

COVID-19: SAFELY REOPENING YOUR WORKPLACE

Module 3 – Controls to Keep Your Workforce Safe

Our Presentation
Will Begin Soon!



COVID-19: SAFELY REOPENING YOUR WORKPLACE

Module 3 – Controls to Keep Your Workforce Safe

WELCOME!



TODAY'S SPEAKER

Rick Fineman

CSP, ALCM, ARM

VP, Risk Management

ICW Group



COVID-19: Safely Reopening Your Workplace

Certificate Series

MODULE
01

Navigating Regulations & Guidelines

MODULE
02

COVID-19 Vaccines: Workplace Guidelines

MODULE
03

Controls to Keep Your Workforce Safe

MODULE
04

COVID 19 and Your Future Workplace

COVID-19: Safely Reopening Your Workplace

Certificate Series

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COVID 19 and Your Future Workplace

CONTROLS TO KEEP YOUR WORKFORCE SAFE

- Risks of Returning to a Normal Workplace
- Controlling COVID Risk
- Safety Refreshers
- Regaining Your “Safety Flow”
- Next Steps



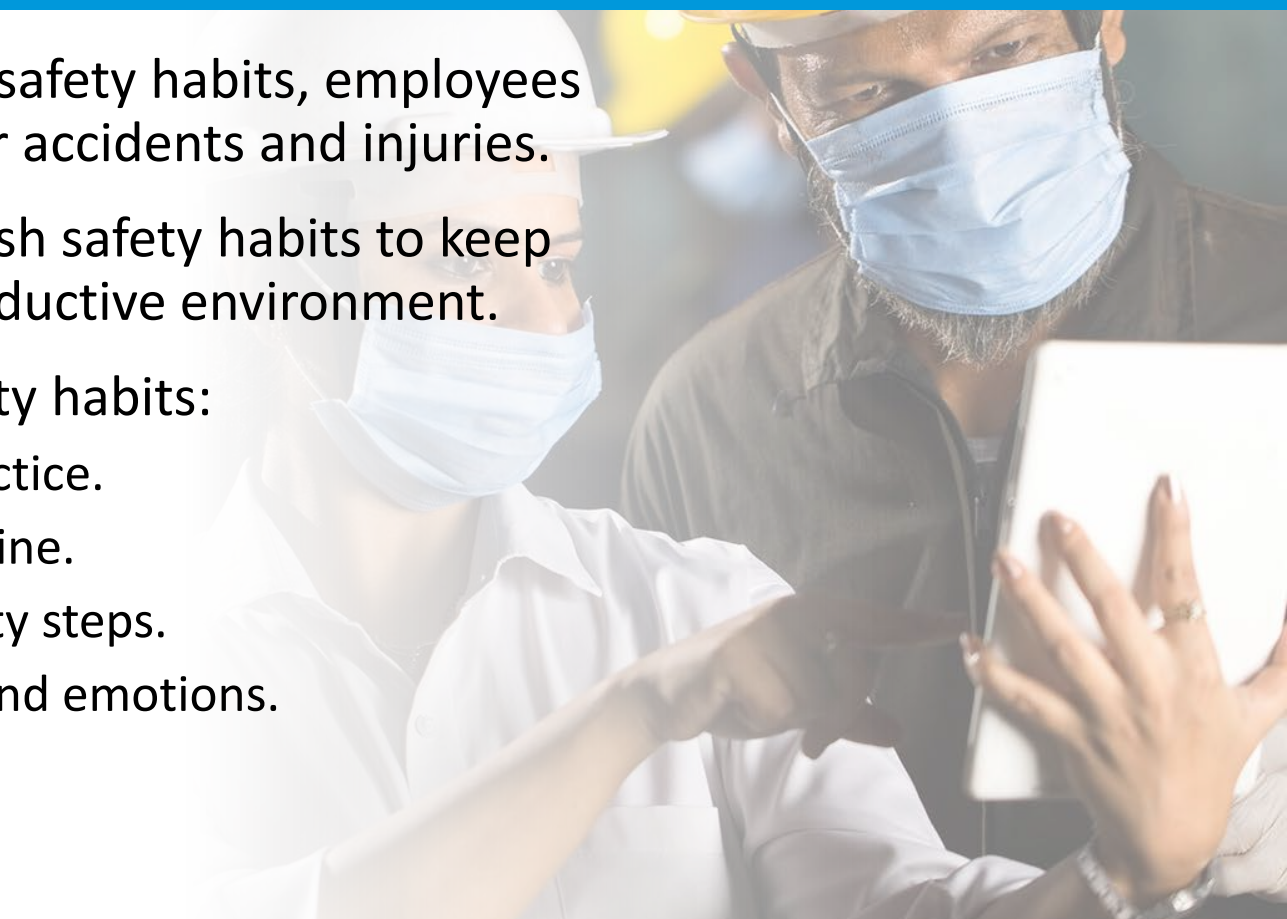
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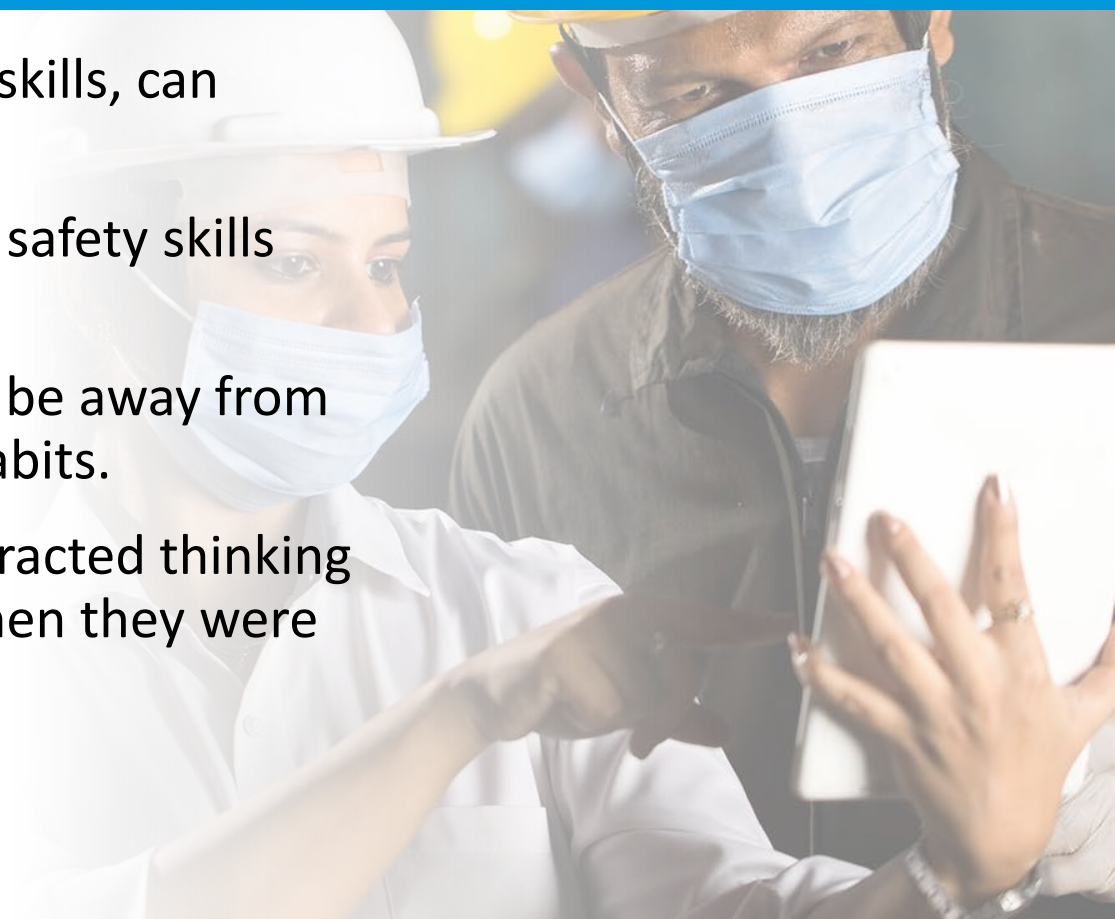
Reestablishing Safety Habits

