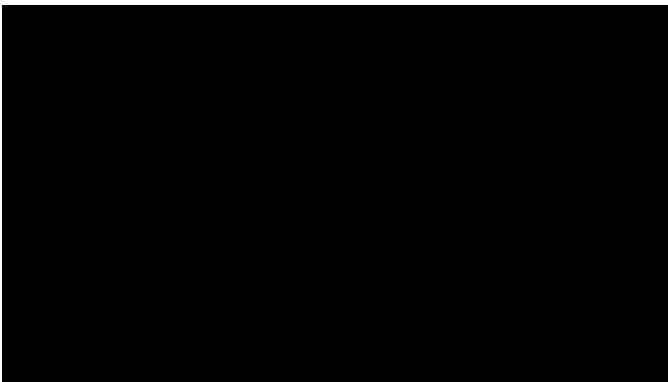




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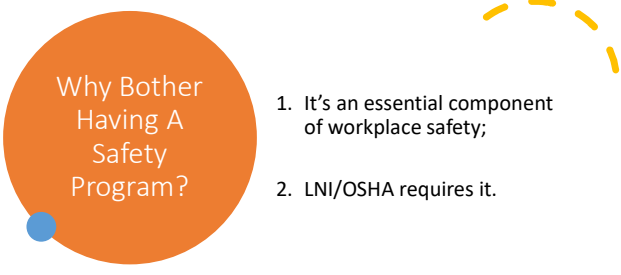
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**Safety By Choice,
Not By Chance**

A real conversation about how
to develop a culture of safety
and gain company engagement

4



**Why Bother
Having A
Safety
Program?**

1. It's an essential component of workplace safety;
2. LNI/OSHA requires it.

5



6

Overview

What is a safety program	What does a safety program include
What do employees prioritize regarding work safety	What are the steps to create a robust safety program
How to promote a strong safety program	How to create a positive safety culture



7

So.... What is a safety program?

- A safety program is a structured approach to managing workplace safety and health.
- It is a comprehensive plan designed to prevent accidents, injuries, and illnesses in the workplace.
- Safety programs are typically developed and implemented by employers and management to ensure that their employees are provided with a safe and healthy work environment.

8

So.... What does a safety program include?

Management commitment and employee involvement: Management is responsible for ensuring that a safety program is established and that employees are involved in its development and implementation.	Hazard identification and assessment: Employers must identify and assess potential hazards in the workplace, including physical, chemical, and biological hazards.	Hazard prevention and control: Employers must take steps to prevent and control workplace hazards, including engineering controls, administrative controls, and personal protective equipment (PPE).
Employee training and education: Employers must provide employees with the necessary training and education to recognize and avoid workplace hazards.	Incident investigation and analysis: Employers must investigate incidents that occur in the workplace and analyze the root causes to prevent similar incidents from occurring in the future.	Continuous improvement: Safety programs should be regularly evaluated and improved to ensure their effectiveness.

9

What do employees prioritize regarding safety at work?



1. **Personal well-being:** Employees want to feel safe and secure while at work and prioritize their personal well-being above all else.
2. **Trust in the organization:** Employees want to work for an organization that prioritizes safety and takes the necessary steps to ensure their safety.
3. **Job satisfaction:** A safe workplace is essential for job satisfaction and can contribute to higher levels of employee engagement and retention.
4. **Productivity:** A safe workplace can also contribute to higher levels of productivity, as employees are more likely to feel comfortable and focused on their work environment.
5. **Reputation of the organization:** An organization with a positive safety record can improve its reputation, offer growth, and attract new talent.

10

What are the steps to create a robust safety program?

For Employees & Residents!

1. Conduct a risk assessment
2. Establish safety policies and procedures
3. Appoint a safety coordinator
4. Develop an emergency response plan
5. Provide safety training
6. Monitor safety performance
7. Evaluate and continuously improve

11

1. Conduct a risk assessment

Identify potential hazards in your properties and determine the likelihood and severity of each risk.


This will help you prioritize your safety efforts and allocate resources where they are most needed.



12

Job Hazard Forms

Have one for every task
Make sure every employee reads & signs them
All of them!


Job Hazard Assessment

JOB HAZARD ASSESSMENT (JHA)
Complete this form before the start of each task or with any change in conditions.

