Agricultural safety seminars

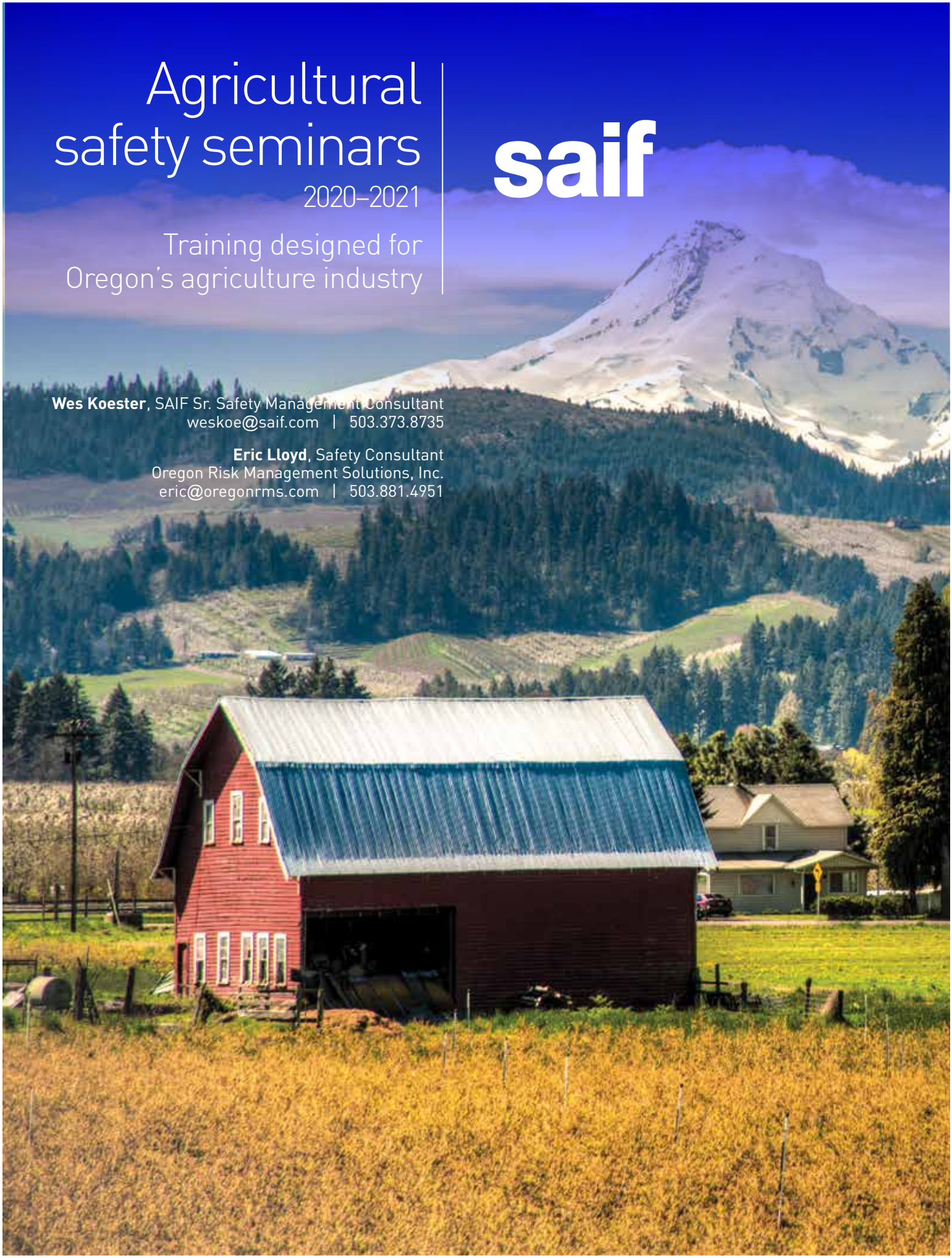
2020–2021

Training designed for Oregon's agriculture industry

saif

Wes Koester, SAIF Sr. Safety Management Consultant
weskoe@saif.com | 503.373.8735

Eric Lloyd, Safety Consultant
Oregon Risk Management Solutions, Inc.
eric@oregonrms.com | 503.881.4951



Conditional exemption from small agriculture employer "random" OSHA inspections

The exemption is available for agricultural employers with 10 or fewer permanent year-round, full-time and part-time employees. For determining the number of employees, exclude members of the agricultural employer's immediate family from the count.

The immediate family is defined as grandparents, parents, spouses, sisters, brothers, daughters, sons, daughters-in-law, sons-in-law, nieces, nephews, grandchildren, foster children, step-parents, step-children, and any blood relative living as a dependent of the core family.

Requirements for the exemption:

- **Accidents:** Within the preceding two-year period, the employer must not have had an accident resulting in death, in-patient hospitalization, or injury resulting in more than three days of lost work **that was the result of a violation of Oregon OSHA rules**.
- **Consultation:** A comprehensive consultation must be completed within the last four years and all problems identified in the report were corrected.
- **Training:** The employer and principal supervisors must annually attend at least four hours of instruction on agricultural safety or health. Attending a comprehensive safety and health consultation done on an agricultural place of employment is also acceptable as training.

The exemption does not include inspections for:

- Agricultural labor housing or field sanitation
- Valid complaints against the employer filed with Oregon OSHA
- Fatalities, catastrophes, and accident investigations

Sources: OAR437-001-0057 May 4, 2015 Oregon OSHA Program Directive: A-214

Contents

Presenters

Eric Lloyd is a safety consultant with Oregon Risk Management Solutions, Inc. His exposure to safety and agriculture began at an early age, when he spent summers working on the family ranch in Idaho and watching his father provide training and consulting services to promote ag safety throughout Oregon. Eric earned a degree in criminal justice from Western Oregon University, and served in law enforcement for several years until being drawn back to his roots and joining the family business in 2016.

Wes Koester is a SAIF senior safety management consultant living and working in the Willamette Valley area. He grew up working in his family's farm and nursery business in Riddle, Oregon. Wes graduated from the University of Oregon with a Bachelor of Science degree in psychology. Over the past five years, he's helped both farms and businesses with their overall safety compliance by providing over 1,100 on-site walk-through inspections to proactively assist them with their safety needs.