- Without consistent safety habits, employees are at higher risk for accidents and injuries.
- On return, reestablish safety habits to keep workplace safe, productive environment.
- To help refresh safety habits:
 - OK to be out of practice.
 - Practice safety routine.
 - Review critical safety steps.
 - Address attitudes and emotions.



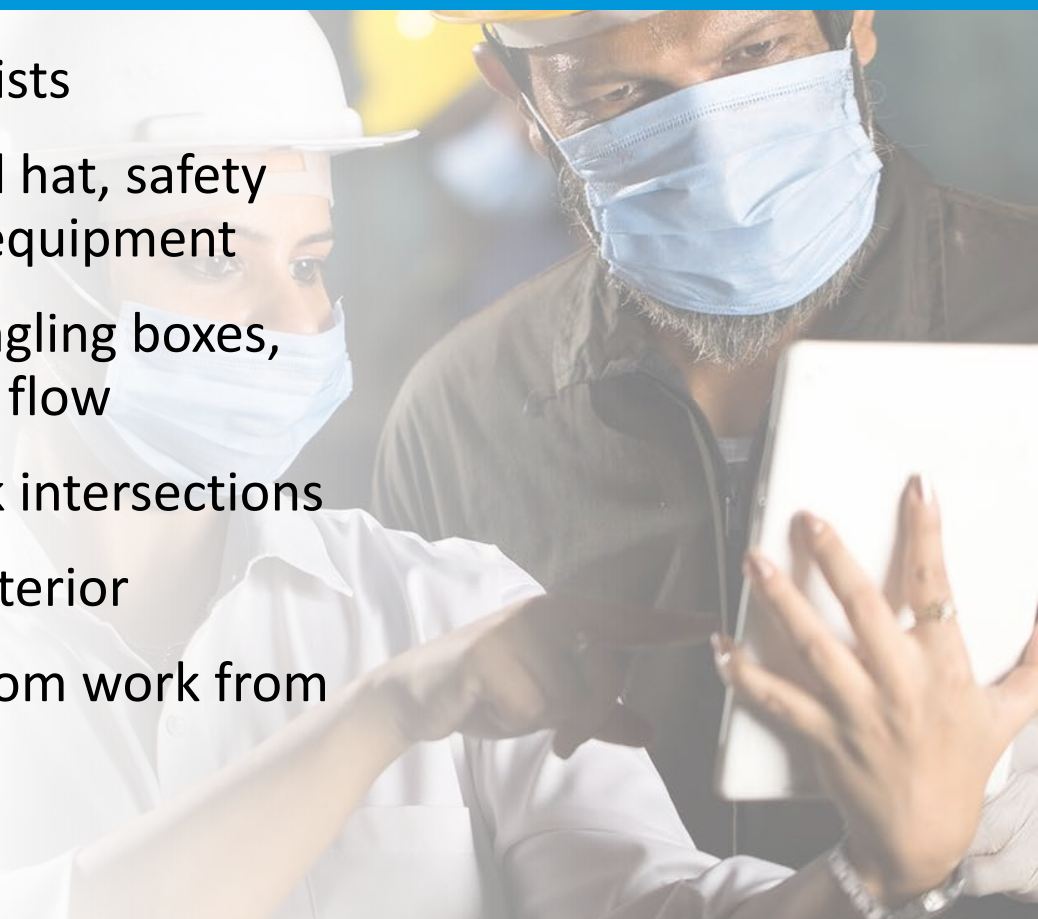
Safety Skills Fade Without Practice

- Just like other skills, safety skills, can erode over time.
- Even skilled tradesperson's safety skills may have gotten rusty.
- It doesn't take very long to be away from work to lose good safety habits.
- Workers' minds can be distracted thinking about their experiences when they were away from workplace.



