

Florida Reduces Small Business Illness and Injury Rates:
The Seven-Up Safety and Health Program

By

Dr. Stuart Brooks

Charlene Vespi

Robert Nesbit

November 8, 2001
USF SafetyFlorida Consultation Program
3500 East Fletcher Avenue #105
Tampa, FL 33613

Introduction

According to US Small Business Administration report published in 2000, there are over 370,000 businesses in the state of Florida with fewer than 500 employees. Based on the experience of Florida safety professionals who are in contact with small businesses on a daily basis, thousands of these businesses are operating without a safety plan. When the State of Florida's Division of Safety, which administered the state's 21(d) program until June 30, 2000, intervened with more than 1,200 targeted small businesses by implementing a safety plan, the number of injuries and illnesses that resulted in Lost Workdays decreased by nearly 13% over pre-consultation values.

The Division of Safety consultation service that produced these results was founded on seven elements of safety planning. To these seven elements, the University of South Florida, this was assigned the state's 21(d) Consultation Program on June 30, 2000 by the state legislature, added additional SIC specific Safety and Health programs. In addition, the USF consultation program has implemented a partnership program to promote acceptance of the seven-element safety-planning concept with SIC specific Safety and Health programs.

Purpose

This paper is in two parts. The first will discuss the Florida Division of Safety research that documented pre- and post-consultation small business illness and injury experience. It cultivates the research results showing how a unique implementation strategy demonstrated that a small business-oriented safety program could be effective where it is comprehensively implemented. A report on this research is available on the USF Consultation Program website at <http://publichealth.usf.edu/consult>.

The second part of the paper outlines the elements of the Consultation Program that were instrumental in delivering the results documented by the Division of Safety and which have been enhanced by the University of South Florida.

The purpose of this paper is to demonstrate the unique elements of the research, explain the targeting methodology used and demonstrate the successful outcome measures. The USF Consultation Program has adopted components of methodology and will continue to monitor and improve this process.

Part I: **Florida Division of Safety Pre- and Post-Consultation Intervention Study**

Faced with dramatic increases in illness and injury statistics, particularly in the construction industry as Florida experienced escalated population and business growth in the 1990's, the Florida Division of Safety developed a managed occupational safety and health management system for businesses that did not have a safety program. The Division of Safety measured the success of this small business safety management system with internal and external monitoring, and auditing completed by both the employer and the Division's field associates.

To deliver this safety management system to businesses that did not have a safety plan, the Division of Safety developed a new consultation program to:

- Reduce lost workday injury rates
- Reduce accident frequency rates
- Increase the Division of Safety services provided to their customers while decreasing the cost of providing these services.

Data Gathering

The Division of Safety developed databases and tracking to measure the successes and failures through performance based budgeting. New sources for gathering accident injury data were developed and new processes for utilizing

the data were implemented. Florida's emphasized targeting for monitoring and auditing employers with high injury and illness rates.

Targeting Employers

The employers were selected from the Workers' Compensation "Lost Time" data set. Most important, the program emphasized consultation, training, education, and safety programs tailored to the employer's worksite. And finally, the Division measured the perception of its performance by performing year-to-year customer satisfaction surveys.

Testing

The new Division of Safety program was tested for the first time in July 1998. The 1998 test involved pre and post-consultation services for 1,271 employers at 3,259 establishments.

Results

The consultation interventions, using a seven-element safety plan, had a high impact in producing substantial declines in illness and injury rates and related costs:

- The 1998 pre and post-consultation survey results at these establishments showed a **total injury and illness incidence rate** decrease of 5.6 percent, declining from 12.4 injuries and illnesses per 100 workers to 11.7 injuries and illnesses per 100 workers.
- The pre- and post-consultation **lost/restricted workday injury and illness rate (LWII)** decreased by 5.3 percent, overall dropping from 3.8 to 3.6 injuries and illnesses per 100 workers.

- The 1998 pre- and post-consultation **disabling compensable injury and illness incidence rate** decreased from 0.8 to 0.2 injuries and illnesses per 100 workers. This change represents a drop in the post-consultation period of 75% over the pre-consultation period. At a conservative estimate of \$11,105 per disabling compensable claim in Florida, this decrease represents a savings of approximately \$10.6 million on 957 claims.

The substantial changes made by the Division of Safety's small business intervention program were measurably significant in terms of reduced illness, injury, and cost. And, as customer satisfaction surveys showed, business owners and managers gave the consultation and the training they and their employees received very high levels of satisfaction.