Choosing the right PPE

Personal protective equipment, commonly known as "PPE," is equipment that's worn to minimize exposure to certain hazards that cause serious workplace (or even out of workplace) injuries, illnesses, and even death. These injuries and illnesses may result from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

PPE is oftentimes viewed as being the "last-ditch hope" in protecting yourself from a serious or potential hazard.

It also makes sense that we would want to take care of our PPE—a respirator for example. We want to make sure that we have a nice, clean respirator when we need it. It's important that we know how to clean and sanitize it properly, how and when to replace the filters and cartridges, and how to properly store it.

When PPE is taken care of and used properly, it can reduce serious injuries as well as save lives.

But, one of the main takeaways from this session is not just knowing what PPE to wear for each job on your farm, but also to wear it consistently.

Important update

Know the difference between an N95 and a KN95 mask.

Due to the extreme shortage of N95 masks, there are other masks appearing in the market.

This is a KN95 mask sold on eBay, Amazon, and various other websites and stores.

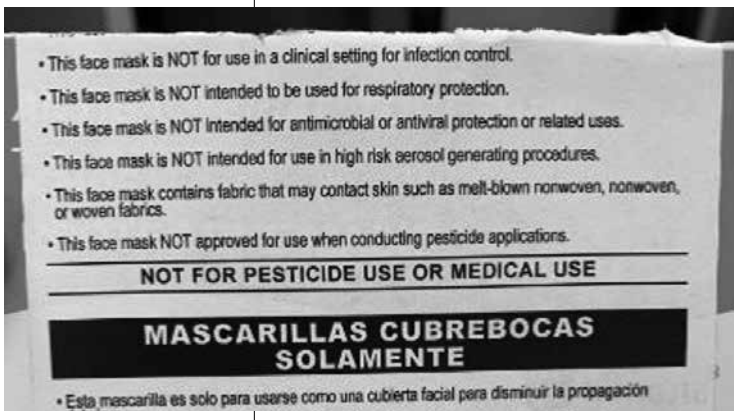
These masks are being mass-produced, and the vast majority of these KN95 masks have failed the required 95% filtration standard.

Proper N95 masks filter out particles that are 0.3 microns in size or larger—that's about 1/78000th of an inch in size. They catch at least 95% of all of those things floating around in the air.

KN95 masks do not filter to that level.

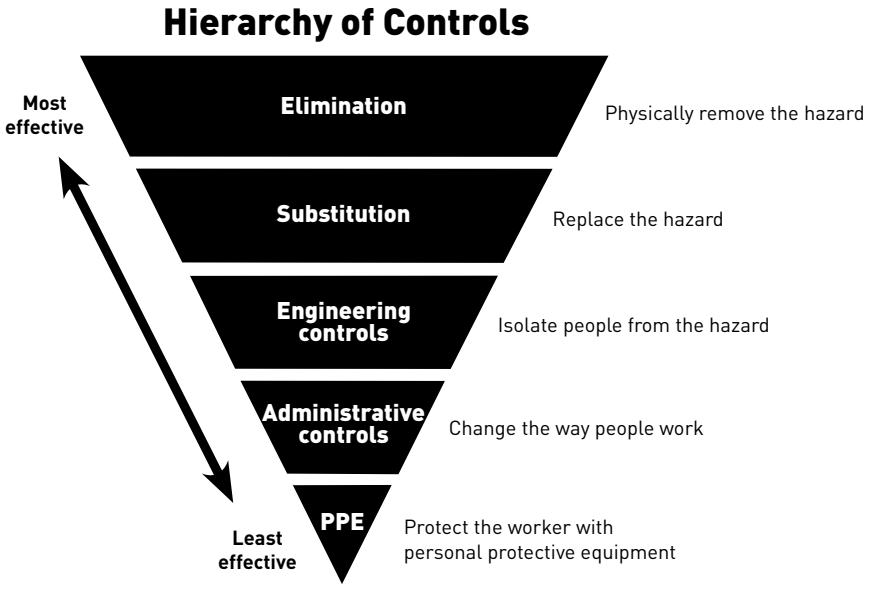
As a result, Oregon OSHA made an announcement (along with many other states) that businesses should **discontinue using the KN95 masks** as respirator masks. These masks should only be used as simple face coverings, like you would use a homemade cloth mask.

Typically, the KN95 packaging confirms it's intended use.



The first step to determine if you need PPE for a specific task is to determine if you can do something else instead to better manage the hazard.

Is there an alternative way to make the hazard less severe or completely disappear?



Can the hazard be **eliminated** completely?

Can a **substitution** or replacement be made to lesson the hazard?

Is it possible to **engineer** a way to isolate people from the hazard?

Perhaps there is a way that people can do their jobs differently through **administrative control** processes, like specialized training.

The last alternative (after all other avenues have been exhausted) is protecting employees through the use of personal protective equipment (PPE).

When you are using PPE, first determine that you are using the right PPE, then ensure that it fits properly, train workers how to use it properly, and enforce consistent usage, maintenance, and storage.

PPE hazard assessment

Evaluate of each of the types of work being performed at your farm. Determine what hazards your employees are exposed to and what PPE they need to protect themselves.

