


NV CONFERENCE & EXPO
September 25, 2024
Embassy Suites by Hilton Convention Center Las Vegas

Safety In The Workplace
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14th Annual AHMA-PSW Nevada Conference & Expo
September 25, 2024



1

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Scott has earned the following industry credentials, designations, certifications and licenses, among others;

- Certified Property Manager
- Certified Safety Manager & National Safety Instructor
- Certified Safety & Health Compliance Officer
- Master Facility Executive
- OSHA, NFPA, and EPA Credentialed Professional
- National Affordable Housing Professional Executive
- Credential for Green Property Management
- Unrestricted Construction Supervisor License (Commonwealth of Massachusetts)

2

OVERVIEW

- All employees, regardless of how much experience they might have, need to be aware of what the company requires of its employees when it comes to safety.
- Safety training is a mandatory requirement that employers must provide for their employees as promulgated by the Occupational Safety and Health Administration (OSHA) of the United States Department of Labor (DOL).
- You can find all the minimum requirements in 29 CFR 1910.

3

LEARNING OUTCOMES

- Understanding your company’s standards
- OSHA 29 CFR 1910 training requirements and how they relate to our industry
- Federal vs. State OSHA Plans
- Employer training requirements
- Understanding legal responsibilities for a safe work environment
- Review of common hazards that result in incidents, accidents, and insurance claims
- Employer and employee responsibilities

4

OSHA SECTOR CLASSIFICATIONS

- There are five-(5) classification groups that fall under this rule. They are;
 - General Industry
 - Construction
 - Maritime
 - Agriculture
 - Federal Employee Programs

Today’s session will focus on **General Industry**.

5

Tomorrow: Your reward for working safely today.

Robert Pelton

6

INTRODUCTION



7

UNDERSTANDING YOUR COMPANY'S SAFETY STANDARDS



The safety of the people shall be the highest law.
Cicero

8

ELEMENTS OF A SAFETY PROGRAM

- Management commitment and support
- Employee compliance
- Workplace hazard analysis
- Hazard prevention and control
- Ongoing training on health and safety
- Periodic review of data



9

UNDERSTANDING YOUR COMPANY'S SAFETY STANDARDS

- Creating and maintaining a safe workplace environment must be a high-priority for all organizations.
- Under the federal Occupational Safety and Health Act, employers have the responsibility to create, maintain, and document the company's safety program and comply with all OSHA regulations. But what does this mean?
- If you have a program, but it is not actively managed and measured, "talking the talk may not be walking the walk."

10

UNDERSTANDING YOUR COMPANY'S SAFETY STANDARDS

- Every employer has their own version of a workplace safety program, its own set of written safety rules, protocols, procedures, and requirements that comply with prescribed minimum OSHA regulations.
- The OSHA definition commonly used refers to it as an IIPP, an *Injury and Illness Prevention Program*.
- The IIPP program is in-place to identify, address, and track workplace injuries, incidents, accidents and illnesses.
- Businesses with more than 11-employees must maintain a written injury and illness program. Businesses with less than 11-employees may share policies orally.
- An effectively managed program will improve the safety and health in the workplace.

11

UNDERSTANDING YOUR COMPANY'S SAFETY STANDARDS

- Organizations need to actively promote a strong "SAFETY FIRST" culture for its workforce.
- This must be done every day so that safety becomes a part of the company DNA.
- This means not only making safety one of the organization's core values, but it also means taking proactive concrete steps to ensure that employees have a safe work environment and are constantly striving to improve safety in the workplace.
- To improve the safety culture in an organization, there must be an ongoing commitment from its leadership. It must be a top-down approach.

12

UNDERSTANDING YOUR COMPANY'S SAFETY STANDARDS

- The most basic way to achieve this is through effective and ongoing communication, training, employee participation and recognition.
- There will be an increased level of buy-in from the workforce when they are involved in the discussions, reviews, policy making and compliance stages.
- Ask questions – “Why do we need to know this?”
- If not in your SOP, standard operating procedures manual, ask your supervisor or HR Department for a copy of your company's safety program plan.
- Safety is everyone's responsibility!

13

HOW DO WE DO THIS?

