

INSIDE THIS ISSUE:

Welcome	1
Reminder	1
Safety Incentives	2
Set Those Goals	3
Don't Miss Conex	4

Volume 1, Issue 1

January 2007



**SEE, INC.**  
SAFETY ENVIRONMENTAL ENGINEERING, INC.

*We Dig Virginia!*

## Welcome To Our New Publication

Welcome to the Safety NewsFlash. The HCCA Safety Committee, under the direction of Co-Chairmen Joe Kucera of Angler Construction and Matt Murphy of SEE, Inc. are interested in reaching out to our members to further spread important information about safety awareness, training, and practice. Matt Murphy has agreed to be the publisher, and the HCCA is very appreciative of his efforts.

It is the hope of the Safety Committee that this publication will function as an important safety information "clearinghouse" and a conduit to those safety professionals who spend every day on jobsites making sure that our member's field personnel are working safe.

Jim Stepahin, Executive Director, HCCA

## REMINDER, REMINDER, REMINDER

BY MATT MURPHY, SEE INC.

Just wanted to remind everyone to start getting those OSHA 300 forms finished up. Remember the OSHA 300A form must be posted on all jobsites from February 1<sup>st</sup> to the end of April. **DO NOT POST THE 300 FORM.** Just the 300A. The 300 form must be filled out in order to complete the 300A. Remember that this must be filled out correctly and you must have the form signed off on.

Some may ask how can I get the OSHA 300 forms. That is simple you can either contact OSHA for a free copy or you can go to [WWW.OSHA.Gov](http://WWW.OSHA.Gov) and got to their publications link. This will allow you to download one that you can fill out on your computer, or you can print them out.



Remember within 7 days of an accident you are supposed to be recording them through out the year. Also remember that you must retain the OSHA 300 and update your 300 logs for a five-year period.

Also remember that one of the first requests from OSHA is often to see your last three year of your OSHA 300 form anytime there is a major inspection or a follow up to an accident.

# SAFETY NEWS

THE SAFETY NEWSLETTER OF THE  
HEAVY CONSTRUCTION CONTRACTORS ASSOCIATION

**SAFETY  
FIRST**

**ALL INJURIES NO  
MATTER HOW SLIGHT  
MUST BE REPORTED  
TO FOREMAN**

### OSHA FINE FLASH

November 30<sup>th</sup>,  
2006  
Contractor in Mass.  
Fined \$25,950 in  
cave in protection  
violations

December 4<sup>th</sup>,  
2006  
Contractor in Mass  
Fined \$66,400 in  
cave in protection  
violations.

For more  
information on  
these stories visit  
[WWW.OSHA.GOV](http://WWW.OSHA.GOV)  
and click on the  
publications link.

**THINK**

**THE SAFE WAY  
IS THE  
BEST WAY**

## SAFETY INCENTIVES

BY MATT MURPHY

So you want to start a safety incentive program? Well there are some steps to take before even looking at all of the options when it comes to incentive programs.

Safety Incentives would be a great book for someone to put out there for people to follow.

This article will be a three part series. This is the first part which will help guide you through figuring out what you need, good questions to ask, and???

First step in starting any safety program is to figure out your goals. Is it to give money away? Is it to focus employee efforts to resolve safety issues, if so what are the issues and which employees?

I know this is a lot of questions so I will write this as if I am try to help you set up the program.

What do you want to get out of this program? This maybe to get workers to put on hardhats and safety gear. If that is your answer then you will want a incentive program that applies to all employees and not just the foreman. This is the kind of information that you will need so you know what type of program to implement. If the program is to enforce your safety awareness, then you may want to focus on the foreman. These foreman and supervisors are your fist step toward getting your safety program on track.

Next step is what type of program do you want. Picking this program resembles going to a paint store and looking at 10,000 different shades of white and trying to pick one. You need to see if it

will fit your needs and if it something that you will stick with.

The first program that I will try to steer you from is a incentive program that is a bank that is taken away from. Example: JOHN DOE INC had a program where each person has \$1000 in a possible holiday bonus but each crew will get inspected 12 times a year.

If certain items are found then by the end of the year a person could end up with nothing. A program that says you have this amount or this prize and you have to keep it going will often breed people whom will get even more attitude toward the safety person looking over the checklist.

