

Employee Training Record

Employee Name: \_\_\_\_\_

Training I Have Received Training in the following:

<u>Date</u>	<u>Initial</u>	<u>Date</u>	<u>Initial</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Mod. 1 Company Safety & Health Plan      Mod. 5 Accident Investigation  
 Mod. 2 Employer/Employee Responsibility      Mod. 6 Back Safety  
 Mod. 3 Safety Committee Operations      Mod. 7 Ergonomic Awareness  
 Mod. 4 Hazard Identification & Control

Mod 8. Lockout/Tagout Training

<u>Date</u>	<u>Initial</u>
_____	_____
_____	_____
_____	_____

I have received training to make sure that the purpose and function of the energy control program is understood.

I have been given time to acquire the knowledge and skills required for the safe application, use, and removal of the energy controls.

I have received training in the following:

Authorized employee. The recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for isolation and control.

Affected employee. The purpose and use of the energy control procedure.

All other employees. General lockout/tagout program and procedures, and the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.

When a tagout system is used, I have been trained that:

- \* Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
- \* When a tag is attached to an energy isolating means, it is not to be removed without authorization of the authorized person responsible for it, and it is never to be bypassed, ignored, or otherwise defeated.
- \* Tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area, in order to be effective.
- \* Tags and their means of attachment must be made of materials which will withstand the environmental conditions encountered in the workplace.
- \* Tags may evoke a false sense of security, and their meaning needs to be understood as part of the overall energy control program.
- \* Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

Mod. 9 Hazard Communication Training I have received training in the following:

<u>Date</u>	<u>Initial</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Overview of the requirements contained in the Hazard Communication Rules, 1910.1200

Chemicals present in my workplace operations.

Locations and availability of our written hazard communication program and the MSDSs for the hazardous chemicals.

Physical and health effects of these hazardous chemicals.

Methods and observation techniques used to determine the presence or release of hazardous chemicals in my work area.

How to lessen or prevent exposure to these hazardous chemicals through usage of control/work practices and personal protective equipment.

Steps the company has taken to lessen or prevent exposure to these chemicals.

Safety emergency procedures to follow in the event of exposure to these chemicals.

How to read container labels, review, and interpret MSDSs to obtain appropriate hazard information.

<u>Date</u>	<u>Initial</u>
_____	_____
_____	_____

Mod. 10 Basic Machine Guarding

<u>Date</u>	<u>Initial</u>
_____	_____
_____	_____

**Module 3. Safety Committee Operations**

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**The purpose of safety committees**

The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the employer and makes recommendations for change regarding occupational safety and health issues.

Safety committee costs will be directly offset by the effectiveness of the committee in reducing workplace injuries and illnesses. The average direct cost of a single accepted disabling workers' compensation claim is near \$10,000.

**Uninsured costs may run 2 - 10 times the actual cost of a workers' compensation claim.  
This could mean a cost of \$20,000 - \$100,000 per claim!**

**Key elements of a successful safety committee****A good committee:**

- \* Is well-organized
- \* Has clearly defined purposes or goals
- \* Has realistic and measurable objectives and completion dates
- \* Knows the extent of its authority
- \* Follows established procedures
- \* Is supported by employer, CEO, and management in terms of time, effort, and money
- \* Clearly defines members' roles, responsibilities, functions, and duties
- \* Provides an environment for employee input
- \* Keeps well-documented written minutes and notes

**Safety Committee Membership Activity:**

5 Review the Safety Committee Policy

5 Complete training modules as follows: (minimum requirement = modules 1,2,3, and 4)

Date	Initial		Date	Initial	
_____	_____	Mod. 1 Company Safety & Health Plan	_____	_____	Mod. 7 Lockout / Tagout
_____	_____	Mod. 2 Safety Committee Operations	_____	_____	Mod. 8 Hazard Communication
_____	_____	Mod. 3 Hazard Identification & Control	_____	_____	Mod. 9 Basic Machine Guarding
_____	_____	Mod. 4 Accident Investigation	_____	_____	Mod. 10 Introduction to Fall Protection
_____	_____	Mod. 5 Back Safety	_____	_____	
_____	_____	Mod. 6 Ergonomic Awareness	_____	_____	

5 Review the safety committee recordkeeping system  
(Meeting Agenda - and Meeting Minutes)

5 Review Oregon OSHA safety committee rules 437-001-0765 as follows:

**Purpose 437-001-0765 (1)**

The purpose of a safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in each workplace. A safety committee assists the employer and makes recommendations for change.

**General 437-001-0765 (2)**

- (a) Every public or private employer of 11 or more employees shall establish and administer a safety committee.
- (b) Every public or private employer of 10 or fewer employees shall establish and administer a safety committee if the employer:
  - (A) Has a Lost Workday Case Incidence Rate (LWDCIR) in the top 10 percent of all rates for the employers in the same industry; or
  - (B) The employer is not an agricultural employer and the workers' compensation premium classification assigned to the greatest portion of the payroll for the employer has a premium rate in the top 25 percent of premium rates for all classes as approved by the Director pursuant to ORS 737.320(3)
- (c) In making the determination of employment levels under section (a) and (b) of this rule, the employer shall count all permanent, contract, temporary, and/or seasonal workers under the employer's direction and control, and shall base the number on peak employment.
- (d) Temporary services employers and labor contractors shall establish safety committees based upon the total number of workers over which the employer or contractor exercises direction and control.

