

## What is safety and health management?

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*Effective safety and health management is about knowing how to identify and control hazards and applying key managerial principles so that employees work safely every day they're on the job.*



### Basic safety and health management principles:

- Management commitment
- Training
- Accountability
- Employee involvement
- Hazard identification and control
- Accident investigation
- Evaluation

### Management commitment

Safety starts with commitment from the top. Managers must be committed to safety and health and hold supervisors accountable for enforcing safe practices. Examples that show management commitment:

- A written safety and health policy that clearly states expectations for supervisors and employees.
- Identification and allocation of resources to achieve safety and health expectations
- Job descriptions that define safety and health responsibility. *Ensure employees understand that fulfilling those responsibilities is a condition of employment.*
- Procedures to evaluate employees' safety performance and methods to correct unsafe work practices.
- A designated competent person to supervise employees. *Hold supervisors accountable and responsible for enforcing safety and health rules and safe work practices.*

### Training

Employees should have orientation training that covers safety and health policies, safety rules, and procedures for responding to emergencies. Conduct new employee training before they begin work. Train all employees before they are assigned to jobs that expose them to new hazards. A designated qualified person must train employees at a level appropriate for their skills and in a language they can understand. Employees must be able to demonstrate correctly the safe practices associated with their jobs before they work alone.

### All employees must know:

- How to perform their assigned jobs safely;
- Safety and health hazards associated with their jobs and how to control the hazards;
- Specific work procedures and safety requirements at the site;
- How to use and maintain tools, equipment, and machines required for their jobs; and
- Safety and health rules that apply to their jobs.

Keep written records of each employee's training that includes the employee's name, the training date, the training received, and the trainer.

### Accountability

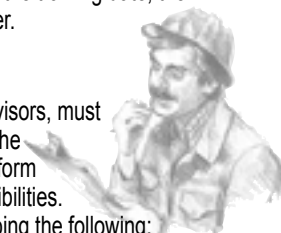
All employees, including supervisors, must have a clear understanding of the consequences for failing to perform their safety and health responsibilities.

Strengthen accountability by doing the following:

- Develop and enforce a written disciplinary policy that has clear workplace safety expectations for all employees.
- Hold supervisors responsible for developing proper attitudes for workplace safety and health, for enforcing safety and health rules, and for the safety record of those they supervise.
- Include employees' safety and health responsibilities in their job descriptions and performance evaluations. Ensure that they understand fulfilling those responsibilities is a condition of employment.

### Employee involvement

Safety cannot be managed effectively unless employees are involved in the day-to-day effort to keep the site safe. One of the best ways to get them involved is by having them attend safety meetings. Their suggestions can help determine the resources necessary to achieve safety goals, develop training topics, identify hazards, and assist in program development such as lockout-tagout procedures.



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### Hazard identification and control

**Conduct a baseline hazard survey.** A baseline survey is a thorough evaluation of the site — jobs, work practices, equipment, and facilities — that identifies safety or health hazards. A complete survey tells you where the hazards are, what they are, and how severe they could be.

**Perform regular safety inspections.** Baseline surveys are snapshots that tell you where hazards were when you surveyed. Regular inspections tell you whether you've controlled the hazards and help you identify new hazards. Develop a procedure to ensure regular safety inspections. Designate competent persons to conduct the inspections.

**Watch for hazards.** Watching for hazards is something that everyone must do. Examples of what to watch for include: unsafe work practices, missing equipment guards, and poorly maintained or defective equipment. Require employees to report hazards immediately to someone who has authority to act.

**Look for new hazards whenever you change equipment, materials, or work processes.** Assess hazards that could result from the changes and determine how to control them. If your employees work at multiple sites you may need to do a hazard assessment at each site.

**Use material safety data sheets to identify chemical hazards.** If employees handle hazardous chemicals, develop a written hazard-communication plan that identifies the chemicals and describes how employees are informed about chemical hazards. Employees must know how to use material safety data sheets (MSDSs). A MSDS has detailed information about a hazardous chemical's health effects, physical and chemical characteristics, and safe practices for handling. Prepare a current hazardous chemical inventory list and have a current MSDS for each hazardous chemical used.

**Enforce safety and health rules and work practices.** These include any OR-OSHA requirements that apply. Employees must understand them and know how to apply them.

**Know when and how to use personal protective equipment.** Personal protective equipment is another way to control a hazard, but it's only a barrier between the hazard and the user. If PPE fails, the user risks exposure. Before you purchase PPE, know the specific hazards it protects against and be sure that it fits the user. Have an experienced safety professional help you when you're unsure — especially when you're selecting chemical-protective clothing or respirators. Always train employees how to wear, use, and maintain their equipment before they use it for the first time.

**Practice good housekeeping.** Keep passageways, storerooms, and work areas clean. Keep electrical cords away from areas where people could trip over them. Keep floors clean and dry; use drains, false floors, platforms, or mats in wet areas.

**Prepare an emergency response plan.** Any place of employment could have an emergency — work-related, medical, or environmental. Have well-stocked first-aid kits and a procedure for summoning ambulance or paramedic services. A well-rehearsed emergency plan can protect lives, equipment, and property. OR-OSHA requires most businesses to have emergency plans; businesses with more than 10 employees must put their plans in writing. For employers

with 10 or fewer employees, the emergency plan doesn't have to be in writing. However, employees must understand the plan so they can respond promptly and appropriately to an emergency.

**Maintain equipment on schedule.** Preventive maintenance keeps equipment running properly, reduces downtime, and prevents accidents. Keep maintenance logs that show when the work was done, what was done, and the next scheduled maintenance date. Remove unsafe machines, tools, or equipment from service and always follow manufacturers' maintenance requirements.

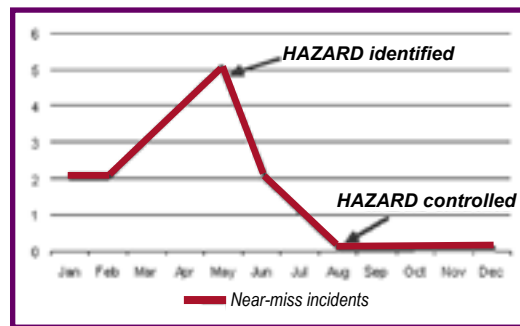
### Accident investigation

Almost all accidents are preventable and each one has a cause — poor supervision, inadequate training, or lax safety policies. Eliminate the cause and accidents can be prevented. Develop accident investigation procedures and ensure that the investigation is thorough and accurate. Get statements from witnesses and others involved in the accident and prepare a report that describes how the accident can be prevented from happening again. Discuss accidents and near-miss incidents (close calls) with employees.

**Record injuries and illnesses.** If your business has more than 10 employees, you must use the *Log of Work-Related Injuries and Illnesses* (OSHA Form 300) and the *Injury and Illness Incident Report* (DCBS Form 801). You may not need to keep an OSHA Form 300 if your business has 10 or fewer employees, but you do need to record injuries and illnesses on the DCBS Form 801.

### Evaluation

At least once each year, evaluate your safety and health effort. Look for patterns in injuries, illnesses, and near misses. Did accident investigation reports identify causes and recommend how to control or eliminate hazards? Reports that leave you wondering why accidents happened indicate that you need to improve accident investigation or reporting.



Does the site have hazardous chemicals, respiratory hazards, loud machinery, or equipment that must be locked or tagged out during maintenance? Such hazards may require written programs or procedures — hazard communication, respiratory protection, control of hazardous energy, for example. Identify and review written programs that affect employees. Make sure they're current and effective.