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# Kentucky AGC/SIF Sample Safety Program

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# Introduction

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# **SECTION I**

## **INTRODUCTION**

It is the intent that this sample safety program be used by Kentucky Associated General Contractors Self Insurers' Fund members as a guide for assisting them in their loss control efforts. This program provides a member with information useful in developing a workable loss control program.

The areas of the program were determined by J V Resources, Inc. J V Resources, Inc. is a loss control/safety consulting firm with an office located at 301 Middletown Park Place, Ste. E, Middletown, KY. This company is under contract with the Kentucky Associated General Contractors Self Insurers' Fund to provide loss control services for the membership.

The areas covered by this program are those which have been found to be valuable in the loss control efforts of the construction industry. However, J V Resources, Inc. recommends that all members obtain a copy of the *Kentucky OSHA Standards for the Construction Industry*. A copy may be ordered by calling (502) 564-3070 in Frankfort.

This program is a sample of programming your company needs to initiate. The program does not cover all facets of OSHA Standards, nor does it relieve employers of their responsibility to understand and follow those standards related to work performed by their employees.

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Fund Membership  
Loss Control  
Requirements

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## SECTION II

# FUND MEMBERSHIP LOSS CONTROL

## REQUIREMENTS

The following is a list of loss control requirements for the Kentucky Associated General Contractors Self Insurers' Fund Membership.

### **A. Annual Member Loss Control Review**

The review of members is performed on an annual basis by J V Resources, Inc. The following areas are reviewed:

1. Does the company have written loss control programs which cover the work performed by employees?
2. Are employees trained in the company's safety rules, and are the rules followed?
3. Is employee training documented?
4. The number of employees and the crafts used by the member.
5. Are there first aid certified employees for emergency situations?
6. Are subcontractors used and if so are they insured with coverage for workers' compensation?
7. The loss history (# of claims, severity) for the current and previous year is discussed.
8. What action is being taken by the company to prevent further losses, if applicable?
9. Is hazard communication programming in place and are material safety data sheets (MSDS) covered with employees and available for their review?
10. The type of construction being performed by the member company at the time of the review.
11. If applicable, note safety violations and/or hazards found on the work site. What personal protection equipment is in use, available, or needed for work being performed?

A written report is sent to the Fund administrators (Ladegast & Heffner Claims Service) for review and is then copied to the individual member. This information is also provided for review to the AGC/SIF's Board of Trustees, who meet on a quarterly basis. This review and member cooperation with JV Resources is mandatory for all Fund members.

### **B. Initiation of Programs and Training**

Each member is required to initiate programming and provide safety training for employees. Cooperation with JV Resources' representatives, while performing additional reviews to monitor compliance, is also required. JV Resources' purpose during reviews is to assist companies in meeting the Fund requirements and improve in safety awareness.

### **C. Accident Investigation**

If an accident occurs (primarily a fatality or severe injury), the Fund member is required to assist JV Resources' representatives or any other entity assigned by Ladegast & Heffner Claims Service in the investigation of the claim. Early, accurate information allows the claim to be professionally handled for the benefit of the member and the Fund.

**D. Training Assistance**

The Association with which a Fund member's company is affiliated has safety training materials available to assist in loss control efforts and should be used, if applicable. JV Resources, Inc. has a library of safety training videos which are available, at no charge, for a one week period to Fund members. A list of the topics of these videos is provided to Fund members by JV Resources' representatives during the annual review. JV Resources, Inc. also holds safety training seminars on a quarterly basis. The seminars are free to Fund members and are held in various regions of the Commonwealth. The seminars are designed for owners and managers who are assigned loss control responsibilities for the member company.

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# Company Policy Statement

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**SECTION III**  
**COMPANY POLICY STATEMENT**

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\_\_\_\_\_  
(Company Name)

**SAFETY POLICY**

When a person enters the employ of \_\_\_\_\_, he or she has a right to expect that they will be provided with a proper place in which to work and proper machines and tools with which to do their jobs, so that they will be able to devote their energies to their work without danger to their lives and health.

Only under such circumstances can the association between employees and the company be mutually profitable and harmonious.

It is: \_\_\_\_\_ desire  
(Company Name)

- a. To provide a safe work place, safe equipment, proper materials,  
and
- b. To establish, and insist upon, safe work methods and practices  
at all times.

It is a basic responsibility of owners, management and supervisors to make the safety of employees a part of their daily and hourly concern. This responsibility must be accepted by each one who conducts the affairs of the company, no matter in what capacity he or she may function.

