

Safety 101 for Supervisors

LENGTH: 14 MINUTES

Production Year: 2024

PROGRAM SYNOPSIS:

Safety. It's a key part of everyone's job, no matter which industry you work in. We all have the right to a safe and healthful workplace, and we all have a responsibility to ensure that safety remains our top priority. In this program, we will discuss the importance of workplace safety, along with the roles and responsibilities that you have as a supervisor. This program discusses OSHA's role in safety, how to identify and control hazards, various safety programs, personal protective equipment, training, and how to handle situations when employees report concerns and injuries.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- How OSHA helps keep us safe;
- Ways to identify and control hazards;
- The need for PPE;
- Types of workplace training;
- What to do if a workplace injury occurs.

PROGRAM OUTLINE:

INTRODUCTION

- Safety. It's a key part of everyone's job, no matter which industry you work in. All workers have the right to a safe and healthful workplace, and we all have a responsibility to ensure that safety remains our top priority.
- As a supervisor, it's especially important for you to promote safety as the top priority of your company.
- In this program, we will discuss the importance of workplace safety, along with the roles and responsibilities that you have as a supervisor.
- First, we'll discuss how the Occupational Safety and Health Administration affects the way companies conduct business and treat their employees.
- Then, we'll discuss how to identify and control hazards, various safety programs, personal protective equipment, training, and handling situations when employees report concerns and injuries.

OSHA

- The Occupational Safety and Health Administration, OSHA, regulates and enforces workplace safety for most private sector businesses and their employees.
- The Occupational Safety and Health Act was passed into federal law in 1970. The goal was to assure safe and healthful conditions for the working men and women of this country.
- Since its establishment, the number of workplace deaths and injuries have been dramatically reduced. To put things into perspective, OSHA estimates that in 1970 an average of 14,000 workers were killed on the job every year – about 38 people per day.
- Statistics from 2016 show that these numbers have fallen to about 5,000 workers killed per year, or about 14 per day. And during that same timeframe, U.S. employment has more than doubled.
- While we can still do better, we can all agree that recent efforts in workplace safety have made a significant difference.
- So how does OSHA keep us safe? What exactly do companies need to do in order to comply with the law?
- The primary rule that dictates all other OSHA regulations is known as the General Duty Clause.
- The General Duty Clause states that "each employer shall furnish a place of employment that is free from recognized hazards that are likely to cause death or serious physical harm to their employees."
- The employer is also responsible for complying with occupational safety and health standards set forth by OSHA.
- Employees shall comply with occupational safety and health standards, and all rules, regulations, and orders issued by OSHA.

- As the supervisor, it's your job to educate workers on these rules and regulations. You must also enforce the rules and make sure employees are following them.

IDENTIFYING AND CONTROLLING HAZARDS

- By identifying and controlling hazards, we can reduce or even eliminate workplace injuries. There are several ways to identify hazards. Proactive methods involve completing a job hazard analysis, or JSA.
- A JSA is an effective method of helping reduce incidents and injuries in the workplace. It is an excellent tool to use during new employee orientations and training and can also be used to investigate "near misses" and accidents.
- You should complete a JSA for each of the various tasks of your workplace. Be sure to involve the employees who will actually be performing the work covered in the JSA.
- Another proactive approach involves conducting tests or samples. For example, air quality can be measured in locations that might present respiratory health hazards.
- And finally, you can identify hazards when conducting audits and inspections. If you see something that looks unsafe or presents a clear hazard, be sure to address the problem immediately.
- Don't be afraid to stop work if employees are engaging in unsafe acts or if they are at risk due to unsafe conditions or the presence of hazards.
- Once a hazard has been identified, it must be controlled.
- For example, if you identify hazards during proactive hazard analysis, then you might be able to control or eliminate the hazard before it ever becomes an issue. Take the time to come up with a plan to avoid or eliminate the hazard altogether.
- If that's not a feasible option, alternative control measures such as providing personal protective equipment can be implemented instead.
- When hazards are identified throughout the day, while conducting an audit or inspection, or as the work environment changes, be prepared to help employees resolve issues on the spot.
- If you happen to notice something, such as a trip hazard in the middle of a walkway, take the time to pick it up and put it away.
- Again, we all have a responsibility for safety. If your employees see you taking action, they are more likely to follow your example.

