

# 22 Safety Tips for 2022

## BEFORE: SAFETY ACTIVITIES TO DO IN AN EFFORT TO PREVENT THE INCIDENT

1. Commit. All management must support common sense safety rules that protect employees and the company.
2. Understand costs. Know how injuries cause additional direct and indirect costs to your business.
3. Develop written safety rules. These rules may be for the entire company, individual departments, and for specific machines.
4. Hold regular safety meetings. Discuss your written safety rules, safety expectations, and document attendance.
5. Document. That includes corrective action whenever hazards, or unsafe behaviors are stopped and fixed.
6. Perform safety inspections. Check jobsites, tools, equipment, and vehicles for hazards and for compliance to your safety rules.
7. Commit to a drug-free workplace policy. Develop, communicate, and enforce a written drug-free workplace that includes new hire and post-incident screening.
8. Enforce a seatbelt policy. Develop, communicate, and enforce a written seat belt policy for anyone that rides in or drives a vehicle for the company.
9. Have a distracted driving policy. Develop, communicate, and enforce a written distracted driving policy.
10. Pay attention to new hires. Keep new employees safe by creating a new hire safety program that includes safety rules, training, follow-up, and enforcement.
11. Ensure employees are up to the task. Perform post-offer employment physicals. Make sure prospective employees are physically fit and safe for your work.

## AFTER: HAVE A PLAN TO HELPS YOUR COMPANY RESPOND TO THE INCIDENT

1. Know your injury policy. Develop, communicate, and enforce a written injury reporting policy that requires employees to report injuries, in writing, by the end of their work duty.
2. Direct medical care. Offer treatment by an approved occupational medicine provider that's within your workers compensation carrier's provider network.
3. Require testing. Post-injury drug and alcohol screening should occur within 24 hours of the injury.
4. Investigate. Perform an investigation of all incidents and injuries, to include written statements by the injured worker, supervisor, and witnesses. Get photos and document facts.
5. Report injuries to the insurance carrier within 24 hours. If you have questions, contact the insurance carrier for guidance.
6. Know and utilize carrier cost savings programs. These can include provider network savings, telemedicine, drug screening programs, and nurse case management.
7. Document when treatment is declined. If an employee declines treatment by an occupational health provider.
8. Offer light duty to injured workers. Carefully document claims. Understand how medical only claims at 70% are calculated into your experience rating.
9. Plan for injuries in remote locations. Working in other states or towns? After-hours work? What hospitals in the area treat emergencies? Plan for injuries and emergencies that occur in remote/rural locations.
10. Communicate with your injured worker often. Communicate your plan for getting them treated and fully back to work.
11. Communicate with your insurance carrier. Communicate investigation results, how your employee is recovering, and the status of any appointments or treatment that is ongoing.