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## Goal

For employees to "own" day-to-day workplace safety and understand the potential hazards associated with each job position.

## Objectives

- Focus on avoiding workplace injuries by examining exposures specific to each employee's job position.
- Provide exposure-based safety training that is simple and easy for employees to remember.

# Daily Safety Focus – A Simple Tool for Safety Success

## Four Easy Program Steps

- ### 1 Develop exposure lists for each job position, department or process:

  - List the major categories of safety hazards that are routinely encountered.
  - Include your employees in the process to ensure all potential hazards are included.
- ### 2 Develop major training points for each identified exposure:

  - List training points to control each safety hazard.
  - Keep the scope and detail of the training points minimal to ensure your employees are able to remember them easily.
  - An exposure list and corresponding training points are imperative to developing Daily Safety Focus (DSF).
- ### 3 DSF training for employees

  - Supervisors should provide DSF training to all employees under their direction.
  - Training should include provisions and review of the DSF with employees.
  - Direct employees should "own" DSF (e.g., commit the DSF to memory, consider the DSF daily, and act to implement DSF major training points).
  - Discuss the consequences for non-compliance with DSF with your employees.
  - Employees should sign a completion certificate stating they received DSF training.
- ### 4 Supervisory oversight of DSF

  - Observe work practices daily to monitor application of DSF.
  - Interact with employees to enforce/reinforce DSF compliance.
  - Promote employees' ownership of DSF at every opportunity.
  - To maximize visibility of the DSF lists, post them in locations where they apply.



## Safety Program Truths

- Employees have the ability to eliminate accidents based on their individual decisions and actions.
- Each employee is empowered to avoid an accident. Their decisions are primary when interfacing with hazards.
- Only the individual employee can prevent an accident to themselves. Every employee makes hundreds of decisions each day pertaining to workplace safety.
- Clearly-stated safety requirements and responsibilities are necessary to achieve consistency in understanding and application by employees and supervisors; otherwise, each person will default to doing what he/she perceives to be important.
- The safety system is only as strong as what's in the mind of each employee.
- Critical safety requirements must be identified and stated in simple scope and detail so that employees can remember them.
- Employees must be trained in critical safety requirements and directed to take ownership of those requirements (commit to memory, consider and apply daily).
- Supervisors must also be trained in critical safety requirements and directed to observe employees in order to promote and enforce their compliance with safety system.
- Management must hold employees and supervisors accountable for carrying out their respective safety responsibilities.
- The safety system must remain evergreen, thus requiring daily management promotion and intervention to reinforce the message that conformance to the safety system is a mandatory condition of employment and not just a "nice to have."

## Sample Daily Safety Focus Lists:

The following are sample DSFs. Employers can use the samples when developing their own customized DSFs specific to their workplace operations/exposures. REMEMBER -- DSF statements are reminders and not intended to show detailed information for each statement. It is anticipated that additional training/information will be needed to support DSF statements.

### DSF – Plant/Mechanical

- I wear the proper personal protective equipment:
  - Safety eyewear
  - Safety footwear
  - Hard hat when lifting/transporting loads higher than five-feet (a head-strike hazard)
  - Earplugs or earmuffs when operating noisy equipment
- I only operate machinery and tools once I have received training on proper operation and safety
- I ensure that load-rigging straps and hardware are in good condition, rated for the load, and used properly
- I keep the floor in my area of operation free of unnecessary slip/trip/fall hazards
- I do not wear loose clothing and/or uncontained hair
- I do not wear hand jewelry when operating equipment that presents a "snag" hazard
- I maintain unobstructed access to portable fire-extinguishers and building exit-routes
- I never assume that I have the right-of-way over a moving forklift, truck or suspended-load
- I never assume that my forklift or truck has the right-of-way over a pedestrian employee
- I inspect each piece of equipment or tool before using it to make sure its in good condition and safe to operate
- I never surprise or startle an employee who is operating a machine, power-tool, crane or other equipment
- I use proper body mechanics when manually lifting/lowering/pushing/pulling/carrying/transferring objects
- I reliably de-energize machinery and power tools before accessing blades, bits or wheels that could be hazardous
- I perform work at four-feet or more elevation only if fall protection (e.g. standard railings or personal fall arrest system) is provided (exception: when working from an approved ladder)
- I never stand above the third step from the top of a stepladder
- I wear a seat belt and do not speed or tail-gate other vehicles when driving to perform company business
- My safety questions/concerns were resolved before beginning work today