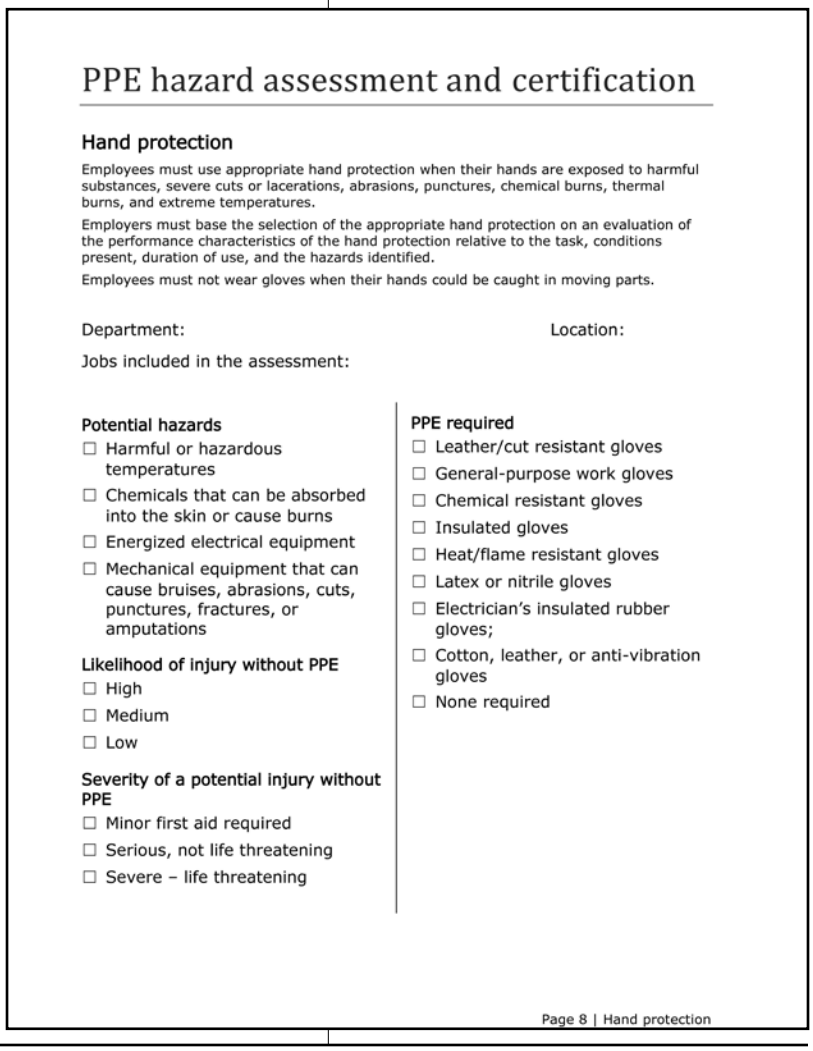
The **PPE hazard assessment** is a set of questions that you'll answer to help you determine what PPE should be used. The questions will focus on where various hazards are located, how likely workers might be injured by that hazard, and the severity of the injury if it were to occur.

Considering those questions will help you determine which PPE will provide workers with the best protection.

You should you do a PPE hazard assessment throughout your farm because:

- It helps you identify and focus on the various hazards that can be found on your farm.
- A hazard assessment will help you determine what PPE workers need for protection.
- **Oregon OSHA requires that you do them.**

Example of an assessment cheklist from Oregon OSHA's Personal Protective Equipment Hazard Assessment publication. This one is on hand protection:



PPE hazard assessment and certification

Hand protection

Employees must use appropriate hand protection when their hands are exposed to harmful substances, severe cuts or lacerations, abrasions, punctures, chemical burns, thermal burns, and extreme temperatures.

Employers must base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task, conditions present, duration of use, and the hazards identified.

Employees must not wear gloves when their hands could be caught in moving parts.

Department: Location:

Jobs included in the assessment:

Potential hazards
- ☐ Harmful or hazardous temperatures
- ☐ Chemicals that can be absorbed into the skin or cause burns
- ☐ Energized electrical equipment
- ☐ Mechanical equipment that can cause bruises, abrasions, cuts, punctures, fractures, or amputations

Likelihood of injury without PPE
- ☐ High
- ☐ Medium
- ☐ Low

Severity of a potential injury without PPE
- ☐ Minor first aid required
- ☐ Serious, not life threatening
- ☐ Severe – life threatening

PPE required
- ☐ Leather/cut resistant gloves
- ☐ General-purpose work gloves
- ☐ Chemical resistant gloves
- ☐ Insulated gloves
- ☐ Heat/flame resistant gloves
- ☐ Latex or nitrile gloves
- ☐ Electrician's insulated rubber gloves;
- ☐ Cotton, leather, or anti-vibration gloves
- ☐ None required

Page 8 | Hand protection

Publications that can help you perform PPE hazard assessments:

Quick facts - What is PPE:
osha.oregon.gov/OSHAPubs/factsheets/qf002.pdf

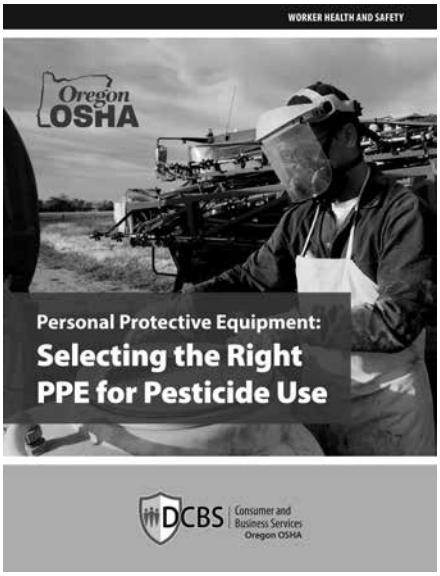

Oregon OSHA Quick Facts for employees
Datos Rápidos para trabajadores
What is personal protective equipment?
Personal protective equipment protects you from hazards in your workplace such as chemicals, electricity, fumes, sharp objects, and noise. Personal protective equipment is usually called PPE. (In Spanish EPI).
¿Qué es el equipo de protección individual?
El equipo de protección individual le protege de peligros laborales tales como químicos, electricidad, humos, objetos filosos, y ruido. El equipo de protección individual usualmente es conocido como EPI. (En inglés PPE).
PPE protects all parts of your body.
EPI protege todas las partes del cuerpo.
Eye protection / Protección de los ojos
Hand protection / Protección de las manos
Hearing protection / Protección de la audición
Respiratory protection / Protección del sistema respiratorio
Face protection / Protección de la cara
Head protection / Protección de la cabeza
Foot protection / Protección de los pies
Make sure that your PPE fits you and works properly. If it doesn't, tell your employer.
Asegúrese de que su EPI le quede bien y funcione bien. Si no, avísele a su empleador.
What your employer must do
Lo que su empleador debe hacer

Quick PPE information

PPE hazard assessment:
osha.oregon.gov/OSHAPubs/2738.pdf

Forms and checklists

The right PPE for pesticide use:
osha.oregon.gov/OSHAPubs/1018.pdf



Detailed descriptions of PPE

Four OSHA requirements regarding PPE

1. Select the right PPE to protect employees from hazards.
2. Communicate which PPE is to be used, and provide training to affected workers.
3. Make sure the PPE fits.
4. Require that the PPE is to be worn.

Find more resources on this topic and others on our Safety and Health talks page on **saif.com**

www.saif.com/safety-and-health/topics/be-a-leader/safety-and-health-talks.html

Emergency first aid on the farm

How many of us know a farmer—maybe a co-worker, neighbor, friend, family member—who's missing a finger, a limb, or worse, lost their life to a machine entanglement, amputation, or other serious bleeding injury?

