Developing Accountability for Accident Prevention Within an Organization

Senior Management Accident Prevention Role
Commitment: Two Hours Per Week
1. Communicate safety progress or adverse safety trends at each production meeting. Congratulate good performance; expect satisfactory progress reports from supervision experiencing adverse trends. (Each supervisor should take 1 – 2 minutes at each production meeting to report on their safety accomplishments/activities).
2. Review supervisor accident investigation reports on a random basis, but ensure a review of serious injury reports. Ensure that investigation is quality/complete. Send unsatisfactory reports back to the supervisor for proper completion.
3. Review supervisor safety inspections on a random basis, but ensure that those departments with adverse safety trends are reviewed. As with investigation reports, poorly done or incomplete inspections are sent back to the supervisor for proper work. (Insist on being apprised of serious safety issues or those that have not been satisfactorily resolved beyond 30 days).
4. Establish and maintain a supervisor performance appraisal system. 25% of their performance/merit will be based on their accident prevention accomplishments (activities and results standards).
5. Establish and maintain a safety budget to reasonably accommodate immediate and longer term safety improvements that can coincide with departmental accident reduction goals.
7. Accompany department supervisors in their safety inspections (one per month).
8. Support the Modified Duty or Return to Work (RTW) program (see responsibilities of supervisor).
9. Management Review Team (VP Manufacturing, Plant Manager, Immediate Supervisor and Safety Director) convenes to review any lost time accident within 24 hours of the incident.

First Line Supervisor Accident Prevention Role
Commitment: Two Hours Per Week
1. Complete safety inspections of your department on a bi-monthly basis. One copy is sent to your senior manager. Ensure proper follow up to your inspections.
2. Encourage and, as necessary, enforce all safe work rules and procedures, and ensure necessary training is given to educate your employees on compliance with these rules and procedures.
3. Prepare a 1 – 2 minute update of key safety accomplishments or concerns at production meetings.
4. Actively participate in the Loss Review Process (LRP) involving any of your employees. Attendance is essential.
5. Provide orientation to your employees on safe working procedures for any tasks assigned under your direction. Make it clear to each employee that unsafe work behavior is never acceptable. When there is any uncertainty as to safe completion of a task, they are to ask you first.
6. Conduct a thorough and complete accident investigation on any employee injured in your area of responsibility. Incomplete reports will be sent back for proper completion.
7. Keep your senior manager updated on any serious safety issues in your area until they are satisfactorily resolved.
8. Support the Modified Duty or Return to Work (RTW) program. Maintain a running list of RTW tasks available in your area of responsibility.
9. Periodically communicate safety matters one on one or in groups to employees in your department.
Employee Accident Prevention Role

Commitment: At All Times

1. Adhere to all safety rules and safe working procedures.
2. Report unsafe conditions to your supervisor promptly.
3. Keep your work areas clean and either clean up or report unsafe housekeeping matters that may have been generated by your work. Don’t rely on the next person to deal with it.
4. Report injuries to your supervisor immediately. There is no excuse for any delay.
5. Participate in safety activities intended to protect you and your co-workers.
6. Report safety issues and suggestions to your safety committee member so they can adequately represent your views at safety committee meetings.
7. It is never anyone’s option to place you or your co-workers at risk of injury.
8. You may be asked to participate in a Loss Review Process (LRP). Your participation in the LRP will ensure its success. More details about the LRP are posted at the employee news centers.