



In this Issue

**Employer Safety
Responsibilities**

**OSHA's
Competent Person**

**Slips, Trips, and
Falls**

**Responsibilities,
Authority &
Accountability**

**Top/Mid-level
Managers**

- ❖ Follow company safety rules
- ❖ Enforce safety and health rules
- ❖ Arrange safety and health training

Supervisors

- ❖ Manage Safety controls
- ❖ Follow and enforce safety rules
- ❖ Conduct safety meetings

Employers

- ❖ Comply with safety and health rules
- ❖ Report injuries and hazards immediately

Welcome to our first newsletter! Employers work hard to provide a safe work environment for their employees. Our objective at The Urgent Care Center is to work with employers to aid their efforts. From proper pre-employment assessments to our work injury evaluation and treatment, our goal is to provide the best possible care to employees and get them back to work as quickly and cost effectively as possible.

Employer Safety Responsibilities

Under the Occupational Safety & Health (OSH) Act, employers have a responsibility to provide a safe workplace. Some of the key employer responsibilities include:

- Provide a workplace free from serious hazards and comply with standards, rules and regulations issued under the OSH Act.
- Examine workplace conditions to make sure they conform to applicable OSHA standards.
- Make sure employees have and use safe tools and equipment and properly maintain this equipment.
- Use color codes, posters, labels, or signs to warn employees of potential hazards.
- Establish or update operating procedures and communicate them so that employees follow safety and health requirements.
- Post at a prominent location within the workplace, the OSHA poster (or the state-plan equivalent) informing employees of their rights and responsibilities.
- Report to the nearest OSHA office within 8 hours any fatal accident or one that results in the hospitalization of three or more employees.
- Keep records of work-related injuries and illnesses.
- Provide employees, former employees, and their representatives access to the Log of Work-Related Injuries and Illnesses (OSHA Form 300), Posted from Feb 1 to April 30.

These are just some of the responsibilities of employers and not a completely comprehensive list. More information can be found at OSHA's Employer Responsibility page.

OSHA's "Competent Person"

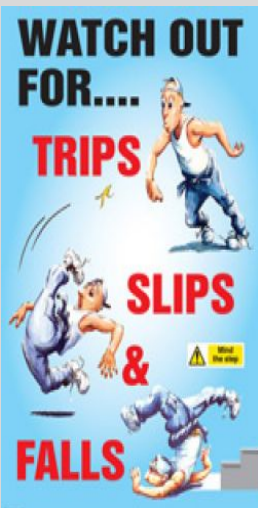
The term "Competent Person" is used on many OSHA standards and documents. An OSHA "competent person" is defined as "one who is capable of identifying existing predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has the authorization to take prompt corrective measures to eliminate them" [29 CFR 1926.32(f)]. By way of training and/or experience, a competent person is knowledgeable of applicable standards, is capable of identifying workplace hazards, relating to the specific operation, and has the authority to correct them. Some standards add additional specific requirements which must be met by the competent person.





Risks Associated With Slips, Trips and Falls

- Level changes
- Adequacy of illumination
- Contamination / Spills
- Notice of floor hazards
- Characteristics of footwear
- Person's stride
- Vision
- Weight
- Ergonomic issues while carrying packages



Slips, Trips, and Falls

According to the U.S. Department of Labor, slips, trips, and falls make up the majority of general industry accidents, which account for:

- 15% of all accidental deaths per year, the second leading cause behind motor vehicles
- About 25% of all reported injury claims per fiscal year
- More than 95 million lost work days per year; about 65% of all work days lost

Here are six guidelines to help you create a safer working environment for employees;

- 1) Create Good Housekeeping Practices
 - a. Know what needs to be done, who's going to do it and what the particular area should look like in order to be clean, well-organized and safe.
 - b. It may be necessary to assign a specific person or group of workers to clean up, although personal responsibility for cleaning up after oneself should still be practiced.
 - c. Establish housekeeping procedures as a part of everyone's daily routine.
- 2) Reduce Wet or Slippery Surfaces
 - a. Keep parking lots and sidewalks in clean and good repair condition, and remove or treat water, snow or icy areas immediately.
 - b. Use moisture-absorbent mats with beveled edges in entrance areas
 - c. Use proper area rugs or mats in food preparation areas and clean up spills immediately
 - d. Display "wet floor" signs as needed in restrooms areas
 - e. Keep floors and stairways in general free of wet spots, debris and obstacles. In some cases, use anti-skid material if necessary.
- 3) Avoid creating obstacles in aisles and walkways
 - a. Keep all work areas, passageways, storerooms and service areas clean and orderly
 - b. Avoid stringing cords, cables or hoses across hallways or aisles
 - c. In office areas, avoid leaving boxes, files or briefcases where people walk, and keep desk and cabinet drawers closed.
 - d. Conduct periodic inspections to make sure there are no hazards
- 4) Create and Maintain Proper Lighting
 - a. Use proper illumination in walkways, stairways, ramps, hallways, basements, and dock areas.
 - b. Keep all work areas well lit and clean.
 - c. Keep areas around light switches clear and accessible; always turn light on first upon entering a darkened room or area.
 - d. Replace or repair bulbs, fixtures, switches, and cords immediately if they malfunction
- 5) Wear proper shoes
 - a. Evaluate the slickness of the soles and the type of heels worn to avoid slips, trips, and falls
 - b. Shoelaces should be tied correctly
 - c. Wear footwear that is appropriate for the duties of their work task.
- 6) Educate and Direct Individual Behavior
 - a. Always be aware of your surroundings and don't be distracted by random thoughts
 - b. Avoid carrying materials which could obstruct vision
 - c. Avoid being in a hurry and walking too fast or running
 - d. Avoid taking shortcuts or not using designated walkways

Ultimately, it's up to each individual to plan, stay alert and practice safety!