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Core Elements of a Safety Program

Agenda

- The Core Elements
 - Management Leadership and Employee Participation
 - Hazard Identification and Assessment
 - Hazard Prevention and Control
 - Training
 - Evaluation of Program Effectiveness
- How We Can Help

Management Leadership and Employee Participation

- Management Leadership
 - Establish program responsibilities and provide accountability
 - Provide authority, information access, training, and resources needed
 - Identify at least one individual to handle reports of workplace safety and health conditions

Management Leadership and Employee Participation

- Employee Participation
 - Regularly communicate with employees
 - Provide employees with access to information relevant to the program
 - Provide ways for employees to become involved
 - Establish a way for employees to report safety issues and make recommendations
 - Provide prompt responses to employee reports and recommendations

Hazard Identification and Assessment

- Conduct workplace inspections
- Evaluate new equipment, materials, and processes for hazards
- Review incident investigations and injury logs

Hazard Identification and Assessment

SAFETY INSPECTION FORM

Date of Inspection: _____

Location Inspected: _____

Signature: _____

ITEM
1. Housekeeping - Is the work area clean and orderly?
2. Floors - Are floors in good condition - smooth, clear surfaces without holes, cracks, or humps?
3. Aisles - Are aisles and passageways clear, dry, and free of tripping hazards?
4. Storage - Are materials, products, or supplies properly and safely piled to a workable height?
5. Ladders - Are ladders, of standard construction and in good physical condition, provided where needed?
6. Machines & Equipment - Are machines and equipment in safe operating condition? Are necessary guards providing and used?
7. Hand Tools - Are the right tools for the job being used? Are they in good condition?
8. Electrical - Are all required grounds provided on power tools and extension cords? Is equipment in good operating condition?
9. Lighting - Is adequate lighting provided in all work areas?
10. PPE - Is appropriate personal protective equipment provided when needed?
11. First Aid - Are first aid supplies provided?
12. Fire Extinguishers - Are fire extinguishers easily accessible, unblocked, and properly serviced?
13. Exits - Are emergency exits clearly marked and easily accessible? Are exit doors unlocked, and do they swing toward the outside?

ACCIDENT INVESTIGATION FORM

- Accident investigation assists you in reducing or preventing future occupational injuries and illnesses.
- This form requests all the information that DWC says you must record for each on-the-job injury, fatality, and occupational disease. Employers must keep injury records for five years after the last day of the year in which the injury occurred.

This is an Injury Disability

TODAY'S DATE _____

DATE REPORTED _____

COMPANY _____

DEPARTMENT _____

SUPERVISOR _____

PHONE NO. _____

1. Name of Person Involved	2. Sex	3. Social S
6. Home Address	7. Time and Day of Incident a.m. _____ p.m. day	
Phone ()	9. Employee's Occupation	
13. Name and Address of Treating Physician	11. Length of Service Years: _____	
Phone ()	14. Employment Category <input type="checkbox"/> Regular, full-time <input type="checkbox"/> Te <input type="checkbox"/> Regular, part-time <input type="checkbox"/> No <input type="checkbox"/> Seasonal	
16. Name and Address of Hospital	17. Phase of Employee's V <input type="checkbox"/> During break period <input type="checkbox"/> Entering or leaving the buli	
19. Employee's Wage (pay per Hour)	18. Name of employee's in Incident?	
21. Voluntary benefits paid by the employer, if any	Other Witnesses	



Shelly Horelica of TEXAS MUTUAL INSURANCE COMPANY (00002)

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 - Resource Center
 - Resource Catalog
 - My Follow Up

Safety Program Assessment Questions

- Does your organization have a documented procedure to ensure your safety process is working?
 Yes No
- Does your organization have a documented safety orientation activity established and provided to new hires before allowing new employees in the workplace?
 Yes No
- Does your company have a general plan for the identification of hazardous conditions as a result of workplace inspections or employee reports?
 Yes No
- Does your company have a work-related accident investigation process used for identifying probable causes and appropriate corrective actions?
 Yes No
- Does your organization have a formal, written Return-to-Work Program?
 Yes No
- Does your organization have a written substance abuse policy that applies to alcohol, illegal drugs, inhalants, and prescription or over-the-counter drugs?
 Yes No
- Does your organization have a safety policy and program to establish guidelines and procedures for taking preventive measures to minimize the potential for workplace violence?