RULES, PROCEDURES AND SAFETY PROGRAMS

- It is important to establish and enforce the rules and procedures for the various safety programs of your company. Some of the common workplace safety programs that you may have include:
- Fall Protection: a program that is designed to protect employees who are working from height.
- Lockout/Tagout: a program that establishes the safe procedures for performing maintenance on hazardous or energized machinery and equipment.
- Confined Space: a space in which employees must perform work that could contain atmospheric hazards or the potential to trap entrants inside.
- Respiratory Protection: a program that defines your company's procedures for wearing respirators and preventing respiratory health issues.
- Chemical Safety or Hazard Communications: the program that your employer has in place about safely working with chemicals.
- Emergency Preparedness: the program that addresses how to handle emergency situations such as fires, severe weather, and power outages.
- These are just a few examples of safety programs that your company may have. When these types of programs are required, it's critical to provide workers with additional training and required information relevant to them based on their job duties.
- The other responsibility you have as a supervisor is making sure that your employees comply with whatever rules you have in place.
- Depending on your company's policies, you may have to issue verbal or written warnings to those who don't comply. Disciplinary action may need to be taken for repeat offenders.
- As a supervisor, you set the tone for your organization's commitment to safety. Your actions are under constant observation and greatly influence the degree to which all workers buy into the safety culture.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Another key component of workplace safety is personal protective equipment, or PPE. PPE is often referred to as “the last line of defense against injury.”
- Personal protective equipment is specialized safety equipment worn by employees who may be exposed to workplace hazards. There are many different kinds of PPE.
- Common examples found in most industrial workplaces include safety glasses, hardhats, hearing protection, respirators, gloves, steel-toed boots, and various types of protective clothing, such as lab coats or fire-resistant clothing.
- It’s your responsibility, as the supervisor, to help determine which PPE should be worn by the employees, and when.
- OSHA states that companies must provide workers with the required PPE at no cost to the employee. You must also train them on the proper care and maintenance of specialized items such as respirators and fire-resistant clothing.
- If PPE becomes damaged or worn, replace it as soon as possible.
- As we mentioned earlier, PPE is the “last line of defense.” This means that an employee’s PPE is the only thing protecting them from potential hazards if engineering controls or other proactive efforts to eliminate hazards have failed.
- As a supervisor, make sure that your employees understand the PPE required for their assigned work and be sure you consistently enforce the PPE requirements of your organization.

TRAINING

- It’s your responsibility to provide workers with the necessary on-the-job training. What that looks like can vary for each employee.
- Everyone should receive basic training upon hire. Safety orientation videos are an example of something that everyone at your company might go through. But some workers will need additional training in order to do their jobs safely and effectively.
- For example, those who are expected to operate mobile equipment or powered industrial trucks must receive additional training specifically designed to prepare them for that type of work.
- In fact, OSHA prohibits workers from performing any job or operating any piece of equipment that they haven’t been trained on. As for frequency of training, it depends on the topic at hand.
- For instance, OSHA requires some safety topics to be covered only once, upon hire. Others need to be completed annually. And further still, other training topics must be covered on a specific schedule such as once every three years.
- Refer to the OSHA website and consult the OSHA regulations for specific timelines required for the topics that you need to cover.
- You may also have to provide refresher training after an employee is involved in an accident, or if and when they request it.

INJURY REPORTING AND SAFETY CONCERNS

- As a supervisor, you need to make sure your employees understand the importance of reporting workplace injuries, no matter how small.
- First and foremost, they may need first aid or medical attention. As the supervisor, you may need to assist in getting them the care they need.
- Reporting injuries helps prevent similar incidents from affecting other workers.
- Make sure you understand your responsibilities when it comes to documenting and reporting injuries to OSHA. OSHA's injury and illness recordkeeping and reporting requirements mandate that most employers with more than 10 employees maintain records of occupational injuries and illnesses as they occur. These employers must log injuries and illnesses on recordkeeping forms, keep the logs current, and retain them for five years at each workplace.
- Your company must provide a work environment free of any known health and safety hazards. As a supervisor, part of your responsibilities include being alert for and correcting any known hazards.
- If employees have concerns, they have the right to speak up about them without fear of retaliation.
- Workers are encouraged to bring their concerns to you, the supervisor – or someone else within the company – first. You must be willing and able to resolve their issues or concerns in a timely manner.
- However, if employees feel that the company is not taking the concerns seriously, or if they believe working conditions are unsafe or unhealthful, they may file a confidential complaint with OSHA and ask for an inspection.
- Obviously, that is a situation you and your company would rather avoid; but know that it is illegal for an employer to fire, demote, transfer, or otherwise retaliate against a worker for using their rights under this law.

CONCLUSION

- All employees have a right to a safe and healthful workplace, and as a supervisor or other member of management, it is your responsibility to make it so.

SAFETY 101 FOR SUPERVISORS

ANSWERS TO THE REVIEW QUIZ

1. a

2. a

3. a

4. a

5. a

6. b

7. a

8. a

9. a

SAFETY 101 FOR SUPERVISORS

REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. OSHA enforces that all workers have a right to a safe and healthful workplace through a clause in their regulations known as the General Duty Clause.
 - a. True
 - b. False

2. The General Duty Clause also states that “each employee shall comply with occupational safety and health standards, and all rules, regulations, and orders issued by OSHA.”
 - a. True
 - b. False

3. As the supervisor, it’s your job to educate workers on these rules and regulations and enforce them.
 - a. True
 - b. False

4. A job hazard analysis, or JSA, involves reviewing the tasks of the job and determining if there are any safety issues or concerns that need to be addressed.
 - a. True
 - b. False

5. The Respiratory Protection Program defines your company’s procedures for wearing respirators and preventing respiratory health issues.
 - a. True
 - b. False

6. Employees are responsible for when and where PPE should be worn.
 - a. True
 - b. False

7. OSHA prohibits workers from performing any job or operating any piece of equipment that they haven’t been trained on.
 - a. True
 - b. False

8. All injuries must be reported, even if it’s something that is seemingly minor.
 - a. True
 - b. False

9. Reporting injuries helps prevent similar incidents from affecting other workers.
 - a. True
 - b. False