



Occupational Safety and Health Administration

www.osha.gov
800-321-OSHA (6742)

Are you Good Enough to Qualify?

OSHA Safety and Health
Program Management Guidelines



What Does the Number 2217 Mean to You

- **The number of sites you want to strive to become a member.**
- **The number of sites that are in VPP, out of the 7,431,808* establishments in the US.**

***Source: US Census Bureau. Statistics of U.S. Businesses Employment and Payroll Summary: 2012**

An establishment is a single physical location where business is conducted or where services or industrial operations are performed.

Why?

- **Injuries and illnesses cost the worker and their family pain and suffering.**
- **Injuries and illnesses cost the worker and their family money.**
- **Injuries and illnesses prevent the worker and their family from saving and planning for the future.**
- **Injuries and illnesses cost the company money.**
- **Mistakes cost money.**
- **Low productivity cost money.**
- **Employee turn-over cost money.**

Why?



**Happy, Empowered Employees Make
Great Sense**

Updated OSHA Safety and Health Program Management Guidelines

- **Published November 16 for public review and comment**
 - <https://www.osha.gov/shpmguidelines>
 - National and trade press release
- **90-day comment period (comments due 2/15/16)**
 - Comments submitted through regulations.gov
- **Public meetings – TBD**
- **Anticipated final publication – June 2016**

Relationship of Guidelines to Existing Standards

Standard & Overview	Management Leadership	Worker Participation	Hazard Identification & Assessment	Hazard Prevention & Control	Education & Training	Program Evaluation & Improvement	Multiemployer Worksites
Injuries and Illnesses 1904 applies to recording and reporting of occupational injuries and illness.	1904.32(b)(3)	1904.35					
Ladders 1910.25 - 27 describes inspection and safe use requirements for portable wooden ladders, portable metal ladders, and fixed ladders.			1910.25(d)(1)(x) 1910.26(c)(2) (vi) 1910.27(f)	1910.25 1910.26(c) & (d) 1910.27(f)			
Emergency Action Plans describes requirements when an emergency plan is required by another OSHA standard.			1910.38(b)			1910.38(e)	
Occupational Noise Exposure ensures protection from hazardous noise exposure		1910.95(e),(f), (l)	1910.95(d)	1910.95(b), (i), (j)	1910.95(e), (k), (l)		
Process Safety Management 1910.119 prevents or minimizes the consequences of a catastrophic chemical release; applies to chemicals above specified threshold quantities and extremely flammable gases or liquids not used for fuel.	1910.119(l)(2) (v)	1910.119(c), (e) (4), (m)(3)	1910.119(d), (e), (i), (j)(4), (j)(6) (ii), (l), (m), (n)	1910.119(e)(3) (iii), (e)(5), (f), (j)(5), (k), (m) (5)	1910.119(g), (h)(3)(i), (i) (2)(iv), (j)(3)	1910.119(e)(6), (f)(3), (m)(5), (o)	1910.119(h), (l)(3), (m)(3)

Why?

- **Update and replace the Occupational Safety and Health Administration's (OSHA's) voluntary Safety and Health Program Management Guidelines, first published in 1989.**
- **Build on lessons learned about successful approaches and best practices under the VPP and SHARP programs**
- **Consistent with many national and international consensus standards, e.g. OHSAS 18001, ANSI/AIHA Z-10, ISO 45001**

Guidelines Format

- Seven core elements
 - Brief introduction to each core element
 - Why it's important, what it means
 - Action items (3-6 per core element)
 - What you need to do
 - How to accomplish it
- Appendices
 - Implementation tools and resources
 - Relationship of guidelines to existing OSHA standards



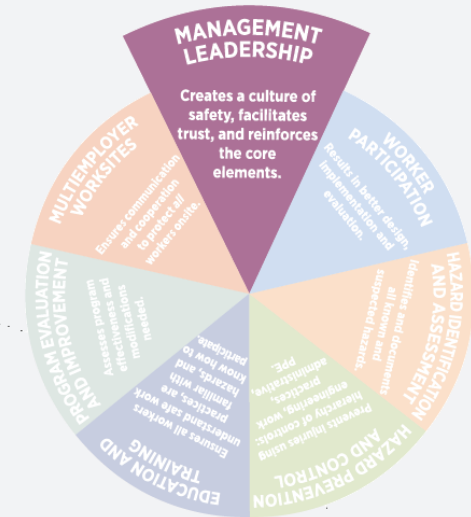
Seven Core Elements

- Management leadership
- Worker participation
- Hazard identification and assessment
- Hazard prevention and control
- Education and training
- Program evaluation and improvement
- Multi-employer communication and coordination