**Module 3. Safety Committee Operations**

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**General 437-001-0765 (2) (cont.)**

- (e) Employers who hire only seasonal workers shall meet the intent of these rules by holding crew safety meetings prior to the commencement of work at each job site. Such meetings shall promote discussions of safety and health issues. All workers shall be informed of their rights to report workplace hazards, and shall be encouraged to make such reports during the meetings.
- (f) Employers in the logging industry may meet the intent of these rules by complying with OAR 437, Division 6, Forest Activities.

**Locations 437-001-0765 (3)**

- (a) Safety committees shall be established at each of the employer's primary places of employment. For the purpose of these rules, a primary place of employment shall mean a major economic unit at a single geographic location, comprised of a building, group of buildings, and all surrounding facilities. (Examples of primary places of employment would include a pulp or lumber mill, a manufacturing plant, a hospital complex, bank, a farm/ranch, a school district, or a state agency.) As a primary place of employment, the location would have both management and workers present, would have control over a portion of a budget, and would have the ability to take action on the majority of the recommendations made by a safety committee.
- (b) An employer's auxiliary, mobile, or satellite locations, such as would be found in construction operations, trucking, branch or field offices, sales operations, or highly mobile activities, may be combined into a single, centralized committee. This centralized committee shall represent the safety and health concerns of all the locations.
- (c) In addition to locating safety committees at each primary place of employment, an employer with work locations which include fire service activities shall establish a Fire Service Safety Committee as required by OAR 437-002-0182(7) in OAR 437, Division 2/L, Oregon Rules for Fire Fighters.

**Innovations 437-001-765 (4)**

Upon application, the division may approve safety committees which are innovative or differ in form or function, when such committees meet the intent of these rules.

**Formation and Membership 437-001-765 (5)**

- (a) The safety committees required by OAR 437-001-765 (2) shall:
  - (A) Be composed of an equal number of employer and employee representatives. Employee representatives shall be volunteers or shall be elected by their peers. When agreed upon by workers and management, the number of employees on the committee may be greater than the number of employer representatives. Seasonal workers shall not be counted for the purpose of determining the number of members who will serve on the committee.
  - (B) Consist of:
    - (i) No fewer than two members for each employer with 20 or less employees, or
    - (ii) No fewer than four members for each employer with more than 20 employees.
  - (C) Have a chairperson elected by the committee members.
- (b) Employee representatives attending safety committee meetings required by OAR 437-001-0765(2) or participating in safety committee instruction or training required by OAR 437-001-0765(7) shall be compensated by the employer at the regular hourly wage.
- (c) Employee representatives shall serve a continuous term of at least one (1) year. Length of membership shall be alternated or staggered so that at least one experienced member is always serving on the committee.
- (d) Reasonable efforts shall be made to ensure that committee members are representative of the major work activities of the firm.

**Duties and Function 437-001-0765 (6)**

- (a) **Management commitment to workplace health and safety:**
  - (A) The committee shall develop a written agenda for conducting safety committee meetings. The agenda shall prescribe the order in which committee business will be addressed during the meeting;
  - (B) The safety committee shall hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from safety committee meetings if more frequent safety inspections are conducted.
  - (C) Quarterly safety committee meetings may be substituted for monthly meetings where the committee's sole area of responsibility involves low hazard work environments such as offices.
  - (D) Small farms of five or fewer full time employees may substitute quarterly meetings for monthly meetings during the farm's off season. The off season shall mean that period of time when only routine farm upkeep is being done.
- (b) **Written records:**
  - (A) Minutes shall be made of each meeting which the employer shall review and maintain for three years for inspection by the division. Copies of minutes shall be posted or made available for all employees and shall be sent to each committee member;

