

SUPERVISOR SAFETY TRAINING



Course Objectives

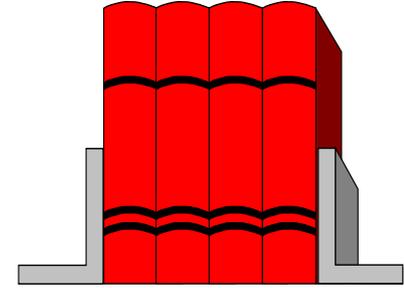
At the completion of this course, the supervisor should have an understanding of the following Occupational Safety and Health Program elements:

- **PUBLIC LAW 91-596**
- **OSH POLICY AND PROGRAM ELEMENTS**
- **SUPERVISOR AND INDIVIDUAL RESPONSIBILITIES**
- **HAZARD REPORTING PROCEDURES**
- **CATEGORIES OF WORKPLACE DISORDERS**
- **ACCIDENT CLASSES AND REPORTING PROCEDURES**
- **ANTICIPATED SAFETY PROGRAMS**



NRCS Safety Program Management

Safety & Health Mission: The NRCS is committed to providing a safe and healthful work environment for all employees and visitors, free of recognized hazards and unsafe conditions. Safety must be a cooperative effort between management and employees at all levels, recognizing that good stewardship of a safe and healthful working environment is paramount and is in the forefront of our employees' success in their efforts of "Helping People Help the Land".



References

- **EXECUTIVE ORDER 12196, OCCUPATIONAL SAFETY AND HEALTH PROGRAMS FOR FEDERAL EMPLOYEES**
- **29 CFR 1910, CODE OF FEDERAL REGULATIONS FOR GENERAL INDUSTRY**
- **29 CFR 1960, ELEMENTS FOR FEDERAL EMPLOYEE OSH PROGRAM**
- **DR 4410-004, SAFETY MANAGEMENT PROGRAM**
- **GM 360.420, SAFETY AND HEALTH MANAGEMENT PROGRAM**

Program Goals

- **EVOLVE TO A SAFETY MANAGEMENT SYSTEM TO ACHIEVE AND MAINTAIN A HIGH STANDARD OF SAFETY PERFORMANCE BASED ON THE PRINCIPLE OF CONTINUOUS IMPROVEMENT**
- **NRCS INJURIES AND ILLNESSES WILL BE A NEAR MISS, MINOR PROPERTY DAMAGE, FIRST AID, OSHA RECORDABLE, FATALITY**
- **EVOLVE FROM A REACTIVE TO A PROACTIVE SAFETY PROGRAM**

Public Law 91-596

- **WILLIAMS-STEIGER ACT OF 1970**
- **REQUIRES SAFE AND HEALTHFUL WORKING ENVIRONMENT**
- **REQUIRES EMPLOYERS AND EMPLOYEES TO FOLLOW SAFETY PROCEDURES**



Other Mandatory Compliance

- **National Fire Protection Association (NFPA)**
- **National Institute of Occupational Safety and Health (NIOSH)**
- **American National Safety Institute (ANSI)**
- **Environmental Protection Agency (EPA)**
- **Department of Homeland Security (DHS)**
- **Department of Transportation (DOT)**
- **National Safety Council (NSC)**
- **Nuclear Regulatory Commission (NRC)**



OSH Policy

- **PROVIDES A SAFE AND HEALTHFUL WORKPLACE FOR ALL PERSONNEL**
- **OSH PROGRAM ENDORSED BY USDA SECRETARY AND NRCS CHIEF**
- **IMPLEMENTED THROUGH APPROPRIATE CHAIN OF COMMAND**