- First, the company needs to define its workplace safety needs and requirements.
- Understand its legal responsibilities associated with a safe workplace environment for its employees.
- Create a safety plan, identify the hazards, work to minimize or eliminate them.
- Recognize the role of the employer as well as that of the employee as well.


14

HOW DO WE DO THIS?

- Develop the company's required training procedures.
- Learn how to implement the safety plan.
- Be willing to learn new ways of doing things better and more safely.
- The safety program is a living, breathing endeavor that must always be moving forward, positively and with continued improvement as its goal.

15

OSHA 29 CFR 1910 TRAINING REQUIREMENTS



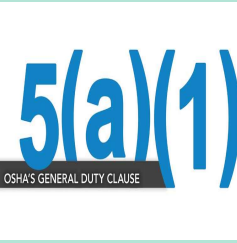
An ounce of prevention is worth a pound of cure.
Benjamin Franklin

16

OSHA GENERAL DUTY CLAUSE

Pursuant to Section 5(a)(1) of the Occupational Safety and Health Act of 1970,

“Each employer shall furnish to each of his employees, employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.”



17

OSHA 29 CFR 1910 TRAINING REQUIREMENTS

- Workplace safety is a legal obligation for all businesses and organizations.
- The Occupational Health and Safety Act of 1970 led to a significant increase in enforcement of workplace safety requirements across many different industries and sectors.
- OSHA, the *Occupational Safety and Health Administration* is part of the United States Department of Labor; the federal agency that oversees employee safety at the federal level.
- The BLS, *Bureau of Labor Statistics*, is responsible for tracking all data on workforce incidents, accidents, and deaths.


18

OSHA 29 CFR 1910 TRAINING REQUIREMENTS

- There are twenty-two (22) Occupational Safety and Health – State Plans covering both private sector and state and local government workers.
- There are six (6) state plans that cover only state and government workers.
- The State Plans are monitored by OSHA and must be at least as effective as OSHA in protecting workers and in preventing work-related injuries, illnesses and deaths.
- The following slides will show whether a state is under the federal program or a state plan.

19

FEDERAL AND STATE PLANS



Safety is full-time job, don't make it a part-time practice.
~ Author Unknown

20

FEDERAL PLANS

- Alabama
- American Samoa
- Arkansas
- Colorado
- Delaware
- District of Columbia
- Florida
- Georgia
- Guam
- Idaho
- Kansas
- Louisiana
- Massachusetts
- Mississippi
- Missouri
- Montana
- Nebraska
- New Hampshire
- North Dakota
- Northern Mariana Islands

21

FEDERAL PLANS

- Ohio
- Oklahoma
- Pennsylvania
- Rhode Island
- South Dakota
- Texas
- West Virginia
- Wisconsin

22


STATE PLANS

- Alaska
- **Arizona**
- California
- Hawaii
- Indiana
- Iowa
- Kentucky
- Maryland
- Michigan
- Minnesota
- Nevada
- New Mexico
- North Carolina
- Oregon
- Puerto Rico
- South Carolina
- Tennessee
- Utah
- Vermont
- Virginia
- Washington
- Wyoming

23

FEDERAL STATE PLANS

- Connecticut
- Illinois
- Maine
- New Jersey
- New York
- Virgin Islands



24

TRAINING REQUIREMENTS



Safety is a cheap and effective insurance policy.
~ Author Unknown

25

TRAINING REQUIREMENTS

New Employee Orientation

- New Hire Safety Orientation; typically, 8-hours over first 30-days of employment
- Provides familiarity with the company
- Reviews safety policies and procedures

Annual Safety Training

- First year = total of 24-hours to comply with OSHA Standards
- Then, 8-hours per year minimum after that.

26

PERIODIC TRAINING REQUIREMENTS

- There will be times during the year when periodic safety training may need a refresher.
- It may also be needed to learn about new equipment, processes or procedures.
- It may be the result of a “near-miss” incident or an actual incident or accident.
- It may be due to many insurance claims in one particular area – requiring specific and focused training to reduce further occurrences.
- It may be due to a change in status, promotion, or being assigned to a new site.
- Times for periodic training vary.

