sharing Success

- Achievements
  - Program or procedure reviews.
  - Corrective actions from hazard identification or accident investigation review.
  - Loss frequency reduction in a targeted area.
- Take credit for and share the successes of the Committee with upper management and ensure all employees are aware of these successful activities.
- Outstanding items
  - What has to be completed?
  - Is there a “block” or “stop” keeping your Committee from completing items? (This is an area where top management involvement can help meet objectives)



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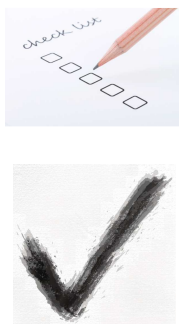
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### Safety Committee Operations: Meeting Requirements - Review

- Minutes must be taken and preserved as record.
  - Minutes must include date, time and the list of attendees.
  - Note the major topics discussed.
  - Note any training held.
  - Document work on goals met or open.
- Ensure top management is involved; invite them to a meeting and copy them on all minutes.
  - Without "top management" showing support and commitment, the safety committee can lose effectiveness.



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### PA State Safety Committee Guidelines - Review

- Must meet monthly!
- Must have a quorum in attendance (50% + 1)
- Membership must be equal employee/employer members – can have more employee level members, if agreed upon by Committee vote
- Agendas should be posted and sent out in advance of the meeting to all members
- Signed attendance sheets must be maintained



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### PA State Safety Committee Guidelines - Review cont.

- Minutes must show accomplishments of the Committee; also track recommendations and follow up corrective actions
- Hazard identification inspections must be conducted on a minimum quarterly basis (monthly is a best practice)
- Annual training must be completed at least 30 days prior to insurance renewal date
- Application must be submitted 90-30 days prior to insurance renewal
- Renewal affidavit must be sent in within 15 days of renewal date



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### Our overall Safety Committee goal (objective)!!



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## Part 2 Hazard Identification



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### Purpose of Hazard Identification

To identify and eliminate unsafe acts and conditions **before** they result in an injury to a person(s) or other loss.



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### Proactive Hazard Identification by your Committee is key to a hazard-free workplace

1. Either teams or individuals should be completing documented safety inspections at least quarterly, but may be monthly depending on your operations and facilities.
2. The focus should be on identifying physical hazards and unsafe work practices that are likely to cause serious injuries.
3. Mix teams or individuals to give fresh "eyes" to other operations to find those potential "root causes".
4. Each meeting should review the issues, actions and progress of your hazard identification/self-inspection activities.



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### Methods of Hazard Identification

- Safety Inspections
  - This is the main focus of this section of the training.
- Accident/Loss Trend Review (Does the past show current issues)
  - May help identify patterns related to type of accident, location, shift, time of day, worker experience/age, etc.
    - Check past and current OSHA 300 Logs or First Aid logs.
    - Request and review insurance carrier loss runs and other reports.
- Job Safety (Hazard) Analysis
  - This method breaks jobs into steps, then the possible hazards and controls related to each step are reviewed and put in place.



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### Three "E's" to Identifying Potential Loss Causes

#### Equipment

- Defects
- Correct equipment available and used
- Equipment used properly

#### Environment

- Workstation design
- Housekeeping
- Lighting, noise, contaminants, etc.

#### Employee

- Trained? Knowledgeable?
- Procedures being followed?
- Behaviors? (Past or present)



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### A Few Basic Thoughts for Hazard Identification

- ✓ Make sure you're looking for the common hazards that can be eliminated by enhanced employee awareness.
- ✓ Does it look right to you? If not, what should be done?
- ✓ Just because it's always been done that way, doesn't make it right way!



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### Do you find conditions like these?



Understanding chemical hazards



Well organized storage



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### Or more like these?



Disregarding chemical safety



Disorganized storage



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### Don't disregard trip or fall, vehicle damage, liability for damage to others?



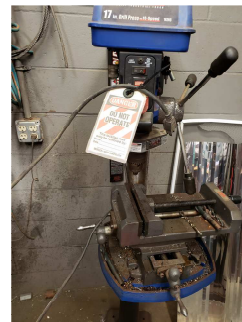
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### Is your machine guarding up to date? These weren't!



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### Is your machine guarding up to date? Now these are!



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### What are these mystery materials?



Water? Bleach? Ammonia?



Kerosene? Diesel fuel? Lubricating oil? Water?

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### Maintain a free and unobstructed means of egress!



