

# A SAFETY MANAGEMENT APPROACH

## Documentation, Documentation, Documentation

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**There are three priorities when buying a house: Location, Location, Location.**

**There are also three priorities in the field of safety: Documentation, Documentation, Documentation.**

In today's world the safety management specialist must document everything to be able to display that specific activities and actions have been taken. As the old saying goes, *if it is not documented, it has not been done.*

In a court of law, both the plaintiff and defense must be able to show (display) that certain things have been completed. The same holds true for Cal-OSHA inspectors. When they walk through the door, they will ask to see the records pertaining to whatever they are investigating or inspecting. Information may be stored on computers, but the hard copy must be able to be generated and provided to investigators and inspectors.

Documenting all Cal-OSHA related activities including program implementation is the foundation from which all documentation starts. Documentation can also help an organization in comparing its current losses to losses during a similar time period using a variety of data such as:

	<u>Count</u>		<u>Incident Rate</u>		<u>Dollar Loss</u>		<u>Severity Rate</u>	
	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>	<u>2013</u>	<u>2012</u>
<b><u>Preventable</u></b>	65	70	17.14	19.43	\$350,000	\$275,000	34.28	57.14
<b><u>Non-Preventable</u></b>	10	15	2.55	4.10	\$200,000	\$350,000	13.00	31.90
<b><u>Total</u></b>	75	85	---	---	\$550,000	\$625,000	---	---

Documentation can also help an organization in comparing what it is doing from one time period to another period:

<u>Activity</u>	<u>2012</u>	<u>2013</u>	<u>+/-</u>	<u>% Change</u>
<b>1. Inspections</b>	6	12	+6	+100%
<b>2. New employee safety orientation</b>	2	6	+4	+200%
<b>3. Safety meetings</b>	3	12	+9	+300%
<b>4. Distribution of contractor safety packages</b>	3	43	+40	+1333%
<b>5. Back injury control training</b>	1	2	+1	+100%
<b>6. Slips, trips and falls training</b>	1	3	+2	+200%
<b>7. Hazard Communication right-to-known training</b>	2	5	+3	+150%
<b>8. Defensive driver training</b>	2	3	+1	+50%
<b>9. Confined space entry and rescue training</b>	3	1	-2	-66%

### **For More Information:**

To become part of discussions on topics like the one above, go to [www.safetycenter.org](http://www.safetycenter.org) to obtain information about Safety Center's *Safety Management Specialist Certificate*.

After completing this nine-day program, graduates may take the exam to achieve the *Certified Safety Management Specialist* (CSMS) designation. Once this certification is achieved, successful candidates keep it for the rest of their lives without any additional requirements or fees.

### **Additional Questions:**

Northern California Office at 916.438.3361 or Southern California Office at 909.625.9650