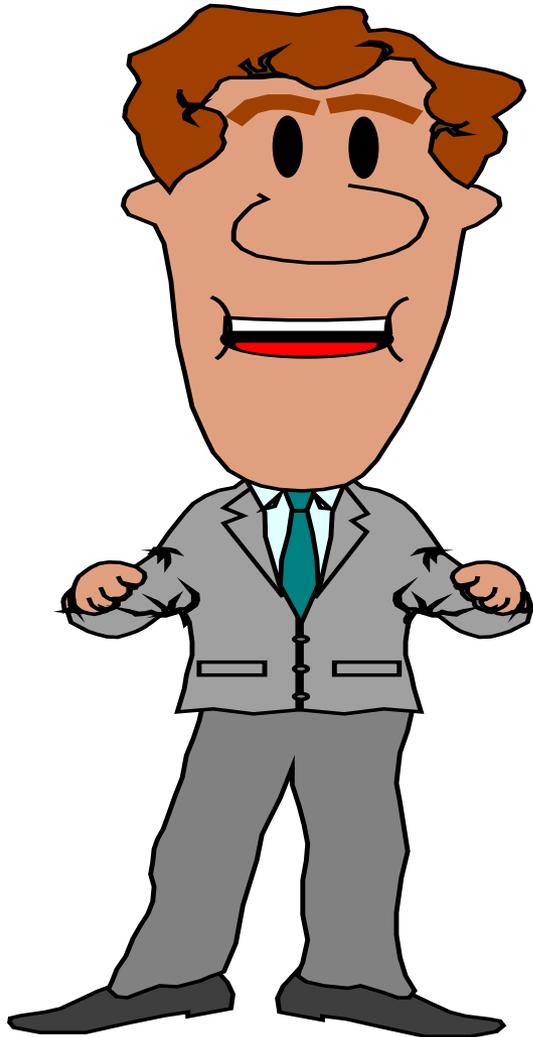
OSH Program Includes

- **COMPLIANCE WITH STANDARDS**
- **ANNUAL OSH INSPECTIONS**
- **ABATEMENT OF HAZARDS**
- **PROCEDURES TO REPORT HAZARDS WITHOUT FEAR OF REPRISAL**
- **OSH TRAINING**
- **ACCIDENT REPORTING & INVESTIGATIONS**
- **HEALTH SURVEILLANCE PROGRAMS**
- **PERFORMANCE EVALUATIONS**

Supervisor Responsibilities

- **SET EXAMPLE**
- **KNOW PREREQUISITES OF JOB**
- **REVIEW PRECAUTIONS**
- **CONDUCT INSPECTIONS**
- **RECOGNIZE AND ACKNOWLEDGE SAFE BEHAVIOR**
- **INVESTIGATE & REPORT ACCIDENTS**
- **CORRECT UNSAFE UNHEALTHFUL CONDITIONS**
- **PROVIDE PERSONAL PROTECTIVE EQUIPMENT IF NEEDED
(AS DETERMINED BY A JHA)**

Individual Responsibilities



- **COMPLY WITH OSH STANDARDS**
- **REPORT WORKPLACE HAZARDS**
- **REPORT TO SUPERVISOR ILLNESSES/
INJURIES OR PROPERTY DAMAGE
RESULTING FROM INCIDENT**

Hazard Reporting

- **EMPLOYEES**
 - » **ORAL REPORT TO SUPERVISOR OR CDSO**
- **SUPERVISORS**
 - » **KEEP EMPLOYEES INFORMED**
- **EMPLOYEES MAY SUBMIT TO NATIONAL SAFETY OFFICER - MAY BE ANONYMOUS**



Reprisal

- **EMPLOYEES MUST KNOW THAT THEY CAN SUBMIT REPORTS OF UNSAFE CONDITIONS WITHOUT REPRISAL**
 - » **LOCAL CDSO**
 - » **SUPERVISOR**
 - » **NSO**
 - » **DASHO (ASSOCIATE DEPUTY CHIEF FOR MANAGEMENT)**
 - » **LOCAL OSHA OFFICE**
- **ANONYMOUS!!!**



Categories of Workplace Disorders

- **INJURIES:**
 - » **THOSE DISORDERS THAT OCCUR DUE TO A ONE-TIME EVENT SUCH AS A CUT, CRUSH OR FALL.**
- **DISEASE/ILLNESSES:**
 - » **THOSE DISORDERS RELATED TO REPEATED EXPOSURE TO VARIOUS SUBSTANCES, HAZARDS, OR ENVIRONMENTAL CONDITIONS.**

Accident/Injury and Disease/Illness Definitions

DEFINITION OF AN INJURY

ANY INCIDENT SUCH AS A CUT, FRACTURE, SPRAIN, AMPUTATION, ETC. WHICH RESULTS FROM A WORK ACCIDENT.

DEFINITION OF A DISEASE/ILLNESS

ANY ABNORMAL CONDITION OR DISORDER CAUSED BY EXPOSURE TO ENVIRONMENTAL FACTORS ASSOCIATED WITH EMPLOYMENT. THESE MAY BE CAUSED BY INHALATION, ABSORPTION, INGESTION OR DIRECT CONTACT. IN ADDITION, IT ALSO INCLUDES REPETITIVE TRAUMA DISORDERS.