The second item is a program that is based solely on accidents. Remember you want accidents and near misses reported. If the worker knows there holiday bonus is on it then they may not want to give up information on a accident that could get worse with time and end up in a major lost time due to fear of loosing a bonus.

I like programs that are either set on the quarter basis or a immediate reward program. I use this example often. This is one that I have tried in the field. Go to a site and three or four workers are standing around. One worker has all safety gear on and looks like a poster child of your program. I walked up to the worker with a container of candy and said pick out some candy. Thank you for doing a great job with our safety program. Then turn around and walk away.

The other workers will want the candy. The next time I came out to site a huge semi frightening worker chased me

down with his safety gear to see where his candy was. It worked and it was cheap.

Another example of a great program I have been involved is a quarterly program. This program is open to all employees. If a worker is found doing his or her job with all proper PPE and possibly taking a extra safety step, or the worker reports a safety violation, or the worker has a great safety idea, the worker is presented with a \$5 or \$10 gift certificate. The worker is also presented with a ticket to fill out for a quarterly drawing. If that employees ticket is pulled then that worker receives what ever the prize maybe. This could be a jacket, a tool, a vacation.

Enough examples at this point will include more in the next article. Next step in the program to get ready to kick it off is Who?

Who will do the inspections. You certainly want someone who can look past relationships. Is it the safety person? Is it your consultant? Your insurance company? Who will it be. If it is the project manager or another foreman then the good buddy effect may come into play. Make sure who you want to look and evaluate your program can be fair and even across the board. You can't have Fred who really likes old Jim so old Jim gets the best score every time. Often a cross section of people will also help keep honesty in your program.

So to wrap up this edition your assignment is to first figure out what the goals will be. The second assignment is to figure out who you want to target with this program, the third part is to figure out how often you want this program to pay off. Is it immediate, quarterly, yearly. And lastly but certainly not least, figure out who is the program administrator. Till the second installment, get to work.

# SET THOSE GOALS

BY MATT MURPHY

As the new-year begins it is time to review your safety efforts of 2006. How do you do this? Often contractors pay someone to create a safety program that is printed up and on shelves never to be opened again. This is pointless. How did you start your program? Do you know how to prove if your safety plan is working?

The first step in setting up a program or evaluating if your program is effective is does it meet your safety goals. Will this program work for you company.

Example if your plan stated that one goal is to have zero accidents and you had 12 then you are not meeting your goal. If one of your goals is to educate workers and you never have training programs then the fix is simple, start dedicating training time and making it mandatory for workers to attend or tie it into bonuses.

Setting goals is a simple way to evaluate your program. Make your goals realistic. Is Zero accidents a realistic goal for a company whom has 65 recordable in one year?

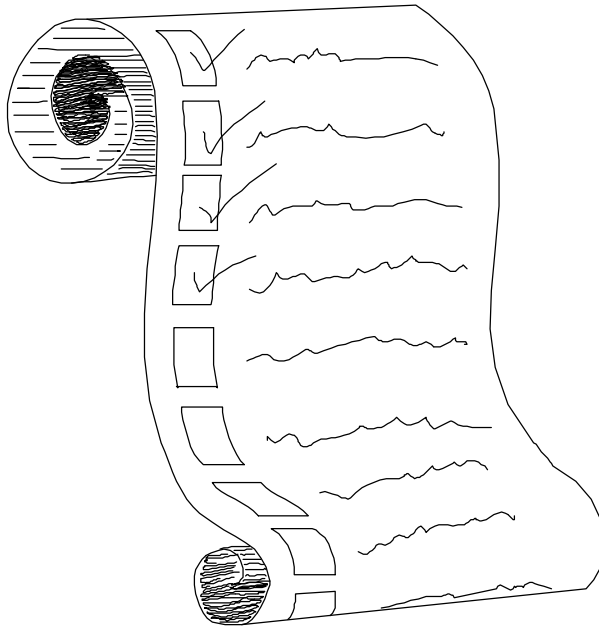
Probably not, but maybe so. Maybe your goal should be to reduce the number of accident dramatically. If so what are the steps you are going to take to make sure these goals are met. It maybe changing policies.