Part II: **The USF Consultation Program Seven-Up Safety And Health Program**

The success of the consultation delivery of the small business safety system notwithstanding, the State Legislature allowed the Division of Safety to sunset on June 30th 2000,¹ and core staff from the Division was employed by the University of South Florida College of Public Health's Consultation Program, which is now responsible for Florida's 21(d) program. Through the USF consultation program, the State of Florida is making small business the focus of its safety funding. The USF Consultation Program delivers safety consulting to companies with up to 500 employees. The consultation program's mission is to combine excellence in education, research, and service to lead in safety, health, and disease prevention in the State of Florida.

With a staff of only 17 people, the USF Consultation Program can deliver safety consultation to only a fraction of the small businesses in Florida. There is a huge need, but resources are limited. To use its available resources to help meet the need, USF has incorporated the Division of Safety's small business safety management system and caps it off with a unique twist that enhances communication about the program.

The USF program of standard safety management practices uses seven steps to take safety management "up" to a new level. The seven elements will each sound familiar to safety professionals, but as a package they are a helpful

innovation to small business owners struggling to build and sustain a profitable business.

Element One: *Management Commitment and Involvement*

All effective safety and health programs must start with Management Commitment. However we go a step further: we insist that beyond a verbal commitment management completely implement the program. Our Seven-Up Program outlines the commitment *and* involvement by management. In addition, the program spells out company policy at the beginning, including:

- a. A statement that employees must report unsafe conditions;
- b. Not perform work tasks if the work is considered unsafe;
- c. Report all accidents, injuries, and unsafe conditions to their supervisors;
- d. And, no report will result in retaliation, penalty, or other disincentive of the employees.

In addition to telling all employees what management expects of them, our Seven-Up Program includes a pledge that commits management to perform certain safety and health duties for the employees; and spells out the penalty for employees who willfully or repeatedly violate workplace safety rules. The key points of the management commitment pledge and for employee non-compliance include the following statements:

- a. Employee recommendations to improve safety and health conditions will be given thorough consideration by management;

¹ The Florida Division of Safety was abolished by an act of the Florida Legislature in 1999. The Division was allowed to "sunset" on June 30, 2000. Since that time the University of South Florida has taken over the responsibility of providing OSHA Consultation Services for small Florida business owners.

- b. Management will give top priority to and provide the financial resources for the correction of unsafe conditions;
- c. Management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules;
- d. Action may include verbal or written reprimands and may ultimately result in termination of employment.

Element Two: *Safety Committee*

Research by the former Florida Division of Safety illustrated that a safety committee was a vital part of a safety and health program. The University of South Florida has refined the criteria for a safety committee during the past year. We feel that a safety committee should be assigned projects and problems by management. Safety Committees should never be told to go off and do their own thing; that concept only invites trouble. Safety Committees should be given specific tasks, with specific reporting requirements.

1

Safety Committee Organization

- A safety committee is established as a management tool to recommend improvements to workplace safety programs and to identify corrective measures needed to eliminate or control recognized safety and health hazards.
- Safety committee employer representatives will not exceed employee representatives.

2

Responsibilities

- The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.
- The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.
- The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

- The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.
- Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.
- Management will provide written responses to safety committee written recommendations.

3

Meetings

- Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities.
- Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.
- All safety committee records will be maintained for not less than three calendar years.

Element Three: *Safety and Health Training*

We have found that safety and health training is a crucial element of any safety program. Everyone, including managers, supervisors and employees must be trained. The following basic safety and health training elements are included in our Seven-UP Program.

1

Safety and Health Orientation

- Workplace safety and health orientation begins on the first day of initial employment or job transfer.
- Each employee has access to a copy of company safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job.
- Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.
- Supervisors will instruct all employees that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

- All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.
- Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Element Four: *First Aid Procedures*

The delivery of first aid is as good as the preparation and training that precedes the need for it. Our Seven-Up Safety and Health Program includes the following basic elements for first aid procedures: emergency phone numbers, Safety Coordinators, poison control, first aid, fire department, ambulance, police, and the medical clinic.

1

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator: _____ Poison Control: _____

First Aid: _____ Fire Department: _____

Ambulance _____ Police: _____

Medical Clinic: _____

Clinic Address: _____

Our program outlines how first aid treatment will be conducted.

2

Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge.

If you sustain an injury or are involved in an accident requiring minor first aid treatment: Inform your supervisor.

Administer first aid treatment to the injury or wound.

If a first aid kit is used, indicate usage on the accident investigation report.

Access to a first aid kit is not intended to be a substitute for medical attention.

Provide details for the completion of the accident investigation report.

3

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

Inform your supervisor.

Proceed to the posted medical facility.

Your supervisor will assist with transportation, if necessary.

Provide details for the completion of the accident investigation report.

