

Working Together, Hazard Prevention

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Hazard prevention and control programs should be designed to meet the specific needs of each situation, in view of the existing hazards and of the many other factors that characterize a workplace; furthermore, programs should be adaptable to new technology, as well.

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Topics

- Why employee participation is important
- What is employee participation?
- Why employees should actively influence decisions
- Framework for employee participation
- Targeting Prevention



Why employee participation is important

- Many employees' lives can be saved', if workplace risks are sensibly and properly managed by anticipating the risks and putting adequate measures in place.



What is employee participation?

- Employee participation in health and safety is a simple two-way process where employers and their employees/representatives participate
- Clearly defined expectations: talk to one another listen to one another's concerns
- Raise concerns and solve problems together: seek and share views and information, discuss issues in a timely manner and consider what everyone has to say
- Make decisions together

Why Employees should actively influence decisions

- If employees are given the opportunity to participate in shaping safe work systems, then they can advise, suggest, and request improvements - helping to develop measures to prevent occupational accidents and ill-health in a timely and cost effective manner.



Framework for employee participation

- Using a combination of arrangements and methods, both formal and informal, is usually best. In particular, direct employee participation is key. Their representatives should not be seen as alternatives, but as different resources to be combined as effectively as possible.
- Letter of intent/understanding

Effective employee participation checklists

- The following two checklists cover the key points that should be considered when developing arrangements to improve employee involvement.
- The first checklist is designed for employees and the second is for employee representatives. Questions answered 'no' should be looked at to see what could be done differently. They are not exhaustive and should only be considered as guides that cover the main points.

Effective employee participation checklists

	Employee	Yes	No
1	Are employees consulted about and involved in the risk assessment process related to their work?		
2	Have employees been trained to understand how the general principles of prevention are applied to develop health and safety measures?		
3	Are employees encouraged to propose ideas for improving health and safety standards?		
4	Are employees trained to report hazards and any defects in the employer's arrangements to protect people?		

Effective employee participation checklists

	Employee	Yes	No
5	Are employee consulted about and involved in the planning of instructions, procedures, policies etc.?		
6	When changes are planned, are workers consulted and involved before the final measures are adopted?		
7	Are employees trained to be proactive in looking for improvements in arrangements for health and safety?		
8	Are employees consulted about and involved in the selection of tools, work equipment, engineering designs and personal protective equipment before such items are bought?		
9	Are solutions 'discussed' with employees to get their feedback before final decisions are made?		

Employee Representatives

	Employee Representative	Yes	No
1	Are there agreed upon procedures for the participation of employee representatives?		
2	Are employee representatives consulted about all questions relating to health and safety, including: risk assessments, and measures, the designation of workers responsible for health and safety, first aid etc., health and safety training, introduction of new equipment, technologies, etc.?		
3	Are employee representatives consulted about and involved in the drafting of instructions, procedures, policies, etc.?		
4	Are employee representatives involved in making decisions about health and safety, e.g. via advisory bodies and decision-making groups?		
5	Do health and safety audits actively include all safety representatives and managers?		

Employee Representatives

	Employee Representative	Yes	No
6	Are employee representatives encouraged to report case studies of good practices, which could be stored in an organizational database?		
7	Are employee representatives fully involved in the investigation of incidents?		
8	Are employee representatives permitted paid time off work to discuss matters and provide feedback to the employees they represent?		
9	Are employee representatives provided with administrative assistance and resources to support them fully in carrying out their functions?		
10	Are employee representatives properly trained in general principles of prevention and application of those principles at the workplace? Have employee representatives been trained to develop their representative skills?		

Targeting Prevention

- Prevention programs come from an active review of programs that measure prevention for their effectiveness, number of concerns reported, and closer rate of the concerns.
- These prevention programs may include tracking, trending or analysis of:
 - near misses, planned inspections, department audits, and talks,
- These indicators are called leading indicators. Many use trailing indicators such as OSHA Recordables and DART, which are trailing indicators and offer *no opportunity for prevention*.