

Introduction to the brand new



AREOM

Association of Real Estate Owners & Managers™

Member Portal

Employee Safety Management

the Management file

P&C MANUFACTURING

DID YOU KNOW?

According to the Institute for Supply Management's forecast for 2011, manufacturing revenues should increase 5.6 percent over the calendar year. Survey respondents predicted making supply chain improvements to ensure their growth in revenue, including improving their risk management strategies.

Make sure you're on track to make the most of your business throughout the rest of 2011 by talking to [B_Officialname] about your organization's risk management plans.

Employee Safety Management

A Guide to Safety Policies & Procedures to Support a Safety-Conscious Workforce

Unique Risks for Private Companies

Insight for business owners and executive management—provided by [B_Officialname]

As the director or officer of a private company, you may assume your position is relatively low risk compared to the executive management at a public company, which is subject to heavy securities regulation.

Despite the fact that private firms are spared from some of the costly securities lawsuits that plague public companies, the directors and officers of private companies face an agglomeration of their own unique risks and challenges. In many cases, these risks have even more fallout for private companies. A director and officer (D&O) lawsuit can take a substantial amount of time and capital to defend, which can cripple or bankrupt a company.

Safety Pays with Saw Operation

Did you know that every day 10 people lose a finger, hand or arm using a table saw? According to the Consumer Product Safety Commission, 40,000 severe table saw incidents happen each year and 4,000 of them result in amputation.

This type of workplace injury could cost your business considerably in terms of halted production, medical treatments, workers' compensation and a higher mod rating.

There are things that you can do to make sure your equipment is being used safely. Check all equipment to make sure the saw blade and fence are tight and set properly. Also, ensure that all hood guards, splitters and anti-kickback devices are intact and working. If not, repair or replace the devices immediately.

After-market devices are also available to improve safety. Options include improved blade guards and technology that can stop a saw when human flesh is detected on the blade.

All operators must wear safety glasses and clear the table of debris before using the saw. If the material is over three-feet long or wide, a second worker should assist to help support the material while cutting.

Proper equipment and employee training can go a long way to prevent injury. Take advantage of [B_Officialname]'s resources to improve your safety program.

Recognizing OSHA's General Duty Clause

The general duty clause, Section 5(a)(1) of the Occupational Safety and Health Act, protects workers' rights for safety in the workplace. It states that employers must provide employees a workplace free from hazards that could make them ill, injure or kill them.

Although that principle seems simple to comply with, the general duty clause was the 18th most cited OSHA standard in the manufacturing industry in 2010. The average cost of a penalty was over \$3,000, and inspections often result in more than one citation, raising the price of violating this standard very quickly.

(Continued on next page.)

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**WHERE DO YOU TURN WHEN
YOU HAVE A COMPLIANCE
QUESTION OR NEED A
RESOURCE FAST?**

Record Your OSHA Incidents

View Your OSHA Log

Is this incident recordable? Find out with the **OSHA Recordable Incident Advisor**

OSHA Log 300/301

Find: in: **Injury Date**

Go

New Log Entry View OSHA 200 Log

Injury Date	Division	Name	Description
01/20/2015	Milwaukee Plant	Pete Rodgers	Pete experienced and electric shock when pluggin in power cord
01/12/2015	Chicago Plant	Bill Brown	Bill was caught in between giant rollers while performing general maintenance
01/02/2015	Milwaukee Plant	Martin Jones	Martin fell, and injured his back while lifting a box.
06/02/2014	Chicago Plant	Bob Jones	Cut self with box c
10/13/2013	Chicago Plant	Jay Cutler	struck by a forklift
09/30/2013	Chicago Plant	Dale Sveum	cut on neck from e
08/19/2013	Milwaukee Plant	Ryan Braun	burnt on his hand t
07/30/2013	Milwaukee Plant	Jean Snow	Cut finger with box
07/15/2012	Chicago Plant	Ashley Adams	injury to side of fac
03/22/2012	Milwaukee Plant	Matthew Michael	

Automatically generate OSHA forms and reports.

OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses

Year 2011
U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1215-0115

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing the summary.
Using the Log, count the individual entries you made in each category. Then write the total below, making sure you've added the entries from every page of the Log. If you no cases write "0".
Employees, former employees and their representatives have the right to review the OSHA 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these

Number of Cases			
Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	2	0	0
(G)	(H)	(I)	(J)



Number of Days	
Total number of days away from work	Total number of days with job transfer or restriction
8	0
(K)	(L)


Injury and Illness Types			
Total number of ...	(1) Injuries	(2) Skin disorders	(3) Respiratory conditions
(M)	2	0	0
(4) Poisonings	0	(5) Hearing loss	(6) All other illnesses
	0	0	0


Post this Summary page from February 1 to April 30 of the year following the year covered by the form.
Public reporting burden for this collection is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and to complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 202 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.