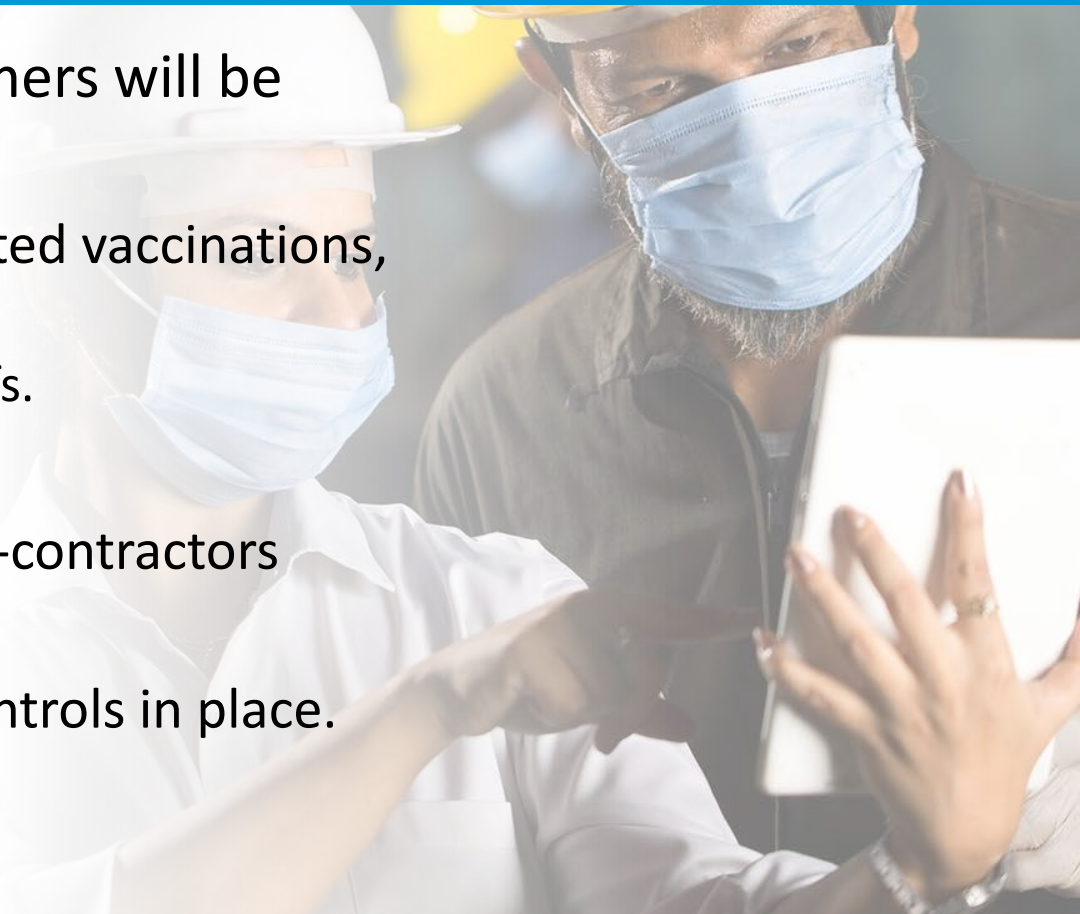
Safety Skills and Habits

- Start Up Processes and Checklists
- Wearing PPE – putting on hard hat, safety glasses, and other protective equipment
- Material handling tricks like angling boxes, positioning stock and material flow
- Pedestrian and industrial truck intersections
- Slick surfaces – interior and exterior
- Static postures and changes from work from home postures



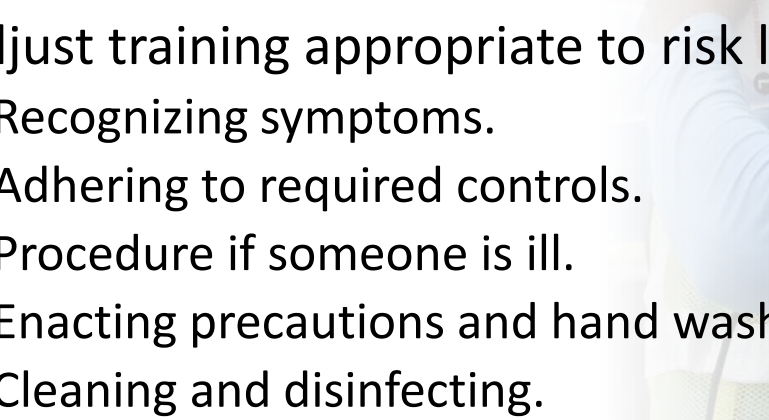
Not all employees and customers will be vaccinated!

- Even with workplace mandated vaccinations, there are exceptions.
 - Sincerely held religious beliefs.
 - Medical disability.
- Customers, vendors and sub-contractors may not be vaccinated.
- You'll still need COVID-19 controls in place.



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- 
- Conduct initial and periodic training.
 - Adjust training appropriate to risk level.
 - Recognizing symptoms.
 - Adhering to required controls.
 - Procedure if someone is ill.
 - Enacting precautions and hand washing.
 - Cleaning and disinfecting.
 - Screening practices.





Workplace COVID-19 Vaccination Plan

Win/Win



- Make part of workplace wellness program - offers employer & employee benefits.
- Keep workplace healthy; consider offering on-site vaccinations.
- Can't offer vaccinations? State/ jurisdiction has determined business not suitable?
 - Encourage employees to seek vaccination.
 - Provide vaccine location information.