**Module 3. Safety Committee Operations****Duties and Function 437-001-0765 (6) (cont.)**

- (B) All reports, evaluations, and recommendations of the safety committee shall be made a part of the minutes of the safety committee meeting;
- (C) A reasonable time limit shall be established for the employer to respond in writing to all safety committee recommendations.
- (c) **Employee involvement:**
  - (A) The committee shall establish a system to allow the members to obtain safety-related suggestions, reports of hazards, or other information directly from all persons involved in the operations of the workplace. The information obtained shall be reviewed at the next safety committee meeting, and shall be recorded in the minutes for review and necessary action by the employer.
- (d) **Hazard assessment and control:**
  - (A) The safety committee shall assist the employer in evaluating the employer's accident and illness prevention program, and shall make written recommendations to improve the program where applicable. Additionally, the safety committee shall:
    - (i) Establish procedures for workplace inspections by the safety committee inspection team to locate and identify safety and health hazards;
    - (ii) Conduct workplace inspections at least quarterly; and
    - (iii) Recommend to the employer how to eliminate hazards and unsafe work practices in the workplace.
  - (B) The inspection team shall include employer and employee representatives and shall document in writing the location and identity of the hazards and make recommendations to the employer regarding correction of the hazards;
  - (C) Quarterly inspections of satellite locations shall be conducted by the committee team or by a person designated at the location;
  - (D) Mobile work sites or locations and activities which do not lend themselves to a quarterly schedule shall be inspected by a designated person as often as Oregon occupational safety and health rules require and/or the committee determines is necessary;
  - (E) The person designated to carry out inspection activities at the locations identified in sections (9) and (10) of this rule shall be selected by the employer and shall receive training in hazard identification in the workplace.
- (e) **Safety and health planning:** The safety committee shall establish procedures for the review of all safety and health inspection reports made by the committee. Based on the results of the review, the committee shall make recommendations for improvement of the employer's accident and illness prevention program;
- (f) **Accountability:** The safety committee shall evaluate the employer's accountability system and make recommendations to implement supervisor and employee accountability for safety and health.
- (g) **Accident investigation:** The safety committee shall establish procedures for investigating all safety-related incidents including injury accidents, illnesses, and deaths. This rule shall not be construed to require the committee to conduct the investigations.

**Safety and Health Training and Instruction.**

- (a) The following items shall be discussed with all safety committee members:
  - (A) Safety committee purpose and operation;
  - (B) Rules 437-001-0760 through 437-001-0765 and their application; and
  - (C) Methods of conducting safety committee meetings.
- (b) Committee members shall have ready access to applicable Oregon Occupational Safety and Health Codes which apply to the particular establishment and verbal instructions regarding their use;
- (c) All safety committee members shall receive training based upon the type of business activity. At a minimum, members shall receive training regarding:
  - (A) Hazard identification in the workplace; and
  - (B) Principles regarding effective accident and incident investigation.

## **Safety Committee Policy Statement**

### **INTRODUCTION**

This company is committed to accident prevention in order to protect the safety and health of all our employees. Injury and illness losses due to hazards are needless, costly and preventable. To prevent these losses, a joint management / worker safety committee will be established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace.

### **PURPOSE**

The purpose of our safety committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in the workplace. The safety committee will assist management and make recommendations for change.

### **ORGANIZATION**

There shall be, in most cases, an equal number of employee and employer representatives. However, there may be more employee representatives than employer representatives if both groups agree. Employee representatives shall be volunteers or elected by their peers. If no employees volunteer or are elected, they may be appointed by management. Employer representatives will be appointed. Safety committee members will serve a continuous term of at least one year. Committee membership terms will be staggered so that at least one experienced member is always on the committee.

### **EXTENT OF AUTHORITY**

It must be clearly understood that the safety committee advises management on issues that will promote safety and health in the workplace. Written recommendations are expected from the safety committee and they will be submitted to management. In turn, management will give serious consideration to the recommendations submitted and will respond in writing to the committee within a reasonable time.

### **FUNCTIONS**

- \* Committee meetings and employee involvement;
- \* Hazard assessment and control;
- \* Safety and health planning;
- \* Evaluation of accountability system;
- \* Evaluation of management commitment to workplace safety and health;
- \* Evaluation of accident and incident investigation program;
- \* Safety and health training.

### **RECOMMENDATIONS**

All recommendations submitted to management must be written and should: (1) Be clear and concise; (2) Provide reasons for implementation; (3) Give recommended options; (4) Show implementation costs and recommended completion dates; (5) List benefits to be gained.

### **PROCEDURES**

The committee's plan of action requires procedures by which the committee may successfully fulfill its role. Procedures developed should include but not be limited to:

- \* Meeting date, time, and location (Safety Committee Meeting Agenda)
- \* Election of chairperson and secretary
- \* Order of business
- \* Records (Safety Committee Meeting Minutes)

Duties of each member must include, but not be limited to:

- \* Reporting unsafe conditions and practices
- \* Attending all safety and health meetings
- \* Reviewing all accidents and near-misses
- \* Recommending ideas for improving safety and health
- \* Working in a safe and healthful manner
- \* Observing how safety and health is enforced in the workplace
- \* Completing assignments given to them by the chairperson
- \* Acting as a work area representative in matters pertaining to health and safety
- \* Others as determined by company safety and health needs

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

**Safety Committee Meeting Minutes**

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Time meeting started: \_\_\_\_\_

**PRESENT****ABSENT**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Previous meeting minutes from \_\_\_\_\_ were read.  
Date \_\_\_\_\_**Old Business****a. Review of last months recommendations****Recommendation**

<u>Number</u>	<u>Description</u>	<u>Not Completed</u>	<u>Completed</u>	<u>Date</u>
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
R- _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