In the agricultural industry, we often work with our close friends or family members. As unpleasant as it is to talk about traumatic injury, it may be even more difficult to think about someone we love passing away from a survivable injury because we didn't have the knowledge and supplies to help them, either on the farm or at home.

Liability

One more thing to note as we get into this topic is that **Oregon has strong "good Samaritan" laws protecting people from liability** when providing medical care within the scope of practice of a layperson.

Fighting the clock

When it comes to serious bleeding injuries, we are fighting the clock. How long do we have to "stop the bleed" in the case of a severed artery? We have approximately 30-45 seconds before losing consciousness and about 2-3 minutes before loss of life.

Having the right supplies on hand, and located so we can access them when we need them, can save a life.

Most of us have a boo-boo kit, an over-the-counter first aid kit nearby. This is typically stocked with Band-aids, antiseptic ointment, and maybe even eye wash and bee sting medicine. This is helpful, and we are likely to visit it often.

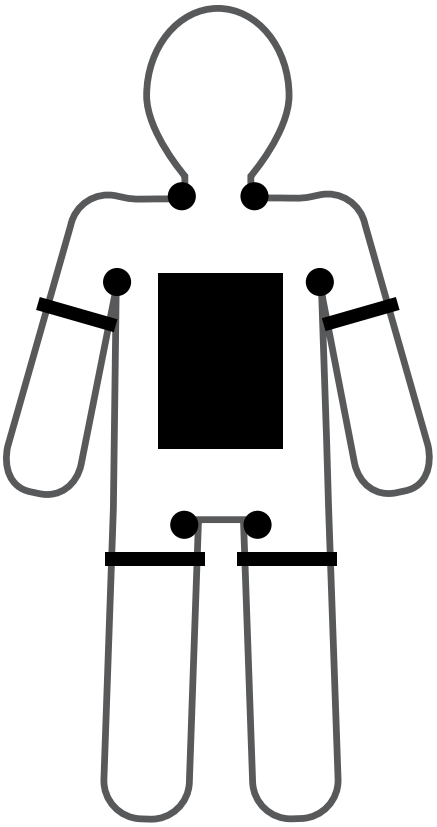
However, this is not the kit that's going to help you when someone cuts their thigh with a chainsaw or an arm gets caught in a combine header. What you need at this point is a kit that will give a person the chance to stay alive while you are waiting for the emergency medical technicians (EMTs) to arrive. For that, you need a trauma kit that at minimum has a tourniquet, nitrile gloves, compression bandages, roll gauze, scissors, and a chest seal. Your kit could contain even more, depending on the work you do on your farm.

"But, I could just use my belt!"

It's true that we can often improvise first aid supplies. Grandpa use to say, "rub dirt on it," and he wasn't entirely wrong. In a pinch, packing a bleeding injury with whatever you can find including mud, might be better than nothing and give a person a chance to stay alive long enough for a BIG shot of antibiotic later. However, improvised techniques are significantly less effective than having the right tools for the job, available immediately. Using a belt for a tourniquet, for example, is significantly less effective, if effective at all.

Just HAVING the supplies alone isn't enough. The coolest trauma kit in the world doesn't do us a lick of good if we don't know where it is, what's in it, and how to use it. Which means we need to train on how to use the supplies, so when the need arises, we know what to do.

We are going to cover a brief overview of what to do and how to do it, but we'd encourage you to **seek out more robust, hands-on, learning for your workers**. It's never too early to start learning how to save a life.



Tourniquet the limbs

Pack the junctions

Seal the box

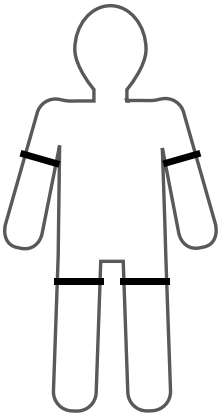
When it comes to stop the bleed training, we're going to determine which first aid step is appropriate based on wound locations, which we divide into three categories:

Limbs - arms and legs

Junction areas - neck, armpits, and groin

Torso - also know as "the box," generally considered to run from the nipple line to the belly button

Each of these zones has specific hazards associated with them, and must be treated accordingly.



Tourniquet the limbs

Limbs

When we're dealing with bad bleeding injuries to the arms or legs, our go-to solution is a tourniquet.

Sometimes people hesitate to apply a tourniquet because they have heard that applying a tourniquet could cause a person to lose a limb. This idea was taught in most first aid classes up until about the mid-2000s. But, this is not true.

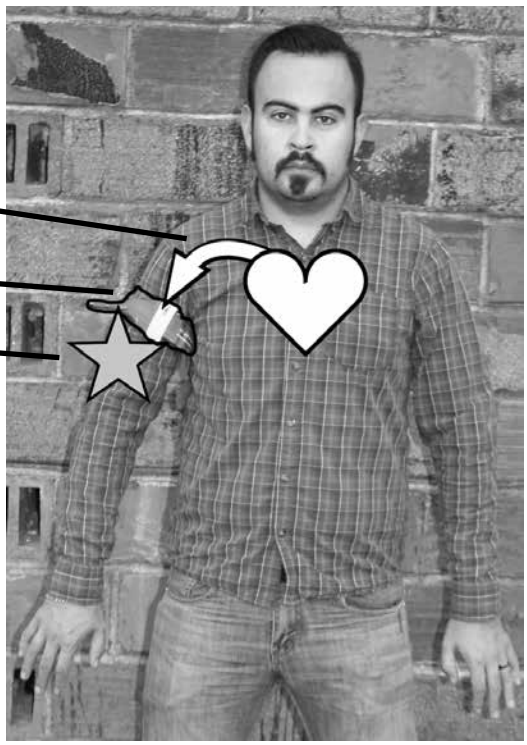
It was true at a time when transportation systems were poor. If it took three days to get from a battle field to a hospital by horseback, a tourniquet could be a problem. This is rarely the case now.

Modern tourniquets, like this CAT-style tourniquet, are medically approved to be worn for hours at a time. These are widely issued to military personnel, and have had hundreds or even thousands of saves attributed to them.

High and tight

When applying a tourniquet, think "high and tight" – as high up on the limb as you can get it, and as tight as you can get it.

The aim is to **position the tourniquet between the heart and the injury**. This will stop the bleed.