Review the following with the work crew, list tasks and hazards, and identify controls.
High-risk tasks need a Job Operating Procedure.

JOB: Cutting DATE: _____

Personal Hazards <input type="checkbox"/> A. clear instruction provided <input type="checkbox"/> A. able to perform the task <input type="checkbox"/> A. trained in tool/equipment/tech <input type="checkbox"/> A. distractions in the work area <input type="checkbox"/> A. working alone <input type="checkbox"/> A. work at heights/corridors <input type="checkbox"/> A. loose items <input type="checkbox"/> A. heat or other contact (PPS)	Activity Hazards <input type="checkbox"/> A. working/practicing <input type="checkbox"/> A. burn/hot sources <input type="checkbox"/> A. compressed gases <input type="checkbox"/> A. energized equipment <input type="checkbox"/> A. electrical safety equipment <input type="checkbox"/> A. equipment tools required <input type="checkbox"/> A. locked procedures in place <input type="checkbox"/> A. perform practice	Environmental Hazards <input type="checkbox"/> A. hot potential <input type="checkbox"/> A. climatic conditions <input type="checkbox"/> A. MSDS required <input type="checkbox"/> A. ventilation required <input type="checkbox"/> A. toxic chemical exposure <input type="checkbox"/> A. other workers in the area <input type="checkbox"/> A. lighting levels <input type="checkbox"/> A. housekeeping
--	---	--

Ergonomic Hazards <input type="checkbox"/> A. working in a tight area <input type="checkbox"/> A. parts of body in the line of fire <input type="checkbox"/> A. pinch points identified <input type="checkbox"/> A. working without being trapped <input type="checkbox"/> A. repetitive movements	Working at Heights Hazards <input type="checkbox"/> A. harnesses, tagging, and signs <input type="checkbox"/> A. hole covering in place <input type="checkbox"/> A. protection from falling items <input type="checkbox"/> A. personal protection <input type="checkbox"/> A. fall arrest <input type="checkbox"/> A. ladders	Access/Egress Hazards <input type="checkbox"/> A. scaffold inspected and tagged <input type="checkbox"/> A. stepping potential identified <input type="checkbox"/> A. required permits in place <input type="checkbox"/> A. one-way traffic <input type="checkbox"/> A. confined space <input type="checkbox"/> A. other
--	--	---


TASK	HAZARD*	CONTROL
Cutting a key blank	Eye injury, hand injury	PPE, machine guards, proper use of equipment


*All hazards must have action plans to eliminate or control them. Plans must be in place before starting a task.

Name: _____ Supervisor Signature: _____ Date: _____ Reviewed by: _____

13

2. Establish safety policies and procedures





Create a set of policies and procedures that outline your safety program.
Make sure they are clear, concise, and easy to understand.
Train employees and tenants on these policies and procedures.

Examples: APP, HAZCOM, Emergency Preparedness, etc.

14



ACCIDENT PREVENTION PLAN

Why is it important?

15

What is it?

An accident prevention plan is exactly what it sounds like:
a plan to identify, assess, and prevent hazards in your organization.

It is a long-term commitment to risk management that involves regular inspection, updates, and preventative actions, constantly evolving to address the risks that your organization faces.



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What does it include?

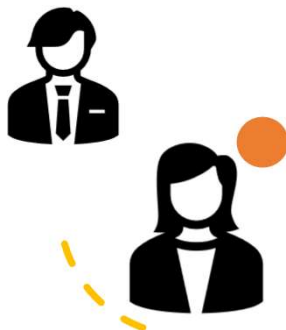
- APP policy statement
- Goals and objectives
- Safety responsibilities for supervisors & employees
- Safety overview & orientation checklist
- Hazard reporting policies & forms
- Safety Committee responsibilities & meeting minutes guidelines
- Self and site investigation guidelines & forms
- Accident investigation guidelines, reporting & forms
- Safety training requirements
- PPE guidelines
- Disciplinary system

17

Supervisor Responsibilities

Examples:

- Provide safe materials, equipment, and/or tools
- Take a personal role in safety training
- Conduct occasional safety inspections and implement corrective action
- Be involved in safety meetings
- Stress the importance of safety through action and word
- Take disciplinary action as required and when needed.



