From None to Fun!
Employee Involvement

Cindy Lewis, Director
OSHA Challenge Administrator
Gulf Coast Safety Institute
Course Objectives

• At the completion of this session the attendees will be able to:
  – describe the requirements for Employee Involvement in the Challenge Program and VPP.
  – explain how other companies have started to involve employees in their safety and health programs.
Employee Involvement Challenge / VPP Expectations
The Basics

• Must have a minimum of three (3) meaningful and constructive ways in which employees can be involved in the safety and health management system.

• Must have a way that employees can report a hazard – including an anonymous way.
Examples of Employee Involvement

- Audits
- Accident/incident investigations
- Self-inspections
- Suggestion programs
- Planning
- Training
- Job hazard analyses
- Safety and health committees and teams.
Remember!

- Employees must be trained for the task(s) they will perform. For example, they must be trained in hazard recognition to participate in self-inspections.
- Employees must receive feedback on any suggestions, ideas, reports of hazards, etc. that they bring to management’s attention. Documented evidence must be provided that employees’ suggestions were followed up and implemented when appropriate and feasible.
Employee Involvement

Also includes:

- All employees, including new hires, must be notified about participation in VPP and employees’ rights (such as the right to file a complaint) under the OSH Act. Orientation training curriculum must include this information.

- Employees and contractors must demonstrate an understanding of and be able to describe the fundamental principles of VPP.
Documentation

• Safety and health committee minutes, if applicable.
• Self-inspection forms and records, accident investigations, hazard analyses, and employee reports of hazards.
• Documents attesting to union support, if applicable.
SAFETY INCENTIVES VS REWARDS & RECOGNITION

What’s the difference?
Why does it matter?
Employee Involvement Examples
National Safety Month
Aim for Safety – Bean Bag Toss Tournament

Thirty-Two teams competed in the National Safety Month Aim for Safety Bean Bag Toss tournament. Each round teams has an entry fee of weekly Safety and Voluntary Protection Program criteria that must be met before tournament play.
Univar-ChemCare

• Best Practices:
  – Safety Bucks program
  – Monthly Incentive
  – Employee Led Training
## Safety Bucks Program

### Detail:

**Employees can earn** Safety Bucks by performing the following safe behaviors:

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Bucks</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Quality on JSA Audits</td>
<td>$25</td>
</tr>
<tr>
<td>Self Inspections</td>
<td>$25</td>
</tr>
<tr>
<td>Participation in the monthly safety incentive</td>
<td>$25</td>
</tr>
<tr>
<td>Winner of the monthly safety incentive</td>
<td>$50</td>
</tr>
<tr>
<td>Attending Company safety meeting/training</td>
<td>$50</td>
</tr>
<tr>
<td>Attending Company safety meeting/training on time</td>
<td>$25</td>
</tr>
<tr>
<td>Performing a quality area safety audit</td>
<td>$50</td>
</tr>
<tr>
<td>Each 5 - 15 minute presentation at a safety meeting</td>
<td>$150</td>
</tr>
<tr>
<td>Customer compliment sent in by Customer</td>
<td>$200</td>
</tr>
<tr>
<td>Scoring a perfect job audit internally or third party</td>
<td>$500</td>
</tr>
<tr>
<td>Safety suggestion/hazard concern reviewed by VPPSC</td>
<td>per VPPSC</td>
</tr>
<tr>
<td>Management Discretion</td>
<td>mgmt</td>
</tr>
</tbody>
</table>

**Employees can lose** Safety Bucks by performing the following unsafe behaviors:

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Bucks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Violation</td>
<td>up to $100 based on severity</td>
</tr>
<tr>
<td>Not attending a safety meeting/training</td>
<td>$150/Meeting/training</td>
</tr>
<tr>
<td>IDLH Safety Violation (EX: improper storage of respirator)</td>
<td>up to $500 based on severity</td>
</tr>
<tr>
<td>Management Discretion</td>
<td>mgmt</td>
</tr>
</tbody>
</table>
## Safety Bucks

