

2018

# Safety & Health Program

It is the policy of Pottawattamie County to provide a safe and productive workplace for employees and the general public and to comply with all regulations and laws affecting workplace safety.



## Important Contact Information

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# Section A

## Board of Supervisor's Statement of Safety

The success of Pottawattamie County depends upon our efficient use of resources to produce a high quality product for the citizens of our community. Our most important resource is our employees. To protect this resource, we are committed to providing a safe and healthful workplace for all employees by establishing and maintaining an effective safety and health program. We consider safety to be a core value of our organization's operations.

The occupational safety program of Pottawattamie County is organized to give each department responsibility for the accident prevention program. Employees at all levels of our workforce are directed to make safety a matter of continuing concern, equal in importance to all other operational considerations. We are all expected to cooperate in implementing safety practices and to adopt the concept that the safe way to perform a task is the most efficient, and the only acceptable way to perform it.

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(Tom Hanafan, Chair, Board of Supervisors)

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(Date)

## Risk Manager Statement of Safety

Safety is one of Pottawattamie County core values, and I appreciate the effort displayed over the years by the employees of this organization to work as safely as possible. I want to ensure that every employee ends their day in the same condition they started it and that every employee returns home safely to their families. Please review this safety manual with that idea in mind.

Also, remember that safe operations are critical to all Pottawattamie County employees and the public. Our expectation is that each employee is responsible for his or her own safe actions and the safe actions of coworkers.

Thank you for your continued support.

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(Garfield Coleman, Risk Manager)

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(Date)

## **I. Objective**

To provide a safe and healthful work environment for all employees, contractors and for the general public conducting business or visiting county facilities and property.

This program outlines responsibilities for Occupational Safety and Health and provides general safety requirements for employees of Pottawattamie County. Pottawattamie County is required by federal and state law to adhere to the Occupational Safety and Health Administration (OSHA) standards. The objective of the Program is to comply with OSHA standards and to prevent injuries and/or losses to employees and Pottawattamie County.

## **II. Scope and Applicability:**

This policy is applicable to all Pottawattamie County Employees.

## **III. Goals:**

- A. Develop an accident-free work environment, which is safe, clean and productive for our employees and contractors.
- B. Minimize our workers' compensation insurance costs.
- C. Provide training to employees and management such that an understanding of hazards and respective safety requirements are established and supported.
- D. Develop, implement and manage effective loss prevention programs to assure a safe, healthful and productive workplace, and to ensure compliance with applicable state and federal regulations.
- E. Encourage the responsibility and participation of all employees and management in Pottawattamie County's loss prevention efforts.

Whenever the provisions of this policy are in conflict with state or federal law, or with a collectively-bargained agreement between the County and a certified bargaining unit, the provisions of the collectively-bargained agreement and/or the State or Federal Law will prevail.

## **IV. Implementation, Authority & Responsibility**

A successful occupational safety and health program assures the protection of all employees and is dependent upon the support of all employees. Management and employee support of the safety program's mission and goals as well as all adopted safety procedures is required.

### **A. Risk Management is responsible for:**

1. Developing written Safety Programs and reviewing them on an annual basis.
2. Developing and overseeing the County Safety training program. Conduct safety training and assist departments with training needs.
3. Conducting safety inspections of the grounds and facilities to identify safety hazards and make recommendations.
4. Assisting the departments with the identification of safety hazards and required PPE and work with supervisors to assure that hazards are effectively communicated to employees.
5. Maintaining safety training records and provide training reports to departments as requested.
6. Work with State and Federal agencies as needed to conduct facility audits and/or investigate accidents or injuries.
7. Maintain the County's workers compensation program and prepare reports as required by law.

### **B. Department and Supervisors are responsible for:**

1. Following and adhering to Safety programs, policies and procedures required for their department and ensure that departmental employees are informed and trained on safety policies and procedures.
2. Ensuring that all employees have access to the Safety program and are aware of where they can access the program. A copy of this Safety Program is available at the following locations:
  - a. Each department will maintain a hard copy of the Safety Program. Department copies may be obtained from the elected official, department head, manager and/or supervisor.
  - b. The Safety Program is available online via county intranet and employee portal.
  - c. An individual hard copy of the program may be obtained by contacting the Human Resources department.

