

The 7 Habits of Highly Successful Safety Coordinators



HR RM Safety



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EXIT

TAIR

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SAFETY
TRAINING
8-5 →

Focus on Safety



Who Is Responsible for Safety?

Injury and Illness Prevention Program

Management –

Provide overall guidance, direction and technical support

Departments –

Develop and implement effective safety programs

Managers/Supervisors –

Ensure safety of employees and workplace

Everybody –

Know and follow Safety policies and procedures,
Work Safely!

Cal-OSHA Regulations

Injury and Illness Prevention Program

Title 8, CA Code of Regulations, Section 3203

- ▶ Assign safety responsibilities
- ▶ Identify and correct workplace hazards
- ▶ Investigate accidents
- ▶ Communicate with employees
- ▶ Train employees to work safely
- ▶ Keep safety records
- ▶ Review the program annually



Public Agencies

IIPP
Development and
Support

Safety and
Environmental
Programs and
Training

Countywide
Safety
Council

Facility
Inspections &
Audits

Supervisor and
Employee Safety
Training

Federal and
State
Regulations

Ergonomics
Program

Emergency
Response and
Evacuation
Plans

Safety
Materials &
Videos
Library

Cal/OSHA
reporting and
Investigations

Safety
Committee or
Coordinator
Training

DOT Drug and
Alcohol Program

Field
investigations
– accidents &
hazardous
materials

Training Objectives

1

- Evaluate strategies to help your employees review job hazards, and identify high priority risks.

2

- Learn soft skill approaches to develop your safety team.

3

- Discuss strategies to present safety issues to management, and pitch corrective actions.

The 7 Habits

- Habit 1** **Establish Credibility**
- Habit 2** **Identify and Prioritize Safety Risks**
- Habit 3** **Research Corrective Action Options**
- Habit 4** **Identify and Soften Barriers**
- Habit 5** **Strategize! Strategize! Strategize!**
- Habit 6** **Present Your Ideas Effectively**
- Habit 7** **Follow-up: Patience and Persistence**

Habit 1: Establish Credibility

▶ Know Your Groups

- Drivers & Limitations
- Organizational Structure

▶ Create Visibility

- Walk-Around
- Invite Yourself to Staff meetings
- Learn about your employees' jobs & work environment
- Find your safety champions
- Invite staff to participate in safety

▶ Be a Resource – Change Your Title

- Build trust and rapport
- Work with your RM Safety analyst for guidance and support



You Need a Team



Recruit employees who can help

- ▶ Build a team
- ▶ Train them in safety
- ▶ Include your staff in delivering the message!



Make it Fun!

► What ideas do you have?

Evacuation Drill



Public Works Safety Rodeo



Ideas on Safety Team Tasks

Develop safe work practices

Develop safety compliance programs

Help with safety training

Conduct workplace inspections and safety audits

Review incidents, near misses, incidents, and loss analyses

Provide feedback on current operations and equipment

Propose and create safety forms and checklists

Promote employee interest in health and safety issues

Participate in a safety committee to discuss health & safety issues, and create solutions

Activity

Find a partner and discuss: (3 min total)

- Name at least 2 things can you do to create more interactive **visibility** for Safety in your organization?
- Discuss 3 tasks that a “**safety team**” can help you with.

Habit 2: Identify Safety Risks

Evaluate safety risks in your Department

- ✓ **Ask detailed questions:**
 - ✓ Who? What? Where? When? Why?
- ✓ **Work with your team to evaluate high risk or high exposure safety concerns**
- ✓ **Document Findings (ex Hazard matrix)**



Identify Exposures

Physical / External

- Amputation
- Biologicals
- Burn
- Chemicals
- Cold
- Cut
- Crush
- Heat
- Hit/Strike
- Radiation
- Strain/Sprain
- Slip/Trip/Fall



Routes of Exposure

- Inhalation
- Ingestion
- Absorption
- Injection

Mental/Psychological

- Fatigue
- Stress
- Shift Work

Hazard Identification Tools

Use Tools to help you observe and document findings

- ✓ Job Hazard Assessments
- ✓ Inspections & Accident investigations
- ✓ Review of safety injury data
- ✓ Near Miss Incident Reports
- ✓ Employee Safety Reports

Job Hazard Assessments



Job Hazard Assessment		
Description of Job/Task	Potential Occupational Safety/Health Hazard	Recommended Corrective Actions
Use laptop on table	Ergonomic Risk Factors: 1. Static & awkward postures 2. Contact stresses 3. Repetitive motion	1. Complete ergonomics training to ensure proper workstation setup. 2. Incorporate micro breaks 3. Request an ergonomics evaluation

Activity: Inspections

Inspections are critical to maintaining a safe workplace. Customizing a checklist helps with documentation and training.

