

SAFETY

Company Name

Meeting Date

Employees Present:

SUBJECT OF THE MONTH: THE EFFECT OF ATTITUDE ON SAFETY

What is your attitude about safety? Do you view it as just a cumbersome bureaucratic program that really doesn't do anything positive? Is safety a burden on your company or is it a way of life in your company? Is it an attitude that you carry into every facet of your work environment-an attitude that each of your employees works with and lives by on a daily basis? The article on the back of this page explores this topic.

CHECKLIST ITEMS

- | | | |
|-------|---|------------------------------------|
| _____ | Electrical Cords Checked & GFCI's to protect employees | |
| _____ | Required Jobsite Postings:
(Emergency Phone #'s and "Safety & Health Protection on the Job" Poster | |
| _____ | Fall Protection | _____ Hazard Communication Program |
| _____ | Emergency Medical Plan | _____ Tool Guards |
| _____ | Fire Protection/Prevention | _____ First Aid Kit |

JOBSITE REVIEW: Inspection Notes/Concerns/Action Plan

Company Safety Officer: _____

NOTICE OF RESPONSIBILITY

The Oregon Building Industry Association's Central Safety Committee's purpose is to provide safety guidelines, information and resources to help our members work more safely and reduce jobsite accidents. Full and active monthly participation in safety meetings using the Central Safety Committee's agendas, topics and checklists will only meet safety committee requirements. It remains your responsibility to comply with all aspects of safety rules and regulations.

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This page is one of an ongoing series of pages, which will be provided each month to Oregon Building Industry Association members.
Please use this page to add to (or start) either a Safety Committee file or manual for your company.

Submitted by David Kaiser, former Director of Risk Management Services, Contractors Insurance Services Inc.

Many employers believe that OR-OSHA is a bureaucratic police force causing them to spend *money on needless programs and devices*. It is clear, however, that unsafe work conditions have been reduced and there has been a reduction in injuries to employees. Placing the focus on unsafe conditions in the workplace, without equal focus on unsafe work *practices*, seems like a drain on profits.

It should be noted that 80-90 percent of all accidents occur because people make mistakes. This, coupled with an unsafe work environment, can lead to catastrophic loss, needless suffering and expense to employers. Employers must adopt a safety attitude, which permeates the entire workplace, and all work practices rather than merely being concerned with compliance.

MANAGEMENT ATTITUDE The first step to an adequate accident prevention program begins with the boss. Management must adopt a safe workplace attitude by insisting that all work activities be done in a safe manner. This mindset must be passed on to all employees via supervisors or mid-level management where appropriate, or directly from the owner of the company to each of the employees. It must start to occur prior to the hiring process and must exist in every work practice, every day.

HIRING THE BEST Good hiring practices are an integral part of your overall safety program. Successful managers surround themselves with good people who do the work that makes money for their business. They choose people who are suited for the job in skills, judgment, experience, learning ability and motivation.

The greatest failing in the hiring process is not understanding what a good candidate should possess in job-related skills. How do you combat this? By writing a description of the job. Ask the expert--the person in the job who does it well. What do they do? What skills are important? How much training can he or she provide for a new person? Can a new person work without close supervision? What are the physical requirements of the job? Then list your expectations. Do you require employees to travel? Is overtime a responsibility of the job? Will the job develop into more responsibility in the future? Are there job changes in the future? State the specific tasks or projects and the salary. List The indicators of qualification such as: 1. Direct experience in the same type of job. 2. Skills and experience that are transferable from another industry or type of employment. 3. Type and depth of education. 4. Previous level of authority.

Then you must recruit the best person for the job by using an appropriate and legal job application, conducting an interview (being careful not to ask illegal questions), conducting background checks, requiring a physical exam and, if appropriate in your operation, drug testing for all candidates. Once the "best person" has been found and hired the next step is to insure proper training in performance expectations, including safety. The company's safety policies and goals should always be made clear to the new person.

TOTAL SAFETY MANAGEMENT It's absolutely imperative that top management adopt a *no compromise* attitude about safety. If the job can't be done in the safest possible manner it should not be done. If this important aspect of the total safety management program is overlooked, then it falls to the individuals of the organization to carry the weight of your safety program. Experience tells us this doesn't work. If the boss doesn't support safety 100 percent, live by it and practice it every day, then it's not realistic to expect employees to work in a safe manner.

Providing safe workplaces and guidelines for safe work practices, hiring and training the right person for the job and demanding the highest safety standards are au important elements for ensuring jobsite safety. It's all in your attitude.

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