<table>
<thead>
<tr>
<th>Monthly Incentive</th>
<th>PPE Inspect</th>
<th>JSA Audit</th>
<th>Site Self Inspect</th>
<th>VPPSC Meet</th>
<th>Attend Safety/Training Meeting</th>
<th>Customer Compliment</th>
<th>Perform Safety Audit</th>
<th>Presentation</th>
<th>Perfect Job Audit</th>
<th>Safety Suggestion</th>
<th>Mgmt Disc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>25</td>
<td>25</td>
<td>375</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>825</td>
</tr>
</tbody>
</table>

Auction Ended: **August 02, 2013 05:00 PM CDT**

**All Items:** Displaying 61 - 80 of 61 items

<table>
<thead>
<tr>
<th>Bid</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bid</td>
<td>$800.00</td>
</tr>
<tr>
<td>SOLD</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
Monthly Incentive Topics

• Jan 2014 - Safety Word Puzzle
• Feb 2014 – Safety Bingo/VPP Questions.
• Mar 2014 - VPP Word Puzzle
• Apr 2014 - Safety BINGO/ What does VPP mean to you?
• May 2014 – Shooting for the Star Word Puzzle/Perception survey
• Jun 2014 - Why I work Safe calendar 2015
• Jul 2014 - Summer Safety word solve
• Aug 2014 – Why I choose to work safe Poster.
## Employee Led Training

### Training Topics

<table>
<thead>
<tr>
<th>Name</th>
<th>Topic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Victor</td>
<td>Emergency Preparedness and response</td>
<td>In Iowa</td>
</tr>
<tr>
<td>Q. Hughes</td>
<td>Contractor Oversight</td>
<td>In Iowa</td>
</tr>
<tr>
<td>T. Grubbs</td>
<td>Management Leadership</td>
<td>Aug 2</td>
</tr>
<tr>
<td>A. Porro</td>
<td>Elements of VPP</td>
<td>Aug 5</td>
</tr>
<tr>
<td>T. Henry</td>
<td>Hazard Reporting System</td>
<td>Aug 9</td>
</tr>
<tr>
<td>A. Henley</td>
<td>Sample Pulling</td>
<td>Aug 12</td>
</tr>
<tr>
<td>N. Alfaro</td>
<td>Self Inspections</td>
<td>Aug 16</td>
</tr>
<tr>
<td>T. Richardson</td>
<td>Employee involvement plan</td>
<td>Aug 19</td>
</tr>
<tr>
<td>T. Porro</td>
<td>Lab Packing</td>
<td>Aug 23</td>
</tr>
<tr>
<td>T. Grubbs</td>
<td>Contractor Oversight</td>
<td>Aug 26</td>
</tr>
<tr>
<td>V. Gil</td>
<td>Hazard Prevention</td>
<td>Aug 1 – 30</td>
</tr>
</tbody>
</table>

**OSHA CHALLENGE**

A ROADMAP TO SAFETY AND HEALTH EXCELLENCE

AN OSHA COOPERATIVE PROGRAM
L&M Technologies – JSC NASA

• Best Practices:
  – Eagle Eye Safety Team
  – Forklift Safety Awareness Day
  – Vehicle Driver Program
Eagle Eye Functions

- Maintain log books in all Logistics areas for employees to report concerns
- Work with Management to help get Safety issues/concerns resolved
- Annual safety inspection of all Logistics Operations buildings
- Participate in JSC Safety Fairs
- Alternate member to JSC Safety & Health Action Team (JSAT)
- Support Employee Recognition Program
Annual Event - Forklifts

3rd Annual Forklift Safety Awareness Day

Drivers: Safe Obstacle course competition
Non Drivers: Forklift driver quiz
All: Free blood pressure screenings and Wellness information

Date: Wednesday, February 20, 2013
Time: 8:00 a.m. - 12:00 p.m.
Place: Building 336
Licensed Driver Events

Obstacle Course
Place cone with a ball on the forks, if the ball drops, driver must shut down forklift, get off and reposition the ball and continue.

Basketball Lift
Use the sit-down forklift, place the basketball on a pallet with an upside down wastebasket and place the pallet on a warehouse rack.

Basketball Shoot
Use a stand up forklift to place the basketball on the forks and drop the ball into the elevated waste basket.