Question: How else can inspections be important?

- To visit sites frequently for change
- Meeting and talking with on-site staff
- Reviewing safety issues and concerns brought to you
- Being more visible to your employee groups
- Training staff on inspecting their own worksite

Activity: Inspections



Step 3: Find Safety Solutions

- **Brainstorm with an open mind**
- **Research Your Options and Encourage Input**
 - ✓ Involve your Staff
 - ✓ Evaluate multiple solutions
 - ✓ Discuss with your subject matter experts
 - ✓ Advantages and disadvantages of each solution
 - ✓ Research similar solutions at like agencies
 - ✓ Flag possible consequences – worst case scenario
- **Review Logistics**

Implementation, Maintenance, Term limits

Library: Book Sorting Risk Factors



Library: Improvements



Keep carts in close reach



2-person assist

Habit 4: Identify & Soften Barriers

- **What are the common barriers?**
- **Cost Solutions**
 - Vendor assistance
 - Cost-sharing or distribute costs over time
 - Grants or funding from outside resources
 - Time
- **Build Buy-In**
 - Pilot Programs
 - Focus Groups
 - Committees

Set Reasonable Goals

- ▶ Choose a simple, achievable and easy goals for starting off. Think **SMART**:
- ▶ **S**pecific
- ▶ **M**easurable
- ▶ **A**chievable
- ▶ **R**esults-focused
- ▶ **T**ime-bound



Think Metrically

- **Think Metrics**
 - Tabulate existing costs of injuries, liability, or damage to make your case for change
 - Track progress of changes implemented
- **Try Soft Solutions – Use pilot programs to test ideas**
 - Start with specific groups
 - Test out procedures for a specific task change
 - Bring in 2 or 3 pieces of equipment for trial use
 - Implement small changes
 - Document results

Case Study: Safe Patient Handling



Activity

- ▶ **Partner activity – 5 minutes**
 - ▶ You have a group of employees who work in a warehouse, and want to wear coveralls to protect their clothing from contamination. This is the first you have heard of the safety concern.
- 1. What additional information do you need to evaluate the safety concern?**
 - 2. Are there any safety team goals or metrics you can prepare?**
 - 3. What barriers are there from management and employees?
Any soft solutions can you try?**

Habit 5: Strategize!

- **Strategize! Strategize! Strategize!**
- **Planning Makes All the Difference**
 - **Who are your supporter(s)?**
 - **Evaluate timing of your proposal**
 - **Plan your presentation, and anticipate questions**
 - **Pitch at least 3 options**
 - **Anticipate various endings**
- **Customize Your Presentation to Your Audience**
 - **Who are you presenting to?**

Video

▶ Combination Meeting

What Color Are You?

Red

- Type A Personality, Assertive
- Specific about wants/needs
- Wants lots of info
- Quick decision maker

Blue

- Highly tuned into staff thoughts and/or feelings
- Concerned about staff interests and buy-in
- Finds the best decision that will make most everyone happy

The Color Code

Yellow

- Focus on Teamwork
- Interested in having fun
- Typically Sales type personality