Employer
Benefits



Employee
Benefits

Keep a healthy workforce by preventing COVID-19 in Workforce

Reduce Absences due to Illness

Reduce time missed from work to get vaccinated

Improve Productivity

Improves Morale

Prevent COVID-19 Illness

Reduce absences and doctor visits due to illness

Offers convenience

Improves Moral

Infectious Disease Preparedness & Response Plan

STEP
01

Identify Leader & Team

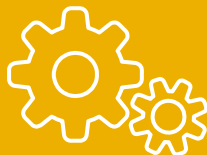
- Executive
- Coordinator
- Team
- Responsibilities



STEP
02

Organizational Planning

- Policies and procedures
- Communications
- Resources



STEP
03

Conduct Risk Assessment

- Assessment template
- Conduct by Role
- Identify controls



STEP
04

Finalize Plan & Controls

- Control idea suggestions
- Complete plan



STEP
05

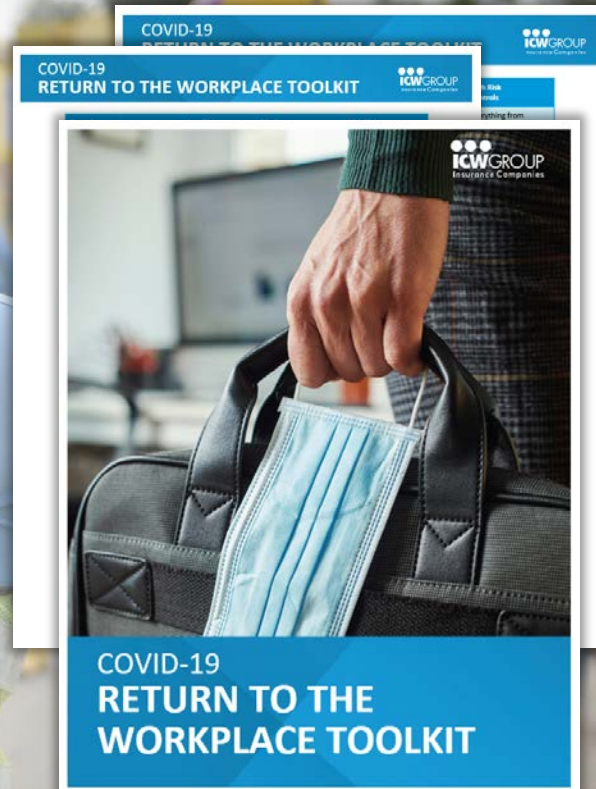
Act on Plan

- Conduct training
- Open office!
- Ensure policies are followed



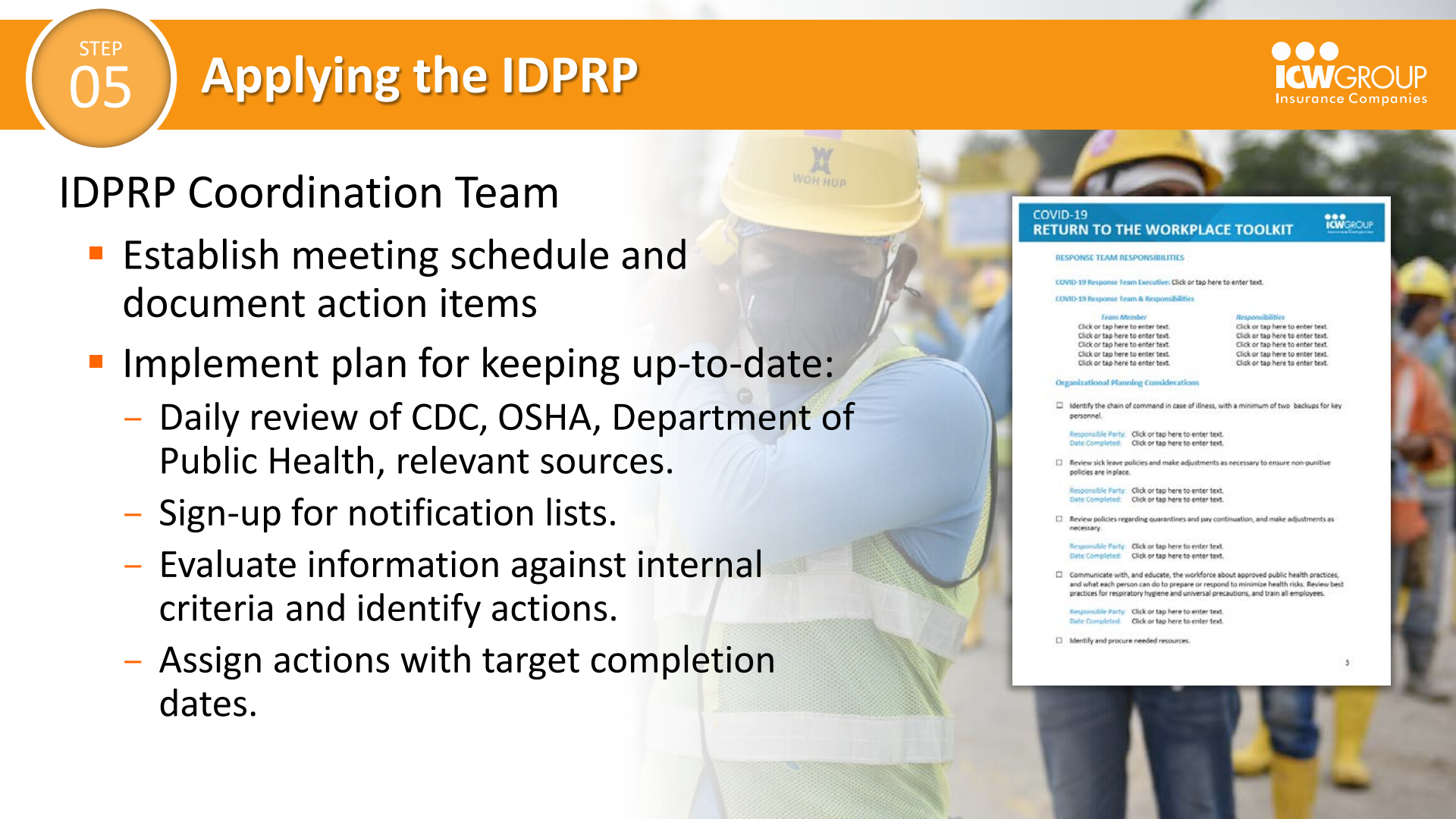
Add COVID-19 IDPRP as addendum to your Emergency Plan

1. Communicate basic infection prevention measures.
2. Establish policies/practices for social distancing.
3. Develop procedures for prompt identification and isolation of those with potential infection.