\_\_\_\_\_  
Signed (owner, manager, etc.)

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# Loss Control Program

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# **SECTION IV** **LOSS CONTROL PROGRAM**

## **STATEMENT**

It is our objective to not only provide a safe and healthful workplace for all employees, but to also establish safe work procedures consistent with current technology and sound business practices.

The responsibility for this program is delegated to management and field supervision in accordance with the organizational line of responsibility.

Safety rules and regulations are for the benefit and protection of our employees, and their cooperation is absolutely necessary to make our safety program work. Non-compliance would result in disciplinary action.

## **GOAL**

Our goal is to prevent accidents. An accident is defined as an unwanted and unplanned event that disrupts the orderly operation of our organization. All accidents result in a loss due to disruption, damage, delay, and possible personal injury or death. Prevention of injury and loss of income to our employees is of prime concern. When an accident occurs only chance determines the degree of loss or injury. Therefore, prevention of all accidents must be our goal rather than just those accidents which will obviously cause a serious injury.

# LOSS CONTROL RESPONSIBILITIES

This section can be used as a guide for assignment of loss control responsibilities. Each member's organization and management size will determine the levels required for their program. Use this section to assess your needs and reinsert a program that meets your needs.

## 1. Vice Presidents

The responsibility for the job's overall safety performance is vested in the vice president.

### a. Administrative Functions

- Administer the safety program throughout the projects.
- Participate in inspections of jobsites.
- Assign responsibilities for implementing the safety program.
- Review serious and disabling accidents personally to satisfy his/herself that accident causes are being investigated and proper corrective action is taken for the prevention of a reoccurrence.
- Evaluate individuals and their ability to administer safety techniques before assigning them to management positions.

### b. Control Functions

- Insure that all supervisors meet the basic requirements of the safety program.
- Review monthly records of safety activities.

## 2. General Superintendents/Project Manager

The individual responsible for an assigned project and who supervises and coordinates the activities of the foremen.

The responsibility for the safety performance of a project is vested in the general superintendent/project manager who is accountable to the vice president for the safe operations and the capabilities of individual members of the project crew as a whole.

The general superintendent is responsible for:

### a. Administrative Functions

- Make daily observation of foremen's safety activities and see that the foremen meet the basic safety requirements on rules and regulations.
- Make spot checks of working conditions on the job. Correct any unsafe conditions.
- Assign specific pieces of equipment to foremen for weekly inspection for unsafe conditions.
- Maintain identification of emergency equipment, physical hazards and utilities.
- Develop, by occupation, protective apparel required, check on foremen's enforcement procedures, and make spot checks for compliance.
- Instruct foremen in the indoctrination of new or transferred employees and review follow-up by foremen.
- Report all accidents in accordance with the company policy. Review all accidents with foremen.

- b. Control Functions
  - Review foremen's safety activities weekly to determine that the basic safety program is being met.
  - Make daily spot checks for housekeeping, unsafe acts, conditions, and compliance to safety rules and procedures.
- c. Training
  - Attend all assigned safety meetings.
  - Instruct foremen in specific safety duties and responsibilities.
  - Instruct all foremen in the procedure for the care and treatment of the sick or injured employee.

### 3. Supervisor (foreman)

The individual responsible for an assigned job and is in daily contact with employee, maintenance, production, and services of that job.

The responsibility for the safety of assigned employees and the safe conditions of the work area and/or equipment is vested in the foreman who is accountable to the general superintendent, vice president, or owner.

The foreman is responsible for:

- a. Administrative Functions
  - Enforce all safety rules and report hazards not covered by present rules.
  - Instruct each assigned employee in all general and specific safety rules.
  - Enforce the wearing of protective apparel and equipment, and make periodic checks to appraise the condition of safety equipment.
  - Make individual safety contacts with each assigned employee.
  - Hold a weekly tailgate safety meeting with all assigned employees.
  - Maintain the identification of emergency equipment and physical hazards.
  - Make daily visual inspections of job work areas and take steps to correct unsafe practices or unsatisfactory conditions, and require all employees to maintain a high standard of housekeeping, replacement of equipment guards, etc.
  - See that injured employees receive prompt first aid and medical treatment, make a thorough investigation of all accidents in his crew. Call in the first report of the accident (IA-1) to the office and turn in a supervisor's accident investigation report.
- b. Control Functions
  - Make daily spot checks and take necessary corrective action regarding housekeeping, unsafe conditions, violations of rules, unsafe practices, ladders, tools, etc.
  - Make quarterly inspection of tools, equipment, and submit a written report to the general superintendent.
- c. Training
  - Instruct personally or provide instructions to employees for safe and efficient performance of their jobs.
  - Attend all assigned and scheduled safety meetings.