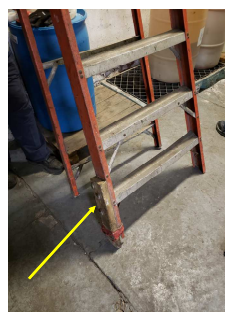
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### What's really the problem? Good enough vs. safe!



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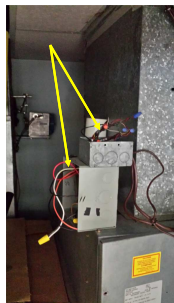
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### Electrical Issues: Frequently seen, but often ignored



Open panel and housekeeping hazards



Also used as a coat closet!



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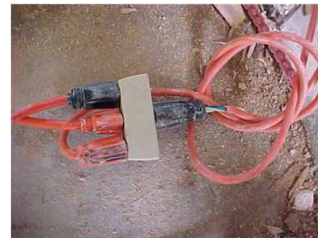
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### Electrical issues: Shocks, electrocutions, and fires!



High voltage and a custodial mop. Really?



Too much draw through an inadequate device from a damaged supply wire



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### Lifting safely to prevent soft tissue injuries! Everyone knows how, but why don't we bother?



Avoid heavy loads above the shoulder or below the knee level!

Don't twist – move your feet!  
Wear gloves to reduce contact stress!



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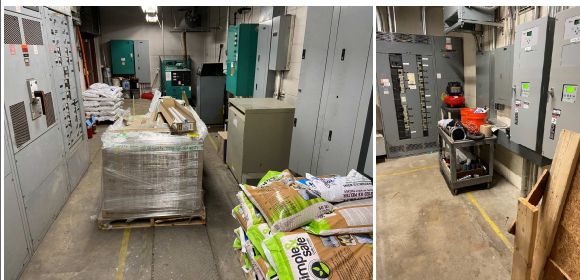
What about at  
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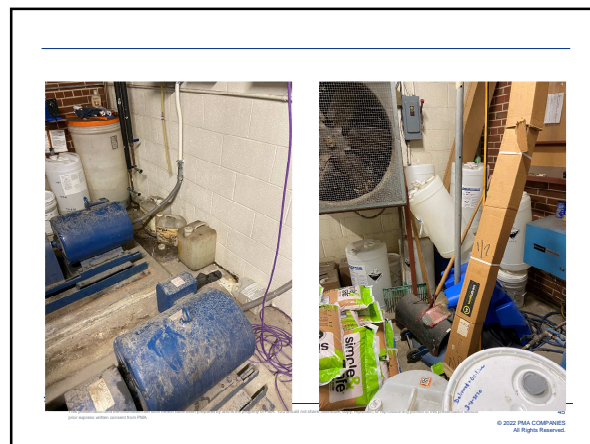
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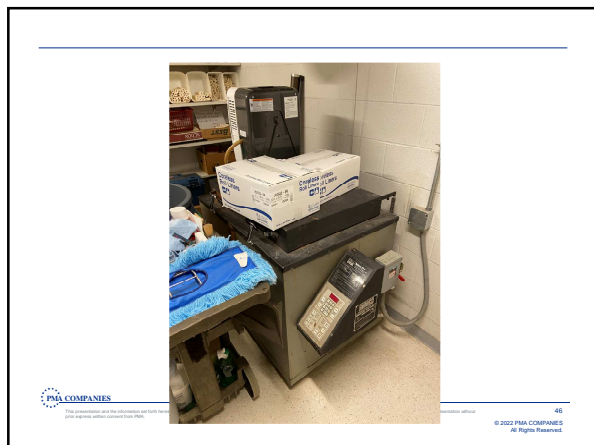
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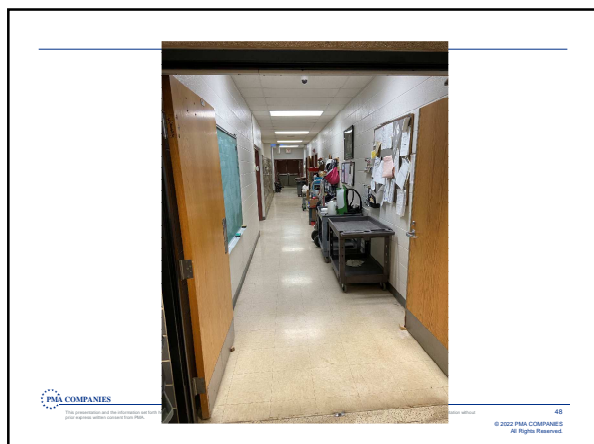
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### Self Inspection Best Practices

#### Inspection Frequency

- State requires "periodic" inspections
  - Must be minimally quarterly
- Best practice: Monthly

#### Where to inspect

- All major operations / departments (at least quarterly)

Use a checklist to provide consistency in reviewing the work areas and to document completion of open issues.



