A Safety and Health Program
Core Elements

Michigan Occupational Safety and Health Administration (MIOSHA)
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Purpose

- Reduction in the number of job-related fatalities, illnesses, and injuries
- Compliance with MIOSHA regulations and the General Duty Clause of the Michigan Occupational Safety and Health Act (Act 154 of 1974, as amended)
Scope

- This presentation applies to the hazards covered by the General Duty Clause and by MIOSHA regulations.
A Hazard Is:

- Any characteristic of a material, system, process, or work environment that must be controlled to avoid specific, undesirable consequences
Examples of Hazards

- Falls
- Biological
- Chemical
- Potential energy (like the brick)
- Kinetic energy (e.g., moving equipment)
- Self-energy (e.g., sprains, strains)
Exposure To A Hazard

- Employees are considered "exposed" when they encounter any hazard in the work environment that could cause them harm.
MIOSHA Regulations

- Not all hazards are covered by the MIOSHA regulations.
- Examples: ergonomic, *Mycobacterium tuberculosis*, molds
General Duty Clause

- Employers must provide a workplace that is free from recognized safety and health hazards that are causing or are likely to cause death or serious physical harm to the employees.
“Serious physical harm” is an impairment of the body in which part of the body is made functionally useless or is substantially reduced in efficiency on or off the job.

Such impairment may be permanent or temporary, or it may be chronic or acute.
Serious Physical Harm (Slide 2 of 3)

- Injuries involving serious physical harm would usually require treatment by a medical doctor.
- Examples: cut, fracture, sprain, amputation, crush
Serious Physical Harm (Slide 3 of 3)

- **Illnesses** involving serious physical harm would usually shorten life or significantly reduce physical or mental efficiency by inhibiting the normal function of a part of the body.

- Examples: chrome ulcers, asbestosis, lead poisoning, hearing loss, hepatitis B, TB
Core Elements of a Program

1. Management leadership and employee participation
2. Hazard identification and assessment
3. Hazard prevention and control
4. Information and training
5. Evaluation of program effectiveness
Management Leadership (Basic Obligation)

- To demonstrate management leadership of the safety and health program
Management Leadership
(How To Demonstrate - Slide 1 of 3)

- Establish the program responsibilities of managers, supervisors, and employees for safety and health in the workplace and hold them accountable for carrying out those responsibilities.
Management Leadership
(How To Demonstrate - Slide 2 of 3)

- Provide managers, supervisors, and employees with the authority, access to relevant information, training, and resources they need to carry out their safety and health responsibilities.
Management Leadership
(How To Demonstrate - Slide 3 of 3)

Identify at least one manager, supervisor, or employee to receive and respond to reports about workplace safety and health conditions and, where appropriate, to initiate corrective action.
Management Leadership (Note)

- Note: Some MIOSHA regulations impose additional or more specific requirements for management leadership [e.g., Rule 1910.134(c)(3) of the Respiratory Protection regulation, Part 451].
- Designate a “program administrator.”
Management Leadership (Additional Information)

www.osha.gov/SLTC/etools/safetyhealth/comp1_mgt_lead.html
Employee Participation (Basic Obligation)

- Provide employees with opportunities for participation in establishing, implementing, and evaluating the program.
Employee Participation
(How To Ensure - Slide 1 of 5)

- Regularly communicate with employees about workplace safety and health matters.
Employee Participation
(How To Ensure - Slide 2 of 5)

- Provide employees with access to information relevant to the program.
Employee Participation
(How To Ensure - Slide 3 of 5)

- Provide ways for employees to become involved in hazard identification and assessment, prioritizing hazards, training, and program evaluation.
Employee Participation
(How To Ensure - Slide 4 of 5)

- Establish a way for employees to report job-related fatalities, injuries, illnesses, incidents, and hazards promptly and to make recommendations about appropriate ways to controls those hazards.
Employee Participation
(How To Ensure - Slide 5 of 5)

- Provide prompt responses to such reports and recommendations.
Employee Participation (Additional Information)

www.osha.gov/SLTC/etools/safetyhealth/comp1_empl_envolv.html
Safety & Health Manager

- Has overall responsibility for the safety and health program
- Reports directly to the director
Safety & Health Specialist

- In-house expert and consultant on eliminating or reducing hazards in the workplace through the application of controls
Human Resources Coordinator

- Coordinates and consults on important human resource programs, such as Early Return to Work, Light Duty, Employee Assistance Program, Drug Free Workplace, etc.
Safety & Health Committee

- Primary fact-gathering, problem-solving consultant team
- Assist in identifying, analyzing and evaluating for safety and health hazards
MIOSHA Safety & Health Advisory Committee

- 13 members
- Members are appointed to 2-, 3-, and 4-year terms.
- Members represent all MIOSHA employees, including all bargaining units and divisions in MIOSHA.
Hazard Identification & Assessment (Basic Obligation)

- Systematically identify and assess hazards to which employees are exposed and assess compliance with the General Duty Clause and MIOSHA regulations.
Hazard Identification & Assessment
(What To Do - Slide 1 of 4)

- Conduct inspections of the workplace.
Hazard Identification & Assessment
(What To Do - Slide 2 of 4)

- Review safety and health information.
Hazard Identification & Assessment
(What To Do - Slide 3 of 4)

- Evaluate new equipment, materials, and processes for hazards before they are introduced into the workplace.
Hazard Identification & Assessment (What To Do - Slide 4 of 4)

- Assess the severity of identified hazards and rank those that cannot be corrected immediately according to their severity.
Hazard Identification & Assessment
(Ranking Hazards – Slide 1 of 2)


Hazard Identification & Assessment  
(Ranking Hazards - Slide 2 of 2)

- Input the phrase “safety risk matrix” into any Internet search engine to find useful information.
Hazard Identification & Assessment (What To Do - Note)

- Note: Some MIOSHA regulations impose additional or more specific requirements for hazard identification and assessment [e.g., Rule 3 of the Bloodborne Infectious Diseases regulation, Part 554].