White

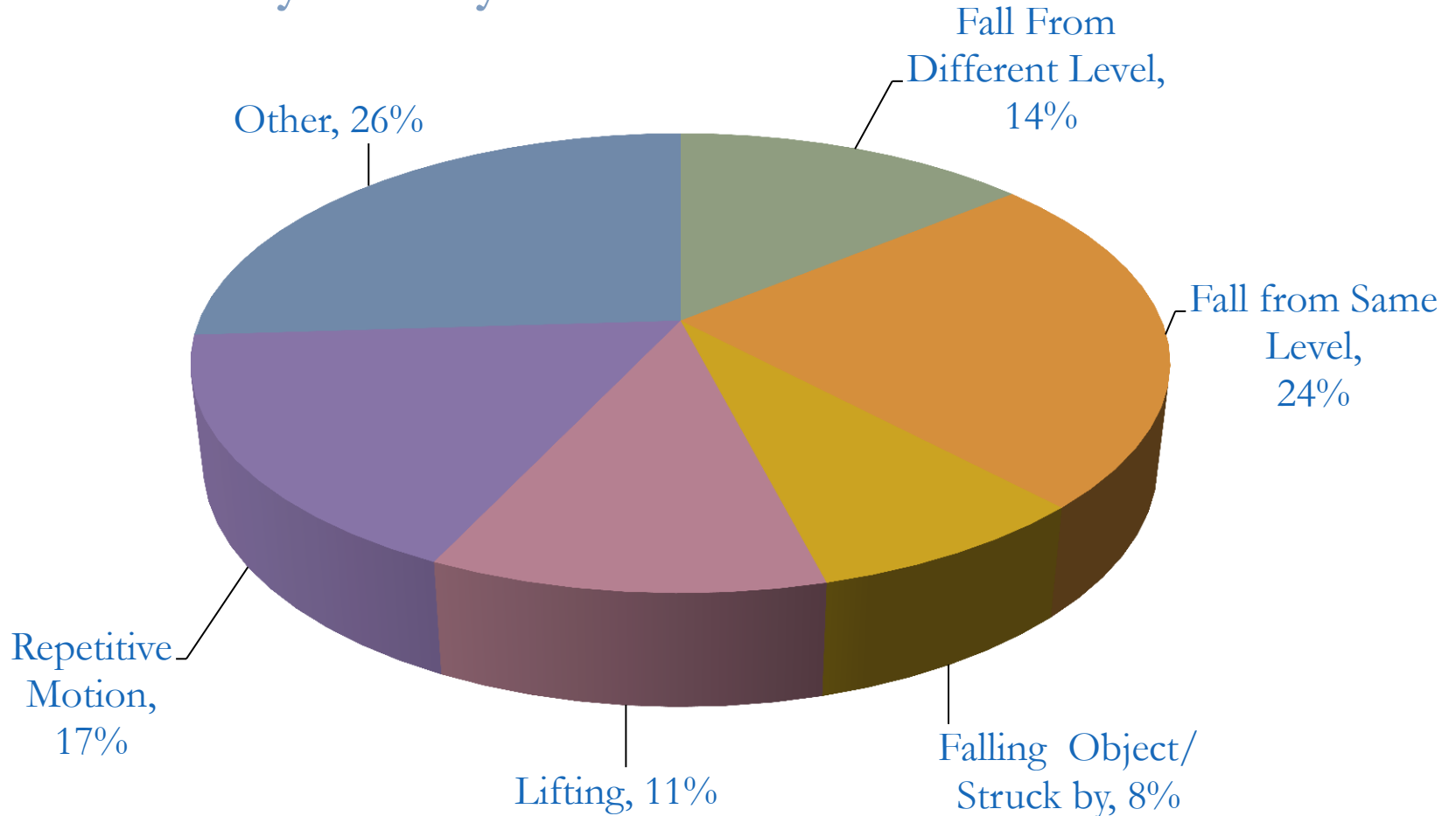
- Analytical and Data-driven
- Interested in Costs and Bottom Line

Habit 7: Present Your Ideas Effectively

- **Keep it Factual**
 - Highlight why this is important
- **Keep It Simple**
 - Instant Understanding
 - High Impact
 - Make it interesting
- **Keep It Short**
 - Reduce the technical jargon
 - Don't bore them with too much information

XYZ Department FY 2015-2016

Injury Cause Trends Claims by Severity



Ergonomic Evaluation Process

Request Generated

Request Evaluation

Notify Evaluator

Schedule
Evaluation

Evaluation

Conduct Evaluation

Report

Training

Supervisor
Approval

Follow-up

Order Product

Facility Changes

Follow-up Visit

Invoicing

Tracking

Outpatient Health Clinic – Parking Lot Issues

Potholes & Broken Pavement



- Tripping hazard
- Difficult for persons with disabilities, and those using equipment (i.e. wheelchair, crutches, walkers, etc.) to travel on uneven surfaces
- Gravel and debris can impede proper vehicle braking
- Gravel and debris can be kicked up by vehicles