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### Summary

- The purpose of safety inspections is to identify and correct hazards **before** they result in injury.
- Look for **both** unsafe acts and unsafe conditions during the inspection.
- Determine why actions and/or conditions are taking place so that you can prevent the same thing from happening in the future.
- Involve affected management in the hazard identification and solution process.
- Track all correction efforts as part of best practice and state requirements.



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## Part 3 Substance Abuse and Opioid Awareness



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### 841,000 People have died from 1999-2019 from Opioids

In 2019 70,630 drug overdose deaths occurred in the U.S..

There have been 96,000 drug overdose deaths from March 2020 to March 2021 that is only the first year of the pandemic.

Opioids (mainly synthetic opioids) are currently the main drivers of overdose drugs. 72.9%



Everyday we lose 11 Pennsylvanians to a Substance disorder.



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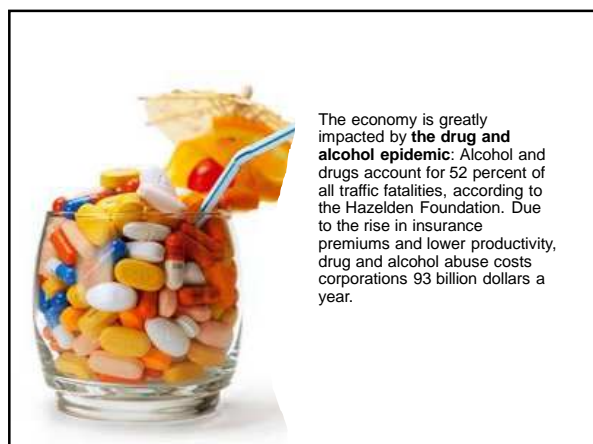
### How does this happen?

1. If an employee is injured at work and is prescribed an opioid, they may become dependent upon the medication to manage their pain.
2. If the physician determines their pain is no longer at the level where opioids are necessary, they may discontinue prescribing them.
3. If an employee has a dependency problem, they can turn to other methods to find relief for their real or imagined pain.
4. This can lead to the use of heroin or other similar drugs.



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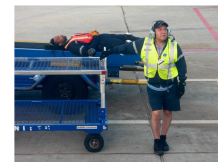
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### Impacts of the Opioid Epidemic on the workplace

1. Falling asleep at work or appearing very tired all the time
2. Frequently making mistakes (when typically, a very conscientious employee)
3. Disappearing or taking frequent trips to the bathroom, breakroom, back alley, other places where drugs may be used
4. Displaying extreme mood swings
5. Being late or absent frequently without notification
6. Disappearing valuable company property
7. Missing appointments and deadlines



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### What can we do about this problem ???

- Collaboration is essential for success in preventing opioid overdose deaths.
- When companies address potential substance abuse issues with proactive programming, many of the issues improve greatly. Offering to help improves the bottom line and helps people.
- Have a formal policy in place, enforce it, and hold people accountable.
- One tool that can significantly impact workplace substance abuse is an Employee Assistance Program (EAP).
- Medical personnel, emergency departments, first responders, public safety officials, mental health and substance use treatment providers, community-based organizations all bring awareness to the problem and solutions.

Awareness that there is a problem is the first step in solving the problem!

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### Pennsylvania Senate Bill # 147

#### Opioid Awareness training for all safety committee members

Pennsylvania Senate passed a Bill on January 29, 2021, and was signed by Governor Tom Wolf on June 30, 2021.

- The employer must have documentation that they have trained their safety committee members regarding the risks associated with opioid painkillers.
- This specific training has been added to the already 3 required topics to maintain your State certification. So, this Opioid Awareness section was made mandatory as a condition for being a State Certified Safety Committee.
- What has been covered during this session meets the current requirements and there is no need for additional training at this time. If the bill is extended to all employees, then additional training would be required.
- The certification process will include proof that you did train the safety employees on all required topics: Committee roles & responsibilities, hazards identification, opioid awareness and accident investigation.

