

## In the Spotlight...

### Grant Award Recipient

Grant Award recipient, TCV Community Services is focused on reducing workplace injuries involving strains from patient lifting & transferring. Their grant money went towards hiring the Association of Safe Patient Handling Professionals to provide a train-the-trainer program to select staff. These employees were trained to create a safe patient handling and mobility program (SPHMP). The training content included: policy education, best practices, environmental assessment, hazard identification & reporting, equipment use, proper body positioning techniques, and a training completion competency measurement tool. The training typically occurs over a two-day period and the cost for 5 employees was just under \$6,000. According to TCV, "the trainers and the training was exceptionally well organized and prepared for. Tremendous effort went into individualizing (the program) to our requests and our equipment." If your organization is interested in learning more, check out ASPHP's website at: <https://asphp.org/>.

## A Friendly Reminder

### 2020 GRANT AWARDS

The 2020 Grant Award application must be returned by October 31st. Please make sure your project directly correlates to the reduction of workplace accidents & injuries. The application must be completed in its entirety and all quotes, costs, or estimates must be attached in order to qualify.

### 2019 GRANT AWARD COMPLETION FORM

If you were awarded Grant money in 2019, a completion form must be completed and submitted to Tieanna Lloyd at RCPA by the end of September. This form lets us know that the money has been put to its intended use.

## Emergency Action Plan Does YOUR Organization Have One?

Is your organization prepared to respond to an emergency? What would you do in the event of a catastrophic fire or active shooter situation? Whether or not your company can promptly and effectively respond to an emergency may be the difference between life and death. If your Emergency Action Plan begins and ends with a 9-1-1 call, you need to rethink your plan.

### What Is An Emergency Action Plan?

Simply stated, an Emergency Action Plan (EAP) is a written policy, outlining the procedures to be followed during a variety of probable situations, including: fire, tornado, floods, active shooter, etc.

### Why Is Having An Emergency Action Plan Important?

Well-written plans result in less injuries, deaths, property damage, and financial loss. The best written plans will reap many benefits, including:

- Earning a reputation for prioritizing safety of staff and clients.
- Establishing a good working relationship with local police and fire department personnel.
- Increasing employees' sense of involvement and responsibility.
- Creating a culture of safety and awareness.

### Is An Emergency Action Plan Required?

Yes. Federal OSHA requirements for an Emergency Action Plan falls under 29 CFR 1910.38. If you have more than 10 employees, your EAP must be a formalized, written program that is communicated to all employees. Organizations with 10 or fewer employees may verbally communicate the plan to their employees. However, it's always a good idea to have a written program in order to communicate consistent information throughout your organization.

Failure to follow this standard can result in a violation of OSHA's regulation and potentially lead to a citation. OSHA's General Duty Clause, Section (5)(a)(1), also requires employers to "furnish to each of his employees a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."

### What Are The Minimum Plan Requirements?

All EAP's must be site-specific. Locations may have different layouts, emergency response times, and even be subject to different types of emergencies (i.e. while a location in California would include earthquake procedures, a



## Member Spotlight

### Safety Committee Recognition



Annual Employee Recognition Event at TCV. Photograph of Safety Committee's recognition by 150 employees and the CEO. The words, "See Something, Say Something" are printed on the back of their shirts.

## Getting The Word Out

The Safety Committee at Hayes Manor is going the extra mile to keep all employees informed of their activities. They created a Safety Committee bulletin board to post updates on their achievements, reminders about safety, and their meeting minutes.



### Safety Committee Certification Training

Safety Committee certification training must be completed annually for all members of your Committee. Wolverine offers this training through webinars scheduled throughout the year. We encourage all Committees to conduct their certification training earlier in the year (close to the July 1<sup>st</sup> Workers' Compensation renewal date).

We also suggest placing an annual reminder to apply for the renewal credit in your calendar set to pop up on April 1<sup>st</sup>. The earliest you can renew the 5% credit in Hands is 90 calendar days prior to July 1<sup>st</sup> and the latest it can be submitted is 15 calendar days prior to July 1<sup>st</sup>. Don't wait until the last minute!

Remember to complete the year-end summary of accomplishments and retain your written documentation for a period of five years.

location in Kansas would focus on the more probable scenario of a tornado). A well-written Emergency Action Plan will contain at least the minimum requirements outlined by OSHA's regulation 29 CFR 1910.38(c)(1-6):

- Procedures for reporting a fire or other emergency.
- Procedures for emergency evacuation, including type of evacuation and exit route assignments.
- Procedures to be followed by employees who remain to operate critical plant operations before they evacuate.
- Procedures to account for all employees after evacuation.
- Procedures to be followed by employees performing rescue or medical duties.
- The name or job title of every employee who may be contacted by employees who need more information about the plan.

### Raise The Bar

While the minimum requirements described above will put you in compliance with OSHA's regulation, why not raise the bar? Consider inviting local fire and law enforcement personnel to conduct a walk-through of your facilities. Provide them with a layout of each building. Consider numbering each room with a visible sign in the window to better communicate where the emergency is occurring when help arrives. Familiarize your staff with evacuation routes and make sure they are clearly marked. This is especially true for new hires who may be unfamiliar with the building layout.

### Training

It's too late to pull procedures from the bookshelf during an emergency. Everyone needs to know what is expected of them *before* an emergency occurs. Once you develop your Emergency Action Plan, holding regular drills will 1) reinforce the procedures until they become instinctive; and 2) reveal any gaps or issues in your current plan; allowing you to correct these problems. It's critical that everyone understands their roles and responsibilities. This can be accomplished through company-wide training. Training should occur on an annual basis and as a part of your regular onboarding process.

### Emergency Grab Kits

Emergency grab kits contain items essential during emergency situations. They are typically small backpacks stocked with essential supplies and located at emergency exits for a quick grab and go. Contents can include water, first aid supplies, a Mylar thermal blanket, flashlights, emergency contact information, whistles, and megaphones.

### Getting Started

OSHA's website provides information on EAP's and includes a section entitled, "Create Your Own EAP." Check out the following link to get started: [https://www.osha.gov/SLTC/etools/evacuation/expertsystem/plan\\_html.html](https://www.osha.gov/SLTC/etools/evacuation/expertsystem/plan_html.html).

Your insurance broker should be able to assist you in developing and rolling out your new EAP. Remember, the best time to develop an Emergency Action Plan is **BEFORE** an emergency!



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