Place the tourniquet as high on the limb as you can. Pull the strap as tight as you can get it. With this much pressure, the bleeding may slow, but you want actually stop the blood flow.

This is where the modern tourniquet becomes a better tool than a belt. The next step is to twist the windlass (the stick) two to three times to add more pressure and cut off the blood flow. A good indication that you've reached that point is that the injured person will be making sounds like, "Aaaarrrrrggg!"

Secure the windless in the bracket. For extra security, especially if your are going to transport the injured person, bring the rest of the strap back through the bracket as well and then secure everything with the Velcro tab. You could write the date and time of the application on the tab so that a doctor knows when it was applied. This is particularly helpful when there are many victims at once.

Never apply a tourniquet over a joint, only the "meaty" parts of a victim. They work best when they apply even pressure around the limb. For the same reason, make sure that the tourniquet isn't twisted when it is applied.

The **red tab** on the tourniquet strap indicates the best direction to get leverage during application. The red tab points toward the person applying the tourniquet - whether that is the victim or the responder. You should practice this concept so that you won't have to think about it during an emergency.

If you do get it backward during an actual emergency, do not remove the tourniquet to change its position. You will lose valuable time.

Sometimes the best way to apply the tourniquet is to unthread it, wrap it around the limb and then rethread it. This is another application that takes practice.

Depending on where the tourniquet is applied, you may need to check for objects in pockets, like phones or tools, that can cause further injury when the tourniquet is tightened.

While you are practicing these concepts, add one more thing: staging the tourniquet. During an emergency you will not have time to make sense of a tourniquet that is wadded up and tossed in the trauma kit. Proper staging before storage will save you valuable time when you need it most.

Brand new tourniquets, still in the wrapper, are not properly staged. Take it out of the package, practice using it, and practice folding it properly for quick deployment.

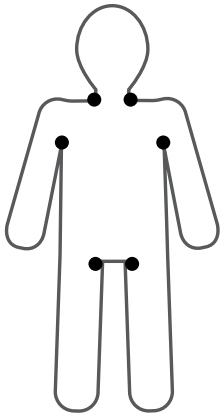
Junction wounds: neck, armpits, and groin
If there is a bad bleeding injury to the neck, we can't apply a tourniquet.

Junction injuries are tricky because they bleed a lot, which means we don't have much time to stop the bleed.

Pack and pressure

When we're treating bleeding injuries in the neck, armpits, or groin, we need to think "pack and pressure." Pack that wound with gauze or whatever else we have available, while maintaining pressure on the material being packed into the wound.

Here is one technique, using gauze and steady pressure, to stop a bleed in the neck junction area.



Pack the junctions

1. Unroll a length of gauze. **2.** Wad up the end to create a ball of gauze still attached to the roll.

3. Pack the ball into the junction wound. **4-5.** While maintaining pressure on the wound, alternate thumb pressure while adding more gauze each time until the wound is packed and the bleeding stops.

Clotting gauze
While normal gauze, or other types of cloth, work well for packing a junction wound, there are products that can stop the bleed faster. These are gauze products combined with blood-clotting agents. This type of gauze can help stop the bleed in half the time.

Common brand names for these products are: Quick-Clot, CeeLox, and Combat Gauze, but there are many others.

Pressure bandage
Maintaining pressure on the wound is vital, but if you have trouble doing that for a length of time, or you need to move the victim, you can use a compression bandage. This is really just a section of gauze that has been attached to an Ace bandage.

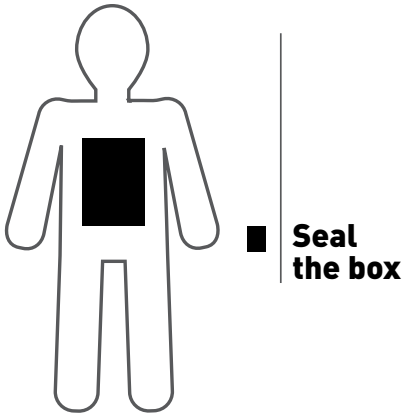
Place the gauze over the wound and wrap the bandage around the victim to secure it in place. How you wrap the bandage will depend on the location of the wound. You can improvise this type of bandage by using a combination of gauze or cloth and an Ace bandage or even duct tape.

Torso
The torso or chest cavity is called "the box." This area starts at about the nipple line and measures down to the belly button.

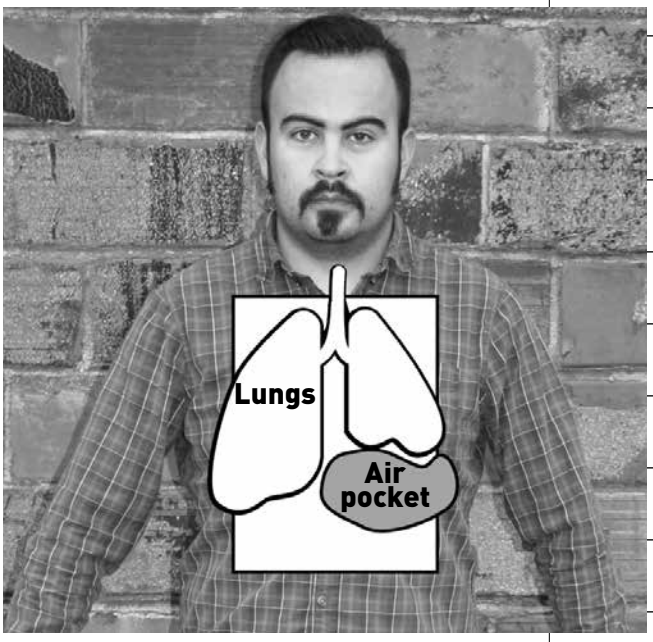
As with our previous two wound zones, this area has some unique considerations. First, we have to be realistic about the fact that there are some injuries in this area that are just not survivable. If if a person catches a forklift fork in the middle of their body, there is probably no amount of first aid that is going to help with that. So, we're not talking about those types of injuries here. There are wounds to this area that are not immediately fatal, but can still be lethal if not properly treated.

Think about the make-up of the torso and what fills up a lot of the space. A significant amount of that space is occupied by the lungs. They need to be able to expand and contract to function. So, packing "the box" with a lot of gauze in order to stop a bleed in this area is just going to cause more problems.

Unlike the other two areas we've discussed, "the box" tends to bleed a lot less and we can generally tend to this wound by covering it with gauze and maintaining pressure. Take care not apply an excessive amount of pressure. The victim still needs to breathe.