Management Leadership

- Fully committed to continuously improving workplace safety and health performance.
- Make worker safety and health a core organizational value.
- Provide sufficient resources to implement the safety and health program.
- Visibly demonstrate and communicate safety and health commitment to workers and others.
- Expect performance and set an example.



Management Leadership

- Establish a written policy signed by top management.
- Communicate the policy to all workers and others such as subcontractors, temporary workers, labor unions, suppliers and vendors.
- Define attainable, realistic program goals and expectations.
- Plans to obtain goals.



Worker Participation

- Workers, including contractors, subcontractors, and temporary staffing agency workers
- Have opportunities to participate throughout program design and implementation.
- Have access to information they need to participate effectively in the program.
- Are encouraged to participate in the program and feel comfortable reporting safety and health concerns.
- Identify and eliminate barriers to worker participation in the program.



Worker Participation

- Encourage workers to report safety and health concerns.
- Encourage workers to participate
 - Develop the program.
 - Report hazards and develop solutions.
 - Analyze hazards in each step of routine and non-routine jobs, tasks, and processes.
 - Define/document safe work practices.
 - Conduct site inspections.
 - Develop and revising safety procedures.
 - Participate in incident and close call/near miss investigations.
 - Serve as trainers for current coworkers and new hires.
 - Develop, implement, and evaluate training programs.



Worker Participation

- Give workers information they may need to understand
 - Safety Data Sheets.
 - Injury and illness data
 - Results of environmental exposure monitoring conducted in the workplace.
 - Chemical and equipment manufacturer safety recommendations.
 - Workplace inspection reports.
 - Incident investigation reports.
 - Workplace job hazard analyses.



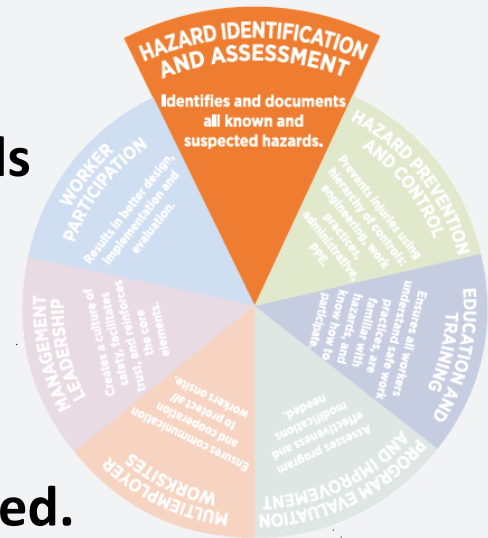
Hazard ID and Assessment

- Collect and review information about the hazards likely to be present in the workplace.
- Periodically inspect the workplace to identify new or recurring hazards.
- Investigate injuries, illnesses, incidents, and close calls/near misses to identify the underlying hazards.
- Identify and address any trends in injuries, illnesses, and hazard reports.
- Consider hazards associated with emergency or non-routine situations.
- Determine the severity and likelihood of incidents that could result from each hazard identified and use this information to prioritize corrective actions.