Accident Classes

NRCS RECOGNIZES FIVE DIFFERENT TYPES OF ACCIDENT CLASSES:

- **CLASS A**
- **CLASS B**
- **CLASS C**
- **CLASS D**
- **CLASS E**

Accident Classes

CLASS A

AN ACCIDENT IN WHICH THE RESULTING TOTAL COST OF PROPERTY DAMAGE IS \$2,000,000 OR MORE OR AN INJURY AND/OR OCCUPATIONAL ILLNESS RESULTS IN A FATALITY OR PERMANENT TOTAL DISABILITY

CLASS B

AN ACCIDENT IN WHICH THE RESULTING TOTAL COST OF PROPERTY DAMAGE IS \$500,000 OR MORE, BUT LESS THAN \$2,000,000; AN INJURY AND/OR OCCUPATIONAL ILLNESS RESULTS IN PERMANENT PARTIAL DISABILITY, OR WHEN 3 OR MORE PERSONNEL ARE HOSPITALIZED AS INPATIENTS AS THE RESULT OF A SINGLE OCCURRENCE

Accident Classes

CLASS C

AN ACCIDENT IN WHICH THE RESULTING TOTAL COST OF PROPERTY DAMAGE IS \$50,000 OR MORE, BUT LESS THAN \$500,000; A NONFATAL INJURY OR OCCUPATIONAL ILLNESS THAT CAUSES 1 OR MORE DAYS AWAY FROM WORK OR TRAINING BEYOND THE DAY OR SHIFT ON WHICH IT OCCURRED OR DISABILITY AT ANY TIME (THAT DOES NOT MEET THE DEFINITION OF CLASS A OR B AND IS A LOST TIME CASE).

Accident Classes

CLASS D

AN ACCIDENT IN WHICH THE RESULTING TOTAL COST OF PROPERTY DAMAGE IS \$2,000 OR MORE, BUT LESS THAN \$50,000; A NONFATAL INJURY OR ILLNESS RESULTING IN RESTRICTED WORK, TRANSFER TO ANOTHER JOB, MEDICAL TREATMENT GREATER THAN FIRST AID, NEEDLE STICK INJURIES AND CUTS FROM SHARPS THAT ARE CONTAMINATED FROM ANOTHER PERSON'S BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIAL, MEDICAL REMOVAL UNDER MEDICAL SURVEILLANCE REQUIREMENTS OF AN OSHA STANDARD, OCCUPATIONAL HEARING LOSS, OR A WORK-RELATED TUBERCULOSIS CASE.

Accident Classes

CLASS E

AN ACCIDENT IN WHICH THE RESULTING TOTAL COST OF PROPERTY DAMAGE IS LESS THAN \$2,000. TYPICALLY FIRST AID CASES.

Test Your Knowledge

1. Due to a wet spot on the office floor, a NRCS employee fell and injured his left wrist. After a quick visit to the Health Unit, it was determined that he suffered a minor sprain. The employee was given some pain medicine and he returned back to work within an hour. This is what class of accident?

Class E – There was no lost time or injury costs associated with the injury

2. While on travel at an NRCS-approved training conference, a display sign fell on an employee, hitting her head and right shoulder. The employee was transported to a local hospital and was admitted overnight for observation. The employee did not attend the conference the next day because of a headache resulting from the injury. This is what class of accident?

Class C – There was one lost work day beyond the date of injury.

3. A van of four NRCS employees was traveling to an off-site meeting when the van was hit by a non-government vehicle. None of the employees were injured but the van sustained \$2,300 in damages. This is what class of accident?

Class D – The property damage was more than \$2,000 but less than \$50,000.

Test Your Knowledge

4. While driving alone to an NRCS-sponsored training in her personally owned vehicle, an employee lost control of her vehicle and had an accident, resulting in a fatality. This is what accident class?

Class A – The employee was on the way to an NRCS-sponsored event

5. On the way to work, an NRCS employee stopped at Starbucks for a cup of coffee. On the way in, the employee tripped over the curb and fell, injuring his right knee. This is what accident class ?

No class – this is not a work-related injury because the employee was not in a work capacity.