**b. Follow-up on last quarterly inspection:** \_\_\_\_\_**New Business****a. Hazard (inspection) reports reviewed:** \_\_\_\_\_

<u>Hazard Number</u>	<u>Description</u>	<u>Recommendation Number</u>
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____
H- _____	_____	R- _____

## Safety Committee Meeting Agenda

Date: \_\_\_\_\_

To: All committee members, alternates, bulletin board

Meeting Date and Time: \_\_\_\_\_

Place: \_\_\_\_\_

### Agenda Items

### Person Responsible

#### 1. Old business

- a. Review last months recommendations
- b. Follow-up on last quarterly inspection

\_\_\_\_\_  
\_\_\_\_\_

#### 2. New business

- a. Hazard reports
- b. Accident investigation reviews
- c. Recommendations review
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

All

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 3. Safety Committee Members Training

- a. \_\_\_\_\_
- b. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chair Persons Signature \_\_\_\_\_

Date \_\_\_\_\_

Safety Committee Meeting Minutes**b. Accident/incident investigation reviews:**

<u>Accident Number</u>	<u>Near Miss</u>	<u>Description</u>	<u>Recommendation Number</u>
A-	<input type="checkbox"/>		R-
A-	<input type="checkbox"/>		R-
A-	<input type="checkbox"/>		R-
A-	<input type="checkbox"/>		R-
A-	<input type="checkbox"/>		R-
A-	<input type="checkbox"/>		R-
A-	<input type="checkbox"/>		R-
A-	<input type="checkbox"/>		R-
A-	<input type="checkbox"/>		R-

Safety Committee Members Training Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Miscellaneous New Business: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Activity/Assignment Report:**

<u>Description</u>	<u>Person Assigned</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Committee Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Meeting adjourned: \_\_\_\_\_ Time/date      Next meeting: \_\_\_\_\_ Time/date      Secretary Signature \_\_\_\_\_

Chair Person Signature \_\_\_\_\_



# Quiz

## Module 3. Safety Committee Operations

# Quiz

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

### The purpose of the safety committee

Q1. What is the purpose of the safety committee? The purpose of a safety committee is to bring \_\_\_\_\_ and \_\_\_\_\_ together in a \_\_\_\_\_, cooperative effort to promote \_\_\_\_\_ and \_\_\_\_\_ in the workplace. A safety committee \_\_\_\_\_ the employer and makes \_\_\_\_\_ for change regarding occupational safety and health issues.

Q2. Key elements of a successful safety committee  
A good committee:

- \* Is \_\_\_\_\_
- \* Has clearly defined \_\_\_\_\_ & \_\_\_\_\_
- \* Has \_\_\_\_\_ & \_\_\_\_\_ objectives.

### Formation and Membership 437-001-0765 (5)

(a) The safety committees required by OAR 437-001-0765 shall:

Q3. (A) Be composed of an \_\_\_\_\_ number of employer and \_\_\_\_\_ representatives.

Q4. (C) Have a \_\_\_\_\_ elected by the committee members.

(b) Q5. Employee representatives shall be compensated at their \_\_\_\_\_ wage.

(c) Q6. Employee representative shall serve a continuous term of at least \_\_\_\_\_.

### Duties and Functions 437-001-0765 (6)

(a) Management commitment to workplace health and safety:

Q7. (A) The committee shall develop a \_\_\_\_\_ for conducting safety committee meetings.

Q8. (B) The committee shall hold regular meetings a least \_\_\_\_\_ a \_\_\_\_\_ except months when quarterly workplace safety inspections are made.

(b) Written records

Q9. (A) Minutes shall be made of each meeting which the employer shall review and maintain for \_\_\_\_\_ for inspection by the division.

Q10. (C) A reasonable \_\_\_\_\_ shall be established for the employer to respond in writing to all safety committee recommendations.

## Section 2. Training Modules

### Module 4. Hazard Identification & Control

Identifying and controlling workplace hazards involves more than simply "inspecting out hazards." Before we can eliminate or reduce hazardous conditions and unsafe work practices, we need to be familiar with their characteristics.

**What is a "Hazard"?**

*An unwanted condition or practice that could cause an injury or illness to an employee and it's preventable!*

**What is "Exposure"?**

*A condition of being exposed. A position in relation to a hazard. An interaction between an employee and a hazard.*

#### Identifying Types of Hazards

**Acceleration:** When we speed up or slow down too quickly.

**Vibration/Noise:** Produce adverse physiological and psychological effects.

**Toxics:** Toxic to skin and internal organs.

**Radiation:** Not-ionizing (burns). Ionizing (destroys tissue)

**Ergonomics:** Lifting, lowering, pushing, pulling, twisting

**Pressure:** Increased pressure in hydraulic and pneumatic systems.

**Mechanical:** Pinch points, sharp points and edges, weight, rotating parts, stability, ejected parts and materials, impact.

