

Introduction to Course

Explanation of class schedule, goals, format, syllabus, and objectives; participants briefly introduce themselves and what they hope to learn from the course.

Exercise #1 – Student Introductions – Students get a chance to quickly meet their fellow students, learn something new about them and begin healthy dialogue.

Module 1: The True Cost of an Accident, What Every Supervisor Should Know

This lesson gives students the tools to identify all of the costs related to an accident and how to calculate how those costs will affect the company's bottom line.

Objectives:

- Identify the direct costs of an accident
- Identify the indirect costs of an accident
- Know how & why to use OSHA's Safety Pays Program
- Identify an accident's effect on workers' compensation premiums and experience modifier rates
- Explain "The Ripple Effect" as it relates to why a Frontline Supervisor's actions matter

Module 2: What is OSHA? The Overview

Explanation of the importance of occupational safety & health; identify employers and employees' roles and responsibilities with regard to workplace safety; identify the origins of OSHA standards; know what to do in the event of an OSHA inspection.

Objectives:

- State the history of OSHA
- Discuss the OSH Act
- Explain principal responsibilities of OSHA
- Identify the origins of the OSHA standards
- Explain the "general duty clause"
- List the OSHA Inspection Process
- Discuss the categories of violations
- Discuss penalties

Module 3: You Want Me to Read What!?! An Introduction to the Code of Federal Regulations (CFR)

Students learn how to determine the latest version of any rule, relate the structure of the CFR, describe the hierarchy of the code, locate rules regarding perceived hazards, find where requirements for competent, qualified and authorized persons are in the standards and find where written programs, inspections and training are required in the standards.

Objectives:

- Identify the purpose of the CFR
- Explain how to determine the most recent updates to the CFR
- Explain the structure of the CFR

- Explain the scope, definitions, titles and content of the CFR
- Describe how to match work activity to the related code section of the CFR
 - Exercise #2: Reading the CFR- Students will go through a step-by-step process to learn how to breakdown and decipher the CFR references.
 - Exercise #3 – Reference Search – Students will become familiar with the layout of the CFR, understand how to locate references and relate how to apply the CFR to real world situations.
 - Compliance Moment #1 –Students are given a pictorial and/or written description of an accident, incident or hazardous condition and must perform a hazard analysis of it and will identify the appropriate section(s) in the OSHA standards that govern the safety requirements.

Module 4: Supervising for Success: Encouraging Workers to Work Safely

Students learn why people violate rules when they know it's not right to do so; how you can convince workers to work safely; how to properly motivate workers; how you can change the attitudes of workers; and the benefits of empowerment and job enrichment.

Objectives:

- Define key psychology terminology as related to safety and motivation
- Describe the importance of a safety culture
- Explain behavior modification principles
- Describe the benefits of brainstorming as related to safety management
- Explain how a supervisor can help to influence workers to perform safe behaviors/acts
- Understand your duties in supporting the safety culture
 - Exercise #4: Supervisor's Safety Assessment Worksheet - A proactive assessment to provide a sense of how well the Supervisor understands the techniques to control losses and produce a safe worksite.
 - Exercise #5: Brainstorming - This activity will define brainstorming and will teach supervisors an effective tool for gaining a different perspective on possibilities for creating safe behavior

Module 5: Accident Investigation, Recordkeeping, and Reporting

Students will receive an overview of 1904 criteria and learn what an accident is; how to identify the basic causes of an accident; accident investigation; the various problem-solving and accident reporting techniques

Objectives:

- Define and differentiate: Accidents, Incidents & Near misses
- Understand ways a Safe Supervisor may overcome employee resistance to accident reporting/notification
- List the objectives of an accident investigation
- Explain OSHA recordkeeping and reporting requirements
- Describe the Recording Criteria Decision Tree
- Define “work-relatedness”
- List general recordkeeping criteria
- Describe an employee’s involvement in reporting

Version 1

877-610-2677

info@alliancesafetycouncil.org

- Describe a supervisor’s involvement in reporting
- Know when and how to communicate an injury
- List the elements of accident reporting
- Understand a supervisor’s responsibilities in communicating an injury and role in the accident investigation process

Module 6: Hazard Identification & Control

Upon completing this module, students will be able to describe hazard control measures; list, describe and categorize the basic types of hazards, and recognize the factors that create hazards.

Objectives:

- Define “hazard”
- Identify OSHA’s “Focus Four” hazards
- Explain the factors that create a hazard
- Explain the different tools used for hazard identification
- Describe the categories of hazard control
- Describe the basic hazard types
- Interpret a Job Safety Analysis/Job Briefing
 - Compliance Moment #2 – Students are given a pictorial and/or written description of an accident, incident or hazardous condition and must perform a hazard analysis of it and will identify the appropriate section(s) in the OSHA standards that govern the safety requirements.

Module 7: Managing for Safety - Students learn what the key functions are to managing a safety department; how to differentiate between line and staff safety functions; how to differentiate between audits and inspections; explain the role of communication in safety; explain how forecasting is conducted; and how to monitor and insure safety is a top priority within their crew.

Objectives:

- Explain your role in managing safety
- Explain the Six P’s of effective planning
- Explain worksite safety concerns
- List Hazard Identification Methods
- List Hazard Analysis Methods
- Define Competent, Qualified & Authorized Persons
- Differentiate audits and inspections
- Identify three primary types of inspections
- Explain the importance of good communication
 - Exercise #6: Worksite Scenario – This exercise will introduce students to the concept of an inspection, help them to identify hazards and hazard classifications and reinforce the process of hazard identification and control.
 - Exercise #7: Worksite Inspections List – Students will learn to identify the kinds of inspections that need to be done in any workplace and to identify the kinds of inspections that need to be done that are unique to construction or general industry.
 - Exercise #8: Communications Clinic - To understand the importance of good communication for a supervisor on the jobsite.

- Compliance Moment #3 - Students are given a pictorial and/or written description of an accident, incident or hazardous condition and must perform a hazard analysis of it and will identify the appropriate section(s) in the OSHA standards that govern the safety requirements.

Module 8: Job Safety Analysis - Students will understand why JSA's are performed and what criteria guide the order in which jobs should be selected for a JSA.

Objectives:

- Explain reasons for conducting a Job Safety Analysis (JSA)/Job Hazard Analysis (JHA)
- Explain the elements of a JSA/JHA
- Explain how to identify job hazards
- Understand how to break a job down for analysis
- Define the three types of hazard controls
- Understand when to seek new ways of performing the job
 - Exercise #9: JSAs - This exercise will cover the concept of Job Safety Analysis (JSA), teach the process of doing a JSA and stress the importance of doing a thorough JSA.

Module 9: Elements of a Safety & Health Program - Students will learn what the general characteristics are in an effective safety and health program.

Objectives:

- Describe how effective S&H programs improve safety
- Describe common characteristics of exemplary workplaces
- Restate the general guidelines of an effective program
- List the major elements of a S&H program
- Describe what kind of management commitment and employee involvement is required in a S&H program
- Describe the benefits of a worksite analysis
- Describe how to implement hazard prevention and control