3. Work with Risk Management on implementing, maintaining and enforcing the Safety Program in their work area. Posting and distributing safety information. Relaying safe work practices and answering employee questions. Supporting and assuring that employees (and visitors to the area) follow adopted safety and health programs, procedures, and protective measures.
4. Training each employee in the hazards and respective controls associated with their work area. Providing additional training and increased safety observation and coaching to employees whose safety performance is deficient.
5. Ensuring that employees complete assigned safety training. Provide training records to Risk Management for employee training file.
6. Assuring that new and transferred employees into the department have received required safety equipment and required safety training prior to beginning their job duties.
  - a. Supervisors shall walk new and transferring employees through their work area and shall review specific safety hazards and protective measures for the operations prior to the employee beginning the work.
  - b. Supervisors shall inform new and transferring employees the location and availability of the Hazard Communication binders containing the Safety Data Sheets (SDSs).
  - c. Supervisors shall inform new and transferring employees the procedures for reporting safety issues and workplace injuries.
7. Ensuring that employees utilize and have access to protective clothing and equipment required for their job functions.
8. Evaluating the safety performance of employees through continual observation and coaching. Recognizing employees who perform safe and healthful work practices and disciplining employees for failure to comply with safe work practices, policies and procedures.
9. Conducting employee meetings and provide focused training sessions on safety issues.
10. Encouraging employee involvement in Safety Committees and assuring member attendance.
11. Providing recommendations and discussion materials to the department's Safety Committee representative for improving the safety and health of the work environment.
12. Assisting and supporting the county's Worker's Compensation and Return to Work Program (RTW) for those that may have been injured on the job.

13. Assuring completion of safety issues noted on accident reports, by Risk Management, Safety Committees, or reported through inspections.
14. Correcting unsafe or unhealthy work conditions, practices or procedures in a timely manner based on the severity of the hazards. Hazards shall be corrected when observed or discovered or when an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property. If there were to occur, the supervisor shall remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.
15. For those departments that have multiple shifts, discussing current safety issues at shift meetings and ensuring that all shifts are notified.
16. Providing a system for employees to inform management about workplace hazards without the fear of reprisal.
17. Ensuring that employees are not retaliated against for reporting an unsafe working condition.

**C. Employees are responsible for:**

1. Following adopted safety and health policies, procedures and protective measures. It is an OSHA requirement for employees to follow safety policies and procedures and to wear protective clothing and equipment where required.
2. Completing all required safety training and contacting the supervisor or Risk Manager for any questions that may arise.
3. Providing recommendations to the department's Safety Committee representative for improving the safety and health of the work environment.
4. Adhering to and supporting the County's worker's compensation and return to work program.
5. IMMEDIATELY Reporting all unsafe/hazardous conditions to the Supervisor, and the Safety Committee representative. Employees also have a responsibility to report unsafe work practices or behavior displayed by a co-worker or supervisor.
6. IMMEDIATELY reporting all workplace injuries and illnesses to the supervisor and follow established reporting procedures.
7. Following and adhering to the County's drug and alcohol free workplace policy.
8. Cooperating with Department Heads, Supervisors, Risk Management and insurance companies if involved in a workplace accident. Employees who have had a work-related injury requiring first aid or medical attention or who have had a "near miss" may be contacted by these individuals to discuss the incident.

9. Employees are required to cooperate in all workplace investigations surrounding a workplace injury, accident or "near miss".

**D. The Safety Committee and/or Designated Department Representatives are responsible for:**

1. Conducting discussions at departmental meetings to discuss safety committee meeting items and issues. Posting safety meeting minutes and agendas in designated departmental areas.
2. Conducting quarterly walk through safety audits for each department and prepare findings report. Meeting with the Elected Official/Department Head and Risk Manager to review the audit and findings report. Ensuring that the findings report is posted in a designated area.
3. Reporting ANY unsafe acts or conditions to the department supervisor IMMEDIATELY.
4. Attending and actively participating in Safety Committee meetings and assuring that safety issues are discussed and resolved.
5. Assisting, as needed, in conducting workplace injury or "near miss" incident investigations.
6. Continually reviewing the effectiveness of safety programs and make recommendations for improvements.

**V. Protective Equipment (1910.132)**

Pottawattamie County shall provide required safety clothing or equipment. All safety related equipment must be reviewed and accepted by the Elected Official or Department Head before purchase or use. Protective clothing and equipment needs shall be based upon hazard assessments for all job classifications and work assignments.

**General** protective equipment requirements are specified below. Please refer to specific safety programs and policies for additional information.