Hazard Prevention and Control

- Specific control measures needed will depend on the hazards present
- Systematically comply with the hazard prevention and control requirements of the General Duty Clause and OSHA standards
- Engineering Controls
- Administrative Controls

Training

- Each employee must be provided information and training on the safety and health program
- Each employee exposed to a hazard must be provided with information and training related to that hazard

Training

Summit Streaming Video Accident Investigation: Determining Root Causes Instructor (Streaming) English

Course Documents

Facilitator Guide [Download](#)

PowerPoint [Download](#)

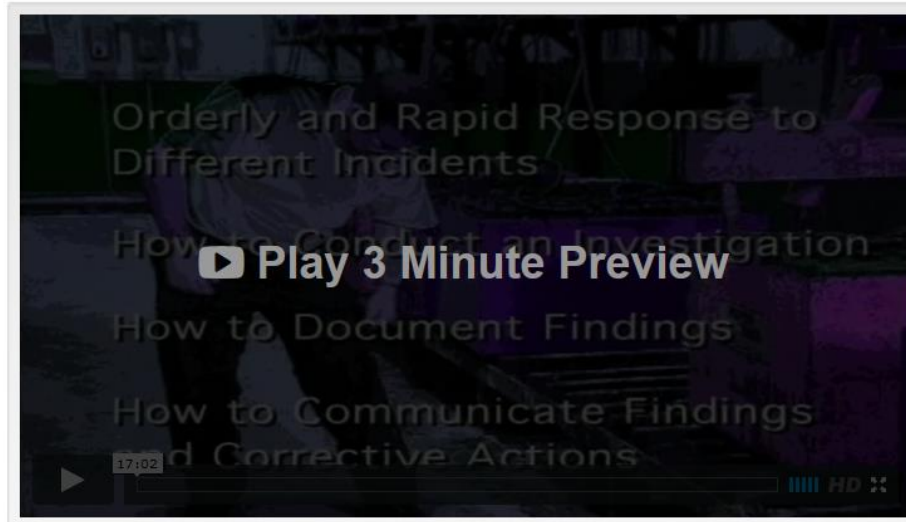
Quiz [Download](#)

[Click Here To View Full Video](#)

Course Description

When an accident happens, a formal investigation of its causes is necessary to help prevent a recurrence. Summit's fast-paced Accident Investigation program offers a systematic approach to effectively investigate all types of accidents and determine their root causes - so you can prevent future incidents. This thorough program provides a step-by-step guide to investigating accidents. Runtime: 19 min

Course Preview



Training

- Training must be provided:
 - Before initial exposure to the hazard
 - As often as necessary to ensure that employees are adequately informed and trained
 - When there is an indication of a new or increased hazard

Evaluation of Program Effectiveness

- How often should the program be evaluated?
 - Within the first 12 months of implementation
 - At least once every two years thereafter
 - As often as necessary to ensure program effectiveness

Agenda

- The Core Elements
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 - Hazard Identification and Assessment
 - Hazard Prevention and Control
 - Training
 - Evaluation of Program Effectiveness
- **How We Can Help**

Texas Mutual Safety Resources

- Injury and Illness Prevention Program
- Safety Inspection Form
- Online Self-Assessment Tool
- Hazard-Specific Safety Policies
- Training Materials

Accessing Texas Mutual Safety Resources

- Create a texasmutual.com account
- Call 844-WORKSAFE
- Be prepared to provide:
 - Ten digit policy number
 - Federal Employer Identification Number (FEIN)
 - Your email address


