



# The Risk Factor

**NEWSLETTER**

**PEOPLE • PROCESSES • BUILDINGS • ENVIRONMENT**

**DEDICATED TO THE SAFETY AND HEALTH OF YOUR BUSINESS AND ITS EMPLOYEES**

**1ST QTR – 2006**

## Emergency Response Planning

What you need to know to be prepared

Historically, Emergency Response Planning has been focused on major events such as fires, floods, explosions, power outages, and chemical spills. Although they can certainly be significant, they are not the most significant with regards to the impact on occupant safety and health. In recent years, facilities managers of offices, retail establishments,



schools/universities, healthcare and other non-manufacturing facilities have become aware of additional unwanted or unplanned events. Unfortunately, specific plans to respond to these events often are never developed, and as a result, facilities managers find themselves unprepared to respond to the needs of management.

Emergency Response Plans (ERPs) should be very concise and address varied conditions. The first step in the development of your ERP is to conduct a standard GAP analysis that identifies predictable risks and events. Each predictable risk or event will have consequences that can be used to establish a response plan. The other very important part of understanding predictable risks and events is that doing so will permit the development and implementation of controls that will minimize or eliminate their occurrence. A side benefit of understanding and eliminating predictable



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## Accident and Illness Prevention Programs – A Formula for Success

The Commonwealth of Pennsylvania requires insurers, individuals who are self-insured, and group self-insurance funds to develop and maintain accident and illness prevention programs (AIPP) in order to provide workers' compensation coverage. Failure to do so may mean the removal of the right to provide such coverage.

### Why are these programs required?

Prior to implementing this requirement and other workers' compensation reforms in the mid-1990s, Pennsylvania employers were experiencing very high injury and illness rates, losses, and increased premiums. They were losing money and jobs to other states! Something had to be done, and AIPP was part of the solution.

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## The High Cost of Employee Absence

Companies in the U.S. are trying to stay competitive in the global marketplace. While they try to keep expenses under control, there are some factors they have no control over, such as unauthorized absence. Estimates vary as to how much absenteeism costs businesses, from a low of \$645 a year per employee to \$1,762. These are direct wage replacement costs only. The costs in terms of low productivity and other expenses could be much higher. That means, on the low end, unauthorized days of absence could cost a company \$4,522 per year per employee. On the high end, it could come to as much as \$12,334 per employee per year.

# Accident and Illness ... continued from page 1

What is required, and how can you make AIPP compliance a formula for success?

There are two sets of requirements: those for required accident and illness program elements (A-O elements) and those for work environment procedures (P elements).

## A-O Elements

- a. Safety Program Policy Statement
- b. Safety Coordinator Designation
- c. Safety Program Responsibility Assignment
- d. Hazard Identification Methods
- e. Industrial/Occupational Health Services
- f. Industrial Hygiene Services
- g. AIPP Training
- h. Emergency Action Plan
- i. Employee Safety Suggestion Program
- j. Employee Involvement Methods
- k. Safety Rule Enforcement Procedure
- l. Accident Reporting and Investigation
- m. Availability of First Aid and CPR
- n. Program Evaluation Methods
- o. Program Goals and Objectives

Workplace

Accident

Reduction

&

Performance

Enhancement

Achieving

Compliant

Environments

The A-O elements must be present within the AIPP that was developed, implemented, and monitored by the self-insured employer. These elements are required by the Pennsylvania Bureau of Workers' Compensation. Each element has descriptive language stating the requirements. For example, the following is the description for the Safety Program Policy Statement:

“A written statement regarding the Accident and Illness Prevention Program that contains the employer’s philosophy regarding accident and illness prevention. The Safety Program Policy Statement is the foundation for all program activities. The statement is signed by a Chief Executive Officer and is communicated to all employees in the organization.”

The P elements are written work environment procedures that must be developed, implemented, and maintained if you have those exposures. Each of those elements also has descriptive language stating the requirements.

Hazard

Reduction

&

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Savings!

## P Elements

1. Electrical and Machine Guarding
2. Personal Protective Equipment
3. Hearing Conservation Program
4. Vision Conservation Program
5. Lockout/Tag Out Program
6. Hazardous Materials and Waste Program
7. Confined Space Entry Program
8. Fire Prevention & Protection Program
9. Bloodborne Pathogens Exposure Control
10. Pre-Operational Process Review
11. Substance Abuse Awareness & Prevention

## Accident and Illness ... continued from page 2

Implementing an effective AIPP-compliant program can have significant positive impacts. Examples of the success achieved by some winners of the 2003/2004 Governor's Award for Safety Excellence are:

- Centocor: A biopharmaceutical company located in Malvern, Pennsylvania, their OSHA recordable rate dropped from 1.65 in 1996 to 0.59 in 2001.
- Grove Worldwide: A manufacturer of mobile hydraulic cranes and aerial platforms located in Shady Grove, Pennsylvania, their OSHA lost workday incident rate dropped from 3.7 in 1998 to 1.0 in 2002, a 72.9 percent reduction.
- EME Homer City Generation L.P.: One of the largest coal-fired power plants in the mid-Atlantic region, it is located in Homer City, Pennsylvania. They exceeded over 2 million hours without a lost-time injury.