Establishment information		
Establishment name	123 Company	
Location	Chicago Plant	
Street	456 Madison Street	
City	State	Zip
Chicago	IL	60010
Industry Description	Paper mills	
Standard Industry Classification (SIC)	262	
North American Industrial Classification (NAICS), if known	322120	
Employment Information		
Annual average number of employees	N/A	
Total hours worked by all employees last year	N/A	
Sign Here		
I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate and complete.		
Signature	Title	Date
()	-	/ /


Workplace Policy & Form Templates


Display:  



**Telecommuting Policy**
Use this policy to establish a company position on employees working from home or other locations outside of the office.
[View](#)


**Vehicle Extraction Policy**
This policy lays out the procedures employees need to follow if their company vehicle becomes stuck in mud, snow or sand.
[View](#)


**Driver Safety Policy**
The Driver Safety Policy is designed to help prevent motor vehicle accidents in the workplace, whether employees are driving company vehicles or personal vehicles for business purposes.
[View](#)


**Data Breach Response Policy**
This policy establishes a standard for response in the event of a data breach.
[View](#)


**Hand-Held Mobile Phone Policy for CMV Operators**
Use this policy to ensure all commercial motor vehicle operators understand FMCSA's ban on the use of hand-held cellphones.
[View](#)


Display:  

**Motorcycle and Bicycle Helmet Laws by State**
A high-level overview of helmet requirements for each state.
[View](#)

**Personal Protective Equipment Program & Training Materials**
Program to establish PPE procedures based on OSHA standard 29 CFR 1910.132 - 1910.138, Subpart I. Includes presentation speaker's notes and sign-in log, and employee handout and quiz.
[View](#)

**Post Offer-of-Employment Medical Questionnaire**
Recognize job applicants who may have a high potential for generating future work comp claims with this Post Offer-of-Employment Medical Questionnaire.
[View](#)

**Recording Extended-Time Injuries with OSHA 300**
This document details how to complete the OSHA 300 form when an employee is away, restricted or transferred for an extended period of time or for a period that spans more than one calendar year.
[View](#)

**Reference and Background Check Form**
Form useful in recording the results of an applicant's background and reference check information prior to hiring.
[View](#)

Access employment, training and other forms and templates.

Create & Maintain a Safety Culture

AREOM
Association of Real Estate Owners & Managers™

Search Content on Command SEARCH
[Or browse all content](#)

Home Risk Management OSHA Industry Community Claims & Requests Toolbox Compliance Toolkit My Documents HR Hotline

You are here: Risk Management » Safety Programs » Getting Started Good Afternoon, Becky

Safety Programs: Getting Started

Safety programs are a great way to combat rising work comp costs, reduce employee illness and injury, and raise morale. Build a culture of safety at your organization by following these easy steps.

Getting Started

There are two key steps to implementing a safety culture at your firm. First, gaining management buy-in for your safety program is crucial. Business owners and C-level staff must be in full support of all safety efforts in order to make the program a success. Second, identifying and forming a safety committee is essential to getting your program off the ground.

Helpful Resources

What	Type	Guidance
Risk Insights: Safety Programs and the Impact to Your Bottom Line	Article	Show decision makers that investing in safety will positively impact your organization's bottom line.
Elements of a Successful Safety and Health Program	Guide	This quick guide explores all of the elements required to create a successful safety program.
Employee Safety Survey	Sample Survey	Your employees are often the best resource for discovering areas that may result in a loss down the road; use this survey to discover issues.
Safety and Health Committee Responsibilities	Guide	This guide communicates the responsibilities and expectations you have of your safety committee.
Safety Budget Worksheet	Worksheet	This automated worksheet calculates the need for a safety budget by first listing available resources.

For more on this topic, find additional content using the search and browse features.

- Topics Include
- Business Exposures
 - Fleet Safety
 - Property Exposures
 - Safety Meetings/Toolbox Talks
 - Safety Programs
 - Benchmark Surveys
 - Workers' Compensation

Network & Tackle Tough Issues

The screenshot displays the 'Insurance & HR Community' forum interface. The top navigation bar includes the logo, the title 'Messages In Risk Management', and options for 'View' (All, Unread) and 'Page' (1). The left sidebar lists various forum categories with their respective message counts and unread status. The main content area shows a thread titled 'Thread: OSHA Log 300 - recordable injury (5 messages)'. The selected message is from Maria Hernandez, dated 10/14/2013 12:31:48 PM. The message text discusses an employee's OSHA recordable injury and the author's question about how to count light/modified duty days for that employee.