Accessing Texas Mutual Safety Resources

1
2

The screenshot shows the Texas Mutual website header with the logo, tagline "WORK SAFE, TEXAS™", and a search bar. The navigation menu includes: Employers, Agents, Providers, Injured Workers, Health Care Network, Safety, Fighting Fraud, and Careers. A dropdown menu is open under "Employers", listing: Login, Report an injury, Find a network doctor, Loss run & claim detail, Interim Reporting, Payments, Dividends, Safety resource center, Employer forms, Network information, and More... The main content area features a banner image of workers in a stockyard with a sign that reads "SAFETY DIVIDENDS" and "FORT WORTH STOCK YARDS". Below the banner, there is text: "Safety pays. So do we. Learn More »" and "The coverage you need and the rewards you deserve." The footer includes the tagline "WORK SAFE, TEXAS™" and the Texas Mutual logo.

Accessing Texas Mutual Safety Resources

1



The screenshot shows the Texas Mutual website interface. At the top left is the Texas Mutual logo with the tagline "WORKERS' COMPENSATION INSURANCE" and a graphic of two orange and white traffic cones. To the right are links for "Logout", "My Account", "Help", and "Contact Us". Below the logo is a navigation menu with items: "Gateway", "Report Injury", "Loss Runs", "Claims", "Dividends", "Safety Resources", "Forms", "Payments", and "More". A blue line with a dot is positioned over the "Safety Resources" link. The main content area features a large banner image of a city skyline with safety-related icons (a lighthouse, a fire extinguisher, and a yellow caution sign) overlaid. Below the banner is a search bar labeled "Search For A Claim" with a text input field containing "Claim Number / Last Name" and a red arrow button. The page is divided into three columns: "Alerts" with links to "Safety Resource Center", "02/08/2015 - Claims Alert Notification Inbox:", and "0 alerts"; "Announcements" with a link to "texasmutual.com gets a makeover"; and "Quick Resources" with links to "Workers' Comp Healthcare Network", "Safety Groups", "How To...?", "Rights & Responsibilities", "News & Publications", and "Find a Network Doctor".

Accessing Texas Mutual Safety Resources

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Safety Resource Center

Welcome! Texas Mutual Insurance Company works with you to help you get the most value from your worker's comp coverage. This webpage was designed specifically for you to provide the tools you need to maintain a healthy and safe work environment for you and your employees.

i *Our safety services help employers prevent accidents and improve their bottom line.*

Just Getting Started With A Safety Program?

[Start a self assessment](#)

[View My Assessment History - View prior assessments](#)

Free Safety Resources

[Take a self assessment](#)

[View all online videos, handouts, pamphlets - Resource Catalog](#)

[Manage account access to Resource Catalog - Manage Account](#)

1 —————

2 —————

Accessing Texas Mutual Safety Resources

The screenshot shows the Texas Mutual website interface. At the top left is the logo for Texas Mutual Workers' Compensation Insurance, featuring a traffic cone icon. To the right are links for Logout, My Account, Help, and Contact Us. Below the logo is a horizontal navigation menu with items: Gateway, Report Injury, Loss Runs, Claims, Dividends, Safety Resources, Forms, Payments, and More. Underneath the menu are three orange buttons: TO SAFETY RESOURCE CENTER, VIEW MY CART, and SAFETY HELP. A search bar is located below these buttons, with a magnifying glass icon and the word SEARCH. Below the search bar is a row of alphabetically sorted links from A to Z. A second row of filter buttons includes All, Subject, Award, CD, Checklist, DVD, Handout, Online Video, Poster, PowerPoint, Sample Pgm, Toolbox Talks, and Video. Below the filters is a pagination bar with numbers 1 through 21 and arrows. The main content area is a table with three columns: Product, Language, and Media.