4

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

Call for help and seek assistance from a co-worker.

Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.

Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

Element Five: *Accident Investigation*

Our Seven-UP Program directs the supervisor at the location where the accident occurred to perform an accident investigation. The company safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Company supervisors are instructed to investigate all accidents, injuries, and occupational diseases using the following investigation procedures.

The procedures included in our Seven-Up Program are as follows:

- a. Implement temporary control measures to prevent any further injuries to employees.
- b. Review the equipment, operations, and processes to gain an understanding of the accident situation.
- c. Identify and interview each witness and any other person who might provide clues to the accident's causes.
- d. Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- e. Complete the accident investigation report.
- f. Provide recommendations for corrective actions.

g. Indicate the need for additional or remedial safety training.

We specify that accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

Element Six: *Record Keeping*

Our program gives control and maintenance of all employee accident and injury records to the safety coordinator. Records are maintained for a minimum of five (5) years following the end of the year to which they relate and include:

- a. Log & Summary of Occupational Injuries and Illnesses as required by 29 CFR 1904.2
- b. Accident Investigation Reports;
- c. Workers' Compensation Notice of Injury Reports; and

Element Seven: *Safety Rules, Policies, And Procedures*

In evaluating the success of the Division of Safety's small business safety management system, USF saw the need for effective management-to-employee communication to assure that employees were aware of the safety guidance they should follow. The Seven-Up Safety Program contains the USF-added element of safety rules, policies, and procedures including our 200 plus SIC specific programs in Section VII that are meant to protect workers in their daily work.

Employees are instructed to follow these rules, review them often and use good common sense in carrying out their assigned duties.

TO ALL PERSONNEL: Section VII Rules

1. All personnel shall follow the rules outlined in this Safety and Health Procedures Manual.
2. (Other company rules that apply to safety in the workplace are included here)

Summary of The Seven-Up Safety and Health Program

The University of South Florida's Seven-Up Program is a tested consultation service. It consistently produces significant results that can be measured in dollars saved. This payback to business is important because publicly delivered programs are being asked to substantiate their value to business. Taken together, the elements of the Seven-Up Program create a synergy of commitment and action, planning and training that produces savings for employers and workers -- and their families -- alike. In a unique offering, USF has developed SIC specific safety programs using these seven elements for a wide range of business. Business owners can print out a safety program by SIC on the USF consultation program website at <http://publichealth.usf.edu/consult>.

- 1. MANAGEMENT COMMITMENT AND INVOLVEMENT**
- 2. SAFETY COMMITTEE**
- 3. SAFETY AND HEALTH TRAINING**
- 4. FIRST AID PROCEDURES**
- 5. ACCIDENT INVESTIGATION**
- 6. RECORDKEEPING PROCEDURES**
- 7. SAFETY RULES, POLICIES, AND PROCEDURES**

And now the twist. We cannot possibly reach on a regular basis each of the small businesses in Florida that need safety consulting. As do other states, we prioritize our consulting by scheduling it for businesses that have the worst safety

records. That's why we have taken our seven elements of our safety management program and adding an "UP." The UP stands for United in Partnership. We are extending the reach of our consulting through partnerships. During the first full year of our program we have developed numerous partnerships with Florida companies, and associations. We plan to continue working with our established partnerships and to continue to develop new partnerships where we share program information, training materials, and our Seven-Up Safety and Health Program.

In summary, at USF, we know that small businesses need our package of seven safety elements to prevent injury and illness from consuming their profits. And we know from experience that safety consulting works. The statistics prove it. Now we are offering the seven safety elements in a new way -- as partners with business groups -- to bridge the gap between our resources and the statewide small business need. We believe Seven-Up uses a proven safety management package to extend our consulting delivery system to a larger audience through partnership.