Tension pneumothorax
A wound in "the box" location can lead to tension pneumothorax, which simply refers to an air pocket in the chest cavity. Air takes up room in the chest and can compete with the lungs for space.



Seal the box

For a deep puncture wound to "the box," often the best thing to do is to "seal the box" using a chest seal. These are essentially pieces of heavy plastic that are lined with glue.

Here is how it is done:

Expose the skin of the victim.

Wipe away any surface blood as best you can.

Peel away the chest seal cover.

Position the seal in place.

Monitor the victim until emergency responders arrive.

Pealing back a chest seal cover

Improvise

If you don't have a chest seal you can improvise with plastic wrappers from the medical kit, plastic wrap from the kitchen, or maybe even duct tape. If it can create an air-tight seal over the wound and keep the victim alive while you wait for help, it is worth trying.

Do you have a trauma kit?

Is it supplied with the tools you need for the exposures you have?

Is it near the job site?

Does everyone know how to use the tools in the kit?

Supply suggestions
At minimum, your trauma kit should contain:

- Tourniquets (from a reputable manufacturer)
- Hemostatic agents (Quick-clot, Combat Gauze, Ceelox, etc.)
- Roller gauze
- Gauze squares
- Compression bandages
- Chest seals
- Trauma shears
- Nitrile gloves

Ag hacks

An "ag hack" is an adopted strategy, tool, or technique that is added to your normal, day-to-day ag activities that enables you to better manage your time and work in an efficient and creative way while keeping safety in the forefront.

An "ag hack" can be an innovative tool used to make a job easier or run smoother, or it can be a creative process whereby better communication on the farm can lead to a safer workplace.

Here is an example:

Problem: moving heavy-duty water hoses

Ag hack: fasten a hose hanger to a two-wheeled dolly

Some ag hacks already exist for purchase, like these:

Problem: muscle fatigue due to prolonged grip

Ag hack: ergonomic spray nozzle

Problem: unorganized cables and tools need to be transported to job site

Ag hack: the Cable Wrangler

Some we've seen in previous Ag Seminars:

Problem: how to call for help when alone in the field?

Ag hack: air horn housed in a recycled aluminum can attached to the tractor

Here are a couple we've spotted recently:

Problem: secure high-risk chemicals

Ag hack: attach lockable, heavy-steel, wire mesh doors to storage shelves

And the coolest one yet:

Problem: transport heavy welding equipment between shops

Ag hack: secure equipment to a sturdy wheel chair

Here are a couple of new ones we'd like to recommend:

Problem: clearing snow off sidewalks, moving bark dust, piling up soil, or cleaning out stalls.

Ag hack: the PushAll multipurpose pusher

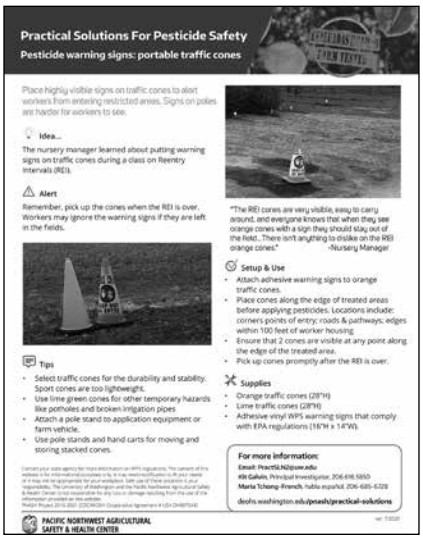
Plus, here is the latest in wearable technology:

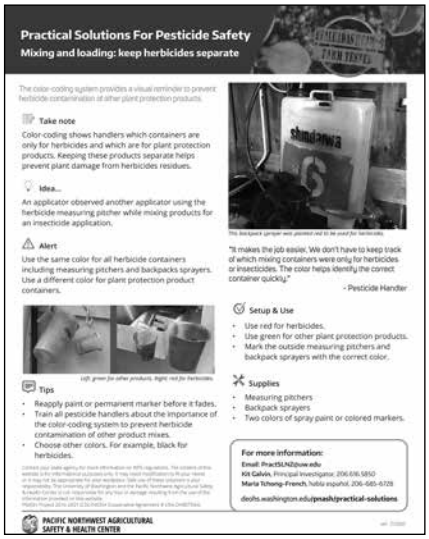
Problem: back strain and fatigue due to bending, lifting, and leaning

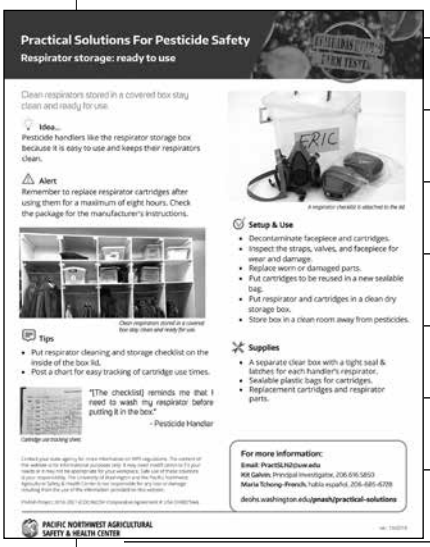
Ag hack: HeroWear Apex exosuit that reduces over 50 lbs. of strain on the back

Our friends at the Pacific Northwest Agricultural Safety and Health Center up in Washington have created publications focused on several ag hacks that they refer to as practical solutions.

You can find these publications at:
https://deohs.washington.edu/pnash/handheld-psps


Practical Solutions For Pesticide Safety
Pesticide warning signs: portable traffic cones


Practical Solutions For Pesticide Safety
Mixing and loading: keep herbicides separate


Practical Solutions For Pesticide Safety
Respirator storage: ready to use


Practical Solutions For Pesticide Safety
Remote control for hose reels


Practical Solutions For Pesticide Safety
Drying rack for reusable gloves


Practical Solutions For Pesticide Safety
Pesticide warning signs: greenhouse door handle

Making the most of safety committee meetings

OSHA requirement
"If you are an employer in Oregon, your business must have a safety committee or hold safety meetings - unless you are the sole owner and the only employee of a corporation."