If my goal is to reduce accidents the first thing I am going to do is review

accidents from this year and past year. Then the second tool to use is trending. Use several trending tools: break them down in several sections:

- Type of accident: Body part:
- Age of employee:
- Time of employment:
- Training received:
- Crew leader:

If this looks like questions on



your companies in-house accident report program, good. It makes it easier. These are not meant to find blame but rather find permanent solutions as to how to keep this from happening again.

If you look at these trends and you see that hands are a big time problem as far as accidents then maybe you want to institute a glove program. Of course you will need to supply proper gloves for proper protection and make an investment in keeping the employees safe. If that glove policy is enforced

then you should see dramatic results for the following year. If weekends are the biggest time for accidents then maybe you want to look at what type of work is being done on the weekends.

Setting goals is probably the single easiest way to figure out if your program is doing what it is intended for. Remember to those of you who look at your insurance company to see how your program is doing they base rates off your Experience Modifier Rate. Efforts today will show up three years from now in those rates.

Also don't forget to keep your program fresh. Change is not a bad thing. When people think they know the program inside and out they

start getting creative to get around the program.

If the program is constantly changing then they have to pay more attention to it and it keeps items fresh in their mind. If you want to know if your employees know the program, ask them the company policy on how to handle OSHA Inspections or accident reporting and see what they say.

You can hear some great answers even if you don't have these programs in place yet. Notice I said yet.



*Large construction companies spend millions of dollars for dedicated Safety Departments that protect and educate their workers. As a result, they enjoy safer job sites, fewer accidents and decreased workers' compensation insurance rates.*

*Traditionally, smaller companies have lacked the resources needed to ensure a safe environment...but that has changed!*



*SAFETY ENVIRONMENTAL ENGINEERING, INC. (SEE Inc.) offers complete safety solutions for small, mid-sized and large companies.*

- \*Jobsite Safety Audits*
- \*Accident/Injury Investigations*
- \*Bulletins and Newsletters*
- \*Real-World Solutions*



# DON'T MISS CONEX METRO DC

The Heavy Construction Contractors Association is the primary endorsing organization and educational partner of the new Conex Metro DC heavy construction trade show and exhibition.

The show will run from 10:00 AM until 7:00 PM on Wednesday, January 31st, and will run from 10:00 AM until 4:00 PM on February 1st. The show will be held at the North Hall of the Dulles Expo Center in Chantilly, Virginia.

Conex Metro DC will allow industry firms to find everything for their jobsites under one roof. The show is devoted exclusively to the construction, municipal, landscape and outdoor power equipment industries.

HCCA member firms who will be exhibiting in the show include C&P Offroad Specialists, Ferguson Waterworks, Shell Lubricants, Theros Equipment, Western Branch Diesel, Valley Supply and Equipment, and White Oak Equipment.

The association will be holding a series of live demonstrations and will also be hosting a number of safety related classes in the hall during the event. Demonstrations include a "rapid tap" competition between the State Champion Spotsylvania County

Department of Utilities and the Falls Church Department of Utilities. This competition requires a team of utility workers to tap a piece of pressurized ductile pipe with a corporation stop in a timed event.

Safety classes include the ATSSA Flagging Course, OSHA 10 Hour Competent Person Training, Safety Record Keeping (see safety article in this issue), drug and alcohol awareness training, and many more.

The Virginia State Corporation Commission has accepted an invitation by the association to hold its first Miss Utility Advisory Committee Meeting of 2007 on February 1st in the expo hall. HCCA member firms will want to catch some of this meeting and see some cases involving line hits, how the committee examines each case to determine who was at fault, and if a fine is levied to the responsible parties.

It's not too late to exhibit! Anyone interested in exhibiting their products can contact the

HCCA office or can access the Conex Metro DC website at:

[www.conexshows.com/conex/condc/index.po](http://www.conexshows.com/conex/condc/index.po).

Help the HCCA by exhibiting at the show. Please also consider attending the show to sample some of the many products offered by HCCA member. The HCCA would like to thank those member firms who are participating as exhibitors.



The Heavy Construction Contractors Association of Northern Virginia  
10756-B Ambassador Drive, Suite 201  
Manassas, Virginia 20109



SEE Inc.  
PO Box 276  
Keedysville, MD 21756  
301-432-3949

*Saving Time, Money...and Lives.*

**We're on the Web!**

[www.safetybysee.com](http://www.safetybysee.com)

[www.hcca.net](http://www.hcca.net)