18

Employee Responsibilities



Examples:

- Observe all company safety and health rules and apply the principles of accident prevention in your day-to-day activities.
- Horseplay and fooling around will not be tolerated.
- Never distract another employee, as you might cause injury.
- Keep your work area, shops, and offices clean
- If you see someone working carelessly and liable to be hurt, warn and advise him or her to work carefully.
- Never wear frayed, torn or loose clothing, jewelry, or long unrestrained hair near moving machinery.
- Shut down your machine before cleaning, adjusting, or repairing.
- Lock and tag the machine if it is defective.

19

What does it solve?

Here are some of the key issues that an accident prevention plan can help solve:

1. Identify and mitigate potential hazards
2. Reduce the risk of accidents and injuries
3. Ensure compliance with regulations
4. Increase productivity
5. Improve company reputation

20



HAZARD COMMUNICATION

Why is it important?

21

What is it?

- Hazard communication, also known as "HazCom," is a process used to communicate information about hazardous chemicals in the workplace.
- The Hazard Communication Standard (HCS), also known as the "Right-to-Know" standard, is a regulation established by the Occupational Safety and Health Administration (OSHA) in the United States.
- The HCS requires employers to provide information about hazardous chemicals used in the workplace through warning labels, Safety Data Sheets (SDS), chemical inventory, a written plan and employee training.



22

Why do we need it?



Employees who work with Hazardous Chemicals have a "Right to Know"

- What those chemicals are
- What hazards are associated with those chemicals
- What they can do to protect themselves
- How to handle and store products they work with
- What to do if they have an emergency working with those chemicals.

23

GLOBAL HARMONIZATION SYSTEM (GHS)

In 2003, the United Nations (UN) adopted the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

The GHS includes criteria for the classification of health, physical and environmental hazards, as well as specifying what information should be included on labels of hazardous chemicals as well as safety data sheets.

The United States was an active participant in the development of the GHS, and is a member of the UN bodies established to maintain and coordinate implementation of the system.



24



It's the law

- Washington State's Hazard Communication Global Harmonized System (GHS) Rule, Chapter 296-901, WAC became effective April 15, 2013. It is substantially identical to OSHA's rule.
- As a result, labels on containers of chemicals and Safety Data Sheets (SDSs) are now required to follow GHS specifications.
- Other requirements, such as training for employees on the GHS label and SDS changes, also apply.
- The GHS Pictograms and a sample SDS should be included in the plan.

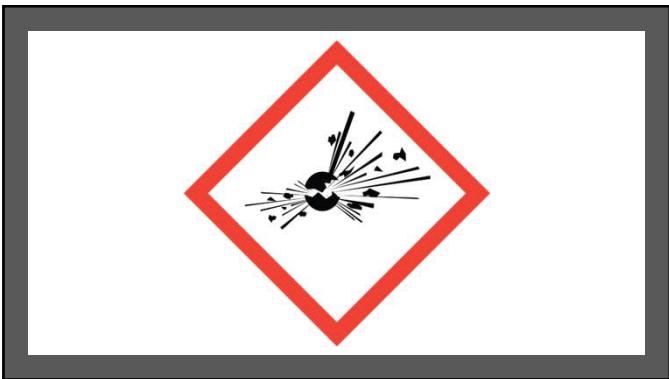
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Do you know GHS Symbols?





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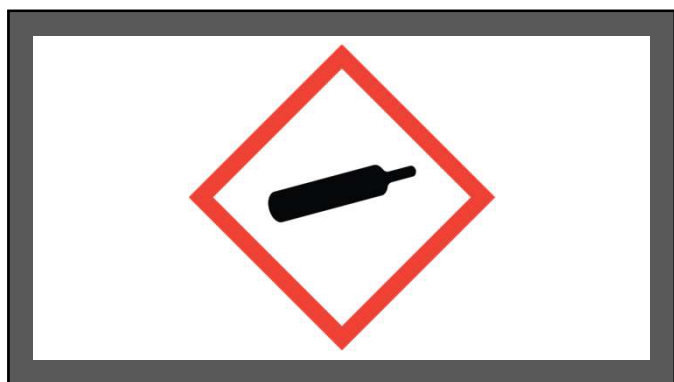
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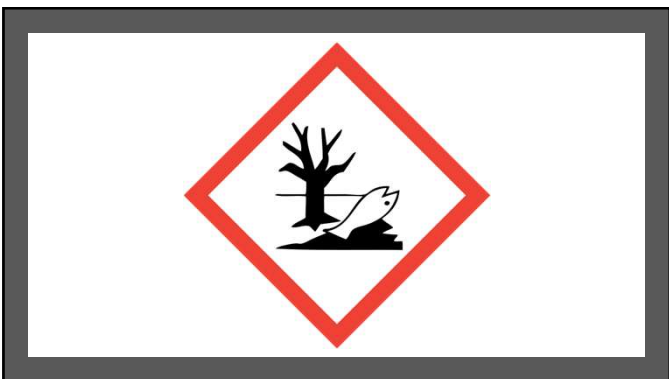
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43