If we're going to take the time to pull everybody together, why not use the opportunity to:

- Perform thorough and detailed incident analysis of any injuries or close calls we've had on the farm
- Keep track of ongoing safety issues that we know we need to get tackled
- Conduct risk assessment for upcoming tasks
- Give our employees an opportunity to provide feedback on any safety concerns they might have on the farm

Here's document from Oregon OSHA that can help you out:
osha.oregon.gov/OSHAPubs/4908.pdf

The first decision you'll need to make is, are you going to hold "safety meetings" or form a "safety committee."

These two programs are similar, and in a lot of ways interchangeable. However, in the eyes of OSHA, they're two separate programs with some unique advantages and requirements. Some farms are eligible for either program, and some are required to form a formal safety committee. The difference is based on your number of employees. This diagram from Oregon OSHA can help you make that determination.

Should you have a safety committee or hold safety meetings?

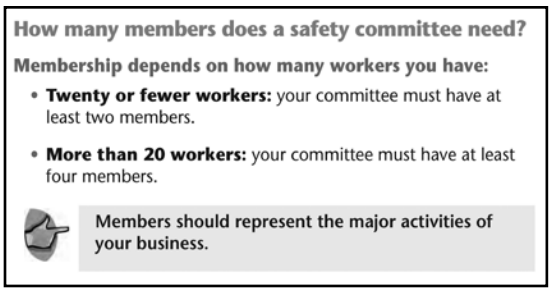
All agricultural employers can have safety committees. Use this table to find out if you can hold safety meetings instead of a safety committee. (Count both full- and part-time workers. Don't count seasonal workers.)

IF:	You can have a safety committee	You can have safety meetings
You have 10 or fewer workers at a location.	Yes	Yes
You have more than 10 workers at a location.	Yes	No
You have satellite or auxiliary worksites with 10 or fewer workers at each location.	Yes	Yes

If your farm is eligible for informal safety meetings, that decreases some documentation requirements. However, just because you are eligible to conduct informal safety meetings, it may not be the best option.

Safety meetings are required to be held 12 months out of the year, and are required to be attended by all employees. Which means, for that period of time, its full-stop on the farm. Perhaps not a big deal in January, but maybe a lot of pressure in the middle of harvest.

If you elect to hold formal safety committee meetings, there are some advantages. First off, the committee members are intended to be representatives of the other employees on the farm, meaning not all employees are required to attend.



How many members does a safety committee need?

Membership depends on how many workers you have:

- **Twenty or fewer workers:** your committee must have at least two members.
- **More than 20 workers:** your committee must have at least four members.

Members should represent the major activities of your business.

Here is another excerpt from the Oregon OSHA document which says that if you have fewer than 20 employees, your safety committee can consist of as few as two people.

Of course, you can always have more people on the committee, and it can vary from month to month as long as you have one representative of management and one representative of staff.

There is another advantage to having a safety committee. In addition to the monthly meetings, each of our farms is also obligated to conduct quarterly safety inspections, where we walk around our facilities and look for safety hazards and OSHA compliance. When you have a safety committee, they can incorporate the quarterly inspection as part of their monthly meetings.

That's much more efficient than holding 12-month-a-year, all-staff informal safety meetings, AND the required quarterly inspections on top of it.

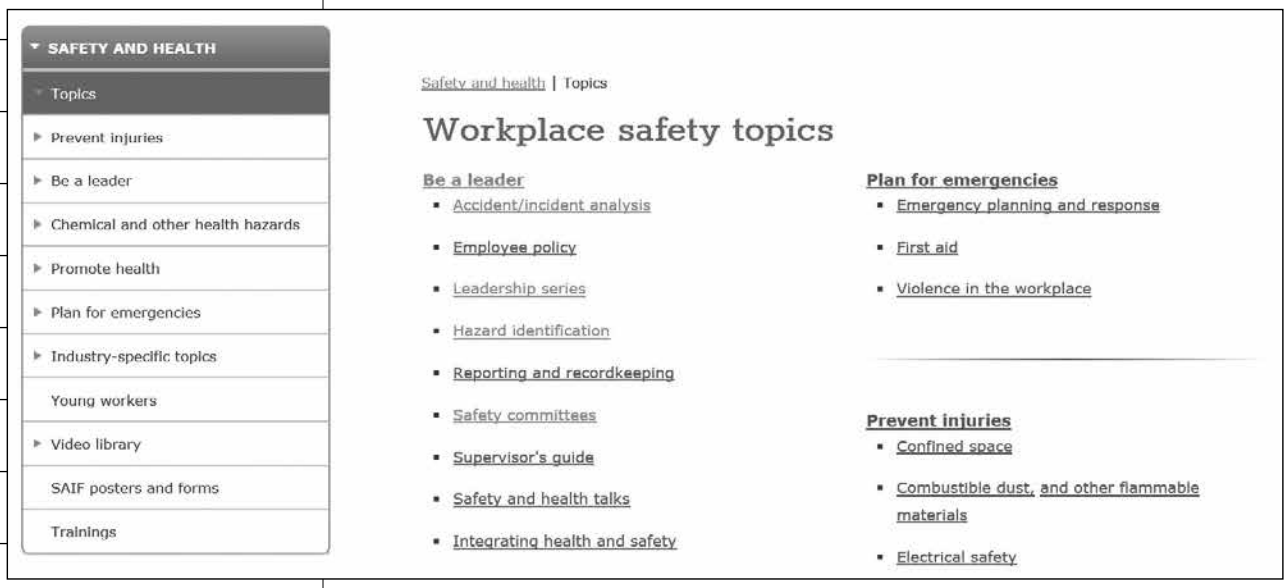
Safety committees do require a bit more documentation. There are many forms available for this purpose, but it all comes down to who met, when, and where, plus what was discussed and who is responsible for action items. You might think of this document as a to-do list of safety items to tackle around the farm from month to month.

The point is to get it all written down. Remember, as far as OSHA is concerned, if it wasn't documented, it didn't happen. So, write it down and save it for at least three years.

Find more on **saif.com >** Safety and health **>** Topics **>** Be a leader **>** Safety committees and meetings.

In addition to attending meetings, safety committee members need to receive training on the purpose of the safety committee, incident analysis, and hazard identification.

SAIF has developed quite a bit of training material on these topics. They can be found online at **saif.com**. Look under Safety and Health **>** Topics



A good way to start the safety committee meetings is with the question **"Have we had any injuries, accidents or close calls since the last time we met?"** If injuries have already been reported and documented throughout the month, this is a great time to review our Incident Analysis forms and make sure that the root cause was sufficiently determined, and that appropriate corrective actions have been identified and implemented. This also might be the first that you're hearing of an injury or close call, and you can conduct on-the-spot incident analysis and documentation as appropriate.

