

In This Issue

Handling an OSHA Inspection

5 Key Safety Program Components

Training to Reduce Single Person Dependency

Safety Roles

News & Notes

- OSHA inspections can occur at anytime.
- Don't volunteer additional information or documents unless asked.
- Invest in safety.
- Safety is continuous and ever changing.



Handling an OSHA Inspection

There is no absolute way to avoid an OSHA compliance inspection should a Compliance Officer come knocking at your door. Since there is no notice being prepared means having all the information readily available in anticipation of an impending audit. Remember, almost all inspections will begin with a review of written documents. Be prepared to provide the documents if they are requested but do not offer additional information unless it may help you avoid a citation. Some requested documents include:

- Injury and illness records
- Written safety manual
- OSHA-required programs
- OSHA-implied records (Inspection logs, maintenance logs, etc.)
- Safety procedures
- Training records
- Job Hazard Assessments (JHA)



An employee should be present for the entire inspection to take accurate notes on areas reviewed as well as discussions and comments from the inspector. Always answer questions honestly and fully ; don't volunteer additional information unless asked. Remember that whatever is within the inspector's sight is subject to inspection. More information on handling OSHA inspections can be found on our website. [How to Handle an OSHA Inspection](#)

5 Key Safety Program Components

1. **Safe work environment:** Employee working areas must be safe from all potential hazards.
2. **Safe work equipment:** Should be maintained and inspected regularly.
3. **Invest in your safety department:** Equip your team with adequate resources from experienced, knowledgeable safety professionals.
4. **Hire "safe" People:** Safety should start at the job interview.
5. **Effective training:** For best results comprehensive and continuous employee safety training is critical. Safety training and education should be ongoing because, like everything else in life, things change. Safety legislation and safety best practices evolve over time, as do the work environment, equipment, materials, and products.





News & Notes

- Reducing single point dependency will eliminate single point failures.
- The safety professional's true job is to advise and persuade.
- Supervisor's actions and inactions both send messages and help (or hurt) the safety tone of the company.
- Communication, accountability and feedback are all essential for a positive safety culture.

Training to Reduce Single Person Dependency

We have all heard the old saying "Don't put all your eggs in one basket." Ongoing training in both safety and procedures can go a long way.

In the case of an incident, training multiple people clearly improves the odds that someone present at an incident will both recall and follow the correct path of action. Additionally, multiple trained people at an incident scene provides a broader support network and decreases the pressure on a single individual to perform. A

single individual responding to an incident may forget crucial information.

As far as general work procedures go, the same case can be made. If knowledge on performing jobs and tasks more efficiently and effectively were never shared then there never would be progress. Consider the implications if there is only one person in the company who can perform a job function and they suddenly became unavailable. There could be hours or days of lost time trying to get things sorted out and back on track. Every-

one's role at all levels within a business is vital for the business to function. Having a team in place, or others trained on similar job functions, allows for greater flexibility.

Reduction in single person dependency can increase productivity and reduce injuries. The more people that have knowledge about tasks and procedures there are within the business the more likely they are to point out hazards or offer tips on better or more efficient and effective ways to perform a job.

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Safety Roles

There is a common misconception that safety is the job of the safety person (whether it is a full time job or they are put in charge of safety in addition to their other job duties). To some degree this is true, but the safety professional's true job is to advise and persuade. They typically don't supervise anyone; they can't hire, fire, promote or do performance appraisals. What they can do is provide the tools to help Front Line Supervisors with the companies overall safety performance and culture. Front

Line Supervisors' actions and inactions both send messages and help (or hurt) the safety tone of the company. Supervisory safety training should follow the same tenants as performance training. It should be delivered in easily digestible segments with time provided between subjects so supervisors can implement, practice and improve specific skills. This is one of the reasons why monthly safety topics include only a few subjects. It gives supervisors time to incorporate safety into the day-to-day

tasks of the business which in turn will raise efficiency, productivity, and employee engagement. [Toolbox topics](#) are there to be just that, tools. When provided the right tool for the job it becomes much easier to perform the functions of the job. It is also important for the supervisor to provide feedback on what they think is important for future planning. Good Communication and accountability on all levels is an essential part of the safety culture.