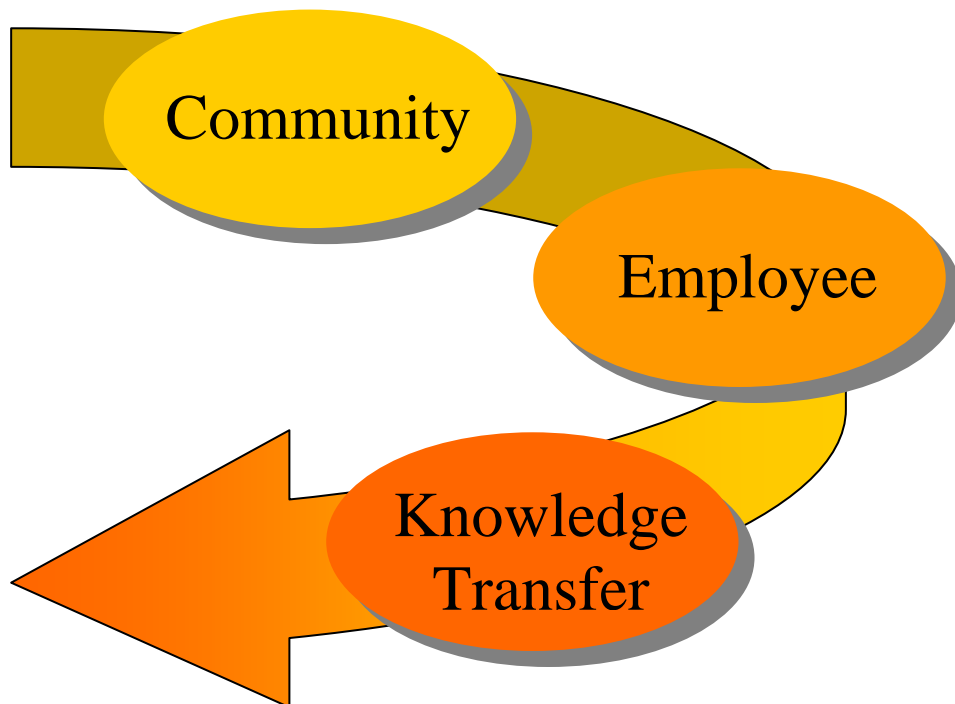
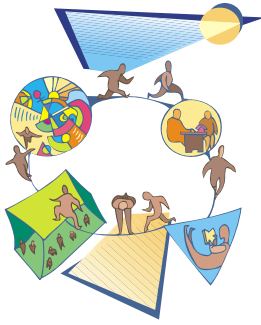




**Safety in a Crazy World:  
Workplace Safety and Security**



**Introduction**

Creating a work environment which is safe for our employees and the public can be viewed as a something we have to do or it can be viewed as something we are proud of doing. It can be something we are required to do by some external entity or it can be something we require of ourselves.

Creating a safe work environment is difficult. There are so many variables which can affect our ability to remain safe. We have to deal with other drivers, animals, pests, terrain, and an untrained public. We cannot control all those variables, no matter how hard we try. We can however control ourselves and our situations.

In order to create a safe environment, we have to have several things. We have to have understanding, skills, abilities, proper equipment, and motivation. We have to have an understanding of how to work safely and what the consequences are if work is not performed safely. We have to have the skills to perform the work safely. We have to have the physical and mental abilities and the work environment to be capable of performing the work safely. We have to have the proper equipment and equipment in good working order. We have to be motivated to work safely. One last thing, we need to be able to recognize unsafe situations and have the authority to control those situations.

Many of you have programs in place to address some or all of the ideas outlined by the presenters in the broadcast "Safety in a Crazy World". Others of you might have some but not all. This workbook will help you identify areas where you can improve on your current programs.



**Action Item #1: Create a list of safety goals around the task. If you are using business related tasks, use safety goals already established by your workgroup, department, or company.**

---

---

---

---

---

---

---

---

---

---

**Developing Safety**



The next step we will take is to look at how we develop an employee’s knowledge, skills, and abilities which pertain to safety. We typically do this by providing information, training, and practice. We deliver information to employees about who, what, where, when, and why using training classes, email, videos, or meetings. We teach how to perform the tasks safely using workshops or OJT. Then, after we teach them, we allow them to practice under supervision, until we are confident that they understand, can apply the principles, and use can use the tools and equipment to perform the tasks safely.

**Identify the way you will deliver the information. List the ways your workgroup develops its employees’ knowledge, skills, and abilities to support those safety goals.**

---

---

---

---

---

---

---

---

---

---

**Identify the ways you use to demonstrate how to perform the task safely. This will include practice under supervision.**

---

---

---

---

---

---

---

---

---

---

**Identify the methods used to let people develop confidence. This will include experience under supervision.**

---

---

---

---

---

---

---

---

---

---

**If you have contractors, identify what you are doing to ensure that they are also developing safe work habits.**

---

---

---

---

---

---

---

---

---

---

**Action Item #2: Identify and list any changes you need to make to your current development activities in order to prepare people to work safely.**

---

---

---

---

---

---

---

---

---

---

**Monitoring Safety**



In order to be able to measure the success of your safety program, you will need to be able measure what is happening. Most companies measure the accidents, but there are other ways to measure success. One thing you can do is to track near misses or potential safety hazards. Another thing to do is to audit the employees performing the tasks to see if they are implementing the techniques the way they were instructed.

**List the information you can gather to help measure and monitor your safety program's success. Also list the ways the program should be measured and monitored.**

---

---

---

---

---

---

---

---

**If you are not already doing so, list the methods you can use to audit safe work practices. Also, list how often you would perform these audits.**

---

---

---

---

---

---

---

---

**List some ways you can communicate or improve communication of safety goals and accomplishments.**

---

---

---

---

---

---

---

---

---

---

**Action Item #3:    Make a list of changes you can make to improve the way you measure, audit, and communicate your safety program.**

---

---

---

---

---

---

---

---

---

---

**Owning Safety**



We can establish a safety culture, teach safety, communicate safety, and monitor safety but if our employees do not own safety we will never be able to meet our goals. One way for people to own safety is to have them internalize it and have complete control over the decision making process. If an employee is always pushed to get the job done no matter what, then safety will suffer.

**Make a list of things your company or department does to hold people accountable for safety. This includes employees and managers.**

---

---

---

---

---

---

---

---

---

---

**List the ways your company rewards those employees and/or departments who are able to successfully meet or exceed the safety goals.**

---

---

---

---

---

---

---

---

---

---

**Make a list of techniques you can use to get people to own safety. Keep in mind that someone has to have some control in order to be able to own the process.**

---

---

---

---

---

---

---

---

---

---

**Action Item #4      Make a list of changes you can make that will help create a culture that owns the safety program in your department or company.**

---

---

---

---

---

---

---

---

---

---