- Category A or B
Hazard Identification & Assessment (When To Conduct - Slide 1 of 4)

- Initially
Hazard Identification & Assessment (When To Conduct - Slide 2 of 4)

- As often thereafter as necessary to ensure compliance with the General Duty Clause and MIOSHA regulations and at least every two years
Hazard Identification & Assessment (When To Conduct - Slide 3 of 4)

- When safety and health information or a change in workplace conditions indicates that a new or increased hazard may be present
Hazard Identification & Assessment (When To Conduct - Slide 4 of 4)

- Investigate each work-related death, serious injury or illness, or incident (near-miss) having the potential to cause death or serious physical harm.
Hazard Identification & Assessment (Additional Information)

www.osha.gov/SLTC/etools/safetyhealth/comp2.html
Hazard Identification & Assessment (Records To Keep)

- Keep records of the hazards identified and their assessment and the actions taken or plans made to controls those hazards.
Hazard Identification & Assessment (Records To Keep - Note)

- Note: Some MIOSHA regulations impose additional or more specific requirements for recordkeeping [e.g., Rule 7 of the Employee Medical Records and Trade Secrets regulation, Part 470].
- “Exposure records” 30 years
Hazard Identification & Assessment (Hazards OSHA Identified – 1 of 2)

1. Office Safety and Health
2. Vehicular Operation
3. Protection During Incident/Accident Investigation
4. Violence in the Workplace
5. Personal Protective Equipment
6. Hazard Communication
7. Control of Hazardous Energy Sources
Hazard Identification & Assessment (Hazards OSHA Identified – 2 of 2)

8. Hearing Conservation Program
9. Fall Protection
10. Respiratory Protection
11. Bloodborne Pathogens
12. Ergonomics
13. Radiation Safety Guidelines
Hazard Prevention & Control (Basic Obligation)

- Systematically comply with the hazard prevention and controls requirements of the General Duty Clause and the MIOSHA regulations.
Hazard Prevention & Control (When To Provide)

- Develop a plan for coming into compliance as promptly as possible, which includes setting priorities and deadlines and tracking progress in controlling hazards.
Hazard Prevention & Control
(When To Provide - Note)

- Note: Any hazard identified by the hazard identification and assessment process that is covered by a MIOSHA regulation or the General Duty Clause must be controlled as required by that standard or that clause, as appropriate [e.g., Rule 5 of the Bloodborne Infectious Diseases regulation, Part 554].

- Universal precautions
Hazard Prevention & Control
(Additional Information)

www.osha.gov/SLTC/etools
/safetyhealth/comp3.html
Information & Training (Basic Obligations)

- Provide each employee with information and training about the safety and health program.
- Provide each employee exposed to a hazard with information and training about that hazard.
Information & Training
(What To Provide - Slide 1 of 4)

■ The nature of the hazards to which the employee is exposed and how to recognize them
Information & Training
(What To Provide - Slide 2 of 4)

- What is being done to control these hazards.
Information & Training
(What To Provide - Slide 3 of 4)

- What protective measures the employee must follow to prevent or minimize exposure to these hazards
Information & Training
(What To Provide - Slide 4 of 4)

- The provisions of applicable MIOSHA regulation (if any)
Information & Training (What To Provide - Revisited)

- All employees who have program responsibilities need to be provided with the information and training necessary for them to carry out their safety and health responsibilities.
- Examples: change analysis, hazard analysis
Information & Training
(When To Provide - Slide 1 of 4)

- **Initial information & training**
  - For current employees, as soon as possible
  - Note: If it can be demonstrated that an employee has already been adequately trained in a subject, then it is not necessary to provide initial training in that subject.
Information & Training  
(When To Provide - Slide 2 of 4)

- **Initial** information & training
  - For new employees, before initial assignment to a job involving exposure to a hazard
Information & Training
(When To Provide - Slide 3 of 4)

- Periodic information & training
  - As often as necessary to ensure that employees are adequately informed and trained
Information & Training
(When To Provide - Slide 4 of 4)

- **Periodic** information & training
  - When safety and health information or a change in workplace conditions indicates that a new or increased hazard exists
Information & Training (Note)

- Note: Some MIOSHA regulations impose additional or more specific requirements for information and training [e.g., Rule 1910.1200(h) of the Hazard Communication regulation, Part 430].
- “Effective information and training”
Evaluation of Program Effectiveness (Basic Obligation)

- Evaluate the safety and health program to ensure that it is effective and appropriate to workplace conditions.
Evaluation of Program Effectiveness (When To Evaluate)

- As often as necessary to ensure program effectiveness
- At least once within 12 months following initial implementation
- Thereafter, at least once every two years
Evaluation of Program Effectiveness (When To Revise)

- Revise the program in a timely manner to correct deficiencies identified by the program evaluation.
Evaluation of Program Effectiveness (Note)

- Note: Some MIOSHA regulations impose additional or more specific requirements for evaluation of program effectiveness [e.g., Rule 1910.134(c)(3) of the Respiratory Protection regulation, Part 451].

- Program administrator must conduct required evaluations as prescribed in Rule 1910.134(l).
Evaluation of Program Effectiveness (Additional Information)

Safety and Health Management Systems eTool

www.osha.gov/SLTC/etools/safetyhealth/index.html