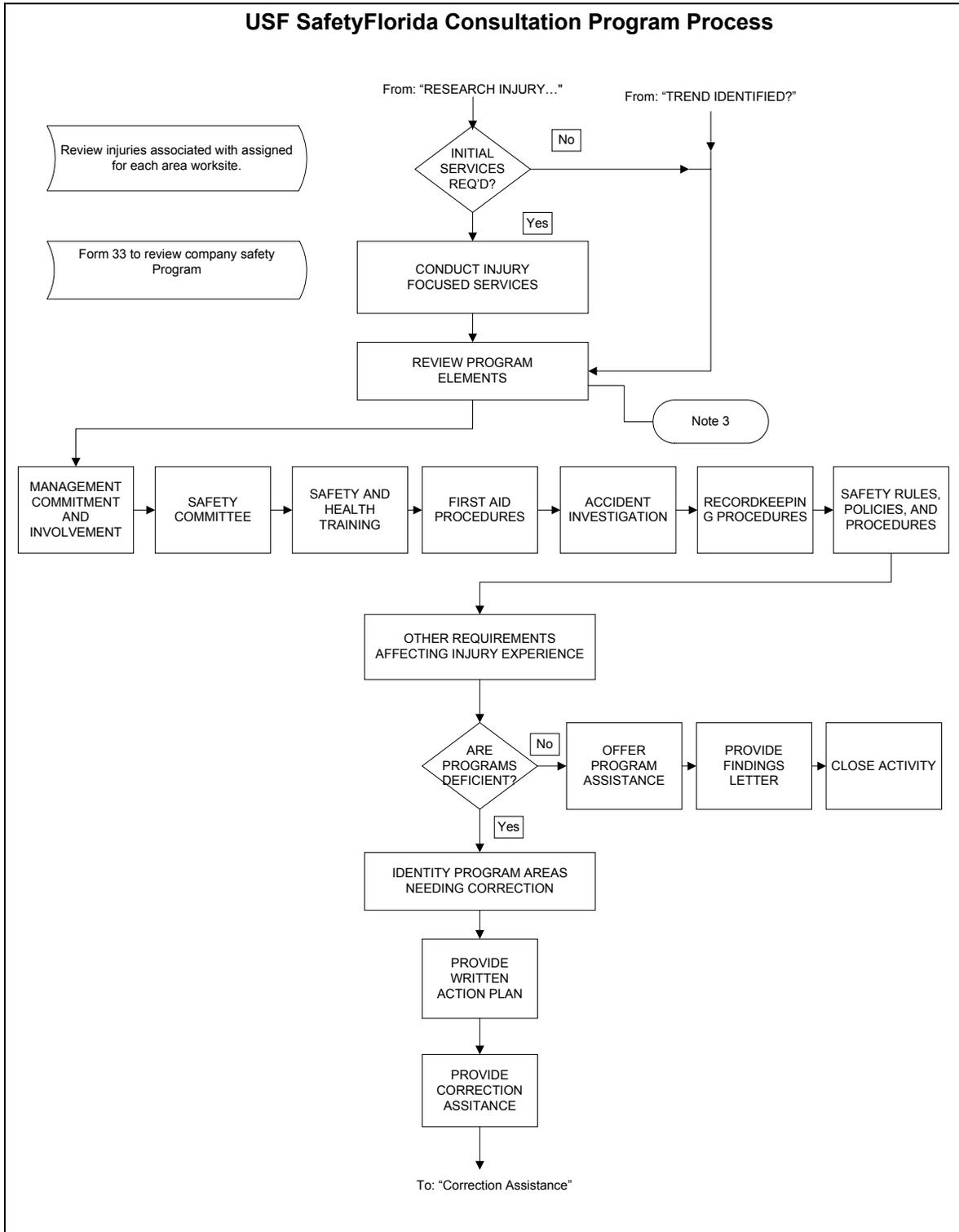
The authors are available to provide "tool box talks" for other organizations that may want to try Florida's approach to developing effective work place safety and health programs.

Authors: Charlene Vespi; Dr Stuart M. Brooks and Robert E. Nesbit, University of South Florida, College of Public Health, Tampa, Florida.

