SAFETY AND HEALTH PROGRAM

SP 01

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Objective:

This document describes the steps of the FRRS Safety and Health Program and how to integrate them into business and work processes. Implement an Injury and Illness Prevention Program (IIPP).

Related Policy:

FRRS General Policy
General Code of Operating Rules
Code of Safe Practices (Injury and Illness Prevention Program)

Originator:

Safety Officer

Business Benefit:

Effective integration of the Safety and Health Program will:

- promote the safety and well being of volunteers, employees, contractors, and the public;
- lead to decreased business losses and costs; and
- minimize the FRRS's exposure to legal action and penalties: and
- minimize the FRRS's exposure to volunteer, employees, contractors, and public injuries.

Responsibility for Monitoring Compliance:

Each Board of Director, officer, supervisor, and department head is accountable for implementing the Safety and Health Program within his or her department and monitoring compliance with it. The Safety Officer monitors compliance with this standard practice.

Definitions:

A **hazard** is any existing or potential condition or act that can result in a loss such as death, injury, illness, or property damage.

An **imminent hazard** is any existing or potential condition or act that can result in death or serious physical harm before the situation can reasonably be eliminated or mitigated through routine hazard controls.

I. Safety and Health Program Overview:

The Safety and Health Program requires the FRRS to integrate the following four steps into all work:

A. Identify hazards
B. Evaluate hazards
C. Control hazards
D. Evaluate controls

A. Identify Hazards

Identify workplace hazards so they can be eliminated or reduced. Use all of the following methods to identify existing or potential hazards:

1) **Design and System Review** – Analyze proposed designs, business and work decisions, materials, chemical or other product specifications, work procedures and practices, equipment, and tools.

2) **Change Management** – Analyze proposed changes to designs, business and work decisions, materials, chemical or other product specifications, work procedures and practices, equipment, and tools.

3) **Job or Task Safety Analysis** – Analyze work tasks initially and when tasks change to identify hazards.

4) **Ability Assessment** – Determine whether each worker's capabilities meet the required skills, knowledge, physical and environmental demands of a job. Use formal medical evaluations or skills assessments when necessary.

5) **Inspection** – Regularly inspect work procedures and practices, work areas, facilities, equipment, tools, and vehicles.

6) **Incident Investigation** – Identify hazards that caused, contributed to, or had the potential to cause a loss.

7) **Hazardous Condition Reporting** - Implement a system that enables volunteers and employees to report directly or anonymously any imminent, existing, or potential hazardous conditions without fear of reprisal. Ensure that if an imminent hazard is identified, immediate action is taken to remove all volunteers, employees and the public from the area except those who are qualified and needed to control the situation. Provide the necessary safeguards to the volunteers and employees

remaining in the area.

8) **Trend Analysis –** Collect and analyze historical data to identify hazard trends or patterns.

B. Evaluate Hazards

Evaluate each identified hazard so appropriate controls can be applied.

1) Determine the potential of each hazard for causing a loss or injury.

2) Perform monitoring to clarify the extent of the hazard.

3) Prioritize hazards according to their potential to cause frequent and severe loss or injury.

C. Control Hazards

Identify and implement controls for each evaluated hazard to prevent a loss or a injury. Hazards with the greatest potential to cause frequent and severe loss and injury must be addressed first. Apply controls based on the following hierarchy:

1. Engineering Controls

Use engineering controls to eliminate the hazard or reduce exposure to it.

a) Eliminate the hazard through initial design specifications for the work, facilities, materials, equipment, or tools. Ensure that eliminating one hazard does not introduce other hazards. If this method eliminates the hazard, it is not necessary to apply other controls.

b) Reduce exposure to the hazard through:

- substitution, such as using a less toxic substance or changing the equipment;
- isolation, such as enclosing the hazard with a physical barrier or installing a guard; or
- using mechanical equipment, such as ventilating or lifting equipment.

2. Administrative Controls

Apply all of the following administrative controls if engineering controls do not eliminate the hazard.

a) Plan the job to reduce exposure to the hazard through work

scheduling or job rotation. For example, conduct the work when exposure to the hazard is reduced or limit the amount of time individuals are exposed to the hazard.

b) Develop or change work procedures and practices to reduce exposure to the hazard. For example, develop work area protection, temporary guards, or work procedures.

c) Conduct training whenever:

- the job presents identified hazards;
- changes in job assignment impact hazard exposures;
- new or previously unidentified hazards are identified as part of the job;
- work procedures or practices are developed or changed; or
- new substances, equipment, or tools are introduced that may present a hazard.

d) Install signs to visibly identify the hazard.

3. Personal and Other Protective Equipment

If the combination of engineering and administrative controls does not eliminate the hazard or sufficiently reduce exposure to it, then personal and other protective equipment **must** be used. Protective equipment places a temporary barrier between the worker and the potential hazard. Examples include, but are not limited to, respirators, protective clothing, machinery guards, etc:.

D. Evaluate Controls

Evaluate the control(s) selected by asking:

- Will the selected method(s), in fact, control the hazard?
- If yes, will other hazards occur as a result of implementing the control(s)?

If yes, then go back through the hierarchy of engineering controls, administrative controls, and personal and other protective equipment.

II. Safety and Health Program Integration:

Each department head, supervisor and manager must develop and implement plans to integrate the four steps of the Safety and Health Program into all business systems and work processes (i.e., identify

hazards, evaluate hazards, control hazards, and evaluate controls). Use the following methods:

1) **Training** – Provide orientation on the organization's Safety and Health Program to all volunteers and employees, including those new to the organization. Incorporate steps of the Safety and Health Program into all training including, but not limited to, supervisor training, work procedures and practices training.

2) **Two-way communication** – Incorporate Safety and Health Program steps into communications, including, but not limited to, work group meetings, job site tailboards, bulletin board postings, and electronic media.

3) **Basic safety rules** – Make the ***FRRS General Rules and Safety procedures*** available to all volunteers and employees, and inform them that compliance with the rules is a condition of museum service. Communicate updates or revisions to the rules as appropriate to their work.

4) **Volunteer and Employee involvement** – Involve volunteer and employees in the Safety and Health Program. For example, establish focus groups, feedback sessions, chartered work group teams, and ad hoc committees.

5) **Performance management** – Integrate the Safety and Health Program into all work through individual job expectations, recognition, and disciplinary action.

6) **Measurement and evaluation** – Establish goals and measure progress to evaluate integration of the Safety and Health Program into all work.

7) **Records Management** – Document and maintain, for at least three years, records of the Safety and Health Program for historical data. Records identified in the *Guide to Record Retention* must be maintained for the period of time specified.

See Also:

1. FRRS policies:
   - *Code of Ethics, Volunteer, and Employee Conduct, and Conflicts of Interest*
   - *Insurance and Risk Management*

2. FRRS standard practices:

- *Accident Investigations,*
- *General Rules*
- *Public Safety Information Program,*
- *Record Retention and Disposal,*

3. **Code of Safe Practices** *(Injury and Illness Prevention Program)*

Contact Person:

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