**Heat / Temperature:** Extremes in either can cause trauma, illness.

**Flammability / Fire:** In order for combustion to take place, the fuel and oxidizer must be present in gaseous form.

**Explosives:** Explosions result in large amounts of gas, heat, noise, light and over-pressure.

**Electrical contact:** Inadequate insulation, broken electrical lines or equipment, lightning strike, static discharge, etc..

**Chemical reactions:** Can be violent, can cause explosions, dispersion of materials and emission of heat.

**Biological:** Primarily airborne and bloodborne viruses

#### Getting To The Root Cause for Hazards

All unsafe conditions and practices are symptoms of breakdowns in the safety and health system. A working safety and health system identifies and corrects unsafe conditions and/or practices before accidents happen. To be able to correct a problem, one must first get to the source. Consider the following as an example of the relationship between a "symptom" a "cause" and a "solution".

An unsafe condition (an unguarded sprocket) exists because of an unsafe practice (guard was left off) by a maintenance worker. The unsafe condition and practice in this are both symptoms of a breakdown in the safety and health system. To find the root cause the investigator must find out why the worker left the guard off. It could be that they were rushed. Why? Or it might be that the worker didn't see the need. Why? The work schedule might have pressured the worker into making mistakes in good procedure. Why? The supervisor may have not trained the worker. Why? There are many possible answers and they must all be considered if the root cause is to be identified and corrected. The solution is not as simple as playing a "blame game" or labeling the worker as being careless, having no common sense, or just plain accident prone. These are excuses for not dealing with the bigger problem. Finding out where the system broke down and then taking action to correct it is the only way to insure long term results.

#### Seven Key Elements of an Effective Hazard Control Program

##### 1. Assess and Analyze

**Assessment:** Your company is unique in many ways from any other company of it's kind. The workers, equipment, layout, and service or product all contribute to this uniqueness. The training modules that you are going through provide a beginning, but there is much more to do. It is important that other safety and health education and training needs are identified and addressed. The following is a list of the free Oregon OSHA safety and health workshops that will help identify and control hazards in the workplace.

## Section 2. Training Modules

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**Module 4. Hazard Identification & Control****1. Assess and Analyze (cont.)****Oregon OSHA Training Course Offerings: ( \* = core workshops )**

- |  |  |
|--|--|
| * ___ 100 Safety & Health Management (4)                                 | * ___ 202 Developing an Effective Ergonomics Program (4) |
| * ___ 101 Safety Committee Operations (4)                                | * ___ 203 Personal Protective Equipment (4)              |
| * ___ 102 Accident Investigation (4)                                     | * ___ 204 Lockout / Tagout (4)                           |
| * ___ 103 Job Hazard Analysis (4)  | * ___ 205 Hazard Communication (4)                       |
| * ___ 104 Hazard Identification and Control (4)                          | ___ 206 Ergonomics of Manual Material Handling (4)       |
| * ___ 105 Training the Safety Trainer (4)                                | ___ 207 Ergonomics in the Office (4)                     |
| ___ 106 What to Expect From An OSHA Inspection (4)                       | ___ 208 Basic Electrical Safety (4)                      |
| * ___ 107 Selling Safety to Management (4)                               | * ___ 212 Workplace Emergency Action Plan (4)            |
| ___ 108 Recordkeeping (4)  | ___ 215 Confined Space Safety (4)                        |
| ___ 109 Bottom Line Safety (4)   | ___ 216 Exposure Control / Bloodborne Pathogens (4)      |
| ___ 110 Continuous Safety Improvement (4)                                | * ___ 217 Hearing Conservation Program (4)               |
| * ___ 111 Safety Committee Problem Solving (4)                           | ___ 219 Machine Guarding Principles (4)                  |
| * ___ 112 Safety and the Supervisor (4)                                  | ___ 221 Powered Industrial Truck Safety (4)              |
| ___ 113 <i>Beginning Your Small Business Safety &amp; Health Program</i> | * ___ 300 Safety & Health Management - Construction (4)  |
| ___ 114 Employer & Employee Safety Responsibilities (4)                  | ___ 301 Fall Protection (6)                              |
| ___ 115 Training for Safety and Success (4)                              | ___ 302 Excavation Safety (4)                            |
| * ___ 116 Safety & Health Program Evaluation (4)                         | ___ 305 Traffic Control Safety (8)                       |
| ___ 118 Safety Leadership (4)  | * ___ 400 Agriculture Safety (4)                         |
| ___ 120 Developing a Violence Prevention Program (4)                     | * ___ 401 Worker Protection Program (2)                  |
| * ___ 122 Safety Committee Meeting Management (4)                        | ___ 405 Agriculture Hazard Communication (4)             |
| * ___ 201 Ergonomics Awareness (4)                                       |  |

**Analysis:** It is also important for each employee to know what the safety and health history is regarding hazard identification and accident investigation. The following is a list of documents that should be reviewed at this time. If any do not exist, be assured that the employer is in the process of developing them. The OSHA 200 log; hazard inspection checklists (last 3 years), hazard reports, incident reports, first aid reports, maintenance logs, and safety committee meeting minutes (last 3 years).