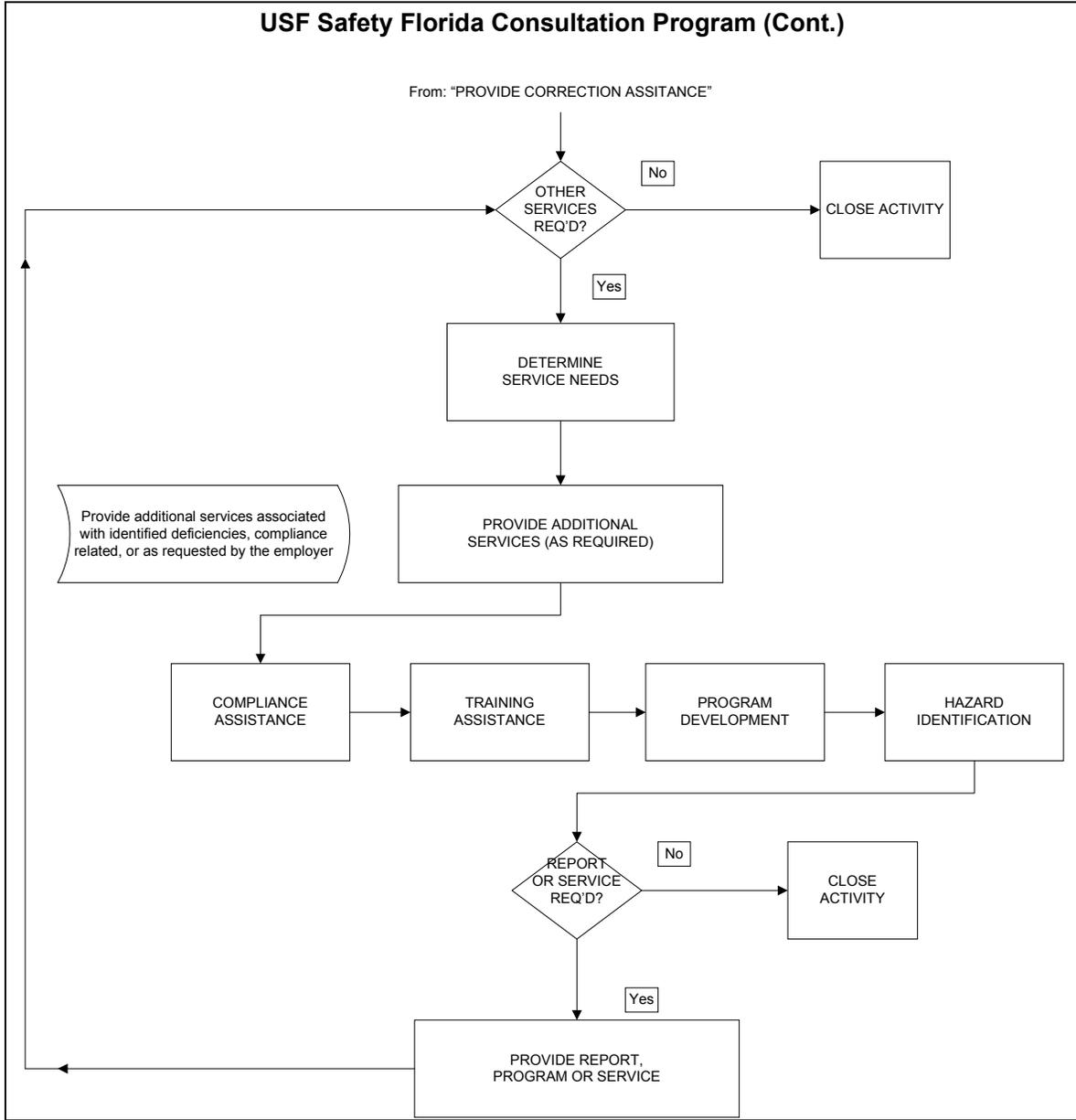
Contacts: Charlene Vespi 407-974-9962 Fax (813)974-9972
E-mail: cvespi@hsc.usf.edu
Robert Nesbit 407-788-1156 Fax (407)788-2918
E-mail: nesbit@cfl.rr.com

