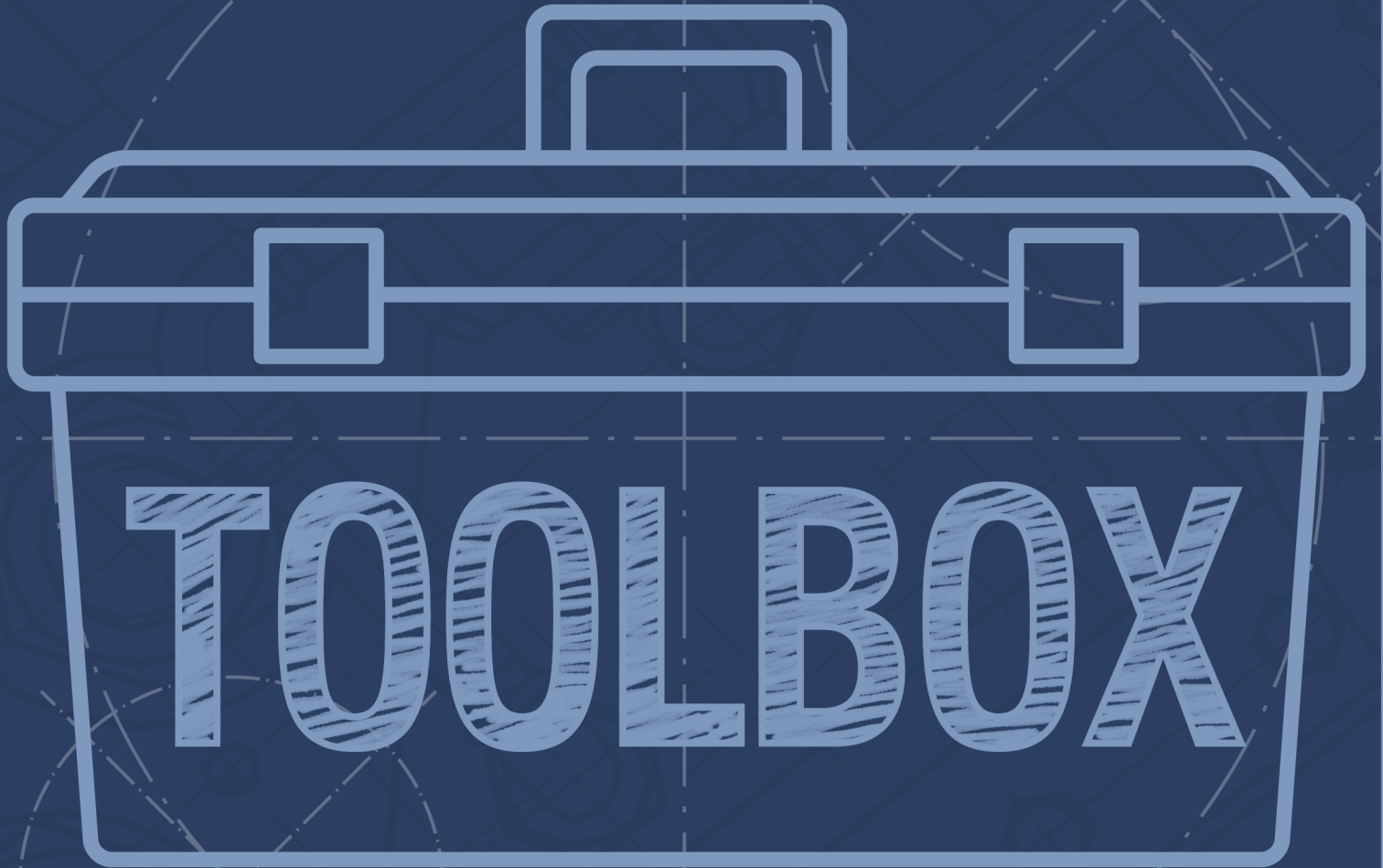




Safety Culture



EHS Daily Advisor

6 SAFETY CULTURE ESSENTIALS



Many organizations want to improve their safety culture in order to reduce injury rates, save money, and increase productivity. But how does a company begin to foster a culture of safety? The following are a just few key areas that go a long way toward establishing a positive safety culture in an organization:

- **Management commitment.** Safety culture must have the full commitment of company leadership. Executives and managers must lead by example by following safety policies themselves and must adopt safety as a core organizational value. Safety efforts must be viewed as complementary to productivity and profitability goals rather than in conflict with them.
- **Employee engagement.** In an organization with strong safety culture, employees are highly engaged with safety. They don't resent safety efforts, view safety rules as a nuisance that interferes with their work, or believe that safety is "someone else's job"; rather, they are fully committed to making their workplace as safe as possible. Engaged employees do not hesitate to speak up if they witness unsafe conditions or actions because they know that they can raise concerns without fear of retaliation.
- **Job hazard analysis and incident investigation.** In order to protect employees from workplace hazards, you need to know what these hazards are. Job hazard analysis allows you to identify the hazards associated with the tasks your workers perform in order to identify appropriate protective measures. Similarly, following an incident, you need to be able to drill down to the root cause to determine what went wrong and how to prevent reoccurrences. An effective incident investigation program will allow you to do this.
- **Policies and procedures.** Policies and procedures are the backbone that supports a safety culture. Safety-related policies—for example, regarding the use of PPE or prohibiting horseplay—should be clear, in writing, and specify consequences for noncompliance. Procedures (such as those for lockout/tagout or emergency shutdown) should be written in easily understandable language that describes the subject in a step-by-step manner. Employees must be familiar with safety policies and procedures they are expected to follow and must be able to review them at any time.
- **Training.** In order to have a strong safety culture, employees need to receive high-quality training on the company's safety policies and procedures, hazards they may be exposed to on the job, and safe work practices for protecting themselves against these hazards. Training must be in a language and vocabulary that workers can understand, and it must be provided to all workers, including temporary workers. Make sure to document training and keep track of when refresher training is necessary.
- **Measurable goals and accountability.** Safety culture cannot take hold in an organization without clearly defined goals and reliable metrics for assessing success in achieving these goals. A combination of leading and lagging indicators provides the most complete picture of an organization's safety culture. Set challenging yet achievable safety goals and evaluate your progress towards those goals frequently, making adjustments as necessary.

INSTILLING SAFETY AWARENESS CHECKLIST



YES

NO

Is safety awareness a featured topic in new employee orientation?

☐☐

Are employees aware of all company and department safety rules?

☐☐

Are they aware of the safety procedures required for the jobs they perform?

☐☐

Are they trained to plan each job before they start?

☐☐

Are workers taught to think about the tools, materials, and protective equipment they will need and the procedures they must follow to do the job safely?

☐☐

Are they trained to look for problems and think about what could go wrong on the job?

☐☐

Are workers aware of the hazards they could encounter and what the risks are before they begin a job?

☐☐

Do employees use labels, SDSs, and other safety information available to them to identify job hazards?

☐☐

Are employees trained to keep the work area clear of potential hazards?

☐☐

Are they taught to inspect tools, equipment, and PPE to make sure that they are safe to use?

☐☐

Do they know that they should never use defective tools, equipment, or PPE?

☐☐

	YES	NO
Do employees know to tag defective items so that no one else will use them, and report the problem so that it can be fixed?	<input type="checkbox"/>	<input type="checkbox"/>
Do they know how to select the right tool for the job?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees made aware of the need for ventilation when working with hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers told that they should never ignore a safety hazard?	<input type="checkbox"/>	<input type="checkbox"/>
Do they know to whom to report safety hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees encouraged to correct or report the unsafe behavior of co-workers?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees warned about the danger of bypassing established procedures or taking shortcuts?	<input type="checkbox"/>	<input type="checkbox"/>
Are they warned not to engage in horseplay?	<input type="checkbox"/>	<input type="checkbox"/>
Have they been trained to recognize emergency situations and take appropriate action?	<input type="checkbox"/>	<input type="checkbox"/>
Are workers taught to regard near misses as warnings and examine their behavior and the conditions to discover the cause of the incident in order to prevent a real accident in the future?	<input type="checkbox"/>	<input type="checkbox"/>
Are employees encouraged to ask questions when they are in doubt about how to proceed with a job?	<input type="checkbox"/>	<input type="checkbox"/>
Are they encouraged to concentrate on their work and pay attention to what they are doing at all times?	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY CULTURE

DEVELOP A GOOD SAFETY ATTITUDE



This talk reminds workers of the importance of approaching safety with a positive attitude in order to prevent accidents.

Items for attendees to consider during talk:

- What are some signs of a poor safety attitude?
- Why is it important to have a positive safety attitude?

TALK

You know your job. You have the ability to do it well. But do you have the attitude required to do the job both well and safely?

If you have a poor attitude about safety, it will show up in everything you say and everything you do. Sometimes, workers develop the attitude that safety rules were made to be broken—especially when no one is looking.

Even those who are hardworking and conscientious about every other aspect of their jobs can have a poor safety attitude. They may take shortcuts not because they are lazy but because they want to get the work done more quickly. Remember, though, that ignoring safety in order to get a job done more quickly is likely to cause accidents and injuries that slow down production more than working safely in the first place.

Other workers may think that not following the rules won't cause a problem if they think a risk is small.

They take chances, and this leads to accidents. These individuals don't take safety seriously—until it is too late.

Most people don't intend to work with a bad safety attitude or even realize they have one. They think their last couple of accidents were just that—accidents that couldn't have been prevented.

