CHEMSTATION® (800) 554-8265 www.chemstation.com

INSIGHTS

Vol. XII No. 11, November 2000

SAFETY IS NOT AN ACCIDENT – PART TWO

The establishment of a safety program for your workplace is a must. It goes beyond just being compliant with OSHA regulations, and extends into the development of a safe workplace for all employees. Last month, we talked about identifying work-related risks and generating job safety procedures. The next steps are:

Planned Safety Inspections

It is helpful if you have a systematic way to conduct a job site inspection, such as a checklist. A typical checklist might include the following information:

General Environment: *dust, fumes, noise, lighting*
Building Structure: *doors, windows, roof, stairs*
Containers: *scrap barrels, gas cylinders, solvent cans*
Electrical Equipment: *switches, cables, connections, extensions*
Firefighting Equipment: *extinguishers, alarms, hoses*
Hand Tools: *hammers, wrenches, power tools*
Hazardous Materials: *flammables, explosives, gasses*
Material Handling Equipment: *cranes, fork lifts*
Pressurized Equipment: *tanks, piping, hoses*
Protective Equipment: *glasses, shoes, masks, gloves, shields*
Power Source Equipment: *air compressors, electric motors*
Structural Openings: *sumps, shafts, pipe and cable trenches*
Walkways: *aisles, stairs, ramps, vehicle-ways*
Warning Devices: *bells, lights, beepers*

While not all of these items will apply to all workplaces, it is helpful if you create an inspection checklist including: area inspected, inspector's name, date, item inspected, parts to inspect, conditions to look for and findings.

Reporting and Investigating Accidents

No one likes to think about it, but accidents do happen. Accident investigation and reporting is not only required under the law – it's also a good idea.

Accident investigations are often seen as an effort to place blame. However, they should be seen as honest, objective examinations of what happened and why. Whenever possible, all employees involved in the accident should be interviewed at the scene of the accident.

Employers are required to keep accident records. Furthermore, OSHA requires certain types of accidents to be reported directly to OSHA.



In addition to the legal requirements for accident reporting, there is a great deal to be learned from accident investigations and tracking. If your goal is to provide a safe working environment, then accident investigations provide you with information to correct unsafe conditions and behavior. You will also have the information you need to create a database to identify unsafe trends, which allows you to track progress in your safety program.

Written Policy

Your written policy does not have to be the size of *War and Peace*. However long or short your document is, the most important thing is to write it down, train your employees on the content of the policy, provide your employees with a copy of the policy and then follow it.

Some of the most important questions of any OSHA investigation are:

1. Is there a written policy?
2. Did the employees know about it?
3. Was it followed?

Keep in mind that OSHA would rather see a simple policy that is followed, rather than a very complex policy that no one can understand.

How to Get Started

Getting started is probably the hardest part. It begins with a commitment to a safe work environment. Information is a key element to your success. Taking these steps will help you:

- Visit the OSHA Web site (www.osha.gov) and become familiar with the key standards that apply to your business
- Identify the hazards in your workplace
- Develop Job Safety Procedures
- Write down your policies
- Train your employees
- Inspect your work site on a regular basis
- Set the example

The time you spend to develop a sound safety program may save your life or the life of an employee. Decide now to make safety a priority. ■

Source: Cleaner Times

OSHA NEWS

The Occupational Safety and Health Administration (OSHA) has introduced a new workplace poster for informing workers of their rights to a safe work environment. The free posters may be downloaded from the OSHA Web site, www.osha.gov.oshpubs/poster.html. Employers are not obligated to replace posters they presently have, but they are required to post an OSHA notice of employee rights in a prominent location.

OSHA has also released a new compliance directive for its forklift standard. The directive, *CPL 2-1.28, Compliance Assistance for the Powered Industrial Truck Operator Training Standard*, includes a question and answer guide, as well as a section dealing with seatbelts. Click on www.osha.gov.

CHEMSTATION®

More About ChemStation

ChemStation International, Inc. is an established manufacturer and distributor of environmentally safe, water-based detergents and process chemicals. Manufacturing takes place locally in over 40 cities in the U.S., offering customers just-in-time delivery and close-at-hand customer service.



Chemicals are sold in refillable containers, supplied by ChemStation, and located in the customer's workplace. Customers enjoy significant cost savings through the use of ChemStation products for industrial cleaning purposes. The cost of ordering, handling and storing drums is eliminated because of the refillable system. Finished product is manufactured to exact specifications and delivered in correct quantities immediately. Thousands of satisfied customers attest to ongoing savings through this unique system of chemical product delivery.

ChemStation is a strong, profitable company which has built a national reputation around a patented system of custom-formulating chemicals to exacting customer specifications and a delivery system that is unmatched in the industry. ■



Send your comments to:

Insights Editor, ChemStation, 3400 Encrete Lane, Dayton OH 45439
Email: boylegrp@erinet.com

Printed on recycled paper

Soap Box

In Finland, 67% of all users access the Internet via cell phones.
TowerGroup

Are the self-employed smarter than the average American?

Self-employed with bachelor's degrees:	24%
Overall population with bachelor's degrees:	16.4%
Self-employed with Ph.D.s:	5.8%
Overall population with Ph.D.s:	1.1%

National Association for the Self-Employed

70% of office workers say they'd be more productive if their office was quieter.
American Society of Interior Design

71% of all large companies surveyed restrict their employees' use of the Internet.
International Tenant Representative Alliance

Laying Down The Law

No one likes to discipline employees, but if you have to do it, follow these "don'ts"…

- Don't get emotional
- Don't delay discipline
- Don't use generalities – be specific
- Don't do it on the fly
- Don't dump on employees
- Don't play favorites
- Don't discriminate
- Don't act as if you've never made a mistake

ChemStation