44

Labeling Containers

- Containers that hold chemicals that are transferred from a primary container are called **secondary containers** and must comply with **GHS labeling** requirements.

Exception:

- The material is used within the work shift of the individual who makes the transfer.

1 Product Identifier

2 Chemical Hazards


3 Pictogram

45


Windex

What will you refer to, to find the secondary bottle label information?

What will you refer to, to find out the hazards, storage, first aid and how to handle Windex?




46



EMERGENCY PREPAREDNESS

Why is it important?

47



What is it?

- An emergency preparedness plan in the workplace is a comprehensive plan developed by a company to respond to emergencies and disasters that may occur in the workplace.
- The plan outlines specific procedures and protocols to be followed in the event of an emergency, such as a fire, natural disaster, or workplace accident.

48

Why do we need it?

- The purpose of an emergency preparedness plan is to ensure the safety and well-being of employees, residents, visitors, and others who may be present in the workplace during an emergency.



49

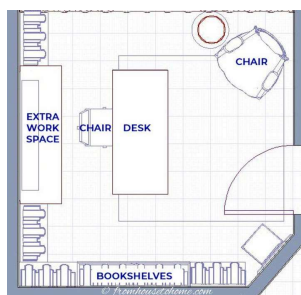
Things to consider

- Maps with locations of emergency equipment & shutoffs on the property as well as in the units
- Ensure all team members are trained on what to do during an emergency (Each type! They are different!)
- Emergency contact list with names, numbers, logins and passwords easily accessible
- Have emergency kits ready to go with all supplies
- Ensure all keys are properly accounted for and labeled each day
- Assign each team member responsibilities based on the emergency type
- Have a "Help/Danger" code word/phrase plan
- Eye wash stations and PPE
- SDS Binders organized & everyone knows how to understand the information
- Practice & review, especially when you get new team members!!!!

50

Escape Routes & Furniture Arrangement

- Have you considered how you would escape if you were in danger?
- Can you get around your desk to safety?



51

Incident Reporting

Should include:

- Incident Description
- Injury Description
- Property Damage Description
- Supervisor Summary
- Witness Statements & Contact Information
- Photographs
- Employee Injury Form (Accident Prevention Plan)

The image shows a sample 'Incident Injury Report Form'. It includes fields for Name, Unit No., Street No., Street, Date of Birth, Gender, Town/City/Suburb, State, Post Code, and Nationality. Below these are two checkboxes: '1. Communicate purpose, vision and values to employees' and '2. Communicate purpose, vision and values to customers, suppliers/partners and other external parties', both with 'Yes' and 'No' options. The form is displayed on a screen with a background image of people in a meeting.

52

3. Appoint a Safety Coordinator



- Appoint a safety coordinator who is responsible for overseeing the safety program. This person should have the authority to implement policies and procedures and ensure compliance.
- Who in your company frequently audits safety policies, procedures, to ensure they are up to date, relevant and in line with your property's risks?
- Who at your property ensures safety procedures are being followed?
- What are some of the examples of how you ensure safety procedures are followed?

53

4. Develop an Emergency Response Plan



Create a plan that outlines how you will respond to emergencies, such as fires, floods, and natural disasters. Train employees and tenants on the plan and conduct regular drills to ensure everyone knows what to do in an emergency.


- What management should do?
- How might we train residents?