Mailing address: 3500 East Fletcher Ave-Suite 105
Tampa, FL 33613

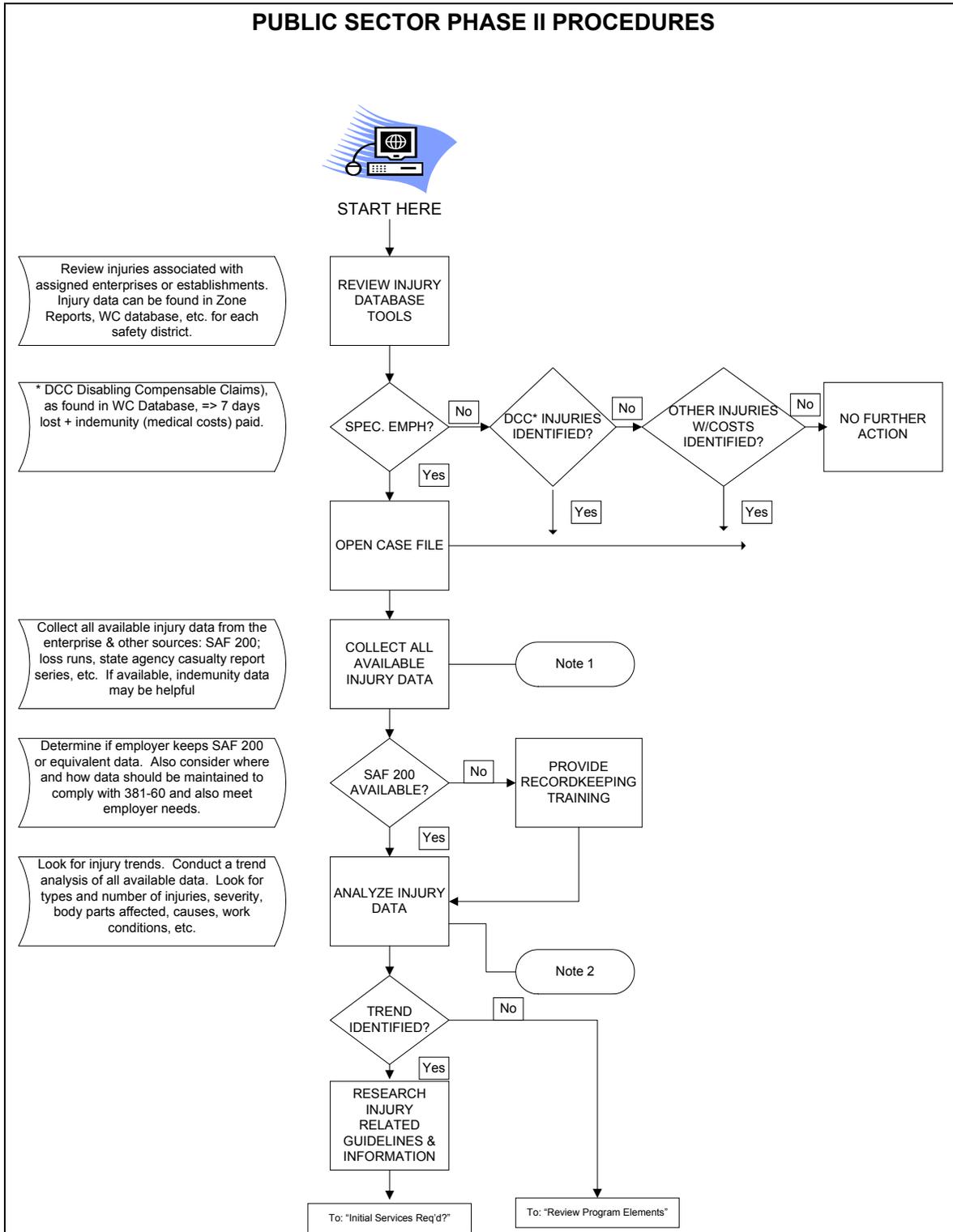
Attachment (A)



Attachment (B)



Attachment (C)