#### 4. Safety Director

The individual responsible for staff and operation location coordination of safety activities.

##### a. Administrative Functions

- Check daily safety experience of divisions.
- Advise and counsel with vice president in promoting, coordinating, and evaluating the safety activities.
- Review all accidents, take part in the view and investigation of all serious and disabling injuries.
- Maintain a continuing educational and safety promotional program to supervisors and employees.
- Maintain all necessary records and prepare statistical reports on safety performance and activities.
- Be aware of state and federal laws, directives, standards, and codes dealing with employee safety and health.
- Assist and advise management in proper administration of the safety program, including:
  - Training
  - Inspection of Facilities
  - Project Medical Facilities
  - Investigation of Accidents
  - Purchase of Safety Equipment
  - Color Coding and Guarding of Equipment
  - State and Federal Laws and Standards
  - Safety Competition Within the Company
- Establish a training program which will develop in each member of supervision a strong safety attitude and a clear understanding of their duties and responsibilities.
- Establish proper communication at all levels of management in regards to the safety program.

##### b. Control Functions

- Review reports of company safety activities with the vice president.
- Make periodic appraisals with the vice president to observe the safety program's effectiveness.
- Distribute statistical reports on safety performance and activities to company management.
- Audit the effectiveness of the safety program.
- Review all training activities.

##### c. Training

- Coordinate the training activities of the safety program.
- Issue periodic safety bulletins.

#### 5. Employee Responsibility

Company policy: It is the responsibility of all employees to perform their jobs and conduct themselves in compliance with all company safety rules and regulations.

Failure of any employee to follow safety rules and regulations leaves them open to disciplinary procedures up to and including discharge after adequate warnings. Such safety rule enforcement will be applied on a non-discriminatory basis.

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# Accident Investigation

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## SECTION V

# ACCIDENT INVESTIGATION

The foreman normally is the first person to be notified of an accident. Their immediate responsibility will be to:

- See that the injured employee receives prompt medical attention.
- Secure the area, if necessary, to prevent further mishap.
- Report the accident to their immediate supervisors or company.

The foreman will investigate the accident:

- Investigate promptly and thoroughly each accident occurring on their job which requires off-site medical attention.
- Discover the real cause or causes of the accident, whether they are unsafe practices, unsafe physical conditions, or lack of instruction.
- Make recommendations for elimination of the causes.
- Carry out corrective measures immediately when practical.
- Fill out the accident investigation form to be filed at the company's office and the information will also be shared with all employees in an effort to prevent reoccurrence.

# SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

To be completed by employee's foreman/supervisor within 24 hours of the accident, and routed to the Project Manager and Safety Director.

Name \_\_\_\_\_ Age \_\_\_\_\_

Time of accident \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Date of accident \_\_\_\_\_ Date returned to work \_\_\_\_\_

Job classification \_\_\_\_\_

Job assignment when injured \_\_\_\_\_

Location of accident (be specific) \_\_\_\_\_

Nature of injury and first aid treatment \_\_\_\_\_

Referred to doctor/hospital \_\_\_\_\_

Detailed description of accident (use reverse side if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Primary cause of accident \_\_\_\_\_

Injury cause(s) \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Improper use of tools           | <input type="checkbox"/> Improper Lifting   | <input type="checkbox"/> Inexperience     |
| <input type="checkbox"/> Violation of safety rule        | <input type="checkbox"/> Inattention to job | <input type="checkbox"/> Fall             |
| <input type="checkbox"/> Flying/falling objects          | <input type="checkbox"/> Faulty equipment   | <input type="checkbox"/> Other (describe) |
| <input type="checkbox"/> Failure to follow job procedure |   | _____                                     |

When was employee's foreman/supervisor informed of accident? \_\_\_\_\_

Witnesses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Foreman's/supervisor's investigation findings and corrective action recommended and/or taken to prevent recurrence \_\_\_\_\_  
\_\_\_\_\_

Equipment involved \_\_\_\_\_ Damage estimate \$ \_\_\_\_\_

Description of damage to equipment \_\_\_\_\_  
\_\_\_\_\_

Accident investigated by \_\_\_\_\_ Date of investigation \_\_\_\_\_

Foreman/Supervisor