Product	Language	Media
*QUICK REFERENCE FOR ONLINE SERVICES	English	Handout
*TOOLBOX TALKS FLYER	English	Handout
10 WAYS TO IMPROVE YOUR SAFETY PROGRAM	English	Poster
3 POINT CONTACT DECAL	English	Poster
	Spanish	Poster
3 TIPS FOR NEW JOB SITE SAFETY	English	Toolbox Talks
	Spanish	Toolbox Talks
A PRACTICAL APPROACH TO LADDER SAFETY	Spanish	DVD
	English	DVD

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2



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Safety Resource Search

SEARCH

1 2 3

Product	Language	Media
AERIAL & SCISSOR LIFTS	English	Sample Pgm
BOILER SAFETY PROGRAM	English	Sample Pgm
FORKLIFT SAFETY PROGRAM	English	Sample Pgm
GENERAL HEALTH & SAFETY POLICY	English	Sample Pgm
INJURY AND ILLNESS PREVENTION PROGRAM	English	Sample Pgm
LADDER SAFETY PROGRAM	English	Sample Pgm
NEW EMPLOYEE SAFETY ORIENTATION	English	Sample Pgm
RADIATION SAFETY PROGRAM	English	Sample Pgm
RESTAURANT SAFETY PROGRAM	English	Sample Pgm
SCAFFOLD SUPPORTED PROGRAM	English	Sample Pgm
SCAFFOLD SUSPENDED PROGRAM	English	Sample Pgm
SCISSORS LIFT SAFETY PROGRAM	English	Sample Pgm

Resources

- Resource Center
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Gateway Report Injury Loss Runs Claims Dividends Safety Resources Forms Payments More

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Sample Pgm - INJURY AND ILLNESS PREVENTION PROGRAM

Subject Safety-General

Available Languages English

Description Injury and Illness Prevention Program with 10 components: Policy statement, responsibilities, safety committee, training, communication, inspections, disciplinary policy, safety rules, accident investigation, recordkeeping, and forms.

Adobe Get Adobe Reader

Customers who downloaded this resource also find the following resources useful:

Alternate Resources	Related Resources
HAZARD COMMUNICATION PROGRAM	ACCIDENT PREVENTION: SUPERVISOR CHECKLIST
NEW EMPLOYEE ORIENTATION	INSPECTION FORM
	10 WAYS TO IMPROVE SAFETY PROG

[BACK TO SAFETY RESOURCE CATALOG](#) [DOWNLOAD](#)

1

Accessing Texas Mutual Safety Resources

Table of Contents

Management Policy Statement	6
Injury and Illness Prevention Program Responsibilities	7
Labor/Management Safety and Health Committee	9
Training	10
Communication	12
Workplace Hazard Control and Abatement	13
Employee Compliance/Disciplinary Policy	15
Safety Rules – Code of Safe Practices	16
Accident Investigation	20
Recordkeeping	21
Injury and Illness Prevention Program Records	21
Employee Safety Training Verification	23
Hazard Abatement Record	24
Individual Safety Orientation Record	25
Report of Safety Hazard	26
Report of Safety Meeting	27
Safety Inspection Checklist	28
Accident Analysis Form	31

texasmutual.com
worksafetexas.com

844-WORKSAFE (967-5723)
safety@texasmutual.com

May 2014

Management Policy Statement

Insert Company Name believes that everyone benefits from a safe and healthful work environment. We are committed to maintaining an injury-free and illness-free workplace, and to complying with applicable laws and regulations governing workplace safety.

To achieve this goal, the company has adopted an Injury and Illness Prevention Program (IIPP). Ensuring this program's success is everyone's responsibility as we work together to identify and eliminate conditions and practices that reduce the benefits of a safe and healthful work environment.

The success of our program will depend not only on our production and service, but also on how safely each job is performed. There is no job so important, nor any service so urgent, that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I anticipate your full cooperation in making our program effective.

Sincerely,

Print Name, IIPP Program Administrator

Date

Print Name, President

Date

texasmutual.com
worksafetexas.com

844-WORKSAFE (967-5723)
safety@texasmutual.com

May 2014

Safety Services Support Center

- 844-WORKSAFE (967-5723)
- Safety call center for Texas Mutual policyholders
- Assistance with using online safety resources
- Virtual safety consultations



Review

- Core Elements of a Safety Program
- Creating a texasmutual.com Account
- Accessing Texas Mutual Safety Resources
- Safety Services Support Center

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