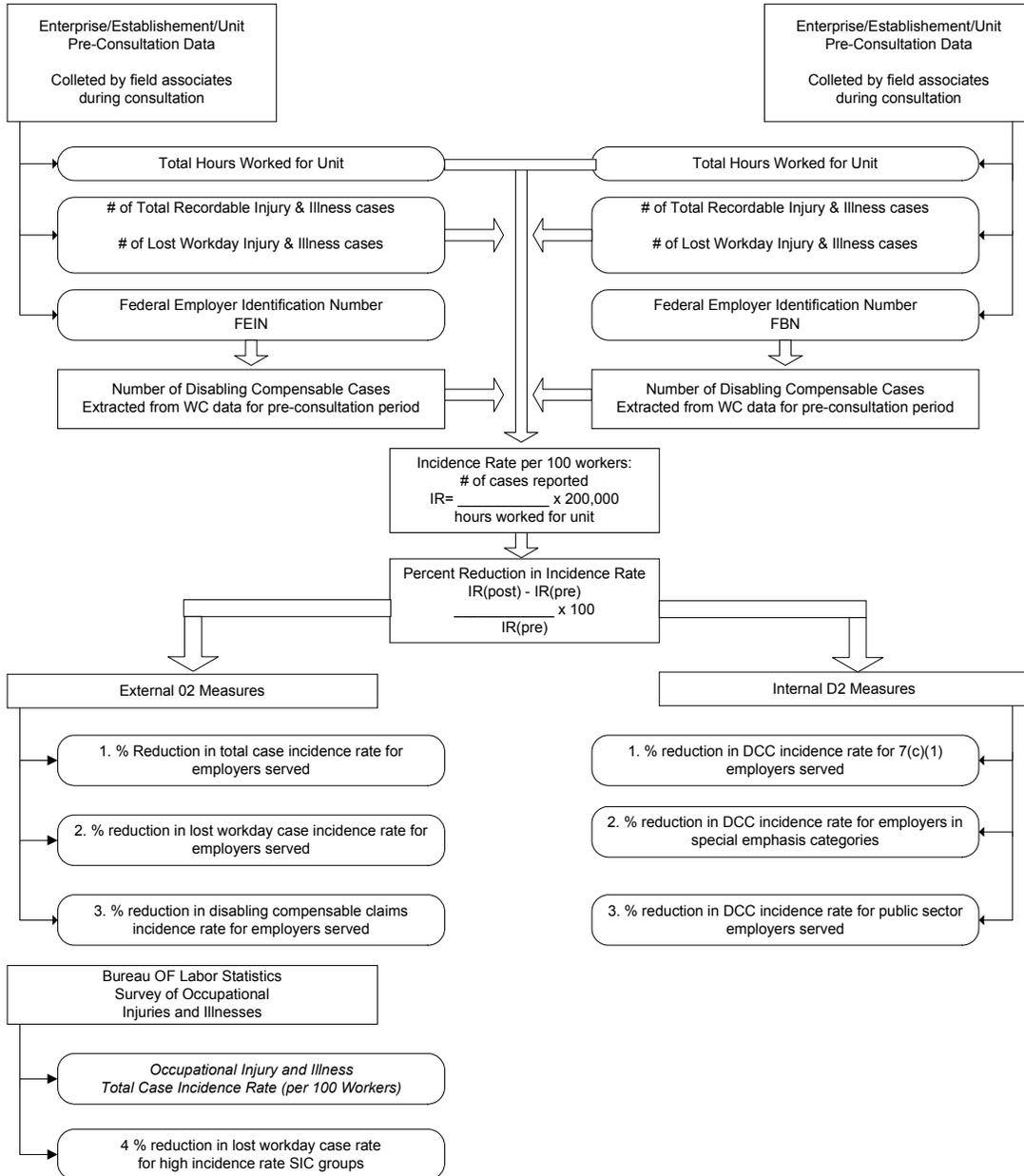


Attachment (D)

DIVISION OF SAFETY PROCEDURES MANUAL

The figure below provides a simple graphical illustration of the process by which these measurements are made. The data collected prior, or during a consultation is compared to the data collected by mail survey following a consultation through the use of incidence per 100 workers. The resulting comparisons provide the ratios needed for the D2 measures.

Data Collection and D2 Measurement



Attachment (E)



Consultation Program

SEVEN-UP SAFETY AND HEALTH PROGRAM

[Insert Company Name Here]

SEVEN-UP SAFETY AND HEALTH PROGRAM

POLICY DIRECTIVE

[SIC CODE XXXX]

For further information on safety programs developed by the University of South Florida's Consultation Program, call (813) 974-9962 or send us an e-mail through our web site at <http://publichealth.usf.edu/consult>

Material contained in this publication is in the public domain and may be reproduced, fully or partially, without permission of the University of South Florida.

PREFACE

How to Use This Manual

To The Employer:

The purpose of this safety and health program manual is to establish standards for industry-specific safety and health programs for establishments covered under Standard Industrial Classification (SIC code): 0000, Policy Directive. The Florida Division of Safety developed parts of this manual with voluntary input from Florida employers, workers' compensation insurance carriers, labor organizations, trade associations, and other industry leaders. The manual was revised and updated by the University of South Florida's Consultation Program Staff in January 2001.

This manual is intended to serve as the basis for an employer integrated safety and health management program. The essential elements of this program include: top management's commitment and involvement; the establishment and operation of safety committees; provisions for safety and health training; first aid procedures; accident investigations; record keeping of injuries; and workplace safety rules, policies, and procedures.

If this manual meets the needs of your establishment, it may be used exactly as written. If you have previously established and are maintaining a safety program, you can continue to use your program provided that the essential elements

covered in this safety program are also addressed in your program. Use of all or part of this manual does not relieve employers of their responsibility to comply with other applicable federal laws.

It is intended that this manual be enhanced and continuously improved by the employer. The employer to accommodate actual operations and work practices, provided that the original intent of that section is not lost, may modify any section of this manual. For example, if a safety committee meets weekly or quarterly instead of monthly, then Section II of the manual should be amended to accommodate this practice. If there is a safety rule, policy, or procedure appropriate for the work or work environment which has not been included, or if a rule included in Section VII is inappropriately written, then a new safety rule, policy, or procedure should be added to improve the manual. Likewise, if a specific rule in the Safety Rules, Policies, and Procedures section does not apply because the equipment or work operation described is not used, then that specific rule should be crossed out or deleted from the manual. If accidents occur, new safety rules should be developed and incorporated in Section VII of this manual to prevent their recurrence.

Section I.

MANAGEMENT COMMITMENT AND INVOLVEMENT

POLICY STATEMENT

The management of this organization is committed to providing employees with a safe and healthful workplace. It is the policy of this organization that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive.

Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: _____

Title: _____ Telephone: _____

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, myself, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating workplace safety rules.

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Signature of CEO/President

Date

Section II.

SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

Responsibilities

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident

records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

Meetings

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities.