**2. Hazard Identification Procedures**

**An Effective Inspection Checklist:** We have a Hazard Inspection Checklist. Take time now to review this checklist.

An initial assessment has been made regarding applicable state safety & health rules for the workplace. These rules are available and you will be asked to review them.

In addition to the beginning Hazard Inspection Checklist, you will be asked to participate in the development of checklists for your specific work areas.

A Job Hazard Analysis (JHA) breaks a job or task into specific steps, analyzes each step for specific hazards, develops safe work procedures to eliminate or reduce those hazards, and integrates safe work procedures into the company's safety and health programs. As time permits, JHAs will be developed for each high risk job or task. Your supervisor will have more information regarding this program.

**3. Hazard Reporting Procedures**

According to Oregon OSHA rules 437-001-760, you, the employee, are responsible to report all hazards in the workplace. Our policy encourages you to report all hazards to your supervisor, and to correct those hazards that are within your area of control. In addition, you are expected to work safe. Working safe is not an option but instead a condition of employment.

We have a "Hazard Alert" form. Any time you see a hazard (an unsafe condition or practice), take the time to complete the form and give it to your supervisor with a copy to the safety committee.

## Hazard Alert

### *Hazard Alert*

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Hazard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person who discovered hazard: \_\_\_\_\_

Supervisor actions:

Root Cause (s): \_\_\_\_\_

\_\_\_\_\_

Control (s): \_\_\_\_\_

\_\_\_\_\_

Date corrected: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

### *Hazard Alert*

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Hazard: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person who discovered hazard: \_\_\_\_\_

Supervisor actions:

Root Cause (s): \_\_\_\_\_

\_\_\_\_\_

Control (s): \_\_\_\_\_

\_\_\_\_\_

Date corrected: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

## Section 2. Training Modules

Page 3 of 3

### Module 4. Hazard Identification & Control

#### 3. Hazard Reporting Procedures (cont.)

Each employee will be given the opportunity to participate in safety inspections. A written inspection report must be completed once the inspection is over. This written inspection report must include the following:

1. The Background / Introduction section briefly outlines the contents of the rest of the report and tells the reader:
  - a. What the report is,
  - b. Who conducted the inspection,
  - c. Where it was conducted,
  - d. Why it was conducted.
2. The Findings section tells the reader the results of the inspection. It details hazardous conditions, unsafe work practices, and their root causes; safety system inadequacies.
3. The Recommendation section proposes changes to reduce or eliminate hazards found during the inspection. Options should be given to increase the likelihood of corrective action being taken.
4. The Conclusion / Summary section summarizes the information in the findings and recommendations sections to emphasize the potential benefits realized from making corrections.

#### 4. Maintenance Programs

There are two equipment maintenance programs at this company.

1. *Preventive* maintenance to make sure equipment and machinery runs safely and smoothly, and
2. *Corrective* maintenance to make sure equipment gets back into safe service quickly.

Each employee's role in these programs is determined by their job description.

#### 5. Hazard Tracking

The safety committee will keep track of all hazards in their "Hazard Tracking Log". They will also record and report the status of these hazards in their safety committee minutes. All employees will be given log updates monthly.

#### 6. Training Programs

Every employee will receive a safety and health orientation and then training specific to their job. No employee's work experience will be taken for granted. Each employee's skill, knowledge, and aptitude will be evaluated prior to beginning work on a new job. Periodic performance reviews will be conducted to ensure that the needs of the company and of the employee are identified and addressed. Retraining may be conducted to enhance an employee's individual performance. Updates in training and refresher training will be conducted as outlined by Oregon OSHA codes.

#### 7. Monitoring Systems

The supervisor and/or the safety committee will monitor and report on the status, condition, and effectiveness of all safety programs and procedures. This report will be published at the end of each year.

**Oregon OSHA's Safety and the Small Business Employer**

# Quiz

## Module 4. Hazard Identification & Control

# Quiz

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

Q1. What is a hazard? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Q2. What is an exposure? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Q3. List the 13 types of Hazards.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_ 11. \_\_\_\_\_ 12. \_\_\_\_\_

13. \_\_\_\_\_

### Seven Key Elements of an Effective Hazard Control Program

Q4. 1. Assess and \_\_\_\_\_

Q5. 2. Hazard \_\_\_\_\_ Procedures

Q6. 3. Hazard \_\_\_\_\_ Procedures

Q7. 4. \_\_\_\_\_ Programs

Q8. Hazard \_\_\_\_\_

Q9. \_\_\_\_\_ Programs

Q10. \_\_\_\_\_ Systems

## Section 2. Training Modules

Page 1 of 2

### Module 5. Accident Investigation

#### **Effective Accident Investigations are Important!**

The primary reason for conducting an accident investigation is to "prevent" a repeat of the accident from occurring.

A few other reasons may be; to reduce operating costs, improve morale, improve productivity, improve efficiency, and/or reduce waste.