Forklift Relay
Using the manual hand jack and sit down diesel, move objects from one stop to the next.
Licensed Driver Events
Non Driver Events

Non-Operator Events

Quizzes were designed to heighten warehouse safety awareness, give non-operators a better understanding of what forklift operations involved, and to give non-operators tools to assist with making forklift operations safer and more efficient. Quizzes included the forklift operator exam.
Vehicle Drivers’ Safety

Training Target Areas

Toolbox Talks
- All departments focused on driving safety topics: hand signals, awareness, etc...

Transportation Manual
- Team reviewed the Transportation Driving Manual

GSA Driving Tips
- A summary of the GSA document was reviewed

Signed Agreement
- All drivers signed the Driver’s Refresher Training Agreement

Driving Practicum
- Drivers & Helpers were observed in action while Observers rated their performance
Driver’s Safety Awareness Event

Streamlined efforts

Toolbox Talks
- Driver’s Services
- Furniture Property
- Receiving
- Shipping Transportation

Transportation Manual
- Furniture Receiving Transportation

GSA Driving Tips
- Driver’s Services
- Furniture Property
- Receiving
- Shipping Transportation

Signed Agreement
- Driver’s Services
- Furniture Property
- Receiving
- Shipping Transportation

Driving Practicum*
- Furniture Shipping Transportation

*Practicum only included Drivers that drive into/out of dock wells.
Practicum Exercise

- A narrow path of cones was placed in front of the loading dock.
- Vehicles were required to back up to the dock without touching the cones.
- The Helper was required to guide the Driver successfully into the dock area and then pull away from the dock.
All vehicles were utilized
Shermco Industries

• Best Practices:
  – Safety & Health Points Program
Safety & Health Points Program

• Incentive program to reward employees for being safe
• May submit the following entries
  – Conducting EHS Audits
  – VEST or VPP Question of the Month
  – STEAM Picture of the Month
  – Unsafe Acts/Hazards
  – I Saw Something Safe
  – Identified in I Saw Something Safe
  – Safety Team Attendance (EHS Committee; EHS Steering Committee; VEST, STEAM or VPP Team
  – Submit Safe or Unsafe Photo with Description
  – Safety Suggestions
  – EHS Training Topic Suggestions
  – EHS Training/Meeting Summary
  – EHS Meeting Presentation
  – Attending the Health Fair or Wellness Event
  – Take a Flu Shot
Safety & Health Points Program

• Entries are approved or not approved
• If approved employees receive points
• The top 28 employees with the highest points receive a cash reward
• Individual and departmental points chart showing participation
• Manager and employee points can be pulled from our Company intranet Shermco YOU!
• Winners and departmental participation is displayed on the intranet, emailed to all employees and discussed in EHS Committee Manager’s meetings
• Managers are held responsible for low participation within their department
• Recognition for department with highest participation in corporate EHS Committee managers meetings
• Best Practices
  – Safety is Sweet
  – Safety Knowledge Check
  – Risk Assessment Checks
  – Haunted Warehouse
  – PPE Fashion Show
Philosophy

- Employees must be the foundation of the program.
- Numerous benefits for employees at all levels participating in the safety program:
  - I’m the one exposed to the risk, let me identify it.
  - Ask me don’t tell me.
  - More satisfied and more productive.
“Safety is SWEET” ACTIVITY

1. Explain how to ensure a trailer is secure

2. Proper cutting technique

3. What PPE for Banding parts

4. Explain the halo rule
Safety Knowledge Quiz

WorkSafe Competition Quiz

1. As discussed in all Employee Meetings, what is the first thing you should tell yourself before walking in the door?

2. What do our two emergency alarms tell you and where do you go for each?

3. What 2 things must you have before you walk into work?

4. What 2 things must you use before bending?

5. When can you pick a disc in the disc aisle?
   A. When I get a ticket
   B. When the aisle is clean
   C. Never, unless authorized and trained
   D. When I’m told to do so

A+
Risk Assessment Review
Haunted Warehouse

- Identifies Hazard Prevention and Control and Safety Training as the way to stay out of the graveyard.
- The grizzly effects when mobile equipment meets pedestrians.
- Maintenance activities identified as the most hazardous because they are non-routine!
Questions ???