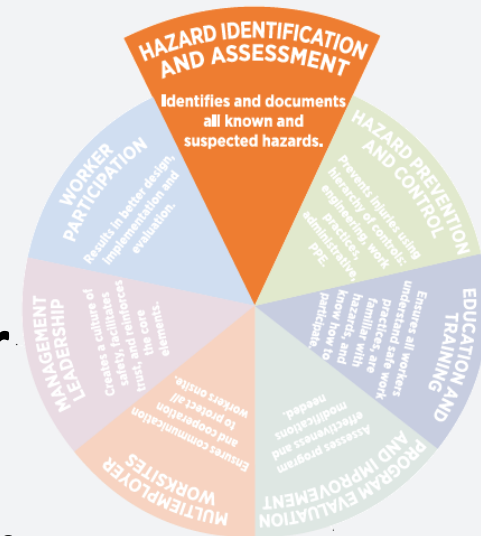
Hazard ID and Assessment

- **Collect existing information about workplace hazards**
 - Information may already be available (from both internal and external sources) from which employers and workers can learn about workplace hazards.
- **Collect, organize, and review information to determine what types of hazards are present and which workers may be exposed or potentially exposed.**
- **Equipment and machinery operating manuals.**
- **Safety Data Sheets provided by chemical manufacturers.**
- **Inspection reports from insurance carriers, government agencies, and consultants.**
- **Previous injury and illness records, such as OSHA 300 and 301 logs, and incident investigation reports.**
- **Results of medical reports/consultations.**
- **Input from workers.**



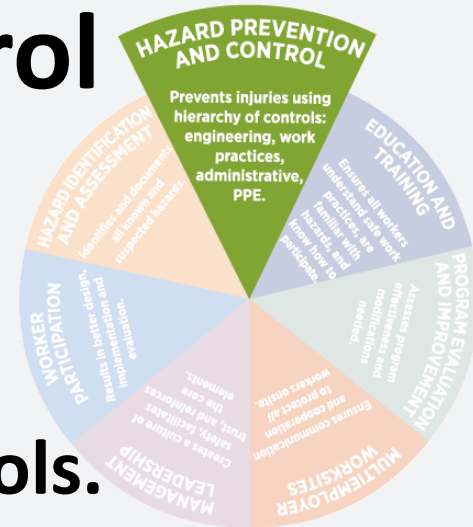
Hazard ID and Assessment

- Inspect the workplace for hazards
- Routine, before changing workflows, making major organizational changes, or introducing new equipment, materials, or processes and other planned changes.
- Use checklists that highlight things to look for.
 - Chemical agents
 - Biological agents
 - Physical agents
 - General housekeeping
 - Equipment operation
 - Equipment maintenance
 - Fire protection
 - Fall protection
 - Work and process flow
 - Work practices
 - Lack of emergency procedures
 - Ergonomic issues



Hazard Prevention and Control

- Identify and evaluate options for controlling hazards.
- Use a hazard control plan to guide the selection and implementation of controls.
- Develop plans with measures to protect workers during emergencies.
- Evaluate the effectiveness of controls to determine whether additional or different controls may be more effective. New technologies may be more protective, reliable, or less costly to operate.



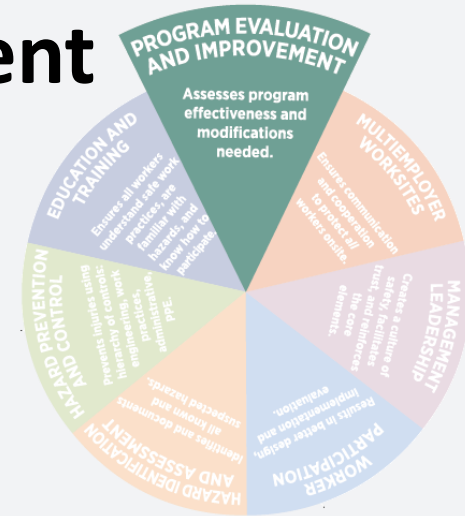
Education and Training

- Employers, managers, supervisors, workers and others
- Provide program awareness training.
- Train workers on their specific roles and responsibilities in the safety and health program so they have the knowledge and skills needed to work safely and avoid creating hazards.
- Trainees should be able to demonstrate awareness and understanding of workplace hazards and how to identify, report, and control them.
- Give specialized training when their work involves unique hazards.



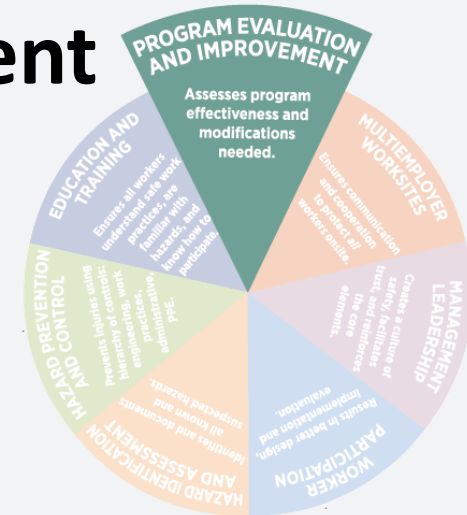
Program Evaluation and Improvement

- Establish, report, and track metrics that indicate whether the program is effective.
- Evaluate the overall program, initially and periodically, to identify deficiencies and opportunities for improvement.



