Written Employee Safety Program – Part V

This series began with April’s HR Answers; all issues are available on the NSAA website. In summary, a good written safety program should include all of the following eight steps:

1. Management commitment/assignment of responsibilities
2. System of safety communications with employees
3. System for assuring employee compliance with safe work practices
4. Scheduled inspections/evaluation system
5. Accident investigation
6. Procedures for correcting unsafe/unhealthy conditions
7. Safety and health training and instruction
8. Record-keeping and documentation

In this issue we will discuss the eighth and final element of Safety Program, record-keeping and documentation. These records give you a way to measure and evaluate the success of your safety and health activities; success would generally mean a reduction or elimination of employee injuries or illnesses during a calendar year.

Work Related Injury or Illness

1. Obtain a report on every injury or illness requiring medical treatment.
2. Record each injury/illness as required on the OSHA Log and summary of Occupational Injuries and Illnesses, Form 300.
3. Prepare a supplementary record of the occupational injury/illness on the Employer’s Report of Injury or Illness, as provided by your workers’ compensation insurer. (If you report claims via phone or on-line, be sure the insurer returns the completed form for your records.)
4. Every year post the summary Form 300 no later than February 1, and keep it posted where employees can see it until April 1.
5. Maintain these records for five years in your files.

Documentation of Safety Activities

Keep for three years:

6. Records of scheduled and periodic inspections to identify unsafe conditions and work practices to include:
   ■ Inspector’s name(s)
   ■ Any unsafe conditions and work practices
   ■ Action taken to correct the condition or work practice

7. Records of employee training, to include:
   ■ Employee’s name
   ■ Training date(s)
   ■ Type(s) of training
   ■ Trainer’s name

8. Documentation of all other required elements of your safety program:
   ■ Safety meetings
   ■ Accident investigations
   ■ Discipline and reward

While the idea of implementing a written safety program may seem onerous, it will pay dividends in the long run.

Safety Tip: Stretching

Start treating physical activity like a sport. Successful pro athletes don’t hit the court or field without priming their bodies for action. Neither should you. Take a few minutes to stretch and warm up your muscles before participating in physical activity. Whether you are hitting the slopes or getting ready to clean out a storage closet and will be lifting heavy boxes, stretching can help reduce the chance of injury.

Quote of the day: “Contentment comes not so much from great wealth as from few wants.”