This is often a good time for some "storytelling" as well. If someone caught wind of an injury or accident that occurred on a neighboring farm, saw a relevant story in the news or on Facebook, etc., sharing stories of injuries that have occurred elsewhere can lead to learning moments without having one of your own folks actually get hurt.

(continued on page 29)

Incident/Accident Analysis

saif

Company name: _____

Employee: _____ Department: _____ Supervisor: _____

Date and time of incident: _____ (mm/dd/yy hh:mm tt) Date and time reported: _____ (mm/dd/yy hh:mm tt) Incident location: _____

Witnesses: _____

Describe incident completely.

Identify system problems that contributed to the incident/accident:

System factors

Management

Consider:
Policy enforcement
Hazard recognition
Accountability
Supervisor training
Corrective action
Production priority
Proper resources
Job safety training
Hiring practices
Maintenance
Adequate staffing
Safety observations

Management systems

Employee systems

Employee

Consider:
Procedures followed
Shortcuts taken
Appropriately trained
Experience with the task
Physically able to do the work
PPE used
Stressful conditions
Safety attitude

Equipment

Consider:
Proper tool selection
Tool availability
Maintenance
Visual warnings
Guarding

Equipment systems

Environment systems

Environment

Consider:
Plant layout
Chemicals used
Temperature
Noise
Radiation
Weather
Terrain
Vibration
Ergonomics
Lighting
Ventilation
Housekeeping
Biological

System factors

Consider:	Corrective actions/best practices:	Who will implement?	By when?	Date done.
Elimination/substitution Engineering controls Administrative controls Personal protective equipment (PPE)				

Person(s) conducting analysis: _____ Date: _____

Copy to: Safety committee, management, owner or president

Conducting an incident/accident analysis

All workplace accidents, incidents, close calls, and near-misses should be promptly analyzed and corrected, regardless of severity.

This incident/accident analysis form should be completed by the immediate supervisor, with assistance from managers, safety committee members, safety coordinator, or analysis team as needed.

The form explores four organizational systems: management, employee, equipment, and environment (MEEE). Prompts alongside each box are designed to encourage open dialogue and communication about any factors, however minor, that may have contributed to the incident. The intent is to discover system failures so they can be corrected, and future incidents and accidents can be prevented.

There are four steps to this analysis: fact gathering, system analysis, corrective actions, and monitoring. (You may need additional pages to record your findings.)

Step 1: Fact gathering

For each of the four systems (MEEE), record any facts that contributed to the incident. (Some items may fall into more than one category.) Ask open-ended questions such as: How did this happen? Tell me what you and others were doing? What tools were you using? What were the conditions around you?

Step 2: System analysis

For each of the facts you record, try to determine what caused or allowed this condition or practice to occur. Asking "why" will help you get to the core of the problem. Record your findings.

Step 3: Corrective action

For each cause you've identified, develop solutions or corrective actions. (The solution could be the same for more than one fact.) Determine who is responsible for fixing the problem or implementing the solution, and when it should be done. This information can be updated or revised as needed. The following are descriptions of ways to control hazards:

> **Elimination/substitution**—Remove or replace the hazard. While this is the most effective at reducing hazards, it also tends to be the most difficult to implement in an existing process.
>
> **Engineering controls**—Isolate people from the hazard. Engineering controls (such as equipment guards or shields) are highly effective because they are designed to remove the hazard at the source, before coming in contact with the worker.
>
> **Administrative controls/PPE**—Change the way people work, including adding personal protective equipment. Administrative controls and PPE are frequently used with existing processes where hazards are not particularly well controlled. They are helpful but have been proven to be less effective than thoughtful design or engineering measures.

Step 4: Monitoring

Management and the safety committee should follow up to make sure corrective actions were taken and countermeasures were used effectively.

If an injury requires medical treatment beyond first aid, you must complete the workers' compensation claim form (801). Legal requirements for recording and reporting work-related fatalities, injuries, and illnesses also may apply. Please visit **osha.oregon.gov/Pages/topics/recordkeeping-and-reporting.aspx** for additional information.

Find safety committee forms on **saif.com >** Safety and heath **>** topics **>** Be a leader **>** Safety committees and meetings **>** Safety committee resource guide.

Old business
Be sure to review old business items. These are things you've discussed in previous meetings.

Old business can be considered in two categories:

Items not complete
These are items we still need to tackle. Sometimes these will be items that were just brought up the prior month that we just haven't had time to address yet. Sometimes these are things that have lingered for months (or years).

If we find items that just aren't getting done, we may need to dig into them a little bit. What's keeping it from being done? Lack of time, lack of funds, not a priority? Sometimes its just a matter of assigning it to someone.

If we have old business items that we know we're going to wait until a slower time of year for, we might even note "winter project" on them, so our documentation shows that we aren't just being lazy or neglectful, but intentionally pushing out lower-priority items until the time of year that it makes sense to tackle them.

Sometimes things will make it onto this list that we realize don't actually need done anymore or have already been resolved in a different way, which is OK too.

Items resolved
These are things from that last month's meeting that were identified as being addressed, resolved, or no longer necessary, which can be reviewed one more time to ensure they're REALLY dealt with. This is also a great section to document brag-worthy successes that you want to make sure OSHA learns about when they review your safety committee minutes.

New business
This section can consist of anything new that's being brought up in the meeting. A good way to discuss this topic is to ask open-ended questions and then capture the answers.

Here are some examples of great questions to ask to start these discussions and gather information:

What work is coming up?

What are we going to be doing?

How could someone get hurt?

What will we do if someone does get hurt?

What safety concerns do you have?

What PPE or other supplies do we need in order to keep you safe or make your jobs easier or better?

New business is also a great opportunity to include brief trainings on relevant topics, especially when you have many employees involved.

Post the meeting minutes
OSHA has strict guidelines about what to do with the minutes we generate from these meetings. After they are typed up, a copy of the minutes is supposed to be given to each member of the safety committee for review, as well as be made available to view for all other employees as well, usually by posting them up in the office, break room, or other "conspicuous location."

Finally, make sure you retain copies of your safety committee minutes for at least three years. If you are inspected by OSHA, you can expect that they will be asking for them.