27

ANNUAL TRAINING REQUIREMENTS

There is a list of annual training topics for all affected workers in the General Industry classification. The training topics include the following:

- 1910.25 Ladder Safety
- 1910.38 The Emergency Action Plan
- 1910.39 The Fire Prevention Plan
- 1910.95 Hearing Protection
- 1910.106 Flammables and Combustible Storage
- 1910.132 Personal Protective Equipment (PPE)

28

ANNUAL TRAINING REQUIREMENTS

There is a list of annual training topics for all affected workers in the General Industry classification. The training topics includes but not limited to the following:

- 1910.134 Respiratory Protection
- 1910.147 Hazardous Energy Control: "Lockout / Tagout" LOTO
- 1910.148 Heat Stress / Illness Prevention
- 1910.157 Portable Fire Extinguishers
- 1910-242 Hand Tool Safety
- 1910.1030 Bloodborne Pathogens
- 1910.1200 Hazard Communication

29

ANNUAL TRAINING REQUIREMENTS

- Subpart L Fire Protection
- Subpart N Materials Handling and Storage
- Subpart O Machinery and Machine Guarding
- Subpart P Hand and Portable Power Tools
- Subpart S Electrical
- Subpart Z Toxic & Hazardous Substances
- Subpart U COVID-19

() The OSHA Log must be kept for five-(5) years. Training documentation must be kept for three-(3) years from the date of training. Documentation may be electronic, but it is necessary to have all employee's sign all training logs to acknowledge that they received the training. The outline for the trainings should be in a Training File or be easily accessible for review.*

30

ANNUAL TRAINING REQUIREMENTS

SPECIAL NOTE:

As a rule, most property management firms do not allow any welding (Hot Work) to be performed by staff, unless the employee is licensed and/or certified to do so. Why? Because the company wants to avoid the unnecessary risks associated with an incident or accident.

For those companies that do allow it, the following applies:

- 1910-146 Permit Required Confined Spaces
- 1910-178 Powered Industrial Trucks
- 1910.252 Welding and Hot Work

31

LEGAL RESPONSIBILITIES FOR A SAFE WORK ENVIRONMENT



32

LEGAL RESPONSIBILITIES FOR A SAFE WORK ENVIRONMENT

- Under the federal regulation, employers have the responsibility to provide their workers with a safe workplace.
- They must provide a workplace free from known, serious recognized hazards.
- They must comply with all standards, rules and regulations that are issued under the Occupational Safety and Health Act.
- They must look at all working conditions to make sure that they comply with the standards.

33

LEGAL RESPONSIBILITIES FOR A SAFE WORK ENVIRONMENT

- They must also provide safety training as a legal requirement under the regulation for employees.
- Employers must also perform Safety Assessments and Job Hazard Analyses.
- These inspections help to identify, eliminate, substitute, or can otherwise change the workplace and its components to better protect the workers.
- Using engineering and administrative controls, work practice controls and finally, when no other option is available, issuing personal protective equipment (PPE) to the affected workers.

34

LEGAL RESPONSIBILITIES FOR A SAFE WORK ENVIRONMENT

- Safety training prevents incidents, accidents, and injuries in the workplace, while also affording other benefits including:
 - ✓ Reduces absenteeism
 - ✓ Increases morale and productivity
 - ✓ Reduces turnover
 - ✓ Helps to control ever-rising insurance premiums
 - ✓ Decreases the risk of violating OSHA regulations
 - ✓ Improves community perspective on how the employer is perceived via its reputation

35

SAFETY PLANNING & HAZARDS

- Analysis
- Involvement
- Maintenance
- Training



36

IDENTIFYING WORKPLACE HAZARDS


- A safe work environment can only be attained when the hazards are known.
- It is important to inspect the workplace regularly for any changes and to make sure that the policies and procedures are being followed.
- Regular inspections make employers aware of deficiencies so they can prioritize addressing them.

