

SAFETY PROGRAM HIERARCHY



Safety Program Tools

1ST LEVEL

- 1. Management commitment to safety**
 - a. Contact Agent/ Underwriter
 - b. Impact on EMOD handout
 - c. Safety Pays <https://www.osha.gov/safetypays>
 - d. WCF Cost Control Guide
 - e. Safety Culture Assessment Tool
 - f. Mod Master Report

- 2. Written Safety Program (Injury, illness prevention program)**
 - a. OSHA Hazard Awareness Advisor <https://webapps.dol.gov/elaws/oshahaz.htm>
 - b. Injury and Illness Prevention Toolkit
 - c. Safety Program Evaluation (SPE visits)
 - d. Needs Assessment

- 3. Everyone assigned safety responsibilities and accountability enforced (Management to front line employee)**
 - a. Safety Culture Assessment tool
 - b. Creating effective safety committee tools
 - c. Needs Assessment Visit
 - d. Balanced Scorecard?

- 4. Control high frequency claims/injuries**
 - a. Loss Review Visits
 - b. Loss Runs/Trend analysis
 - c. Balanced Scorecard

- 5. SIF Hazards Controlled: machine guarding, LOTO, fall protection, confined space, NFPA 70E/Arc Flash, working under suspended loads, etc.**
 - a. Safety Program Evaluation
 - b. Risk Management Toolkit
 - c. SIF Toolkit
 - d. Safety Hazard Inspection Visits

- 6. Safety Orientation (OTJ, Certifications, job shadowing, coaching)**
 - a. Review company profile (SRI)
 - b. Pre-task planning, JHA's
 - c. Safety mentor programs (coaching) within the company
 - d. Creating effective Safety committee toolkit
 - e. Safety Program Evaluation visits

2ND LEVEL

7. Audit of safety programs (LOTO, Confined Space, Fall Protection, etc.)

- a. SIF Toolkit's Checklists
- b. WCF.com Create a Safety Program
- c. WCF.com SST's: Conducting a Workplace Safety Audit

8. IH monitoring (noise, chemicals, dusts, etc.)

- a. Safety Hazard Inspection to access industrial hygiene hazards (chemical, biological, physical)
- b. Policyholder access to CIH's
- c. Evaluation for combustible dust hazards
- d. IHI's and NEI's

9. Ergo hazard assessments

- a. Safety Hazard Inspection to access ergonomic hazards
- b. Ergo tools: 2DBiomechanics, ACGIH Hand Activity Level, Estimation of Metabolic Rate, NIOSH Lifting Equation, Rapid Upper Limb Assessment (RULA), Rodgers Muscle Fatigue Analysis, Shoulder Moment Estimation, Strain Index, Washington State Lifting Calculator
- c. Lift Safe for the Healthcare Industry

10. Company safety rep performs hazard surveys

- a. Identify hazards associated with frequent and severe injuries common to the industry
- b. Monitor for safety program effectiveness
- c. Recommendations for safety program improvements
- d. SHI type visit

11. Job Safety Analysis/Job Hazard Analysis

- a. Managing Risk Toolkit (examples and templates for JSAs)
- b. OSHA Manual 3071: Job Hazard Analysis

12. Emergency procedures

- a. WCF.com Create a Safety Program: First Aid Program
- b. WCF.com Safety Videos: Video Library
- c. Ready. Gov: <https://www.ready.gov/business/implementation/emergency>
- d. Evacuation Plans and Procedures eTool: <https://www.osha.gov/etools/evacuation-plans-procedures/expert-systems/create-eap>

13. Risk assessment

- a. Managing Risk Toolkit
- b. JHA's, Pre-Task planning

14. Regular safety communication (training matrix with timeframe)

- a. Needs Assessment (audit) visits, identify training needs
- b. SPT, SMT visit types
- c. Safety Program Evaluations
- d. Effective Safety Training Seminar

3RD LEVEL

15. Timely accident/near miss reporting

- a. Loss Runs (review time reporting metric)
- b. Balanced Scorecard

16. Incident investigation/ Root cause, system failure

- a. Incident Investigation Toolkit
- b. Loss Review Visit

17. Return-to-work program

- a. Vocational Rehab Seminar and toolkit
- b. Claims Management (work with adjustors)
- c. Safety Program Evaluation

18. Safety suggestions (employees have a voice)

- a. Safety Culture Assessment
- b. Creating Effective Safety Committees Toolkit

19. Self-inspections (peer to peer observations, stop audits, checklists)

- a. Use Job Safety analysis
- b. WCF Behavioral Based Safety Observation Cards
- c. WCF Pre-task planning Booklet
- d. WCF Safety Checklist on website
- e. OSHA Small business handbook <https://www.osha.gov/sites/default/files/publications/small-business.pdf>
- f. AM Best guides

20. Safety Committee (for larger companies/ required by law)

- a. WCF Managing an effective Safety Committee Toolkit
- b. OSHA Safety and Health Programs in the States White Paper https://www.osha.gov/sites/default/files/Safety_and_Health_Programs_in_the_States_White_Paper.pdf

4TH LEVEL

21. Pre-task planning (days, weeks, months in advanced)

- a. WCF Pre-task planning Booklet
- b. Management of change
- c. Need to create something.

22. Evaluate safety culture

- a. WCF Safety Culture Online Tool <https://www.wcf.com/safety-survey/>

23. Safety management system implemented/ evaluated

- a. Safety Management Systems Toolkit
- b. OSHA Recommended Practices for Safety and Health Programs <https://www.osha.gov/safety-management>
- c. ISO 45001

24. Continuous improvement plan

- a. Safety Management Systems Toolkit Audit
- b. Balanced Scorecard

25. New and emergent risk management

- a. WCF Risk Management Toolkit