On a final note, the Pennsylvania Bureau of Workers' Compensation conducts random and planned audits of ALL businesses, schools, hospitals, etc., that are required to have an AIPP program. Depending on the outcome of the audit, they have the authority to suspend the self-insured status of an organization.

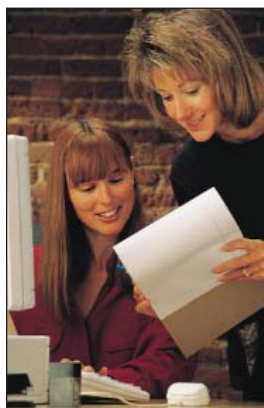
To learn more about AIPP compliance, how to achieve it, the benefits it provides, and auditing procedures, please contact Colin J. Brigham, CIH, CSP, CPE at 610.524.5525 ext 24 or [cbrigham@1ssh.com](mailto:cbrigham@1ssh.com)



## We're Already Working ...

The editors of *The Risk Factor* are already working on future issues. Here are a few of the stories you'll be seeing:

- Ergonomics: Micro to Macro Success Stories
- Lead paint in building renovations
- Sewage Spill Response



## Emergency Response Planning ... continued from page 1

risks is a reduction in insurance costs associated with workers' compensation and property loss.

Examples of predictable risk or events to evaluate in the GAP analysis include:

- Asbestos and lead release incident
- Blood, vomit, and other body fluids incident
- Chemical spill incident
- Construction activity incident
- Domestic water release incident
- Domestic water contamination incident
- Fuel oil/gasoline spill
- Indoor air quality incident
- Legionellosis or other environmental disease incident
- Odor incident
- Outdoor air incident
- Pesticide and herbicide application incident
- PCB release incident
- Post-fire response
- Skin/rash/dermatitis incident
- Sewage spill release incident
- Storm and flood water incident
- Visible mold growth response

The second step is to develop the various scenarios and conditions that can lead to predictable risk events based on the GAP analysis. This information will assist planners and responders in better understanding conditions during an event, ensuring a more effective response.



The third step is to develop a list of site- and incident-specific responses for each predictable risk event. At a minimum, this list should include:

- Contact names and numbers, in order of importance
- Specific, immediate action steps to limit loss and business interruption
- Specific response steps to begin remediation and restoration efforts
- Development of communication to inform building occupants
- Plan to document effectiveness of response
- Sampling assessment to document levels of contaminants or microbiological organisms

The final step is training personnel in each of the ERPs to ensure that the plans are effective in responding to an incident. Training must be documented and conducted on an annual basis.

Please contact Chris Schneider, CIH, at 610.524.5525 extension 14 or [cschneider@1ssh.com](mailto:cschneider@1ssh.com) to discuss emergency response plans for your facility.





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### One-Minute Tip: *E-mail expertise: Keep it short – but not too short*

Susan RoAne, former English teacher and author of *How to Work a Room* and *The Secrets of Savvy Networking*, says e-mail writers need to strike a balance when it comes to composing. She says that keeping e-mails brief is a good idea, but she also says, “We can have short sentences, just not sound 'short' in our sentences. We want them to be declarative (statements) not imperative (orders).”



### Workplace Injuries and Illnesses Still High

A total of 4.3 million nonfatal injuries and illnesses were reported by private industry workplaces during 2004, down from 4.4 million in 2003. Of the 4.3 million, about 249,000 were newly reported cases of occupational illnesses, mostly coming from the manufacturing sector. It is believed that the illness data is significantly understated due to illnesses that go unreported or have a long latency period such as cancer. Let’s put this into perspective. This means that one in every 32 employees will get ill or injured on the job. In addition, there were 5,700 fatalities. These figures are really extraordinary!



The major industry sectors where the injuries occurred are as follows: manufacturing (20.9%); healthcare and social assistance (15.9%); retail trade (15.2%); construction (9.8%); leisure and hospitality (9.4%); transportation and warehousing (6.9%); professional and business services (6.0%); and wholesale trade (5.8%). Utilities, education, mining and agriculture were less than 5% each.

This data clearly shows that there is still significant room for improvement and that efforts need to be undertaken by employers to reduce anticipated exposures to physical and chemical agents. One effective approach to ensure a continuing decline in the numbers of injuries and illnesses is to develop a continuous improvement program for safety and health. What is the trend of injuries and illnesses in your workplace? If you would like more information on continuous improvement programs, please contact Colin J. Brigham, CIH, CSP, CPE, at 610.524.5525, ext. 24, or [cbrigham@1ssh.com](mailto:cbrigham@1ssh.com).

### Making Your Company Safe

If you want to create a safe company, you should focus on developing a comprehensive prevention program. Many companies develop best practices to improve safety. The most highly rated way to improve safety is to integrate best practices into all operations. Other ways to improve safety are high management visibility and strong leadership, ownership of safety and health by all employees, and accountability and knowledge sharing.



Safety management systems must be customized to your company. What works for another company probably won’t work exactly the same for yours. How do you measure if your safety program is working? One way is to check if your workers’ compensation costs go down over time. Another way is to do audits and assessments to see if any gaps exist between policy and practice. – Adapted from Safety + Health

\* Read more on accident and illness prevention programs in article beginning on front page.

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