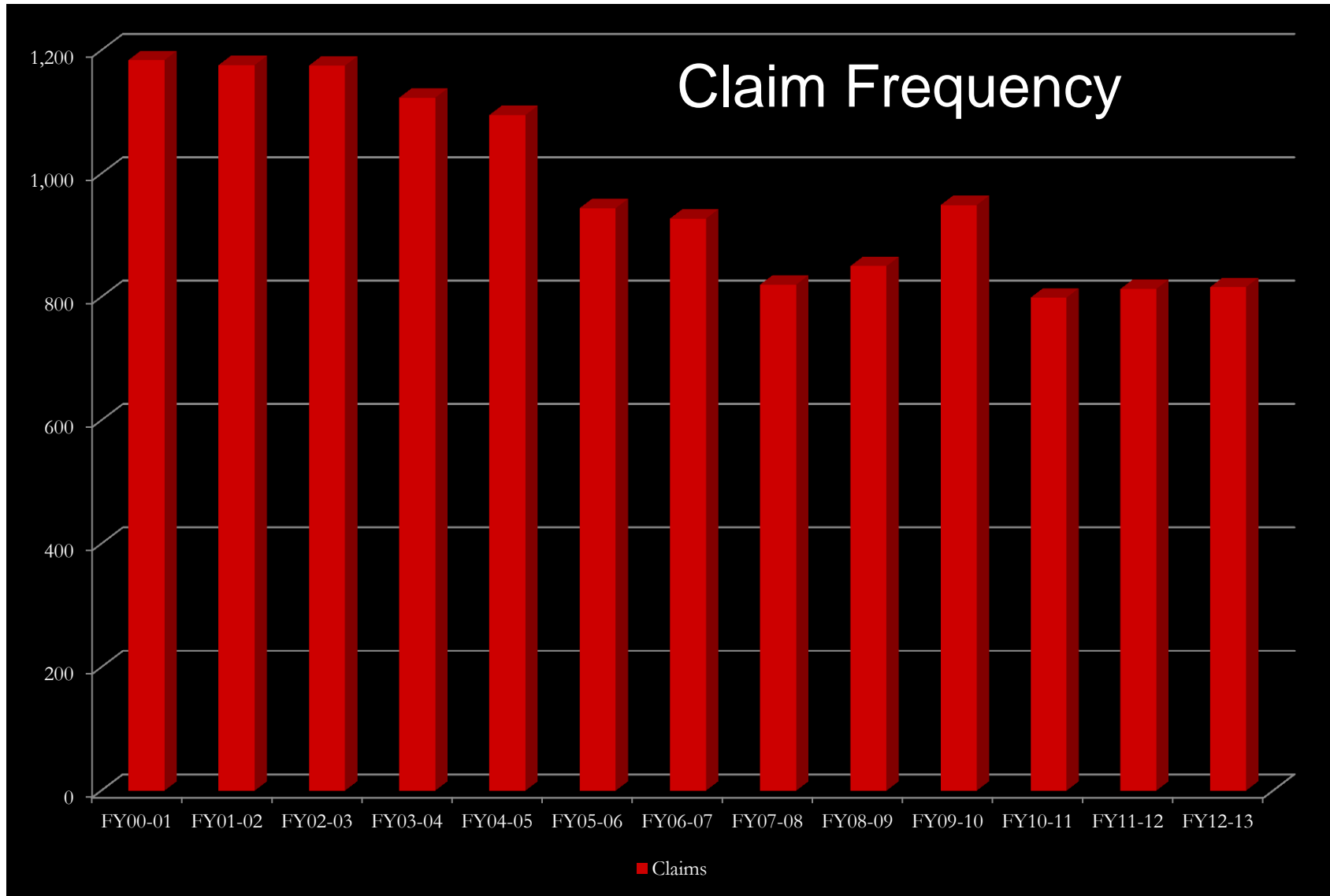
Activity

- ▶ **Partner activity – 5 minutes**
 - ▶ You have a group of employees who work in a warehouse, and want to wear coveralls to protect their clothing from contamination. This is the first you have heard of the safety concern.
- 1. What additional information do you need to evaluate the safety concern?**
 - 2. What are reasonable goals for your team?**
 - 3. What barriers are there from management and employees? Any soft solutions can you try?**

