Safety Programs and Policies

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NECA National Director of Safety

This session is eligible for:  
1 Continuing Education Hour  
and 1 Contact Hour.

To earn these hours you must:  
- Have your badge scanned at the door  
- Attend 90% of this presentation  
- Fill out the online evaluation for this session
Learning Objectives

- Outline the key elements of a company safety program
- Identify the roles of supervisors in charge of safety
- Discuss the importance of a good safety record to a company
- Explain the impact safety has on company profit

Safety Responsibilities

- As leaders we have no greater responsibility than the safety of our people
- The people/workers are our biggest asset.

"No one should have to sacrifice their life for their livelihood, because a nation built on the dignity of work must provide safe working conditions for its people."

- Secretary of Labor Thomas E. Perez
The OSHA ACT

To assure so far as possible every working man and woman in the Nation safe and healthful working conditions and to preserve our human resources.

Duties - Section 5

(a) Each employer

(1) Shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are likely to cause death or serious physical harm to his employees

(2) Shall comply with the occupational safety and health standards promulgated under this Act.
Duties - Section 5

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct.

What is OSHA looking for in a Contractor’s Safety and Health Program?
Key Elements of an Effective Program

- Management commitment and employee involvement
- Worksite Analysis (JHAs)
- Hazard Prevention and Control (I2P2)
- Safety and Health Training

Management Commitment and Employee Involvement

- Management Provides:
  - Safety Policies
  - Upper management participation
  - Guidance and Leadership
  - Grants authority to personnel
  - Provides
    - Funding and Resources
    - Motivation
    - Assignments and responsibilities
Management Commitment and Employee Involvement

Employees:
- Are empowered and accountable
- Conduct inspections
- Perform job hazard analysis
- Help to develop rules and procedures
- Are involved and engaged with the company safety training programs

Worksite Analysis

Job Hazard Analysis, (JHA) have three steps
- Identify the tasks to be performed
- Identify the hazards that could arise from the task
- Identify the controls used to mitigate the hazard

Use employees familiar with the task to observe and document all steps in a task.
Hazard Prevention and Control

- Determine if a hazard exists, then:
  - Engineer the hazard out!
  - Use administrative controls to keep employees away from hazard
  - Provide employees with the right Personal Protective Equipment, (PPE) that can save their lives

Safety and Health Training

- Safety and Jobsite Orientations
  - NECA Employee Safety Handbook
- Emergency Action Plan and Procedures
- Hazard Communication Training
  - NECA Hazard Communication Handbook
- OSHA Training
  - NECA OSHA Digest Handbook
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<thead>
<tr>
<th>Safety and Health Training</th>
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<tbody>
<tr>
<td>• First Aid/Basic Life Support</td>
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<td>• Bloodborne Pathogens</td>
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<td>• Refresher Training</td>
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<td>• Powered Industrial Trucks</td>
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<td>• Excavation Training</td>
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<td>• Confined Space Training</td>
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<td>• Written Programs</td>
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<td>• Task Training</td>
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<td>• Fire Extinguisher Training (Firewatch)</td>
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<td>• Electrical Safety Training</td>
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<td>• Lockout/Tagout Training</td>
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Safety and Health Training

- Documentation
  - Employee Name
  - Date
  - Content
  - Instructor/Presentor/Supervisor
  - Retraining and Update Required

Safety and Health Training

- Assessment
- Knowledge
- Evaluation
- Demonstration of ability and aptitude
29 CFR 1926 Subpart C

Â Competent Person
Â Authorized Person
Â Qualified Person

**Competent Person**

Â Means a person who is:
- capable of identifying existing and predictable hazards in the surroundings, or
- working conditions which are unsanitary, hazardous, or dangerous to employees, and
- who has “authorization” to take prompt corrective measures to eliminate them.

*Authorization must come from the Employer*
Authorized Person

ÂMeans a person who is:

ï approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite.

Qualified Person

ÂMeans a person who is:

ï by possession of a recognized degree, certificate, or professional standing, or

ï who by extensive knowledge, training, and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.
Contractor Requirements

Â Workers are not allowed to work under conditions which are *Unsanitary, Hazardous* or *Dangerous* to their health or safety

Accident Prevention

Â Employer must initiate and maintain programs necessary to comply with:

29 CFR 1926 CONSTRUCTION
Employee Warning Notices

Discipline policy
- Three Strike Rule
  1. Verbal Warning (Documented)
  2. Written Warning
  3. Disciplinary Action (Up to and including Termination, if appropriate)

Policies
NECA’s Standing Policy on Safety

- Safety is an integral part of achieving excellence in the electrical contracting industry.
- NECA supports the highest safety standards in construction.
- NECA understands the shared responsibilities between employers, employees and customers.
- NECA is active in Government Regulations and the rulemaking processes.
- NECA members strive to maintain a safe and healthy workplace for employees.
- NECA members know that Safety Excellence results from safe work practices that continuously strive for Zero Injuries!