**A. Safety Glasses**

1. Employees and contractors entering a production area must wear (at a minimum) safety glasses with attached side shields (glasses must meet the current ANSI Z87.1 specification). All areas where safety glasses are required shall be posted.
2. New employees are to be provided with safety glasses before working in a designated area or before performing a job task where safety glasses are required.

## B. Chemical Protective Equipment

When handling chemicals, the Safety Data Sheets (SDS's) and hazard assessments are to be referenced for protective equipment needs. Chemical Protective equipment may include, but is not limited to, chemical splash goggles, face shield, chemical resistant suit, gloves, and boots. Refer to the specific policies for further information on eye protection, respiratory protection, and skin protection

### 1. Gloves

- a. Gloves are available in all sizes to assure proper fit for employees. The specific material of construction should be specified in the hazard assessment.
- b. Gloves are to be inspected throughout the work shift and replaced as necessary if damaged.
- c. Gloves used for preventing chemical contact (e.g. handling solvents and cleaners) must be changed weekly regardless of condition so as to prevent permeation through the glove and contamination of the skin.
- d. Fit should be double-checked each time the gloves are put on.

### 2. Respiratory Protection

- a. Respiratory Protection Equipment may be required when handling chemicals. The type of equipment utilized is based upon the chemicals to which individual may be exposed.
- b. Respirators are selected filter materials and do NOT provide oxygen.
- c. Respirators are to be fitted properly on the face and should provide a good face to face piece seal.
- d. Training materials are provided in the Respirator section of the Safety & Health Program for proper donning and fit of the respirators.

### 3. Eye and Face Protection

- a. Safety glasses, with face and/or side shields are available for employees handling or working with chemicals.
- b. Safety glasses and shields are to be kept clean and inspected daily for any damage.
- c. Damaged glasses or shield shall be replaced as needed.
- d. A variety of safety glasses are available to employees. Fit is essential to provide adequate protection.
- e. Safety glasses and face shields are to be ANSI approved and should provide brow and side protection.

### 4. Storage of PPE

- a. All protective equipment is to be stored outside of the immediate use area in a clean and sanitary location.
- b. At the end of each shift, protective equipment will be inspected, cleaned, and stored so as not to damage or deform the equipment.
- c. Respirators are to be stored in designated plastic bags.

### **C. Hearing Protection**

Hearing protection is required in some county facilities and work areas. Employees and visitors shall be required to wear hearing protection if entering posted areas. Proper hearing protection shall be provided by the county and shall be placed in areas where protection is required.

### **D. Respiratory Protection**

Respirators shall be used to prevent over-exposures to chemicals, fumes, dust through proper ventilation system use. Respirators are available for any employee desiring to minimize any possible exposure and are required when working with designated chemicals or in designated areas of the county. The Respiratory Protection Program shall be followed for use, care, selection, limitations, medical evaluation of users, and fit.

## **VI. General Safety Rules**

- A.** Pottawattamie County employees shall follow these general safe practice rules. Employees are responsible for working in a safe manner and for reporting all unsafe conditions or practices to their supervisor.
1. Supervisors shall insist that employees observe and obey every safety rule, regulation, and order as is necessary to perform their job in a safe manner. Supervisors will ensure that safety topics are included in general discussions and will take such action as is necessary to ensure that employees are observing and following the safety rules, regulations and orders.
  2. Pottawattamie County is a drug and alcohol free work environment. Employees shall not report for work or work under the influence of alcohol or drugs or any other substance(s) which may affect their ability to perform their jobs safely. Anyone known to be under the influence of alcohol, drugs or other intoxicating substances shall not be allowed to work.
  3. Employees shall not engage in horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of employees.
  4. Work shall be well planned and supervised to prevent injuries.
  5. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
  6. Employees shall not enter confined spaces, manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that is safe to enter.
  7. Employees shall ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.