Management will post the minutes of each meeting (see page) in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____ Time: _____

Minutes Prepared By: _____ Location: _____

Member in Attendance

<u>Name</u>	<u>Name</u>	<u>Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Action Items:

Review of Accidents Since Previous Meeting:

Recommendations for Prevention:

Recommendations from Anonymous Employees:

Suggestions From Employees:

Recommended Updates To Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Comments:

Section III.

SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual.

Their supervisors will instruct all employees that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

1. Supervisors will initially train employees on how to perform assigned job tasks safely.
2. Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.

3. Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
4. Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
5. All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
6. Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Section IV.

FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator:	_____	Poison Control:	_____
First Aid:	_____	Fire Department	_____
Ambulance:	_____	Police:	_____
Medical Clinic:	_____		
Clinic Address:	_____		

Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, employees are instructed to immediately call, or have a co-worker call, to request emergency medical assistance. In addition they are told what to do until emergency medical assistance arrives, such as the following:

WOUNDS

Major: Large, deep and bleeding

Stop the bleeding by pressing directly on the wound, using a bandage or cloth.

Keep pressure on the wound until medical help arrives.

BROKEN BONES

Do not move the victim unless it is absolutely necessary.

If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS

Thermal (Heat)

Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.

Blot dries the area and cover it using sterile gauze or a clean cloth.

Chemical

Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY

Small particles

Do not rub your eyes.

Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

If a particle is stuck in the eye, do not attempt to remove it.

Cover both eyes with bandage.

Chemical

Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY

If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Section V.

ACCIDENT INVESTIGATION

Accident Investigation Procedures

The supervisor at the location where the accident occurred will perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

ACCIDENT INVESTIGATION REPORT

Report# _____

Company: _____

Address: _____

1. Name of Injured: _____ S.S.# ____-____-____

2. Sex: M F Age: _____ Date of Accident: ____/____/____

3. Time of Accident: ____a.m. ____p.m. Day of Accident: ____/____/____

4. Employee's Job Title: _____

5. Length of experience on job _____(Years) _____(Months)

6. Address of Location where the Accident Occurred: _____

7. Nature of Injury, Injury Type, and Part of the Body Affected: _____

8. Describe the Accident and How it Occurred: _____

9. Cause of the Accident: _____

10. Was personal protective equipment required? Yes No

Was it Provided? Yes No If "No", explain: _____

Was it being used? Yes No If "No", explain: _____

Was it being used as trained by supervisor or designated Yes No

trainer? If "No", explain: _____

11. Witness(es):

12. Safety training provided to the injured? Yes No

If "No", explain: _____

13. Interim corrective actions taken to prevent recurrence: _____

14. Permanent corrective action recommended to prevent recurrence: _____

15. Date of Report: ____/____/____

Prepared by:

Supervisor (Signature) _____ Date: ____/____/____

16. Status and Follow-up Action Taken by Safety Coordinator: _____

Safety Coordinator (Signature) _____ Date: ____/____/____

INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated.

(Items 1-6) Identification: This section is self-explanatory.

(Item 7) Nature of Injury: Describe the injury, e.g., strain, sprain, cut, burn, and fracture. **Injury Type:** First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

(Item 8) Describe the accident: Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

(Item 9) Cause of the accident: Describe all conditions or acts which contributed to the accident, i.e.,

- a. Unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.

- b. Unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

(Item 10) Personal protective equipment: Self-explanatory

(Item 11) Witness(es): List name(s), address(es), and phone number(s).

(Item 12) Safety training provided: Was any safety training provided to the injured related to the work activity being performed?

(Item 13) Interim corrective action: Measures taken by supervisor to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

(Item 14): Self-explanatory

(Item 15): Self-explanatory

(Item 16) Follow-up: Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the employer are taken, and control measures have been implemented.

Section VI.

RECORD KEEPING PROCEDURES

Record keeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years following the end of the year to which they relate and include:

- Log & Summary of Occupational Injuries and Illnesses as required by **29 CFR 1904.2**
- Accident Investigation Reports;
- Workers' Compensation Notice of Injury Reports

Section VII.

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained in **Section VII** have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

TO ALL PERSONNEL: Section VII Rules

1. All personnel shall follow the rules outlined in this Safety and Health Procedures Manual.

To the Reader

We have refined the program to meet the needs of Florida's small business community and continue to collect data to support the validity of the Seven-Up Program to address the workplace injury problems of Florida. We would like to use this forum to transfer information about the Seven-Up Program, and our ongoing efforts to establish databases and collect data to support the elements of the program. We feel that interested parties will be able to use the information to develop more effective approaches to providing workplace safety and health.