SUPERVISOR SAFETY

SAFETY THROUGH TEAMWORK

“Nothing is so important that it can not be done safely.”
OBJECTIVES

- Safety at ECU - integral part of every task
- Supervisor Safety Responsibility
- Safety Enforcement
- Workers’ Compensation/RTW
- Accident Investigation
THE SAFETY TEAM

- Upper Management
- Supervisors
- Employees
- Safety Committees
- Environmental Health & Safety
SUPERVISOR SAFETY RESPONSIBILITIES

- Video “Supervisor Safety Responsibility”
- Leadership - good example; attitude (handout)
- Provide resources - equipment/guidance
- Safety in work plans/evaluations
- Enforcement of safety rules
- Ensure training is provided and YOU attend
- Respond immediately to safety issues
SAFETY ENFORCEMENT

- Video “Discipline Safety Enforcement”
- Follows same procedure as personnel issue
- Coach first; positive reinforcement
- Disciplinary procedure - used to change
- Be Consistent and Document
- Discuss accidents in staff meetings; educate
WORKERS’ COMPENSATION

A Benefit to the Injured Employee
WORKERS’ COMPENSATION PROGRAM

- Administered by Office of Environmental Health & Safety (handout)
- ECU Contact: Donna Davis, WC Manager
- Medical Provider: Employee Health
- Facilities Services contacts
  - RTW: Bill Bagnell, Griffin Avin
  - Forms: Elizabeth Mills, Kathy Odom, Barbara Moseley
WORKERS’ COMPENSATION PROGRAM (cont’d)

- Covers full-time, part-time & temporary employees
- Must be result of work-related injury/illness
- Rules established by NCIC and OSP
- Information available through EH&S office, EH&S Web Site and NCIC Ombudsman’s office
REQUIREMENTS

- Immediately notify supervisor & EH&S
- Supervisor transports on initial if employee unable
- Treatment must be authorized by EH&S
- Supervisor completes NCIC Form 19 and Accident Investigation form
- Employee completes Employee Statement of Incident and Medical Release form
REQUIREMENTS (cont’d)

- Employee must follow doctor’s orders, accept all medical treatment and attend all appointments.
- EH&S will pay all AUTHORIZED medical treatments and prescriptions.
- Employee must provide supervisor and EH&S with copy of all doctor’s notes regarding work status.
REQUIREMENTS (cont’d)

- Employee must communicate with supervisor and EH&S weekly
- Employee continues to receive vac/sick leave, hospitalization insurance and performance increases
- Employee will not receive retirement credits while on WC leave
- Do not compare cases with co-workers
Return to Work

- New program at ECU
- Provides benefits to employees and ECU
- Backed by Management
- Requires cooperation and communication
- Transitional Duty - “it could happen to you”
- Research proves it can be great benefit
- 70% NEVER return after 30 days
Wage continuation vs. 2/3 salary
Part of rehabilitation program
Endurance vs. Inactivity
Less disruption, stress
Preserves leave time & service credits
Maintain social contacts & self-esteem
Positive influence on peers
RTW - Management Benefits

- Minimizes productivity losses
- Minimizes case management
- Decreases recovery period
- Decreases WC costs to ECU
- Preserves skilled/stable worker
- Promotes communication over litigation
- Improves employee morale
RTW PROCEDURES

- Employee returns restriction form to supervisor
- Contact EH&S, Facilities Services contact
- Transitional Duty Team determines RTW status
- Complete transitional duty plan
- Employee returns to work
- Supervisor/employee responsibilities
WORKER’S COMPENSATION CHALLENGES

- RTW and Transitional Duty
- Communication, communication, communication
- Reporting near misses and Accident Investigation
- Getting beyond employee vs. management
- Personal conduct
- Safety Through Teamwork
ACCIDENT INVESTIGATION

The Key to Stopping Recurrences

Video “Accident Investigation”
ACCIDENT INVESTIGATION

- Report all accidents & near misses
- Fact finding, not fault finding
- Report only facts - where, when, how, why
- Identify root cause
- Factors - equipment, environment, personnel & management
ACCIDENT INVESTIGATION

TIPS

- Quick response
- Take care of victims first
- Control scene
- Get names of witnesses
- Complete forms - be thorough
- EH&S may follow-up
COMING ATTRACTIONS

- Comprehensive EH&S Manual
- Comprehensive Training Plan
- Continue Semi-annual Training
- Safety Meetings
- Video List
SUMMARY & QUESTIONS

- Summary
- Questions?
- How can we better serve your safety needs?