IDPRP Coordination Team

- Establish meeting schedule and document action items
- Implement plan for keeping up-to-date:
 - Daily review of CDC, OSHA, Department of Public Health, relevant sources.
 - Sign-up for notification lists.
 - Evaluate information against internal criteria and identify actions.
 - Assign actions with target completion dates.



**COVID-19
RETURN TO THE WORKPLACE TOOLKIT**

RESPONSE TEAM RESPONSIBILITIES

COVID-19 Response Team Executive: Click or tap here to enter text.

COVID-19 Response Team & Responsibilities

Team Member	Responsibilities
Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.	Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text. Click or tap here to enter text.

Organizational Planning Considerations

- ☐ Identify the chain of command in case of illness, with a minimum of two backups for key personnel.

Responsible Party: Click or tap here to enter text.
Date Completed: Click or tap here to enter text.
- ☐ Review sick leave policies and make adjustments as necessary to ensure non-punitive policies are in place.

Responsible Party: Click or tap here to enter text.
Date Completed: Click or tap here to enter text.
- ☐ Review policies regarding quarantines and pay continuation, and make adjustments as necessary.

Responsible Party: Click or tap here to enter text.
Date Completed: Click or tap here to enter text.
- ☐ Communicate with, and educate, the workforce about approved public health practices, and what each person can do to prepare or respond to minimize health risks. Review best practices for respiratory hygiene and universal precautions, and train all employees.

Responsible Party: Click or tap here to enter text.
Date Completed: Click or tap here to enter text.
- ☐ Identify and procure needed resources.

3


CONTROLS TO KEEP YOUR WORKFORCE SAFE

- Risks of Returning to a Normal Workplace
- Controlling COVID Risk
- **Safety Refreshers**
- Regaining Your “Safety Flow”
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7 BACK TO WORK SAFELY REMINDERS

- 1 Be hyper aware of your surroundings.**
Your work area may have been second nature to you before, but you've been away for a while. Go slow and take the time to reacquire yourself with the job hazards all around you. 
- 2 Review the task at hand before you start**
Nothing is more important than your safety. Walk through each step and make sure you address all critical safety concerns. 
- 3 Set up your workspace for ease of access.**
Organize your tools and equipment before you begin. This will help you orient to the task at hand and ensure you have what you need, when you need it. 
- 4 Feeling a little like a fish out of water?**
It's OK to admit you need some time to regain your footings when you come back. Be aware, when things aren't "feeling right," they can go very wrong – very fast. Stay safe! 
- 5 Take regular breaks.**
When you're not used to the work routine, tiredness creeps in sooner than you'd think. Fatigue can cause serious accidents and injuries. Take regular breaks to help keep your head in the game, and on safety. 
- 6 Use your PPE correctly.**
Refamiliarize yourself with the correct use of personal protection equipment. It's been a while since you used them – a bit of retraining is likely in order. 
- 7 Inform supervisors of unsafe conditions – as soon as you spot them.**
If you notice anything looks unsafe, report it! Now's not the time to let anything slide. You look out for me - I look out for you. We're in this together! 

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Reestablish Good Safety Routines

Safety is routine and can be easily broken by time away

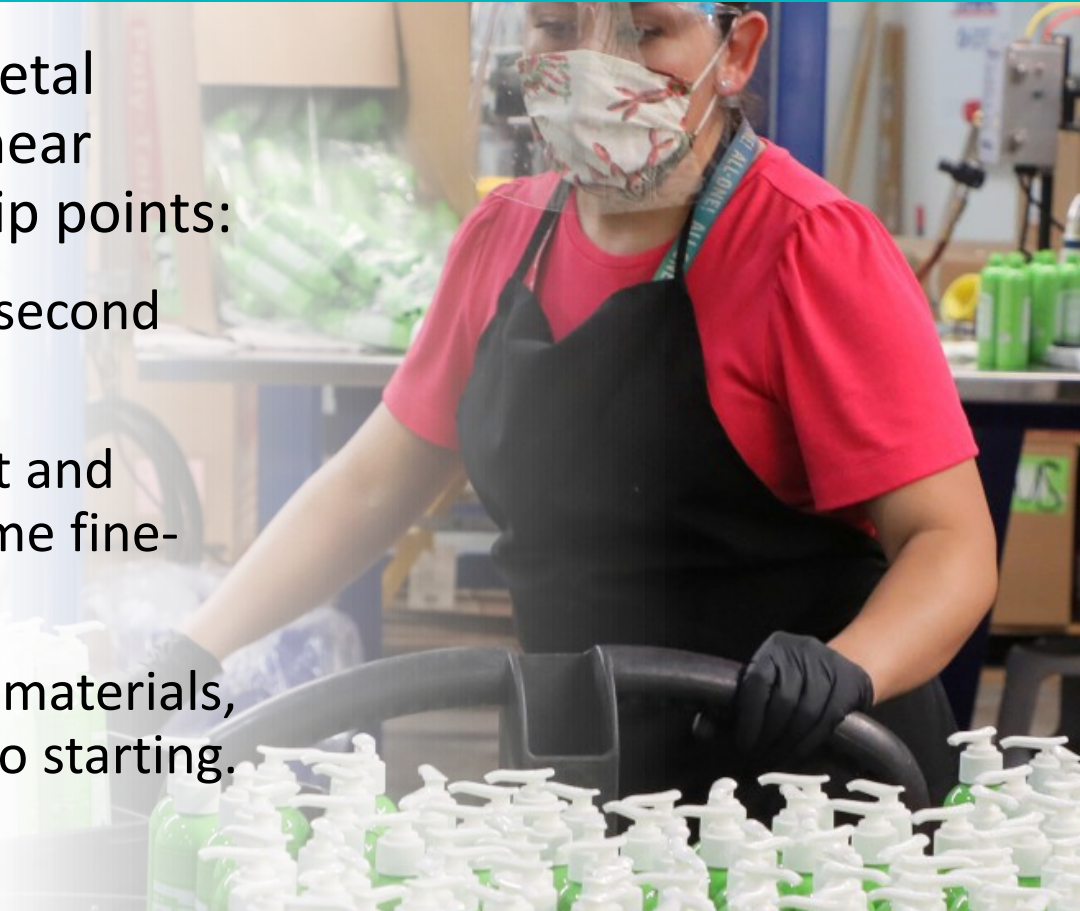
- Have definite plan to restore safety routines at work!
- Every workplace has hazards workers need to be aware of.
- Workers who have been away from work may not be as “in tune” with everyday work hazards!



