



The Safety Zone

The Newsletter of the AHA Workers' Compensation Self-Insured Trust

Housekeeping halts hazards

Keep a neat work area

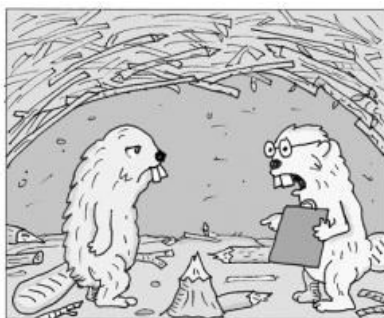
Occupational Safety and Health Administration (OSHA) inspectors and safety consultants agree that you can get a good idea about safety and health practices at a business by walking in the main entrance. There's a strong correlation between a clean, orderly workplace and a safe, successful organization. Good housekeeping matters because it:

- Reduces accidents and fire hazards;
- Improves emergency response times;
- Helps maintain safe, healthy work conditions;
- Saves time, money, materials, space and effort;
- Improves productivity and quality;
- Boosts morale; *and*
- Reflects an image of a well-run, successful organization.

OSHA inspectors will not hesitate to cite violations of its requirement that "all places of employment, passageways, storerooms and services rooms shall be kept clean and orderly and in a sanitary condition."

Avoid OSHA citations by following a daily cleanup policy and program that includes the following:

- **Keep floors, stairways, aisles and other passageways clear** of tools, equipment, trash and other materials.
- **Close drawers.**
- **Put tools away** when they're not in use and cover any sharp edges.
- **Stack materials carefully** so they won't fall or block sprinkler access.
- **Clean up all spills immediately** and properly or call someone who can.
- **Report any loose or broken flooring** or any broken equipment.
- **Keep food and beverages away from the work area.**
- **Properly dispose of all trash.**
- **Keep paper and other combustibles away from lights** and electrical equipment.



"OK...first thing I notice is, you got sticks all over the place."

- **Prevent dirt or grease buildup on machinery** and equipment.
- **Keep containers flammables closed** when not in use.
- **Don't place tools or equipment on the edges of shelves** or tables.

Take a regular inventory of your work areas. Look for unnecessary tools, parts, materials and supplies. Store or get rid of unneeded items.

news & notes

ON FIRE FOR HOUSEKEEPING

House keeping plays a critical role in fire prevention. Keeping your workplace clean and organized not only prevents the ignition and spread of a fire but also helps keep exits clear and fire response equipment accessible.

Here are just a few simple housekeeping procedures that can help prevent workplace fires:

- **Keep dust under control**, particularly around motors and hot machinery. It is especially important to keep dust to a minimum around tools such as grinders or welding torches.
- **Dispose of rags** contaminated with oils or solvents in appropriate metal containers. Never allow oily rags to accumulate as they pose a great fire risk.
- **Don't allow combustible materials** such as cardboard, paper or wood to accumulate. Remove from the area and store or discard properly.
- **Keep access to emergency exits** and equipment clear.

Make it a habit to check your work area for possible fire hazards on a daily basis.



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Incident vs. accident

Know the difference

In a Business & Legal Resources (BLR) webinar, Pamela Walaski, CSO, CHMM, president of [JC SAFETY & Environmental, Inc.](#) of Pittsburgh, PA, discussed the importance of near-miss reporting. Near-miss reporting is a piece of a strong safety culture. It is a way to get an organization talking about safety in general. With regard to incidents and near-hits and near-misses, there are some differences in the safety field.

Incident: An unplanned, undesired event that hinders completion of a task and may cause injury, illness or property damage or some combination of all three in varying degrees from minor to catastrophic. Unplanned and undesired do not mean unable to prevent. Unplanned and undesired also do not mean unable to prepare for. Crisis planning is how we prepare for serious incidents that occur requiring responses for mitigation.

Near Miss: A subset of incidents that could have resulted in injury, illness, or property damage, if given a different set of circumstances, but didn't. Near misses are also known as "close calls." Perhaps the better term to consider is "near-hit."

Accident: The definition is often similar to that of incident, but supports the mindset that it could not have been prevented. An accident is the opposite of the fundamental intentions of a safety program, which is to find hazards, fix hazards and prevent incidents. When we accept that accidents have no cause, we assume that they will happen again.

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Got News?

Do you have news that needs to be circulated or have a subject you would like for us to address? Let us know by emailing the newsletter editor at tcreel@arkhospitals.org.

AHA Workers' Compensation Self-Insured Trust Program is administered by Risk Management Resources (RMR), a division of BancorpSouth Insurance Services, Inc. www.bxsi.com. In March 2003 the AHA Workers' Compensation Self-Insured Trust was established. The program provides workers' compensation coverage to AHA members.

Risk Management Resources, the administrator for the program, assists members in the areas of claims management, safety and loss control. Tina Creel, of AHA Services, Inc., is the Group Manager of the Trust and provides oversight of the day-to-day operation of the Trust.

The Board of Trustees provides oversight of the overall operation of the Group Trust.

AHAWCSIT



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