# MODULE 1
INTRODUCTION TO SAFETY MANAGEMENT SYSTEMS

At the end of this module, you will be able to…

■ Recognize the key principles and components of OSHA's Voluntary Safety and Health Program Management Guidelines.

■ Recognize the four components of a safety management system.
  → Management Commitment and Employee Involvement.
  → Worksite Analysis.
  → Hazard Prevention and Control.
  → Safety and Health Training.

■ Identify the benefits of implementing OSHA's Voluntary Safety and Health Program Management Guidelines.

■ Recognize the role of sustainability in Safety and Health Program Management.
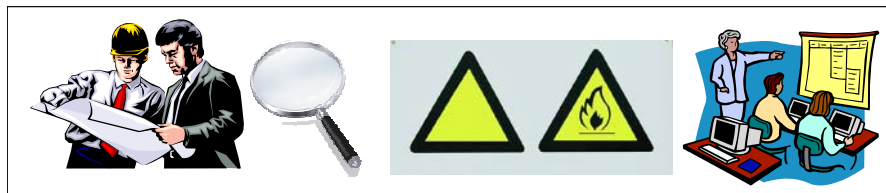
OSHA's Voluntary Safety and Health Program Management Guidelines

The Occupational Safety and Health Administration (OSHA) has issued these guidelines with the goal of preventing occupational injuries and illnesses. Here is some information regarding this program.

- It is voluntary.

- The language in the guidelines is general so that they can apply to a broad number of industries and operations.

- The guidelines have been distilled from successfully applied safety and health management "best practices".

- The guidelines help employers go beyond legal requirements to address all hazards and to be as safe and healthy a workplace as possible.

- The guidelines call for systematic identification, evaluation and prevention or control of:
  → General workplace hazards.
  → The hazards of specific jobs and tasks.

What do you think? Should this plan be written?

OSHA's Voluntary Safety and Health Program Management Guidelines

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The Safety Management System

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                    Management
                    Commitment
                        and
                     Employee
                    Involvement


    Safety and              Safety                  Worksite
     Health               Management                Analysis
    Training


                      Hazard
                  Prevention and
                     Control
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NOTES:

Benefits of a Safety Management Program

Directions: There are many benefits to having a safety and health management program. Work in your group to identify the benefits to employees, the organization and the community.

Benefits to employees

Benefits to the organization

Benefits to the community

The Role of Sustainability

Definition of Sustainability

How are safety and health related to sustainability?

Elements of Sustainability

- Providing a quality of life for the community

- Conserving an ecological balance by avoiding depletion of resources

- Protecting people and the environment from toxic chemicals

- Protecting people and the environment from harmful biological impacts

- Developing strategies that achieve goals without using up the earth's resources

- Maintaining the organization as a viable business

- Striving for the "triple" bottom line: outcomes that are socially responsible, environmentally sound, and economically solid

- Developing an awareness of the interconnectivity of things

Connecting Safety and Health with Sustainability

To achieve sustainability, an organization must think in an integrated manner, must recognize the links between its own success, its employees' safety and health, and the well being of the community.
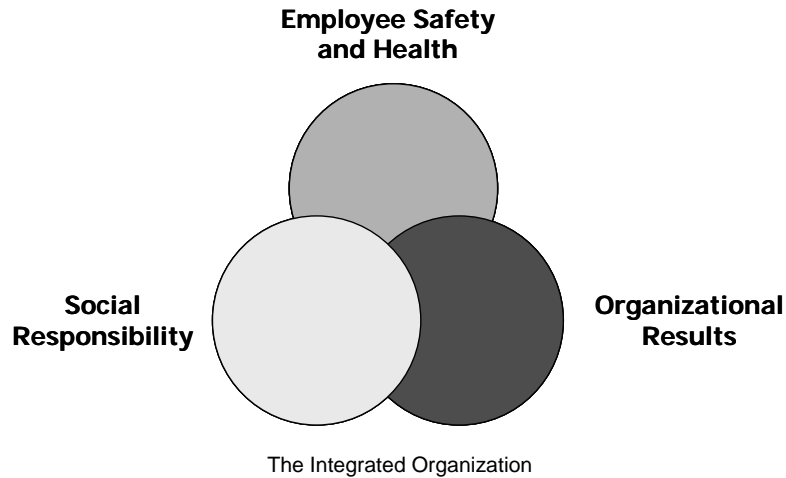

The Non-Integrated Organization

When an organization views itself as separate from and unrelated to its employees and the community where it is located, it will view its problems as isolated issues.

- Isolated solutions create turf battles. How often have you heard, "If we have to follow that regulation it will cost jobs"? This is non-integrated thinking.

- Isolated solutions are more focused on short-term results without thinking of long-term benefits.

- Isolated organizational solutions can create problems with employee safety and health or within the community.

Example: If an organization is concerned only about profit and ignores employee safety and health and social responsibility, it might choose to allow its manufacturing process to emit a toxic chemical, citing the fact that it's too expensive to control the emission. However, when employees get sick from the chemical, it costs the company plenty in sick leave, lost production, and workers compensation claims. If the local government cites the company for polluting or damaging the community's natural resources, the company must bear the cost of clean-up. By not thinking in an integrated manner, the company has damaged the very thing it thought it was protecting: its profitability.

Connecting Safety and Health with Sustainability—continued

To achieve sustainability, an organization must think in an integrated manner, must recognize the links between its own success, its employees' safety and health, and the well being of the community.

**Employee Safety
and Health**

**Social
Responsibility**

**Organizational
Results**

The Integrated Organization

Is Your Organization Integrated?

Directions: Answer the following questions to determine if your organization is integrated. The more integrated an organization is, the more likely it is to be sustainable.

☐ Does your organization recognize that "wealth" refers not just to profit, but also to health, social wealth, and strong natural resources?

☐ Does your organization believe in the connection between improving employee safety and health and improving the bottom line?

☐ Does your organization have more than one bottom line? Does it measure employee safety and health and community health with the same importance it measures profit?

☐ Does your organization manage risk so that one catastrophic event doesn't wipe it out?

☐ When your organization uses resources, does it consciously look for ways to replenish what it uses?

☐ When your organization solves problems, does it think both of the needs of people today as well as the needs of people in the future?

Indicators of Sustainability

Following are some indicators that your organization and community are operating in a sustainable manner.

Organizational Indicators of Sustainability

☐ Indoor air quality is good.

☐ Carbon emissions are low.

☐ Energy output is clean.

☐ Employees are provided with education to help them do their jobs in a safe manner.

☐ Employees are taught how to conserve energy on the job.

☐ Employee morale is high.

☐ Employee health is good.

☐ Employee turnover is stable.

☐ The organization is well-known and respected in the community.

☐ Employees are encouraged to volunteer and work for the good of their community.

☐ Employees are encouraged to vote.

☐ The organization's buildings and land are aesthetically pleasing rather than an eyesore.

☐ The organization has a strong safety record.

Community Indicators of Sustainability

☐ Air quality is good.

☐ Water quality is good.

☐ Carbon emissions are low.

☐ Energy output is clean.

☐ The economy is strong.

☐ There is little or no poverty.

☐ There is little or no homelessness.

☐ The cost of living and people's earnings are in balance.

☐ The crime rate is low.

☐ A large percentage of citizens engage in volunteer activities.

☐ A large percentage of citizens vote.

Note: The above checklist is available on your *Tools and Resources* CD. Feel free to print it and use it as a guide to achieving organizational and community sustainability.