Reestablish Good Safety Habits

If job involves power tools, metal working machines, standing near rotating parts or in-running nip points:

- Movements may have been second nature before.
- Now will require forethought and slower pace until skills become fine-tuned again.
- Think through movement of materials, hand placement, etc., prior to starting.



Reestablish Good Safety Habits

Each job requires skill and focus to perform properly and safely.

- Review critical steps of job and specific requirements for safety (Job Hazard Analysis).
- Remind workers of protective equipment required, such as gloves, safety glasses and face shields.
- If hearing protection required, be sure it's in use and worn properly.

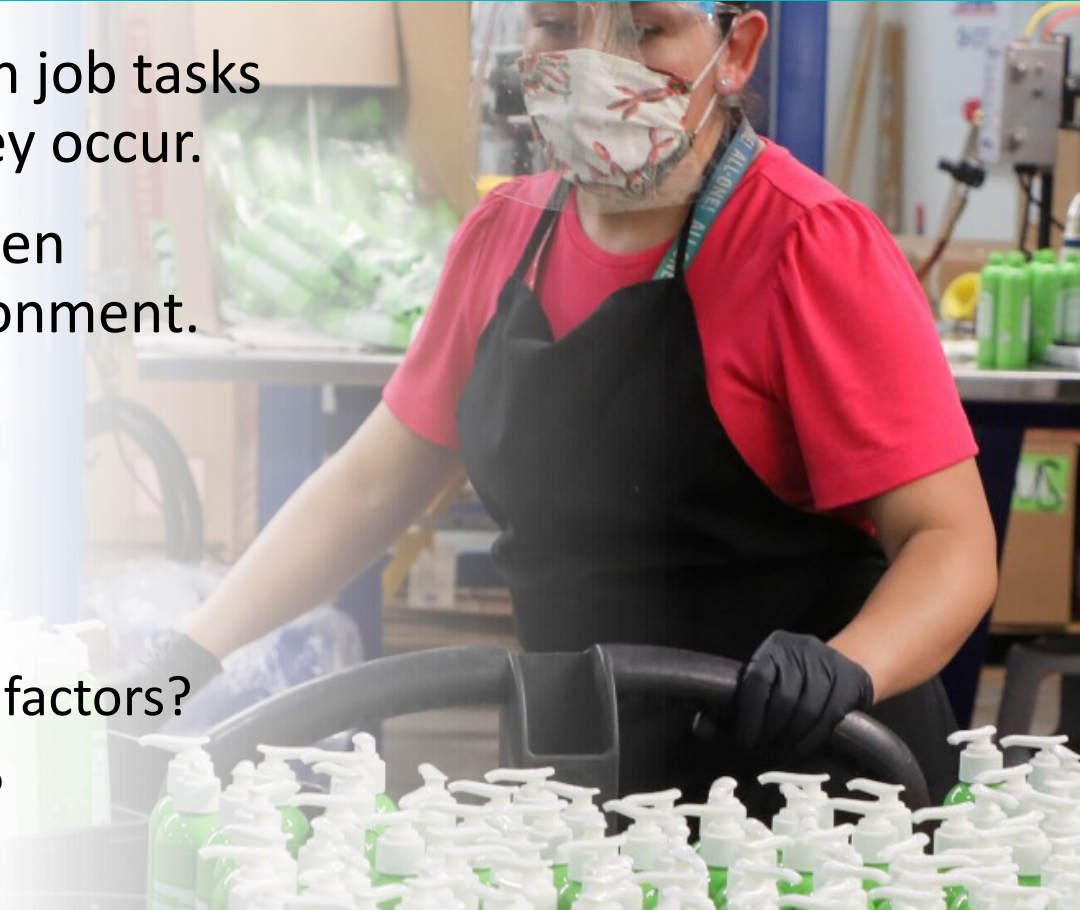


Reestablish Good Safety Habits

Job hazard analysis focuses on job tasks to identify hazards **before** they occur.

Emphasizes relationship between worker, task, tools, and environment.

- What can go wrong?
- What are consequences?
- How could it happen?
- What are other contributing factors?
- How likely will hazard occur?



