

Safety Management Services Part-time Safety Professional

Many small and medium-sized businesses cannot justify a full-time Safety Professional on staff; however, their safety needs may be equal to those of larger companies. For the smaller organization, one solution is the use of a part-time Safety Professional – someone on-staff for a few days each month to help develop and maintain safety efforts in full force.

This part-time Safety Professional will:

- Develop the necessary safety plan for your company
- File required reports
- Conduct safety meetings
- Develop safety leadership opportunities for supervisors and employees
- Provide Cal-OSHA and OSHA guidance
- Conduct requisite job site safety surveys
- Conduct safety training

Aspen Risk Management Group offers the skills and dedication of a full-time, on-staff Safety Professional at a fraction of the cost of a full-time person. Since our consultants have many years of experience, they can be immediately productive for your organization. Our Safety Professionals can function as your personal safety expert - with goals and objectives set to meet your specific safety and regulatory needs.

Responsibilities of Part-time Safety Professional

Our goal is to enhance an organization's current safety and health efforts by instituting and ensuring the following:

- Review, update, and enhance, where appropriate, a company's compliance efforts, including the Injury and Illness Prevention Program (IIPP), Hazard Communication Program (review of Material Safety Data Sheets [MSDS]), and applicable regulatory requirements
- Institute activities that help create a positive safety environment for employees
- Integrate/streamline safety efforts – so that productivity and profitability are not negatively impacted
- Train management, supervisory and employees-at-large on company's IIPP, and methods to ensure its success
- Work within the respective culture, philosophy and established goals and business plans of company.

Service Deliverables -- Part-time Safety Professional (Sample)

The following describes a number of proposed safety activities that may be delivered. Depending on the results of an initial safety and health assessment, and with input from the company's management team, a **Safety Service Plan** will be jointly developed to define specific safety activities to be implemented.

Injury Illness Prevention Plan Audit

- Analyze existing safety-related efforts and impact on the management of injuries and illnesses
- Review current IIPP for compliance (written programs and existing activities) to determine compliance with state and federal regulations
- Provide detailed recommendations subsequent to audit and review findings.

Safety Program Management - Activities and Evaluations

- Your Part-time Safety Professional will:
 - Continue to monitor and identify Cal/OSHA safety compliance needs
 - After initial safety recommendations have been identified, a 12-month training and safety activity plan will be developed
 - Will meet with Owner (or Senior Management) every month (or jointly agreed upon time-frame) to discuss/review goals, coordinate necessary safety trainings and ensure that company's safety goals are appropriately established and that safety program efforts are sufficient to meet the established goals
 - Conduct and/or assist with incident investigations.

Safety Committee Meetings, Supervisor/Employee Safety Meeting Management, Quarterly Meetings and Evaluations

- Your Part-time Safety Professional will:
 - Assist in the development of a Safety Committee (if appropriate)
 - Assist/coordinate/deliver quarterly meetings and appropriate training and documentation
 - Deliver a **Supervisor Safety Training** course for Supervisors and Managers
 - Assist/coordinate/deliver employee safety meetings on a quarterly (or as needed) basis
 - Conduct at least one field/off-site safety and health survey per month.

Reduce/Contain Injury Rates by Involving the Employees in Safety Efforts

- Your Part-time Safety Professional will:
 - Introduce the IIPP and company safety goals to employees (can be done in multiple sessions)
 - Assist management in efforts to engage employees in the safety process (e.g. involve supervisors and employees by having them lead/conduct safety meetings and facility inspections, and contribute to safety awareness activities)
 - Will assure that safety efforts are directed at specific injury and illness trends as identified in Workers' Compensation loss runs and Cal-OSHA reporting logs.