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## Part 4 Accident Investigation

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### Accident Investigation: What you need to know and do!

- What is an accident?
- Why should you investigate both accidents and incidents?
- What is the safety committee's role in accident investigation?
- How do you find the true cause?
- What should be the results of the safety committee's input into the investigation?

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### What is an accident?

An uncontrolled and/or unplanned event sometimes resulting in personal injury, illness, death and/or property damage.



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### What causes accidents?

It has been said that 90% of accidents are caused by unsafe acts/behaviors and 10% by unsafe conditions. But, it's more complicated than that and an effective accident investigation seeks to find the true cause that initiates these acts or behaviors?

An effective accident investigation seeks to root out the true cause:

- Management or operational deficiency.
- Inadequately designed process or technology application.
- Lack of effective instruction, education and follow up.
- Mechanical defect.
- Human error at some level.

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### At-Risk & Unsafe vs. Unsafe Conditions

#### ACTS

Improper lifting  
Operating at an improper speed  
Horseplay  
Using defective equipment  
Influence of drugs and/or alcohol  
Improper loading  
Taking shortcuts  
Not wearing proper PPE

#### CONDITIONS

Inadequate ventilation  
Defective tools  
Inadequate guarding  
Poor lighting  
Noise exposure  
Exposed electrical wires  
Poor housekeeping  
Chemical exposure

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### Unsafe Act or Unsafe Condition?

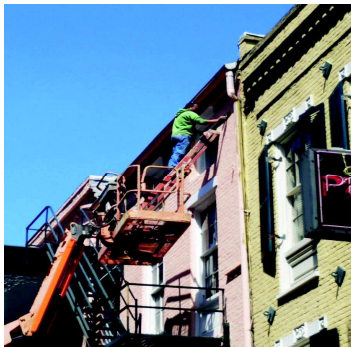


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### Unsafe Act or Unsafe Condition?

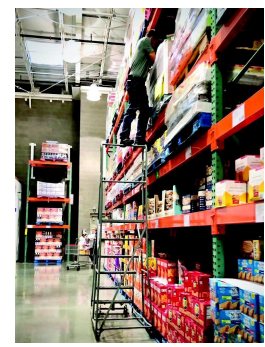


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### Unsafe Act or Unsafe Condition?



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### Unsafe Act or Condition?

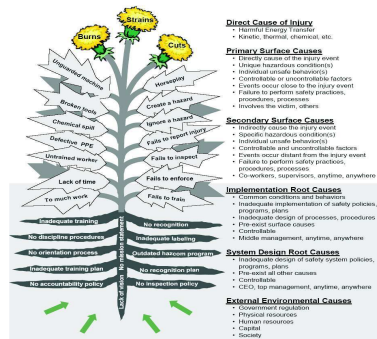


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### The "Accident Weed" – Don't just look at the surface – GO DEEP – Identify the Root Cause



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### What is the Safety Committee's goal in the process?

- To prevent future incidents (leading to accidents)
  - To identify and eliminate hazards
  - To expose deficiencies in process and/or equipment
  - To document "Root Causes" and corrective actions
  - To maintain worker morale
- TO PREVENT RECURRENCE!



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### Why we need to investigate all accidents?

- To protect employees and assets
- To determine root cause
- Prevent recurrence
- Reduce personal injury
- Improve productivity
- To promote Safety & Health

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### Develop and Implement Remedial Actions

- Physical conditions
  - Remove the hazard
- Protect the employee if the hazard can't be removed
  - Re-engineer the work design
  - Ensure proper maintenance is in place
- Behaviors
  - Observe the behavior and correct any unsafe practices
  - Train/retrain employees
- Coaching/Discipline
  - Issue discipline if work rules were violated or unsafe behaviors are willful

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### Your Safety Committee Involvement in the Accident Investigation Process

**NOTE:** The primary responsibility for incident and accident investigation is a supervisory/management task. The Safety Committee brings the opportunity for more review and input to ensure an effective corrective action.

- Review accidents at every meeting
- Discuss investigation completed by the supervisor and make additional recommendations for corrections (if needed)
- Discuss status of corrective actions at each meeting
- If possible, interview the injured party and witnesses prior to the meeting

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### Accident Investigation: Remember the Benefits...

- Reduced production delays
- Continuous improvement process for operations & safety
- Raises safety awareness level of all employees
- Everyone goes home the same way they came to work



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### Our overall Safety Committee objective!!



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