**It is important to remember that accident investigation is "fact-finding" not "fault-finding".**

An accident is defined as "an unplanned, unwanted event that causes injury, illness or property damage".

For there to be an accident two key conditions must be present at the same time. There must be a Hazardous condition, and there must be an exposure to that hazardous condition.

An incident differs from an accident in that though they are unplanned, and unwanted, they do not result in an injury, illness or property damage. Often times an incident is referred to as a "close call" or "near miss".

Safety committee members conduct accident investigations in the workplace only if the employer has assigned these investigations to them. It is not a requirement of OR OSHAs.

Employers must investigate all lost-time injuries.

Fatalities and catastrophes must be reported to OR-OSHA within 8 hours.

Serious accidents must be reported to OR-OSHA within 24 hours. *Note: Consider the event a "serious accident" if an employee is admitted to a hospital for observation as a result of injuries suffered from a workplace accident.*

Employees often times are reluctant to report an accident because of fear, peer pressure, or concern that it may affect their job in some one way.

To ensure that accidents will be reported, employees must be encouraged to participate in the "fact-finding" process. The message must be that "hazardous condition" and "unsafe practices" are symptoms of a much bigger problem with a breakdown in the safety and health system. The purpose of the accident investigation then becomes one that will uncover these system problems and provide solutions that will result in long term corrective action.

#### **The process**

When a serious accident occurs in the workplace, everyone will be too busy dealing with the emergency at hand to worry about putting together an investigation plan. Our companies investigation plan includes the following and will be posted on the employee bulletin board.

- \* Who should be notified about an accident and by whom
- \* Who is authorized to notify outside agencies (fire, police, etc)
- \* Who is assigned to conduct investigations.
- \* What training and at what level is required for accident investigators.
- \* Who receives and acts on investigation reports.
- \* What timetables are set for conducting the investigation and follow-up actions such as hazard correction.

*An accident investigation kit is available in the first aid cabinet.*

Once the accident scene has been secured to preserve the evidence, all accident investigations will be conducted in accordance with the following procedures.

1. **Gathering Information:** The first step in accident investigation is to gather information that can give critical clues into the causes associated with the accident. This gathering of information may include pictures, videos, and/or sketches of the scene.



## Section 2. Training Modules

Page 2 of 2

### Module 5. Accident Investigation

#### The Process (cont)

It is important to gather facts and interview witnesses as soon as possible after an accident to ensure the most accurate information is being recorded.

Two things begin disappearing immediately after an accident. They are "evidence" and "memory".

The effectiveness of the corrective action is dependant on the accuracy of the information gathered.

The best place to conduct an interview is wherever the employee being interviewed feels most comfortable.

The most important interviewing technique you can use to ensure accuracy is to "listen".

2. **Analyzing the Facts:** Once the information regarding the events of the accident have been gathered, it is time to organize it into a usable form. All the information should be broken down into the following basic categories:

Category 1: Hazardous conditions that existed (symptoms)

Category 2: Hazardous practices that put the employee into a danger zone (symptoms)

Category 3: Breakdowns in the safety and health system that allowed for category 1 and 2 (root causes)

Category 4: Non-essential information

A sequence of events should be developed based on these categories.

3. **An Accident Investigation Report will be written:** Each report will include the following:

Section 1: Background / Introduction: Contains background information that answers who, when, where questions.

Section 2: Description of Accident: Describes the sequence of events you constructed during the cause analysis

Section 3: Findings: Details the symptoms and root causes uncovered during the cause analysis step of the investigation.

Section 4: Recommendations: Proposes recommendations to eliminate or reduce hazardous conditions, practices, policies, and decision making that caused the accident.

*Note: Recommendations that only address the symptoms will only give you short term corrections. The root causes must also be addressed.*

Section 5: Summary: Contains a brief review of the causes of the accident and recommendations for corrective actions.

4. **Taking Corrective Action:** The owner, supervisor, and/or safety committee will review each accident investigation and take appropriate corrective action to prevent a repeat of that accident.

5. **Follow Up:** The safety committee will conduct a follow up evaluation of the corrective action to ensure that the causes for the accident have been properly addressed.

6. **Critical Review:** Once each year, the safety committee will conduct a critical review of the entire accident investigation program and make recommendations for changes that will improve the effectiveness of these investigations.

Take time to review our Accident Investigation Report form now.

## **Accident Investigation Plan**

### ***Accident Investigation Plan***

In the event of an accident

1. Notify your supervisor immediately. *If you are the injured employee and can not, then a co-worker must do so.*
2. Your supervisor will notify outside agencies. *If there is no supervisor available then find a safety committee member and they will make the appropriate notifications.*
3. Your supervisor and a designated safety committee member will conduct all investigation.
4. All accident investigators receive a minimum of four hours of accident investigation training.
5. All accident investigation reports go to the owner with copies going to the supervisor and the safety committee.
6. All accident investigation will begin as soon as the injured employee has been taken care of and the supervisor has determined that the accident scene is safe to enter.

An accident investigation kit is located in the first aid cabinet.