54



55

Fire Example



What management should do


- Who responds to the fire
- What should the responder do first
- Where are the emergency access maps and keys
- Vendor list that will respond at any hour
- Who calls 911/PM or RM
- Who emails and/or knocks on residents' doors to enforce the evacuation plan
- Who, if anyone is the contact and knows the policy regarding media

How might we train residents

- Evacuation plans provided to residents at move in
- How we will communicate an emergency (Aptex)

56

5. Provide safety training



Train employees and tenants on safety procedures, such as how to use fire extinguishers, how to evacuate a building in an emergency, and how to report safety hazards.

- Are you sure all team members and your residents are familiar with the proper use of fire extinguishers?
- Do all team members know where all the shutoffs are on the property and in units?
- Does your team have a safety "word or phrase" if you feel you are in danger?

57



SAFETY MEETINGS

Why is it important?

58



MONTHLY TOPICS

- **Jan:** LOTO
- **Feb:** PPE
- **Mar:** Bloodborne Pathogens
- **Apr:** Ergonomics
- **May:** Office Safety
- **Jun:** Heat Exposure/Awareness
- **Jul:** Ladder Safety
- **Aug:** Injury/Illness Reporting
- **Sep:** Emergency Preparedness
- **Oct:** Hand and Power Tool Safety
- **Nov:** Winter Weather Preparedness
- **Dec:** Mold, Moisture and Mildew

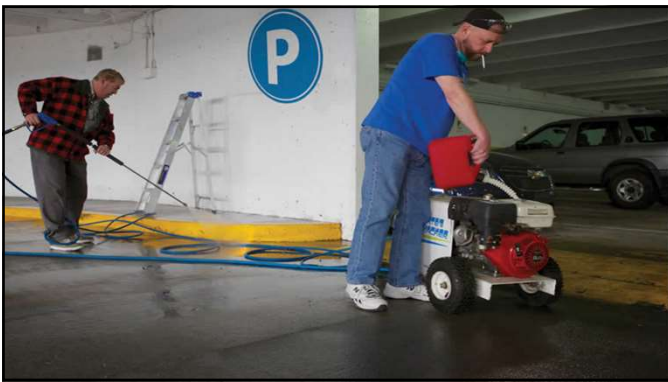
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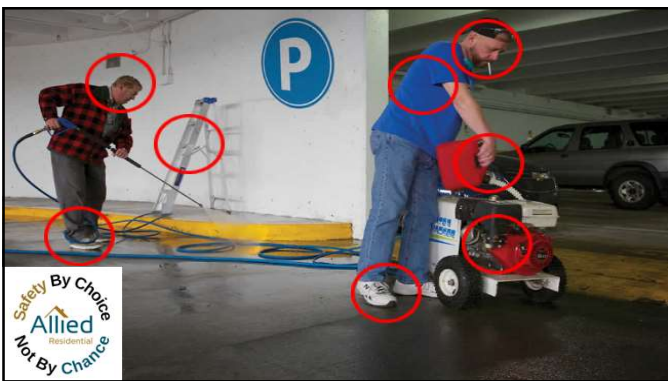
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63




TRAINING

Why is it important?

64

Take it seriously



65

07B Electrical Trainees

- Submit for card from LNI
- Training cards are good for 2 years.
- You need 2000 hours of experience and 48 hours continued education classes to be eligible for the 07B exam.
- Every 2 years your training card will be renewed until you pass the 07B exam.



66

07B Electricians

- License is good for 3 years.
- Need 24 hours of continued education classes to be eligible for renewal.
- Every 3 years your license will be renewed.



67

Make Sure
Site Teams
Communicate
With Each
other



68

Asbestos Awareness

Make sure you know:

- What is it?
- How can it harm you?
- How to identify it!
- Do you know if you have asbestos on your property?



69

Asbestos Class III

- Asbestos Class III Training (16 hr), required once per year for anyone exposed to ACM.
- You will need a $\frac{1}{2}$ mask respirator with P100 filters.
- Fit test & medical evaluation

Allied Policies:

- You must complete all the above before conducting any work that may expose you to asbestos.
- Once approved for asbestos work, you **cannot** work on an area larger than **1 sq/ft at a time**.