8. Crowding or pushing when boarding or leaving any vehicle or other transportation system shall be prohibited.
9. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor and have received proper training.
10. All injuries shall be reported promptly to the employee's supervisor so that arrangements can be made for medical or first aid treatment. Call 911 in case of emergency and make notification to employee's supervisor after employee has received medical attention or when safe to do so.
11. Do not lift heavy items unless necessary. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used. In order to prevent injury, employees are required to use lift assist gear (i.e. cranes, hoist, forklift or other similar equipment) or shall seek assistance when lifting heavy objects.
12. Employees shall adhere to the proper footwear or shoes required for the jobs that they are required to perform. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn. Anti-slip soled shoes shall be worn.
13. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
14. Everyone entering a work area must wear the protective equipment specified in postings for that area.
15. Employees required to wear protective equipment are required to check their protective equipment regularly for any defects. All equipment is to be cleaned after use and stored in a clean designated area for protective equipment.
16. Excellent work area organization and housekeeping is essential to safety and every employee is responsible for a safe work environment. Employees are required to clean-up after themselves and to remove trip and slip hazards immediately.
17. Employees shall not try to repair or de-jam any piece of equipment without authorization as hazards from electrical shock, chemicals or moving parts may exist. All energized equipment must first be locked-out before the repair begins.
18. Notify the Supervisor of any chemical spills or emergencies, and call "911" in the event of a fire or medical emergency. **DO NOT TRY TO STOP OR CLEAN-UP A CHEMICAL SPILL OR OTHER MATERIAL UNLESS YOU HAVE BEEN PROPERLY TRAINED TO DO SO.**
19. Keep all exits, aisles, emergency equipment and electrical panels unblocked (36 inch clearance is required). All electrical panels are to be clearly marked to indicate equipment/circuits controlled by specific breakers.

20. Employees shall report unsafe working conditions, defective tools and equipment to their supervisor immediately.
21. Walking on or climbing on equipment is prohibited.
22. Never walk across any moving parts, or place any body part in a hazard zone of machinery or equipment.
23. Report and assure that hazards are corrected. Employees shall not ignore a safety hazard and are required to report them immediately.
24. Never stand near any suspended load (crane or lift).
25. Assure that ladders are solid and well based. Affix in place to assure stability.
26. Smoking is prohibited on county property and in county equipment.
27. Loose clothing, hair and jewelry are hazards around machinery as they can get caught and pull you in.
28. Welding and ANY HOT WORK requires the use of a HOT WORK PERMIT, PRIOR TO starting. Employees are to maintain a safe distance from welding and grinding areas, unless they are authorized to be in the work area. Employees welding shall assure that curtains are used.
29. Wear safety glasses when required.
30. Wear hearing protection when required.
31. Do not use compressed air to clean your clothing.
32. Never distract another worker when operating equipment.
33. Be familiar with and know where the Emergency Evacuation maps are located in your work facility and know your assembly point and evacuation point from the facility.
34. Be familiar with and know where the emergency eye wash station and first aid supplies are kept in your department.
35. Be familiar with and know who your first aid providers are in your facility.

36. Machinery is NOT to be operated without their guards or safeguards in place. All guards, tool rests, and other similar items must be in their proper place and on all equipment while in operation. Machinery is to be shut down prior to leaving the work area, and whenever servicing. Employees are required to follow county lock-out procedures if working on machinery or when guards/interlocks are not in place. Employees are required to report any issues with machinery to their supervisor.
37. Do not use any defective or out of specification tool, machinery or equipment. Notify your supervisor immediately so that it can be repaired or replaced.
38. All equipment being assembled or tested is to be considered "live" and proper safety precautions shall be used.
39. Electrical panels are to be kept closed (wired closed if needed).
40. All electrical equipment must have the ground intact.
41. When working with electrical hand tools, make sure ground is intact and that all insulation is sound. Use ground fault circuit interrupters in wet areas.
42. Bay doors are to be completely open or closed, not partially open.
43. Employees must be certified to operate a forklift. (1910.178(l)(i) Safety restraints must be worn at all times and no more than one person is permitted on the forklift. During use, loads are always to be kept low and weights within limits.
44. Employees are to remain out of forklift corridors as much as possible and employees should assume that forklift operators DO NOT SEE THEM.

**B. General Safety Rules for Chemical use:**

1. Only use chemicals if you have been trained on their safe use, and assure that they are in labeled containers.
2. Always add acid to water; NEVER add water to acid.
3. DO NOT scratch or rub any part of your body while working with chemicals.
4. Always wash hands with soap and water after handling any chemicals.
5. DO NOT use any chemical unless the container is clearly and correctly labeled. Assure that all containers are labeled with the identity of the contents and general hazards.
6. DO NOT taste or sniff chemicals, solvents or any processing solution.
7. All piping systems must be clearly labeled with contents, flow and concentration.
8. DO NOT work alone when handling chemicals.