Step 7: Follow up: Patience and Persistence

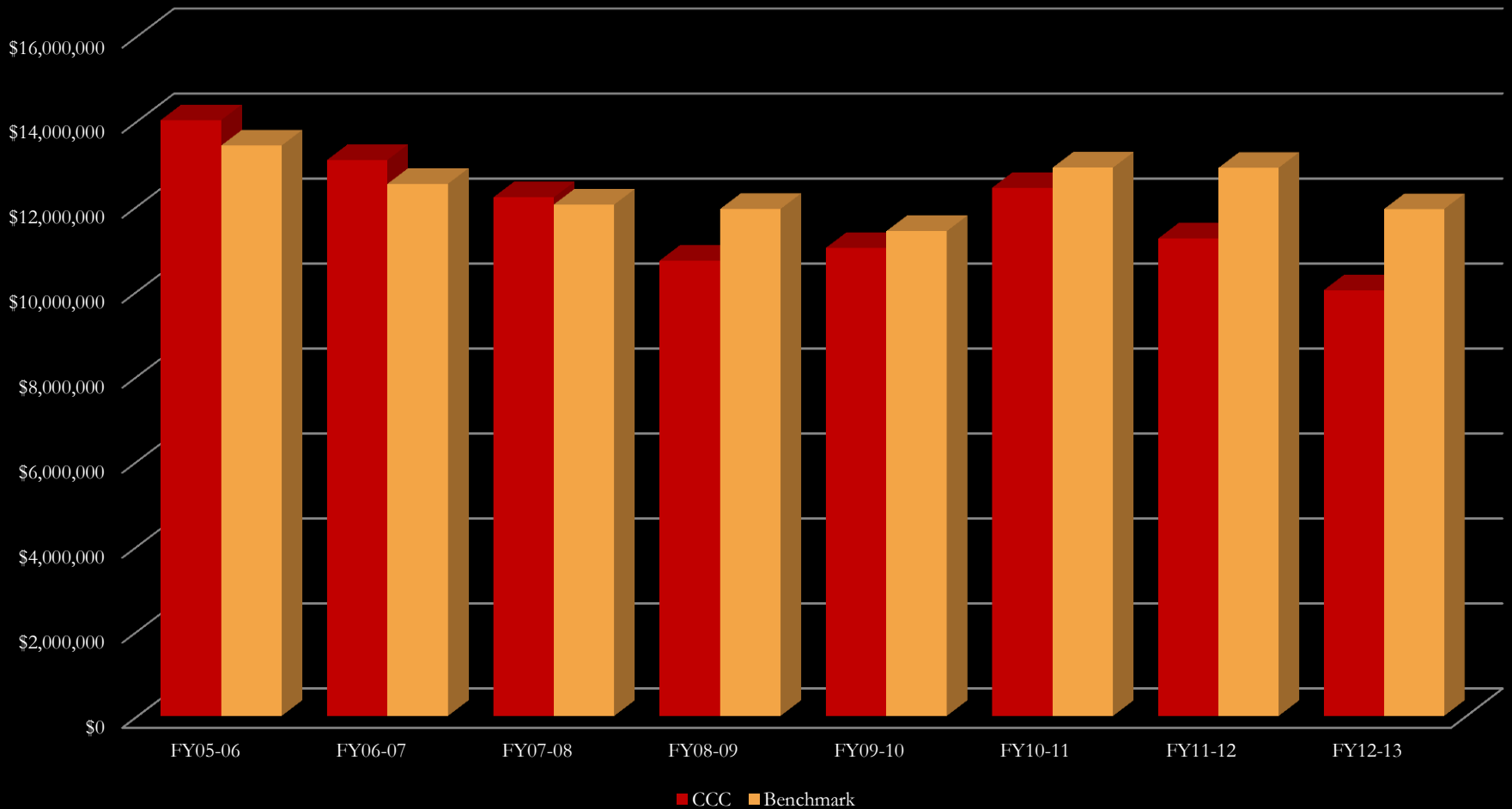
- **Be Patient and flexible to change**
 - Timeframe changes
 - Plan changes
 - Key Player changes
 - Funding changes
 - Consider tabling issue until Management is ready to pursue
- **Be Persistent**
 - Stay in the loop
 - Finish the job
 - Give kudos where due
 - If it is an important safety issue, continue making an effort

Does It Really Work?



Does It Really Work?

WC Indemnity & Medical Cash Flow



Summary of the 7 Habits

- Habit 1** Establish Credibility
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Questions or Need Help?

Contact Your RM Safety Team Members

- ▶ Andrew Lemen
- ▶ Carina LaDelle
- ▶ Heidi Fowers