70

Certified Pool Operator (CPO)

- A Certified Pool Operator (CPO) is someone who operates a public swimming pool or spa.
- These professionals are responsible for **pool safety, maintenance, cleaning, management, expansion, and more**.
- To become a CPO, you must gain a CPO certificate from an accredited instructor through the Pool & Hot Tub Alliance (PHTA).
- Certification is good for 5 years.



71

6. Monitor safety performance

- Monitor safety performance and track safety incidents by establishing incident reporting procedures and establishing a safety committee.
- Use this information to make improvements to your safety program.



72



SAFETY COMMITTEE

Why is it important?

73


What is it!

- Allied Residential Safety Committee
- Based on Accident Prevention Plan
- Voluntary program – join anytime
- Meet 3rd Tuesday of each month at 10am to discuss hazards and safety issues



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What do they do?



SAFETY COMMITTEE RESPONSIBILITIES

In an on-going effort to promote safe and healthful working conditions Allied Residential has established a Safety Committee.

The Safety Committee's scope of activities includes the following safety and health issues:

- A. Conduct in-house safety inspections with appropriate supervisor;
- B. Assist in accident investigations to uncover trends;
- C. Review accident reports to determine means of elimination;
- D. Accept and evaluate employee suggestions;
- E. Review job procedures and recommend improvements;
- F. Monitor the safety program effectiveness;
- G. Promote and publicize safety.

Safety Committee members will attend monthly team meetings. The attendance and issues discussed at the Safety Committee meeting shall be documented and maintained on file for a period of one year.

Copies of minutes MUST be provided to:

- H. Allied Director of Maintenance
- I. Employees (by posting on the company intranet "ARI")

The following forms are available to assist the Safety Committee in documenting safety and health issues.

- J. Minutes of safety and health issues discussed by the Safety Committee
- K. Record of Unsafe Conditions Form.

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7. Continuously improve

- Continuously review and improve your safety program.
- This can include updating policies and procedures, providing additional training, and conducting regular safety audits.
- One idea would be to have an annual policy review process and update the goals within the APP.
- Use the data from the incident reports and safety meeting recommendations to evaluate areas of improvements.



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Promoting a Safety Program



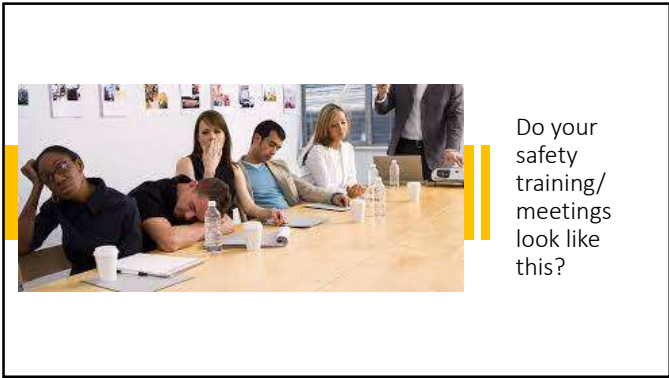
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How do you promote a strong safety program?

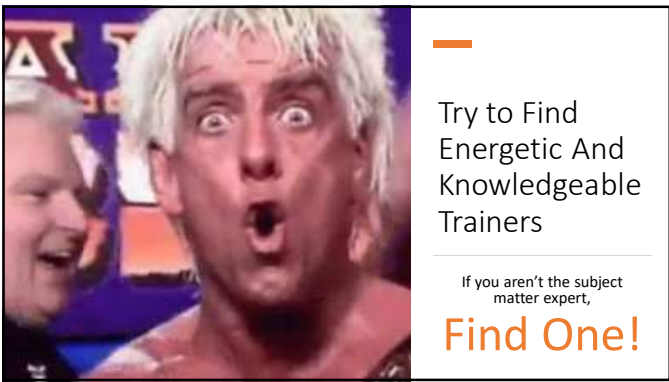


- 1. Establish a safety culture**
 - Develop a safety culture that emphasizes the importance of safety in all aspects of the organization.
 - This should include setting safety goals, promoting open communication, and providing resources and support for safety initiatives.
- 2. Communicate safety message**
 - Communicate safety messages and updates regularly to employees and tenants.
 - This can include safety meetings, safety posters, and safety newsletters.