### ***Accident Investigation Procedures***

Once the accident scene has been secured to preserve the evidence, all accident investigations will be conducted in accordance with the following procedures.

1. **Gathering Information and Analyzing Facts:** Pictures, video, and or sketches of the scene, that may have valuable information, will be conducted.
2. **Analyzing Facts:** All of the gathered information will be analyzed, symptoms identified, and root causes documented.
3. **An Accident Investigation Report will be written:** Each report will include the following:
  - Section 1: Background / Introduction
  - Section 2: Description of Accident
  - Section 3: Findings
  - Section 4: Recommendations
  - Section 5: Summary
4. **Taking Corrective Action:** The owner, supervisor, and/or safety committee will review each accident investigation and take appropriate corrective action to prevent a repeat of that accident.
5. **Follow Up:** The safety committee will conduct a follow up evaluation of the corrective action to ensure that the causes for the accident have been properly addressed.
6. **Critical Review:** Once each year, the safety committee will conduct a critical review of the entire accident investigation program and make recommendations for changes that will improve the effectiveness of these investigations.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

# Accident Investigation Report

Accident Number \_\_\_\_\_ Date \_\_\_\_\_

Accident Investigator \_\_\_\_\_ Dept. \_\_\_\_\_ Tel # \_\_\_\_\_

Accident Investigator \_\_\_\_\_ Dept. \_\_\_\_\_ Tel # \_\_\_\_\_

Accident Investigator \_\_\_\_\_ Dept. \_\_\_\_\_ Tel # \_\_\_\_\_

## Section I. BACKGROUND

**WHO** was involved or injured? \_\_\_\_\_ Date Accident Reported \_\_\_\_\_

Name \_\_\_\_\_ Witnesses (1) \_\_\_\_\_ Tel # \_\_\_\_\_

Address \_\_\_\_\_ (2) \_\_\_\_\_ Tel # \_\_\_\_\_

(3) \_\_\_\_\_ Tel # \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_

Job Title \_\_\_\_\_ Length of Service \_\_\_\_\_

**WHEN** did accident/incident occur?

Date \_\_\_\_\_ Time of day \_\_\_\_\_

Work shift \_\_\_\_\_

**WHERE** did accident/incident occur?

Department \_\_\_\_\_ Equipment \_\_\_\_\_

Location \_\_\_\_\_

**Section II. DESCRIPTION OF ACCIDENT** (Describe sequence of events. Attach separate page if necessary)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## Accident Investigation Report

Page 2 of 4

### **Section III. FINDINGS** (Attach separate page if necessary)

**Surface Cause(s) (symptoms)** (Unsafe conditions and/or work practices)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Root Cause(s)** (Policies, procedures, supervision, training, decision making, other factors)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Accident Investigation Report

Page 3 of 4

### **Section IV. RECOMMENDATIONS** (Attach separate page if necessary)

**Immediate Corrections.** (To reduce or eliminate unsafe conditions and/or work practices)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Long Term Corrections.** (Policies, procedures, training, etc. to ensure unsafe conditions and/or practices do not recur.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section V. SUMMARY** (Est. costs of accident. Costs and benefits of corrective action)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

***FOLLOW-UP. ACTIONS/COMMENTS*** (appropriate, timely, etc.)

**Corrective Actions Taken:**

**Immediate**

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### Long Term

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---

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Prepared by \_\_\_\_\_

Reviewed by \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Reviewed by \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENTS:** (Photos, sketches, interview notes, etc.)

# Quiz

## Module 5. Accident Investigation

# Quiz

Employees Name: \_\_\_\_\_

Date: \_\_\_\_\_

Q1. The primary reason for conducting an accident investigation is to \_\_\_\_\_ a repeat of the accident from occurring.

Q2. List two other reasons why investigate accidents: \_\_\_\_\_

Q3. An accident is defined as: \_\_\_\_\_

Q4. Often times an incident is referred to as a \_\_\_\_\_ or \_\_\_\_\_.

### The Process

#### 1. Gather information

Q5. It is important to gather \_\_\_\_\_ and interview \_\_\_\_\_ as soon as possible after an accident to ensure the most \_\_\_\_\_ information is being recorded.

Q6. Two things begin disappearing immediately after an accident. They are \_\_\_\_\_ and \_\_\_\_\_.

#### 2. Analyzing the Facts

Q7. Once the information regarding the events of the accident have been gathered, it is time to organize it into a usable form. All the information should be broken down into basic categories. A \_\_\_\_\_ of events should be developed based on these categories.

#### 3. An Accident Investigation Report will be written

Q8. What are the 5 sections of a good written report?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### Taking Corrective Action

Q9. The owner, supervisor, and/or safety committee will review each accident investigation and \_\_\_\_\_ corrective \_\_\_\_\_ to prevent a repeat of that accident.

#### Follow-up

Q10. The \_\_\_\_\_ will conduct a follow up evaluation of the corrective action to ensure that the causes for the accident have been properly addressed.