Truth is confirmed by inspection and delay, falsehood by haste and uncertainty.
Tacitus

37

CONDUCTING AN INSPECTION

- Safety
- Environmental
- Chemical
- Biological
- Ergonomics



38

PRIORITIZING DEFICIENCIES

- A. Exigent: Demands immediate attention
- B. Serious: Needs short-term action
- C. Minor: Needs long-term action

39

REPORTING & FOLLOWING UP

- Location
- Date
- Repeat offense?
- Priority
- Recommendation

40

HIERARCHY OF CONTROLS

Hierarchy of Controls

- Elimination**
Physically **remove** the hazard
- Substitution**
Replace the hazard
- Engineering Controls**
Isolate workers from the hazard
- Administrative Controls**
Change the way work is performed
- PPE**
Protect the worker with personal protective equipment

More effective (top) / Less effective (bottom)

41

OSHA TOP TEN VIOLATIONS (2023)

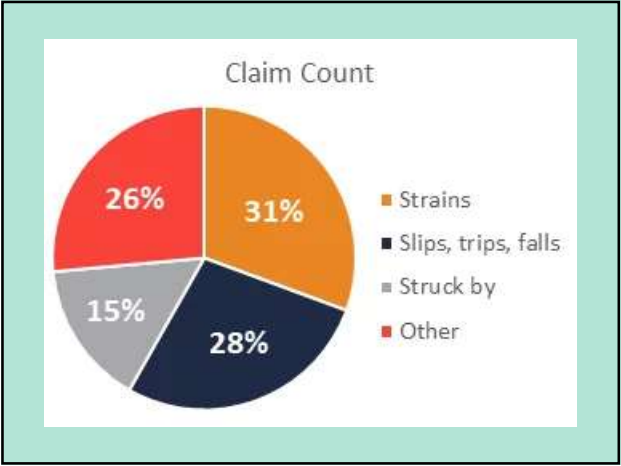
1.	Fall Protection – General Requirements	7,271
2.	Hazard Communication	3,213
3.	Ladders	2,978
4.	Scaffolding	2,859
5.	Powered Industrial Trucks	2,561
6.	Lockout/Tagout	2,554
7.	Respiratory Protection	2,481
8.	Fall Protection – Training Requirements	2,112
9.	Personal Protective Equipment	2,074
10.	Machine Guarding	1,644

42

COMMON HAZARDS THAT RESULT IN INCIDENTS, ACCIDENTS, AND INSURANCE CLAIMS



43



44

TYPES OF HAZARDS


- Keeping a safe workplace requires employers to identify and deal with hazards.
- Each industry has its own set of hazards, but there are workplace hazards that are common across organizations.
- The hazards in this slide deck are examples of some typical hazards.
- By identifying and anticipating hazards, employers can prevent injuries and keep employees, residents and the public safe.

A danger foreseen is half-avoided.
Proverb

45

SLIPS, TRIPS, AND FALLS

IMPACT OF SLIPS, TRIPS & FALLS



SLIPS **TRIPS** **FALLS**

46

STRAINS AND SPRAINS

Avoid Strains and Sprains

Stretch, maintain good posture and change body positions regularly



47

STRAINS AND SPRAINS



48



49



50



51

LADDER SAFETY



52

EMPLOYER & EMPLOYEE RIGHTS AND RESPONSIBILITIES



53

EMPLOYER RESPONSIBILITIES

- Employers have specific roles and duties to keep their employees safe.
- Employers are required to identify and where possible change hazardous working conditions instead of only using protective gear.
- Other employer responsibilities include:
 - Warn employees about hazards using chemical sheets, codes, training, alarms, labels, etc.

54

EMPLOYER RESPONSIBILITIES

- Provide exams or medical tests when necessary.
- Record illnesses and injuries.
- Test air samples and other potential hazards.
- Visibly post the OSHA poster, citations, injury, and illness information.
- Contact OSHA within eight-hours of an employee death or three workplace injuries.

55

EMPLOYEE RIGHTS & RESPONSIBILITIES

- Employees have a responsibility to report any unsafe conditions to their supervisors.
- They have the right to report violations to OSHA, which usually result in an inspection.
- Employees who report violations are legally protected from harassment, reprimand, and retaliation - (The Federal Whistleblower Protection Act.)

56

WRAPPING UP

- Although this workshop is coming to a close, we hope that your journey to improve your Workplace Safety is just beginning.
- Please take a moment to review and update your emergency action plan and continuity plan.
- This will be a key tool to guide your progress in the days, weeks, months, and years to come.
- We wish you the best of luck as you move ahead with your career.

57

THANK YOU!

58

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59