

"What The Employee Needs To Know"
Manage Your Occupational Safety and Health

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Financial Disclosure

Halie K. Felmet M.S., has disclosed that she does not have a financial interest in any company.

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Objectives

- Identify and discuss the OSH Act
- Employee's role in Job Safety Analysis
- Effective training components that the employee needs to understand as a new hire
- Retrospective study of occupational eye injury among seven types of industries in relationship to PPE and injury

OSH Act

- What is the OSH Act
- What does OSHA regulate?

Occupational Safety and Health Act

- > Enacted in 1970
- > Federal Agency under the Department of Labor
- > To assure safe and healthful working conditions for men and women, by authorizing enforcement of standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing research, information, education, and training in the field of occupational safety and health; and for other purposes

OSH Act Coverage

- ◉ Employers with one or more employees
- ◉ Employers in all 50 states
 - > Indian Tribes
 - > Not-for-profit organizations
 - > Religious organizations
- ◉ District of Columbia
- ◉ All territories under the Federal Government
- ◉ All federal government work sites and military installations within the 50 states or U.S. territories
- ◉ Three miles off the East and West coasts; 12 miles into the gulf of Mexico

OSH Act Coverage Federal Exclusions

- ◉ Self-employed individuals without employees
- ◉ Family farms; only family workers
- ◉ Topic area where other federal statutes take precedence
- ◉ State and political subdivisions of a state

OSHA Requirements

- ◉ Apply even if no accidents or injuries
- ◉ Purpose – injury prevention
- ◉ Penalized thousands of employers with perfect safety records
- ◉ Employers that have never been inspected by OSHA have been found liable in civil court due to not observing the OSHA requirement

OSHA Requirements

- Observe even though you are unaware of any hazardous conditions
- Employers are cited when the OSHA violation is an employee's fault

General Duty Clause OSH Act Section 5

- Require that employers ensure the safety of all employees in the work environment, including providing eye and face protection when necessary

Eye protection under the General Duty Clause

- [Section 5\(a\)\(1\)](#) of the OSH Act requires employers to "furnish to each of his employees a place of employment which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees"
- [Section 5\(a\)\(2\)](#) of the OSH Act requires employers to "comply with occupational safety and health standards promulgated under this Act"
 - › In addition, Section 5(b) of the OSHA Act states that "each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act which are applicable to his own actions and conduct"

Citations

- OSHA inspectors may issue citations under the General Duty Clause when:
 - > There is no applicable OSHA standard
 - > The employer failed to keep the workplace free of hazard to which employees of that employer were exposed
 - > The hazard is or should have been recognized by the employer
 - > There is a feasible and useful method to correct the hazard

General Duty Clause Section 5(b)

- Inform
- Instruct
- Enforce

Managing Worker Safety and Health

- Safety and health policies
- Provision of adequate authority and responsibility
- Visible top-management leadership
- Employee involvement
- Assignment of responsibility
- Program evaluation

Managing Worker Safety and Health - Worksite

- Comprehensive hazard identification
- Regular site safety and health inspections
- Employee reports of hazard
- Injury and illness trend analysis
- Accident and incident investigations

Hazard Prevention

- Engineering controls
- Workplace rules and safe work practices
- Administrative controls
- Personal protective equipment (PPE)

Training and Education

- Company safety and health program
- Accident investigation
- Responsibilities and authorities
- Hazard recognition

Proactive Safety Audits

- Processing, receiving, shipping and storage
- Building and ground conditions
- Electricity
- Lighting
- Heating and ventilation
- Machinery
- Personnel
- Hand and power tools
- Chemicals
- Fire prevention
- Maintenance
- PPE
- Transportation
- First aid program/supplies
- Evacuation plan

Job Safety Analysis

Basic Steps:

- Select a job to be analyzed
- Separate the job into its basic steps
- Identify the hazards associated with each step
- Control each hazard

Job Safety Analysis

There are 3 OSHA Recordkeeping Forms:

- 300 Log of Work-Related Injuries and Illnesses
- 300A Summary of Work-Related Injuries and Illnesses
- 301 Injury and Illness Incident Report

<http://www.osha.gov/recordkeeping/RKforms.html>

OSHA Recordkeeping Forms Exceptions:

- Ten (10) or fewer employees during the last calendar year
- Establishment classified as a partially exempt industry

Training
OSHA's Seven-Step Approach

1. Determine if training is needed
2. Identify training needs
3. Identify goals and objectives
4. Develop learning objectives
5. Conduct training
6. Evaluate program effectiveness
7. Improve the program

Training

Who must be trained and how often

- **All workers before they undertake a new job**
- Retrain workers if working conditions change
- Retrain workers if appropriate, after a near misses and accidents
- **Retrain employees every year**
- Retrain training records for a minimum of three years

Training Documentation

- ◉ Dates of training
- ◉ Name of worker
- ◉ Subject matter
- ◉ Name of trainer
- ◉ Date of evaluation

Training Tips

Why training programs often fail

- ◉ Not the right solution
- ◉ Too generic
- ◉ Special need and preference not taken into account
- ◉ Inappropriate training methods and media
- ◉ No transfer of learning from the training setting to the job
- ◉ No evaluation of training effectiveness is made
- ◉ Documentation of training is not adequate

Training Strategies

- ◉ Try other actions
- ◉ Focus on specific standards
- ◉ Types of adult learners
 - > kinesthetic, visual, auditory
- ◉ Psychomotor training
- ◉ Test, test, test
- ◉ Document
- ◉ Safety training calendar

Training Tools

OSHA training manuals that includes:

- Materials for the trainer
- Handouts
- Short quizzes
- Sample safety kit meeting materials

Training Pointers

- Go over quizzes with your employees
- Give employees handouts
- Give explanations for the reason your employees need to know the material
- Never assume your employees know the basics
- Encourage questions

Training Pointers

- Demonstrations
- Involving employees
- Personally experience

"Safety Kit Meetings"

- 10-15 minute review
- Informal
- Beginning of the shift

Training New Employees

According to the Bureau of Labor Statistics:

- > 40% of injured workers had been on the job for less than one year

- Need to be aware of hazards of their job
- How to protect themselves
- All prior to working

Training New Employees

Categories to include:

- Hazards specific to the job
- Fire and emergency procedures
- Injury and illness reporting
- Chemical hazards
- Restricted areas or tasks
- Personal protective equipment
- Protective measures

Training Experienced Workers

- ◉ Standard requirements
- ◉ New hazard has been introduced into the workplace
- ◉ Safety procedures have changed
- ◉ A worker has been promoted or reassigned
- ◉ Employees are not working safely

Training Supervisors

- ◉ Training
- ◉ Responding to accidents and injuries
- ◉ Hazard identification
- ◉ Discipline

Effective Trainers

- ◉ Worker involvement
- ◉ True management commitment
- ◉ Interactive
- ◉ Ongoing
- ◉ Measurable

Training Documentation

- ◉ Copy of instructor's credentials
- ◉ Brief outline of the subjects covered
- ◉ Description of any practical experience provided

Inspections

- ◉ Written program in advance
- ◉ Who has the primary responsibility?
- ◉ What standards must you comply with and what is your compliance level in conjunction to your standards

Inspections

During the Inspection:

- ◉ Arrange for the onsite maintenance employee to accompany the team during the inspection
- ◉ If the officer takes a picture, you take a picture, same for sound level readings

Inspection

1. Opening Conference
2. Inspection Tour
3. Closing conference

Inspections

Opening conference

- > Request to see the compliance safety officers credentials to verify identity
- > Verify by calling the nearest OSHA office
- > Determine the reason for inspection

Inspection

Inspection tour

- Form 300
- Documentation of employee training, written programs, postings, recordkeeping, etc.
- Avoid
 - > Talking too much
 - > Make sure your employees know where the MSDS's are, they will ask!

Inspections

Closing Conference

- Unsafe and unhealthful conditions observed
- Will not indicate or specify citations or penalties that will be imposed
- Employer may provide information that will assist in the determination of time for abatement
- Employees or their designated representative may request to meet in private

Retrospective Review

- Retrospective review of medical records
 - > Single ophthalmology practice January 2000 to May 2007
 - > Coded traumatic diagnoses
 - > Occupational of nature

Medical Records

- Variables:
 - > date of diagnosis
 - > treated diagnosis
 - > seriousness of diagnosis
 - > number of follow up visits
 - > resultant vision loss from injury
 - > race, age, gender
 - > wearing of eye protection
 - > availability of industry safety practices
 - > payment type

CPT Diagnosis Codes

- ◉ Corneal abrasion
- ◉ Papilledema
- ◉ Chemical conjunctivitis
- ◉ Corneal foreign body
- ◉ Corneal ulcer
- ◉ Erosion of cornea
- ◉ Traumatic glaucoma
- ◉ Visual disturbance

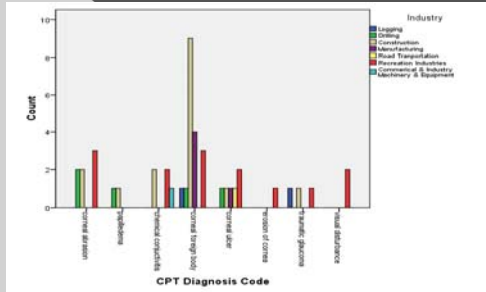
Industries

- ◉ 20 occupational industries were noted in the medical documents
- ◉ 2007 North American Industry Classification System (NAICS): 20 occupations were narrowed into seven industries:
 - > Logging
 - > Drilling
 - > Construction
 - > Manufacturing
 - > Road transportation
 - > Recreation industries
 - > Commercial and industry machinery and equipment
- ◉ two-digit code derived from the first two numbers for the 2007 NAICS manual six-digit code

Data Analysis

- ◉ Eight diagnoses were categorized numerically in descending order and by a six and five month strata
- ◉ Multivariate regression was used to assess the net effect of each independent variable to the dependent variable
- ◉ Crosstabulation table was used to display the multivariate regression on all variables to look at the relationship between two discrete variables
- ◉ Means table run was used to describe the variable of the number of recommended follow up visits
- ◉ Chi-squared based Cramer's V a nominal, symmetric measure of association was used to describe the strength of the relationship of the multivariate regression

CPT Diagnosis Code to Industry



Summary

- General Duty Clause
 - > Inform, Instruct, Enforce
- Hazard Prevention
- Proactive Safety Audits
- Job Safety Analysis
- OSHA's Seven-Step Approach
- Safety Kit Meetings
- Be and effective trainer

Thank You

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Credits

- Rockhurst University Continuing Education Center, Inc.
- OSHA Training Guide for Medical Employers
- Thesis: *The Incidence of Treated Eye Injuries Associated with Occupational Settings*; Thesis Director Torey Nalbone, PhD, CIH, Committee Members: Kenneth Farrish, PhD, Ray Darville, PhD, Shannon Smith, M.D.; by Halie Floyd-Felmet
- ASORN manuscript publication in *Insight: The Incidence of Treated Eye Injuries Associated with Occupational Settings*; by Halie Felmet