Near-miss Cases

- **AN INCIDENT THAT MAY HAVE RESULTED IN PERSONNEL INJURY, EQUIPMENT DAMAGE, OR REDUCTION IN SYSTEM INTEGRITY**
- **A NEAR-MISS COULD EVENTUALLY LEAD TO A SERIOUS ACCIDENT.**
 - » **SHOULD BE REPORTED FOR CORRECTIVE MEASURES SUCH AS ADMINISTRATIVE AND ENGINEERING CHANGES.**

Accident/Injury and Disease/Illness Reporting

- **FOR ALL INJURIES AND DISEASE/ILLNESSES, REGARDLESS OF SEVERITY OR LOSS OF TIME, THE AFFECTED EMPLOYEE OR THE SUPERVISOR MUST COMPLETE THE NRCS-PER-188 FORM “ACCIDENT INVESTIGATION REPORT” AND FORWARD TO THE NSO WITHIN THREE DAYS.**
- **THE NSO THEN USES INFORMATION FROM THE NRCS-PER-188 FOR:**
 - 1) REPORTING INJURIES AND ILLNESSES TO USDA AND THE DEPARTMENT OF LABOR**
 - 2) ESTABLISHING INJURY TRENDS AND RECOMMENDING CORRECTIVE ACTIONS.**

Accident/Injury and Disease/Illness Reporting

- **PROVIDE A FORM CA-1 “FEDERAL EMPLOYEES NOTICE OF TRAUMATIC INJURY AND CLAIM FOR CONTINUATION OF PAY/COMPENSATION” FOR INJURIES**

OR

- **A FORM CA-2 “NOTICE OF OCCUPATIONAL DISEASE AND CLAIM FOR COMPENSATION” FOR DISEASE/ILLNESS**

14 Program Elements

- **STRATEGIC PLANNING, PROGRAM STRUCTURE, SAFETY EVALUATION, COUNCILS & COMMITTEES**
- **ACCIDENT INVESTIGATION AND REPORTING**
- **CONTRACTOR SAFETY**
- **EXPLOSIVES SAFETY**
- **PUBLIC, FAMILY, OFF-DUTY, RECREATIONAL & SEASONAL**
- **RADIATION SAFETY**
- **SAFETY AWARDS PROGRAM**
- **TRAINING REQUIREMENTS**
- **AVIATION SAFETY**
- **WORKPLACE INSPECTIONS**
- **BIOLOGICAL SAFETY**
- **CHEMICAL AGENT MANAGEMENT**
- **MARINE ACTIVITIES**
- **RANGE SAFETY**



Anticipated NRCS Safety Programs

Accident Prevention

Accident Investigation, Reporting and Recording

Allegations of Reprisal

Job Hazard Analysis/Risk Management

Industrial Safety

Safety and Occupational Health Interface

Safety Council

Safety Committee

Safety Motivation & Awards

Safety Program Evaluations

Training

Collateral Duty Safety and Health Officers

Employee Safety

Supervisor Safety

Senior Management Safety

Workplace Violence

Contractor Safety

Off-Duty Safety

Fall & Winter, Summer Campaigns

Fatigue & Alcohol

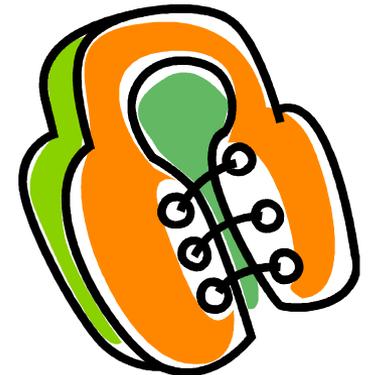
Home Safety

Holiday Safety

Motor Vehicle, Motorcycle & All Terrain

Recreational (Water, Boating, Camping)

Sports Injuries (to include USDA-sponsored activities)





Anticipated Safety Programs

cont'd

Industrial Safety

Confined Space

Chemical/Hazard Communication

Electrical Safety

Excavation/Trenching

Exit/Egress

Explosives, Propellant and Pyrotechnic (Firearms)

Fall Protection

Fire Protection/Life Safety

Inspections and Abatement

Lock Out/Tag Out

Machine Guarding

Material Handling & Storage

**Motor Vehicle and Traffic Safety (Forklifts, tractors,
government-owned vehicles, etc)**

Office Safety

System Safety

Walking/Working Surfaces (Slips/Trips/Falls)

Occupational Health/Industrial Hygiene/

Environmental

Bloodborne Pathogens

Mold

Asbestos

Ergonomics

Personal Protective Equipment

**(Eye, head, hearing, foot, respirator, medical
surveillance)**

Radiation (Ionizing & Non-ionizing)

Biological Hazards

Off-duty and Home Safety

- **HOME SAFETY**
 - » **CHEMICALS**
 - » **SPORTS**
 - » **CHILD/YOUTH**
 - » **VACATION**
 - » **RECREATIONAL VEHICLES**

Off-duty and Home Safety

- **PET SAFETY**
- **FIREARMS**
- **WATER SAFETY**
- **BOATING SAFETY**
- **LEAD PAINT**
- **ELECTRICAL SAFETY**
- **HOLIDAY SAFETY**

Questions???

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