Reestablish Good Safety Habits

- **Task Description:** Worker reaches into metal box to right of machine, grasps 15-pound casting and carries to grinding wheel. Worker grinds 20 to 30 castings per hour.
 - **Step 1.** Reach into metal box to right of machine, grasp casting and carry to wheel.
 - **Step 2.** Push casting against wheel to grind off burr.
 - **Step 3.** Place finished casting in box to left of machine



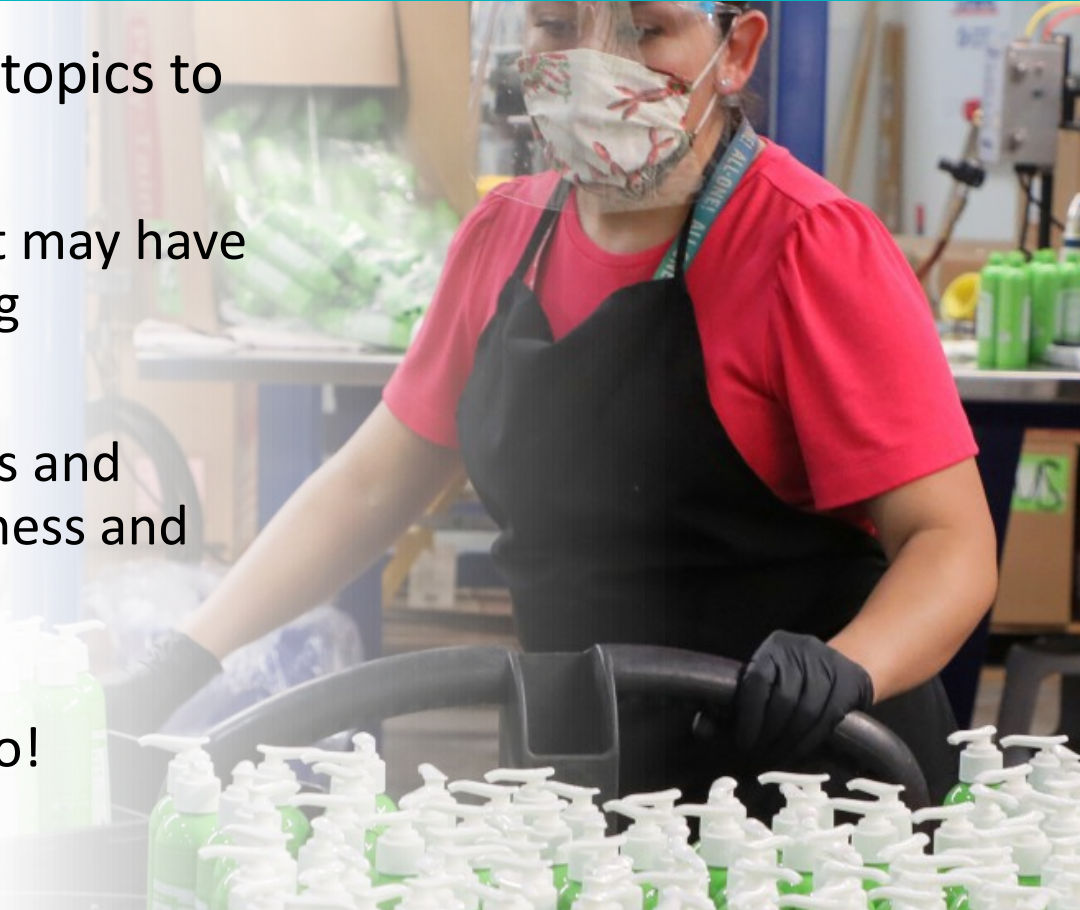
Reestablish Good Safety Habits

HAZARD DESCRIPTION	CONTROLS
<p>Picking up a casting, employee could drop it onto his foot. The casting's weight and height could seriously injure worker's foot or toes.</p>	<ol style="list-style-type: none">1. Remove castings from box and place them on table next to grinder.2. Wear steel-toe shoes with arch protection.3. Change protective gloves to allow better gripping.4. Use device to pick up castings
<p>Castings have sharp burrs and edges that can cause severe lacerations.</p>	<ol style="list-style-type: none">1. Use device such as clamp to pick up castings.2. Wear cut-resistant gloves that allow good grip and fit tightly to minimize chance they will get caught in grinding wheel.
<p>Reaching, twisting and lifting 15-pound castings from floor could result in muscle strain to lower back.</p>	<ol style="list-style-type: none">1. Move castings from ground and place them closer to work zone to minimize lifting. Ideally, place at waist height or on adjustable platform or pallet.2. Train workers not to twist while lifting, and reconfigure work stations to minimize twisting during lifts.

Safety OnDemand Can Help!

Toolbox Talks have variety of topics to for supervisors to review.



- Check OSHA compliancy that may have lapsed – get required training underway ASAP.
- Find COVID training materials and Infectious Disease Preparedness and Response Plans.
- Ask your Risk Management Consultant- they can help too!










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**7** BACK TO WORK SAFELY
REMINDERS 

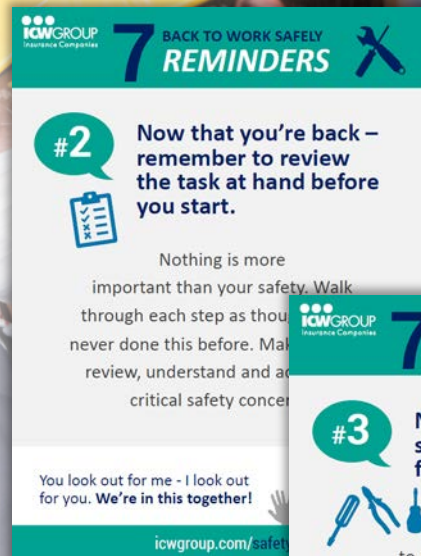
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3 Set up your workspace for ease of access. <small>Organize your tools and equipment before you begin. This will help you orient to the task at hand and ensure you have what you need, when you need it.</small> 	4 Feeling a little like a fish out of water? <small>It's OK to admit you need some time to regain your footings when you come back. Be aware, when things aren't "feeling right," they can go very wrong – very fast. Stay safe!</small> 
5 Take regular breaks. <small>When you're not used to the work routine, tiredness creeps in sooner than you'd think. Fatigue can cause serious accidents and injuries. Take regular breaks to help keep your head in the game, and on safety.</small> 	6 Use your PPE correctly. <small>Refamiliarize yourself with the correct use of personal protection equipment. It's been a while since you used them – a bit of retraining is likely in order.</small> 
7 Inform supervisors of unsafe conditions – as soon as you spot them. <small>If you notice anything looks unsafe, report it! Now's not the time to let anything slide. You look out for me – I look out for you. We're in this together!</small> 	

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Getting Back Into Groove Of Working Safely

Walk employees through job steps.