9. Use all chemicals under proper ventilation. Always check ventilation gauges to be sure of proper function prior to operating/charging.
10. All chemical containers must be tightly closed and returned to the proper storage cabinet (i.e., acid, base, peroxide or Flammable) after use.
11. Chemical containers are **NOT** to be stored on floors.
12. Use proper procedures and labeled waste containers for the disposal of all chemicals.
13. Eating, drinking or smoking is not permitted in any chemical use/storage area.
14. Notify the Supervisor of any chemical spills or emergencies, and call "911" in the event of a fire or medical emergency. **DO NOT TRY TO STOP OR CLEAN-UP A CHEMICAL SPILL UNLESS YOU HAVE BEEN PROPERLY TRAINED TO DO SO.**

## VII. Safety Training

- A. General safety training and instruction shall be provided to all county employees. Employees shall be trained in the safe operation of their specific job duties. Safety training shall be conducted before the employee is required to perform job duties where safety training is required.
- B. Safety training and instruction will be provided:
  1. When a new policy or program is developed or when an existing policy or program is modified.
  2. To all new employees.
  3. To all employees given new job assignments for which training has not previously been received.
  4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
  5. Whenever the employer is made aware of a new or previously unrecognized hazard.
  6. For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
  7. All employees who may be exposed to workplace safety or health hazards shall receive training to be made aware of the hazards and respective protective measures.

## **VIII. Accident and Incident Investigation**

- A. An accident and incident investigation shall be conducted on all workplace injuries and illnesses. In addition, an accident and incident investigation may be conducted on near misses and incidents where someone could have been injured from a task, condition, behavior, design, or other similar situation. All workplace injuries, illnesses and near misses shall be reviewed using the Incident Investigation Form in this program. Similar forms may be used as approved by the Risk Manager.
- B. Accident and incident investigations should be done as soon as possible and corrective actions shall be identified and taken to abate any recognized hazard to prevent a recurrence. Employees are required to cooperate with any workplace investigation. Accident and incident investigations are to be documented and retained by the department and forwarded to the Risk Manager for the official file.
- C. Procedures for investigating workplace accidents and hazardous substance exposures may include but are not limited to:
  - 1. Interviewing injured workers and witnesses.
  - 2. Examining the workplace for factors associated with the accident/exposure.
  - 3. Determining the cause(s) of the accident/exposure.
  - 4. Taking corrective action to prevent the accident/exposure from reoccurring.
  - 5. Reviewing training and Safety Observations completed for affected staff.
  - 6. Recording the findings and actions taken.
  - 7. Recommending disciplinary action for employees not following safety rules or adhering to work restrictions.

## **IX. Safety Audit Procedures**

- A. Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in all workplace areas. This observer shall be designated by the Elected Official/Department Head.

Periodic inspections are performed:

- 1. Monthly
- 2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace.

3. When new, previously unidentified hazards are recognized.
  4. When occupational injuries and illnesses occur; and
  5. Whenever workplace conditions warrant an inspection.
- B. Any issues identified in the inspection are to be documented and reported to the Elected Official/Department Head. If a new workplace hazard is identified during an inspection, all applicable employees and supervisors will be trained on the hazard.
- C. Management and facility reviews and audits will occur to address safety conditions and assure adherence to the hazard identification process, and safety programs.
- D. Annual audits are conducted by the Risk Manager. The annual audit will include but shall not be limited to a review of the following:
1. Workplace inspection
  2. Safety training
  3. Safety evaluations
  4. Follow up actions taken to assure abatement of loss sources and control of potential hazards.

Audits will be documented and retained. Corrective actions will be reviewed to ensure the continued improvement of the Safety Program.

- E. Each department is responsible for conducting and documenting general safety observations. The results will be communicated to staff outlining areas for improvement.
- F. Any safety conditions noted during normal work periods are to be documented and reported to the supervisor. Safety issues noted during periodic inspections and audits are to be documented and reported to the Elected Official/Department Head. A Safety Work Order will be developed for each safety issue to be corrected.
- G. A Safety Suggestion Form is to be posted and shall be made available for employees to report any hazardous conditions or safety issues.

## **X. Record Keeping Requirements**

- A. Each department is required to maintain safety and training records. Records shall be forwarded to the Risk Manager to ensure that all training and inspections are documented and that all training records are placed in the employee training file. The Risk Manager shall hold the official safety training record for county employees during the duration of employment. Upon separation from employment, the employee's safety training file shall be forwarded to the County Auditor's office for placement in the employee's personnel file.
  
- B. The following records shall be maintained:
  - 1. Records of departmental hazard assessment inspections and accident/incident investigations including the person conducting the inspection shall be maintained for a minimum of one (1) year.
  