Here's how you can develop a good attitude concerning safety:

- Keep your mind focused on the job at hand. Put aside any personal problems that have been bothering you so that you can watch for hazards and accomplish what you have set out to do.
- Tell yourself that you will not let nearby noises or conversations interrupt your concentration or prevent you from doing the job safely.
- Don't give in to pressure from your coworkers to be unsafe. You don't have to join in with horseplay, take shortcuts, or participate in cover-ups. Instead, take the lead in behaving in an adult and responsible manner. If coworkers are behaving in an unsafe manner, tell a supervisor.
- Report all accidents and near misses, even if they seem unimportant at the time. *[Instruct workers on your specific accident and near-miss reporting procedures.]*
- Try to understand why an accident occurred to avoid making the same mistake twice.

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Talk Date: _____

Location: _____

Supervisor/

Presenter: _____

Attendees: _____

Comments: _____

SAFETY CULTURE

- Always follow safe work practices and wear any personal protective equipment (PPE) that you are required to wear.
- Practice good housekeeping. Keep your work area free of clutter, and clean up spills promptly.
- Be considerate of your coworkers. Don't do anything that would endanger them. In fact, go a

step farther and remind coworkers about safety. Say something when they forget to put on PPE or when they ignore the rules.

By following these suggestions, you can develop a positive safety attitude, one that others will respect and look up to as an example. But even better than that, you'll be able to do productive work and stay safe at the same time.

SAFETY CULTURE

TAKING RESPONSIBILITY FOR SAFETY



This talk reminds workers of the importance of taking responsibility for safety and making sure the workplace is safe for everyone.

Material to have on hand:

- Example of a recent incident or near miss that could have been prevented if someone spoke up about an unsafe condition (if applicable)

Items for attendees to consider during talk:

- Who is responsible for making sure our workplace is safe?
- What should you do if you notice a hazard in the workplace?
- What kinds of hazards do we need to particularly be aware of at our worksite?

TALK

You're probably aware of the safety rules we all need to follow at work. Most of you do a good job at wearing your personal protective equipment (PPE) and following safe work practices. But when you see something unsafe, what do you do? Do you think to yourself, "I'm following the rules, so it's not my problem"? Or do you say or do something to make sure the hazard is fixed before someone gets hurt?

It's important to watch out for your own safety, but it's just as important to take a look around you and

make sure the workplace is safe for everyone. Safety isn't just the job of the safety manager or the supervisors—it's everyone's job.

Consider this example *[or share a real example from your workplace if applicable]*: Steve was walking through a worksite one morning on his way to do some painting when he noticed a broken guardrail. He thought to himself, "Someone should fix that," but he was in a hurry to get to work, so he continued walking and forgot about the guardrail. Several more people walked by the same area, but like Steve, they were all focused on their own tasks, so the guardrail remained broken.

Later that day, Bob was carrying some bulky materials through the area. He couldn't see very well around the materials he was carrying, so he got a little too close to the edge of the walkway. Because the guardrail was broken, he fell 8 feet down and broke his leg.

This story is a good example of why you should always say something when you see something dangerous. It may not be your job to inspect guardrails, just like it wasn't Steve's job. But if Steve or any of the other people who noticed the broken guardrail had said something to a supervisor, the guardrail could have been fixed before Bob got hurt.

Whether you're at work or at home, make it a point to look around with an eye toward safety. Do you see anything dangerous? Some hazards are very easy to overlook. For example, a loose extension cord in

Continued on page 2

Talk Date: _____

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Presenter: _____

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SAFETY CULTURE

a walkway is a trip hazard. A burned-out lightbulb makes it more difficult to see what you're doing, which can increase the chance of getting hurt. A machine with a broken or missing guard can easily cut off or crush someone's hand.

When you notice a hazard, don't assume that someone else will see it and fix it. Take the time to report it to a supervisor. If the hazard is something you can easily and safely fix, like a trip hazard in a hallway, go ahead and do so. It is still a good idea to tell a supervisor, though, so that he or she can take steps

to make sure it doesn't happen again. *[Review your specific procedures for reporting hazards.]*

Never put yourself in danger to fix a hazard. If you can't safely fix a hazard yourself, and no one who can fix it is available, the best thing to do is to put up a sign alerting your coworkers to the issue so they know to avoid the area or piece of equipment.

If we all make a little extra effort to be aware of workplace hazards and fix them or report them, the workplace will be a safer place for everyone. Remember, safety is everyone's responsibility.



SAFETY CULTURE

Buy-In, Behavior, and Other Keys to Making Safety Stick

September 11–12, 2017

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Convention Center Austin, TX

- Learn from the nation's leading safety experts
- Create a powerful action plan to engage your workers
- Network with your safety peers
- Earn critical recertification points to further your career development



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Safety Culture 2017 is the nation's most targeted event on safety culture improvement to increase engagement, strengthen compliance, and create more initiatives. According to OSHA, developing a

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- Evaluate and fine-tune incentives & disciplinary systems to ensure maximum effectiveness
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- Restructure your safety committee model to allow it to function at peak performance
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