- Have employee envision how they successfully completed task before and figure out what's different now.
- Take time to organize work area, tools and equipment for ease of use.
- Review material lists, drawings and procedures to help recall proper and safe way to perform jobs.



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7 BACK TO WORK SAFELY REMINDERS

#2 Now that you're back – remember to review the task at hand before you start.

Nothing is more important than your safety. Walk through each step as though you've never done this before. Make sure you review, understand and agree on all critical safety concerns.

You look out for me - I look out for you. **We're in this together!**

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7 BACK TO WORK SAFELY REMINDERS

#3 Now that you're back – set up your workspace for ease of access.

Take a moment to organize your tools and equipment before you begin. This will help you orient to the task at hand, reduce fumbling and ensure you have what you need, when you need it.

You look out for me - I look out for you. **We're in this together!**

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Getting Back Into Groove Of Working Safely

Recognize if employees get behind in work, frustrated, or feel “out of sorts.”

- Be aware when things aren’t “going right”, they could “go very wrong.”
- When employees feel “out of sorts,” don’t double-down on danger by having them continue to work - or work even faster.
- Have them take a break instead.



7 BACK TO WORK SAFELY REMINDERS

#4 Now that you're back – feeling a little like a fish out of water?

It's OK to admit you need some time to regain your footings when you come back. Be aware, when you aren't "feeling right," they're very wrong – very fast. Stay safe!

You look out for me - I look out for you. **We're in this together!**

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7 BACK TO WORK SAFELY REMINDERS

#5 Now that you're back – it's a good idea to take regular breaks.

When you're not used to the work routine, tiredness creeps in sooner that you'd think. Fatigue can cause serious accidents and injuries. Take regular breaks to help keep your head in the game, and on safety.

You look out for me - I look out for you. **We're in this together!**

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Reestablishing A Good Safety Attitude

- COVID disruption has been traumatic.
- Allow some flexibility and time to share experiences, following guidelines and without causing job distraction:
 - Stories shared in company newsletter or similar communication tool.
 - Outside gathering areas with ample space for social distancing.
- Share management experiences and express sincere concern for everyone.



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- 7 Inform supervisors of unsafe conditions – as soon as you spot them.**
If you notice anything looks unsafe, report it. Now's not the time to let anything slide. You look out for me - I look out for you. We're in this together!

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Review Safety Plans & Identify Missed Items

- Identify how to get back on track with:
 - Compliance training schedules.
 - Audit and inspection schedules.
- Facility, safety supplies, equipment, info:
 - SDS for all chemicals.
 - Lockout stations with locks and tags.
 - PPE: eye, face, head, hand and foot.
 - Replace respirator cartridges.
 - Calibrate & test confined space monitors.
- Procedure to find & report safety issues.



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7 BACK TO WORK SAFELY REMINDERS

#6 Now that you're back – remember to use your PPE correctly.

Using personal protection equipment correctly is critical to its effectiveness. Refamiliarize yourself with your PPE. It's been a while since you used them – is like

You look out for me - I look out for you. **We're in this together!**

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7 BACK TO WORK SAFELY REMINDERS

#7 Now that you're back – inform supervisors of unsafe conditions – as soon as you spot them.

We're all a bit on shaky ground right now and need to watch out for each other. If you notice anything looks unsafe that could harm someone, **report it**. Now's not the time to let anything slide.

You look out for me - I look out for you. **We're in this together!**

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Work Hardening

- Employees back after long absences should be slowly reintroduced to work (mentally and physically).
- Consider breaking up first few weeks with training and education activities.
- Use job rotations to reduce cumulative trauma exposures and allow employees to become accustomed to work.
- Be flexible as they learn to return to the workplace and address their home life obligations.



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Prior to Next Module!

Identify non-covid related safety hazards in your operation that needs to be addressed with returning employees:

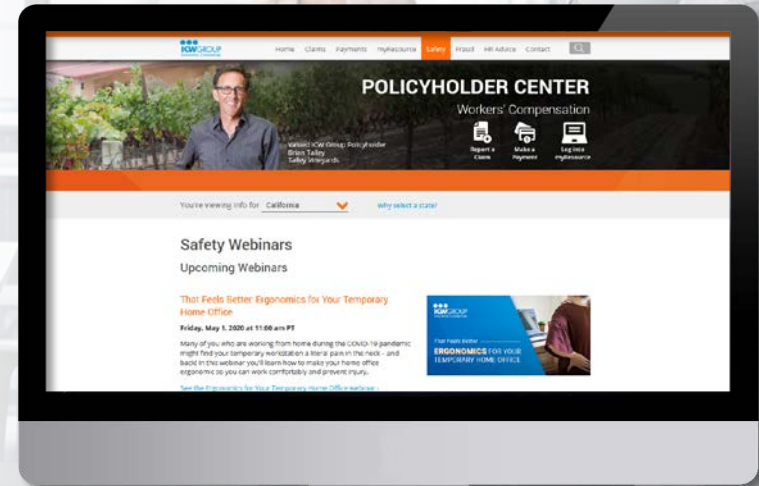
- *Is the required PPE available and in good condition?*
- *Are clear work process guides (JHA) available to employees?*
- *What training has lapsed and will need to be completed?*
- *What inspections, audits and observations must be restarted?*



ICW Group Policyholder Website!

Find all resources!

- Safety and Risk Management area!
- Safety Webinars
- COVID-19: Returning to YOUR workplace



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ICW Group Policyholder Website!

Be sure to download
“7 Reminders”
posters and your
**Return to the
Workplace
Toolkit!**



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Thursday
April 22, 2021
11:00am PST



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THANK YOU!

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