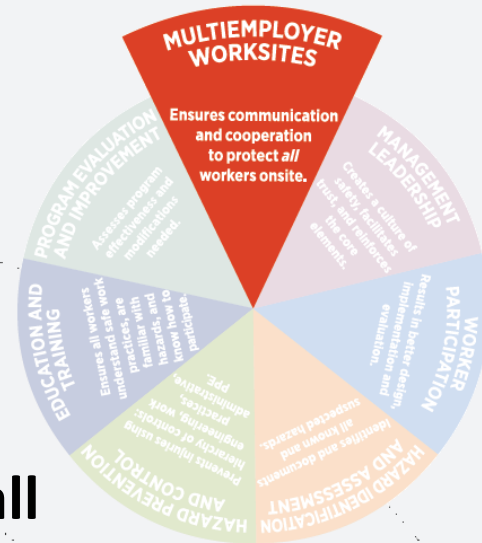
Program Evaluation and Improvement

- Monitor performance and progress
- Develop and track measures or indicators of progress toward established safety and health goals.
- Track lagging indicators, such as. number and severity of injuries and illnesses.
- Track leading indicators, such as, level of worker participation in program activities, number of hazards and close calls/near misses reported, amount of time taken to respond to reports, number and frequency of management walkthroughs, and number of hazards identified.
- Keep track of monitoring activities and results and analyze trends over time.



Multiemployer Worksites

- Communicate to temporary and contract employers and workers the commitment to provide the same level of safety and health protection.
- Provide a copy of the safety and health policy to all contractors, subcontractors, and temporary staffing agencies.
- Before beginning on-site work, clarify each employer's responsibilities and obligations with respect to safety and health.
- Outline the procedures and processes for coordinating safety and health responsibilities, as well as and the procedures for communicating between the host employer and contractor, subcontractor or temporary staffing agency. Document these in writing.



Appendix A:

Implementation Tools and Resources

- **Cal-OSHA VPP Presentation “Identifying Measurable Safety Goals.”**
- **Ohio Bureau of Workers’ Compensation “Safety Goals and Measurement.”**
- **Campbell Institute Transforming EHS Performance Measurement Through Leading Indicators.**
- **OSHA Hazard Identification Training Tool.**
- **OSHA Small Business Handbook.**
- **OSHA Job Hazard Analysis.**
- **OSHA “Incident Investigation” webpage**
- **OSHA “Employee’s Report of Injury Form.**
- **Will be developing additional tools**

Penalties

**“OSHA appreciates Congress’
recognition of the importance of
appropriate penalties. We are
closely studying this recently passed
legislation to see how it can best be
used to enhance the protection of
American workers.”**



We Can Help

www.osha.gov

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OSHA
Occupational Safety and Health Administration

Job Safety and Health IT'S THE LAW!

All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request an OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

This poster is available free from OSHA.

Contact OSHA. We can help.

Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Report to OSHA all work-related fatalities within 8 hours, and all inpatient hospitalizations, amputations and losses of an eye within 24 hours.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

FREE ASSISTANCE to identify and correct hazards is available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.

1-800-321-OSHA (6742) • TTY 1-877-889-5627 • www.osha.gov

Thank You for Your Time

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The image features a central logo for OSHA (Occupational Safety and Health Administration). The logo consists of a stylized 'O' with a blue and grey circular design, followed by the letters 'S', 'H', and 'A' in a bold, black, serif font. A registered trademark symbol (®) is positioned to the upper right of the 'A'. The background is a grid of 24 panels, each containing a white line-art illustration of a worker in various occupational settings, such as construction, manufacturing, and maintenance. The panels are color-coded in a gradient from yellow and orange at the top to blue and green at the bottom. The text 'We Can Help' is centered below the logo in a bold, blue, sans-serif font.

OSHA[®]

We Can Help