Adopted 9/12/2009

Contractor Policies

- Attendance Policy
- Accident Incident Reporting Policy
- Substance Abuse Policy
- Company Vehicle Use Policy
- Company Tool Policy
Contractor Policies

• Company Travel Policy
• Diversity Policy
• Disciplinary Policy
  - In Writing and Consistently Enforced
• Energized Work Policy
  - NFPA 70E • Energized Electrical Work Permit

Contractor Policies

• Entertainment Policy
• Environmental Policy
  - Spill Containment Requirements
• General Harassment Policy
• Sexual Harassment Policy
• Substance Abuse Policy
Contractor Policies

Policies Should Be:
- In Writing
- Communicated to all employees
- Well Defined
- Include commitment from Senior Management
- Annually Reviewed by all employees

Safety Climate

Safety Culture
## Safety Climate

* Unique to an individual company  
* Based on fundamental beliefs within management  
* Varies among different size and specialty contractors  
* Values leading information over lagging indicators  
* Prevention over treatment  
* Eliminate hazards over reliance on PPE  
* Training  
* Qualified Personnel  
* Orientations

### Goals for Management
- Integrate Safety into every aspect of the business  
- Strive for improvement at all levels of organization  
- Internal and External Audit of policies and procedures  
- Hold personnel accountable  
- Engage workers at all levels  
- Regulatory Compliance  
- Training and Job-site Orientations  
- Adequate resources and funding
Safety Climate

Safety Values
- Each day or task is started with a Safety Moment
- Safety comes before productivity
- Communication network for employees
- Prevention Through Design implementation
- Personal health and hygiene addressed
- OSHA Regulations represents minimum requirements
- “Safety doesn’t cost, Safety provides a huge ROI, (Return On Investment)”

Culture
- A system of shared beliefs, values, customs and behaviors used by members of a society

Safety Culture
- Incorporates the safety beliefs, values, customs and normal behaviors of a particular company
- Demonstrated by how people act when no one is watching over them
- Reflects the beliefs, values, attitudes and perceptions that employees have in regards to safety
Safety Climate

Accountability
- Encourage employees to recognize and identify hazards
- Encourage employees to create safer solutions
- Supervisors should "Lead By Example"
- No fault near miss reporting and thorough incident investigation including root cause analysis
- All management team members are involved with and are responsible for safety activities

Benefits of a Good Safety Program
Benefits of Safety Program

- Better personnel policy
- Increased productivity
- Legal compliance
- Enhanced reputation
- Higher profit margin
- Lower insurance costs

Accident Costs

- Insurance premiums are generally directly proportional to claims
- Workers comp claims are reflected in premium calculations for at least 3 years
  
  EMR – Experience Modification Ratio

- Indirect costs of accidents are estimated to be 5 times direct costs
Direct and Indirect Costs

- Direct costs
  - treatment
  - temporary wage replacement
  - permanent impairment awards
- Indirect costs
  - uninsured employee costs
  - uninsured supervisory costs
  - uninsured costs related to non-injured workers
  - uninsured production costs

Impact on Company Profits

<table>
<thead>
<tr>
<th>Accident Costs</th>
<th>Hidden Costs *</th>
<th>Total Costs</th>
<th>If your company margin is:</th>
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<tr>
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<td>$1,000</td>
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* Hidden costs vary from about 1.5 to 6.0 times accident costs
Indicators of a Poor Safety Program

- EMR greater than 1.0
- High OSHA Incidence Rate
- High OSHA Lost Time Rate
- High OSHA DART Rate
  - Days Away, Restricted Duty, Transfer

Consequences of a Poor Safety Program

- Low Worker Morale and Productivity
- Ineligible to Bid on Projects
- Higher Insurance and Workers Compensation Premiums
- Lower Profits
- OSHA Citation and Penalties
- Damage to Professional Reputation
How Engaged is Your Management with Safety?

**OSHA Requirements**

OSHA states that in order for the Safety Program to be effective, there must be Management Involvement!
What does management involvement mean?
- Do they only fund the program?
- Do they hire just one person to manage the safety program?
- Is upper management aware of jobsite safety requirements?
- What are key indicators of safety awareness?

Support and Funding from Management
- Safety Budget
- Return on Investments can be directly proportional to effectiveness
- Shortcuts in Safety funding lead to poor performance and poor morale!
Upper Level Management Roles

- Safety Director
  - Inspections, Training, Investigations, Regulatory
- Project Manager Involvement
  - Safety Trained?
- Project Manager Accountability
  - Production over Safety?

Tracking of Incident and Injuries

- By Division?
- By Vice Presidents?
- By Project Manager?
- By Superintendents and Foreman?
  
  *Near Misses, First Aid and Recordables?*
Field and/or Front Line Supervision
  - OSHA Training (General Industry or Construction)
  - Experience in Safety
  - Experience with other trades or production divisions

Key Indicators of Safety and Awareness
  - Organizational Aptitude
  - Housekeeping
  - Planning
  - Employee Involvement and Morale
Company Policies

- Clear and Concise
- Should be in Writing
- Consistent in Application and Enforcement
- Discipline
  - Verbal Warnings
  - Written Warning
  - Removal from job or termination

Today's Takeaways

- All levels of management must be involved on all levels
- Enforcement and Compliance must be uniform and consistent.
- Communication of Company Policies must be clear and concise
Questions

What is not a key element of a Safety Program according to OSHA?

a) Management Involvement
b) Lower Worker’s Compensation Premiums
c) Safety and Health Training
d) Worksite Analysis
Questions

What are a few of the site supervisors safety responsibilities?

a) Planning
b) Coaching
c) Training
d) Accident Investigation
e) All of the Above
Questions

What are the benefits of a good Safety Program?

a) Higher Worker Morale  
b) Lower Insurance Premiums  
c) Higher Profits  
d) (a), (b), and (c)  
e) None of the above
Questions

Â The costs of accidents have a direct effect on a company's ability to make profits.

TRUE

FALSE
Question and Comments

Don't forget:
- 9:00 am - 1:00 pm NECA Show
- 11:15 am - 2:30 pm Closing General Session
- 7:15 pm Closing Celebration