### DSF – Construction Job Site

- I wear the proper personal protective equipment:
  - Safety eyewear when using power-tools or striking hand-tools
  - Gloves to prevent hand cuts when handling sharp-edged materials
  - Particulate-respirator to prevent excessive inhalation of dust
  - Ear protection to prevent ear damage when using noisy power-tools
  - Hard hat to prevent impact-injury to my head
  - Slip-resistive work boots that are at are higher than my ankles
- I know where the eyewash, first-aid supplies and fire extinguisher are located
- I have identified, eliminated or controlled slip/trip/fall hazards in my work area
- I make sure that protective barriers/railings are in place to prevent falls from elevations and falls from elevated work locations and through holes in floors/walls
- I inspect personal fall arrest (PFA) systems before using them to make sure that they are properly selected, properly rigged and in good condition
- I select lifting and rigging equipment rated for the task and in good condition
- I only operate equipment and tools once I have received safety training and am authorized to operate
- I make sure that portable ladders are the right size for the task, in good condition, on a level, stable base, and will not slip
- I make sure that lighting is adequate for the task
- I make sure that scaffolds are properly constructed and have been inspected and approved by a designated competent person
- I make sure that power tools and electrical cords are undamaged and protected by GFCI
- I make sure that machine guards and safety-interlocks are in place, functional and undamaged
- I unplug/de-energize power tools before clearing jams or making adjustments
- I lock and tag the power source OFF before working on hazardous hard-wired equipment
- I maintain 3-point contact with the vehicle/structure/ladder when climbing
- I never jump down from elevated locations
- I use proper body-mechanics to avoid strains when lifting/carrying/transferring objects
- I wear a seatbelt when driving vehicles or mobile-equipment to perform company business
- I protect myself against hazards created by other people/equipment working near me
- I enter trenches/excavations over four-feet deep ONLY if they are properly-sloped or otherwise protected against cave-in, and have an escape ladder or ramp
- I only dig in locations where underground utility locations have been marked
- I maintain at least 10-foot clearance between equipment/tools and overhead power lines/sources up to 50KV
- My safety questions/concerns were resolved before beginning work today

### DSF – Food Service

- I wear the proper personal protective equipment:
  - Safety eyewear or face-shield when transferring liquid chemicals
  - Gloves worn to prevent hand/finger cuts and chemical-contact
  - Slip-resistive footwear
- I walk (never run) in the workplace
- I have identified and controlled slip/trip/fall hazards and obstacles in my work area
- I make sure that there is sufficient clearance to structures to avoid striking against them
- I keep floors and equipment surfaces in my work area free of moisture
- I make sure that equipment safeguards are in place, functional and undamaged
- I only operate equipment once I've received training and management authorization
- I use a safe work procedures when cleaning equipment or clearing equipment jams
- I unplug or lock & tag OFF powered equipment before placing my hands into a hazardous location
- I keep the loading hatch closed at all times when the refuse-compactor is cycling
- I use only manufactured step-stools or ladders to climb, and never jump down from elevation
- I use 3-point contact when climbing
- I use proper body-mechanics when lifting, carrying and transferring objects/materials
- I do not exceed my physical limits and ask for assistance if I think that I need it
- I know where the fuel-gas shut off valve is located and make sure it is accessible
- I know where fire extinguishers are located, ensure they are adequately charged, and I know how to operate them
- I wear a seat belt and do not speed or tailgate other vehicles when driving to perform company business
- My safety questions/concerns were resolved before beginning work today