  - 2. Records of the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices. These shall be recorded on a hazard assessment and correction form and shall be maintained for a minimum of one (1) year.
  
  - 3. Documentation of safety and health training for each employee shall include but not be limited to: employee's name, training dates, type(s) of training, training course outline and training providers. Employee training records shall be maintained in the employee training file.
  
  - 4. Any exposure or medical records are to be retained for the duration of employment plus 30 years.

# MODEL FORMS

Model forms for this program are located on the following pages. Departments may modify or develop their own forms based on the specific needs of their department.

Modified forms are subject to review and approval of Risk Management

**Appendix A: Safety Work Order Form**

This Work Order is being prepared to address a safety hazard and warrants immediate attention.

**Date:** \_\_\_\_\_

**Equipment:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Work Needed:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Safety Hazard:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Corrected:** \_\_\_\_\_

**Corrected By:** \_\_\_\_\_

**Distribution/ Filing:** \_\_\_\_\_

Completed Copy to: Risk Management

**Appendix B: Safety Suggestion/Hazard Report Form**

To be completed by any employee for any safety related issue (hazard, difficult task, idea for a better or safer way to do a task). Complete and give to your supervisor or safety committee member.

**Date:** \_\_\_\_\_

**Name (optional):** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Hazard or Concern:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ideas/Recommended Actions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*The following section is to be to be completed by the manager and then posted*

**Action to be taken:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person responsible to correct:** \_\_\_\_\_

**To be corrected by (date):** \_\_\_\_\_

Completed Copy To: Risk Management



**Accident Causes (Circle All Appropriate Responses):**

- |                    |                                     |                 |
|--------------------|-------------------------------------|-----------------|
| Slip/Trip          | Fall from Elevation                 | Overexposure    |
| Flying Object      | Contact with Hot Item               | Weight          |
| Stepped On         | Contact with Electricity            | Pushing/Pulling |
| Fall at Same Level | Hit by/Struck By/Against            | Reaching        |
| Chemical Contact   | Caught In/By/Between Machinery/Tool | Repetition      |
| Twisting           |                                     |                 |

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**List Each Unsafe Condition & Action;**

Review to Determine Whether Training Is Adequate, and Accountability Is In Place

**Unsafe Act**

**Unsafe Conditions**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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**Contributing Causes**

**Yes / No**

Was training provided to injured person regarding causes of the accident?

\_\_\_\_\_

Was training adequate to address hazards and proper controls?

\_\_\_\_\_

Were supervisors, leads, and managers observing work habits to assure that training was being followed, and holding employees accountable?

\_\_\_\_\_

If applicable, was personal protective equipment adequate?

\_\_\_\_\_

Was equipment failure or condition an issue?

\_\_\_\_\_

Other:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Nature of Injury (circle all appropriate responses):**

- |              |                   |                          |
|--------------|-------------------|--------------------------|
| Strain       | Sprain            | Cut/Puncture/ Laceration |
| Foreign Body | Cumulative Trauma | Burn                     |
| Contusion    | Crushing          | Electric Shock           |
| Fracture     | Hernia            | Infection                |
| Inflammation | Loss of Hearing   | Respiratory Irritation   |
| Stress       | Rupture           | Occupational Disease     |
- 
- 

**Corrective Actions and Who Is Responsible To Correct**

<b>Corrective Actions</b>	<b>Responsible Party</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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**Does anything need to be added to the hazard assessment? If so, what?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Did the RTW Program work; if not, what needs to be addressed?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Acknowledgment of Corrective Action Completion (Initial)**

**Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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<b>Appendix D: Hazard Assessment and Correction Record</b>	
<hr/>	
<b>Date of Inspection:</b>	<b>Person Conducting Inspection:</b>
<hr/>	<hr/>
<b>Unsafe Condition or Work Practice:</b>	
<hr/>	
<b>Corrective Action Taken:</b>	
<hr/>	
<b>Date of Inspection:</b>	<b>Person Conducting Inspection:</b>
<hr/>	<hr/>
<b>Unsafe Condition or Work Practice:</b>	
<hr/>	
<b>Corrective Action Taken:</b>	
<hr/>	
<b>Date of Inspection:</b>	<b>Person Conducting Inspection:</b>
<hr/>	<hr/>
<b>Unsafe Condition or Work Practice:</b>	
<hr/>	
<b>Corrective Action Taken:</b>	

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