



The Safety Guy or Safety Gal – How to Effectively Manage Compliance With A One-Person Safety Team

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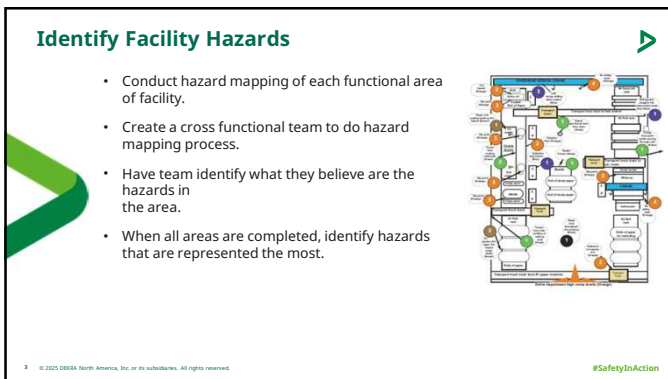


The One-Person Safety Department Dilemma

- Many companies have only one safety professional per site, or safety is an added responsibility to another job (i.e., maintenance manager or human resources).
- It can be an overwhelming amount of work if you don't know where to start or how to balance it with your other responsibilities.
- "I didn't know it was required" or "I didn't get to it" are seldom good excuses when dealing with regulators.
- What we'll cover in this presentation will help you develop a strategy to succeed.

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Identify Facility Hazards


- Conduct hazard mapping of each functional area of facility.
- Create a cross functional team to do hazard mapping process.
- Have team identify what they believe are the hazards in the area.
- When all areas are completed, identify hazards that are represented the most.

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Identify Compliance Requirements

- Understand your regulatory burden.
- Perform gap analysis against all environmental, health, and safety regulations.
- Need to know answers to the following:
 - What regulations apply to your operation,
 - What regulations don't apply to your operation,
 - What is your reason (i.e., evidence) a regulation does or doesn't apply
- Identify any corporate reporting and program requirements.




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Develop a Compliance Calendar

- Use results of gap analysis to develop a compliance calendar covering entire year.
- Compliance calendar should include:
 - Regulatory reporting requirements,
 - Permit monitoring and reporting requirements,
 - Training requirements,
 - Industrial hygiene testing,
 - Occupational health testing,
 - Required written program reviews,
 - Required inspections
- Identify items that are regulatory based vs items required by company/corporate requirements.



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Communication of Requirements

- Compliance calendar can be used to communicate the following:
 - EHS professional's workload,
 - Amount of internal vs external resources needed,
 - Budgetary needs of EHS Department.
- You should share compliance calendar with your direct supervisor or manager, so they know what you are working on.
- Compliance calendar should also be shared with EHS committee.

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Review of Data and Trends

- Review the following EHS data from last 5 years:
 - Near misses,
 - First aid injuries,
 - OSHA recordable injuries,
 - Chemical spills,
 - Property damage,
 - Fires
- Look for trends in types of incidents, location (department), work shift, body part injured, and any other category that makes sense.
- Use the data to help determine where trouble areas exist.

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Development of EHS Goals

- EHS professional should not be the only person in facility with EHS goals.
- Try to minimize using lagging indicator type goals such as number of OSHA recordable injuries.
- EHS goals should help drive EHS performance. Examples of EHS goals may include:
 - Conducting X number of worksite audits,
 - Completing incident corrective actions within designated time frame,
 - Completion of employee training,
 - Reducing amount of waste generated.

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Develop and Utilize EHS Teams

- Incredibly difficult for one person to have significant impact on EHS performance.
- By creating EHS teams, responsibilities of EHS program can be shared with other persons and/or departments.
- Develop partnerships with departments that primarily utilize specific programs. For example, administration of the hot work program could be shared with Maintenance Department as they are the ones who use program the most.

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Incident Reporting and Investigation

- Stress the importance of incident reporting with management and employees
- Develop system for incident investigation where incidents are classified by severity and there are different levels of investigation based on that severity level.
- Incident investigations should not be designed to place blame but to develop corrective actions that prevent reoccurrence of the incident.




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Management of Change

- EHS should be made aware of any changes to facility that could have an impact on employee health & safety or have a significant impact on company's environmental program.
- Develop system for identifying when a department proposes changes to equipment, processes, and/or chemicals.
- Pre-Startup Safety Reviews (PSSR) should be performed on new equipment prior to employees operating it.



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Management Review

- On at least an annual basis, have management team review actual EHS results against EHS goals.
- Review compliance calendar to ensure facility is in regulatory compliance.
- Discuss future EHS projects and goals.



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Key Learnings ➤

The 10 keys to success:

- Identify facility hazards
- Identify compliance requirements
- Develop a compliance calendar
- Communication of requirements
- Review data and trends
- Development of EHS goals
- Develop and utilize EHS teams
- Incident reporting and investigation
- Management of change
- Management review


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Next Steps ➤

Actions to take when you return to your facility:

- Compare your system to the 10 keys for success and identify your strengths and weaknesses,
- Talk to your manager and management team about your gap analysis, and
- Create a plan to move forward.



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