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80



81



82



83

Steps to promote a positive Safety Culture

- **Lead by example:** Leaders should prioritize safety in all decisions and actions.
- **Involve employees in safety programs:** Involve employees in the development and implementation of safety programs.
- **Provide ongoing training and education:** Provide ongoing training and education on safety topics.
- **Communicate the importance of safety:** Communicate the importance of safety regularly to all employees.
- **Recognize and reward safe behaviors:** Recognize and reward employees who demonstrate safe behaviors.
- **Make safety a part of the company culture:** Make safety a part of the company culture by incorporating safety into all aspects of the organization.

84

Workplace Accidents

85

What are the two biggest causes of workplace accidents?

86

What Do Accidents Cost?

87

Just the tip
of the
iceberg

- Time loss from work by injured employee
- Time loss by fellow employees
- Loss of efficiency due to break-up of crew
- Lost time by supervisor
- Training costs for new replacement employees
- Damage to tools and equipment & time loss to down equipment
- Damage from the incident, such as fire, flood, injury, etc.
- Failure to meet deadlines
- Overhead costs while work is disrupted
- Possible legal charges, fines and fees

88

Immeasurable
Costs




89

It's up to
all of us!




90



DE-ESCALATION TIPS

Why is it important?

91



10 Tips

1. Be empathetic and nonjudgmental
2. Respect personal space
3. Use nonthreatening nonverbals
4. Avoid overreacting
5. Focus on feelings
6. Ignore challenging questions
7. Set limits
8. Choose wisely what you insist upon
9. Allow silence for reflection
10. Allow time for decisions

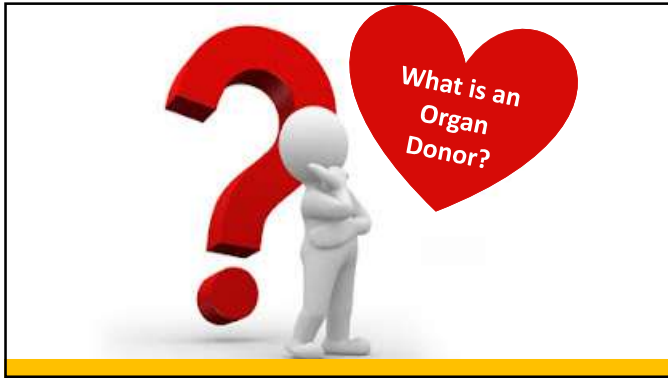
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Q-TIP

The most important thing to remember when speaking to someone in a difficult situation is to, "Quit taking it personally!"



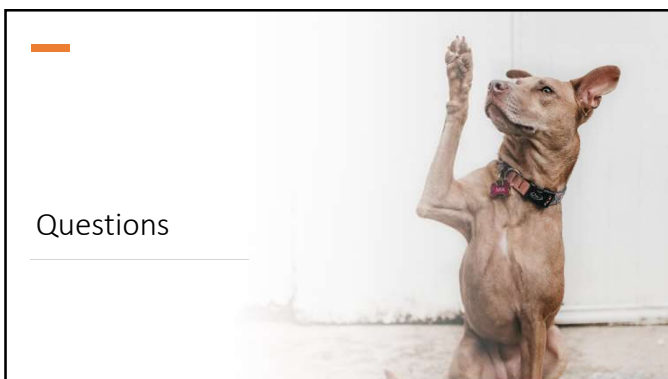
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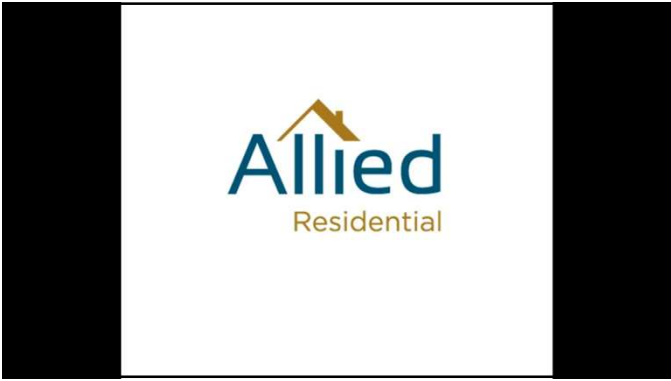
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