Forums

- Benefits Legislation (15449 messages - 2919 unread) ✓
- Compensation (6651 messages - 6204 unread) ✓
- Employee Relations (10806 messages - 9877 unread) ✓
- Health Care Reform (1293 messages - 1193 unread) ✓
- HR Development (2233 messages - 2192 unread) ✓
- HR Management Topics (6529 messages - 6294 unread) ✓
- Recruitment (2254 messages - 1835 unread) ✓
- Risk Management (4429 messages - 4130 unread) ✓**
- Personal Insurance (279 messages - 250 unread) ✓

Messages In Risk Management View: All Unread Page: 1

New Message Reply View Thread Refresh Print Search

Subject	From	Posted On	Actions
Thread: Machine Guarding (3 messages)			
Machine Guarding	Nancy Barrett	10/14/2013 3:28 PM	
Re: Machine Guarding	Charles Cram	10/14/2013 4:38 PM	
Re: Machine Guarding	Nancy Barrett	10/14/2013 4:46 PM	
Thread: OSHA Log 300 - recordable injury (5 messages)			
OSHA Log 300 - recordable injury	Maria Hernandez	10/14/2013 12:31 PM	
Re: OSHA Log 300 - recordable injury	Mary Opar	10/14/2013 12:53 PM	
Re: OSHA Log 300 - recordable injury	Maria Hernandez	10/14/2013 12:58 PM	
Re: OSHA Log 300 - recordable injury	Mary Opar	10/14/2013 1:15 PM	

OSHA Log 300 - recordable injury
From: Maria Hernandez
Sent: 10/14/2013 12:31:48 PM

I had an employee that had an OSHA recordable injury and was recording the number of days that they were on light/modified duty, but this employee was later terminated for sleeping on the job.

EE had a follow up appointment after termination and showed up, but doctor was not ready to release (former EE) to full duty because FEE was only about 75% better. FEE scheduled another follow up appointment two weeks later and decides not to show up or reschedule.

I had informed the FEE to continue assisting the appointments even though they were no longer employed with us.

My question would be.... Do I continue to count light/modified duty days or stop my count? I need some help on this one please!

Thanks!

Connect with over 300,000 industry professionals across the country to ask questions and discuss best practices.

Easily Assist With Employee Communication

Benefits Buzz

Display:



Show: 4 items/page



Benefits Buzz – August 2014 (HTML Email Edition)

This month's Benefits Buzz provides an overview of the Supreme Court ruling on the ACA's contraceptive mandate, a proposed rule change to the FMLA regarding same-sex spouses and a new final rule on ACA waiting and orientation periods.

[View](#)



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[View](#)



Benefits Buzz – February 2015

This month's Benefits Buzz gives an overview of proposed regulatory changes to the summary of benefits and coverage, final regulations for the "myRA" and DOL audit warning signs.



Benefits Buzz – April 2015

This month's Benefits Buzz features the new guidance for employer payments of individual premiums and the IRS release of ACA reporting forms and instructions.

safety focused

Refine your search

Audience

- Company / Employer (1345)
- Employee / Individual (1684)

Employee Benefits

Featured

Health & Wellness

Health Care Reform

Human Resources

Industry

Display:



Show: 10 items/page



Safety Focused Newsletter – February 2014

This month's newsletter discusses depression and increasing energy during winter months.

[View](#)



Safety Focused Newsletter – October 2013

This month's newsletter is all about manual handling and how to deal with and prevent overexertion injuries.

[View](#)



Safety Focused Newsletter – October 2014

In this issue, we discuss the cross-industry risks associated with working at heights and review steps to take to promote back and spine health.

[View](#)



Safety Focused Newsletter – August 2014

This month's newsletter explores sleep deprivation and how to keep your summer allergies under control.

[View](#)

Stay Compliant with Workers' Comp

The screenshot shows the AREOM website interface. At the top, there's a navigation bar with links for 'Manage Users', 'Contact Us', and 'Logout'. Below that is the AREOM logo and a search bar with the text 'Search Content on Command' and a 'SEARCH' button. A secondary navigation bar contains links for 'Home', 'Risk Management', 'OSHA', 'Industry', 'Community', 'Claims & Requests', 'Toolbox', 'Compliance Toolkit', 'My Documents', and 'HR Hotline'. A yellow banner below the navigation bar reads 'You are here: Risk Management » Workers' Compensation » Staying in Compliance' and 'Good Afternoon, Becky'. The main content area has a dark header with the title 'Workers' Compensation: Staying in Compliance' and a sub-header 'Make sure your firm is complying with relevant state statutes using the resources on this page.' Below this, there are two columns of text. The left column is titled 'Workers' Comp Q&A' and contains three sections: 'What is workers' compensation?', 'How is workers' compensation regulated?', and 'How do employers offer workers' compensation benefits?'. The right column is titled 'Workers' Compensation State Statutes Connection' and features a map of the United States with state abbreviations.

Workers' Comp Q&A

What is workers' compensation?
Workers' compensation coverage pays benefits to employees for work-related injuries or diseases. Sick or injured employees are entitled to medical and wage replacement benefits, without having to prove fault on the part of the employer. Workers' compensation coverage also provides death benefits to dependents of employees killed in work-related accidents.

How is workers' compensation regulated?
Workers' compensation coverage for federal employees and postal workers is regulated by the federal government. Most employees, including employees working for private companies and the state government, are covered by state workers' compensation laws.

How do employers offer workers' compensation benefits?
State workers' compensation laws can vary widely. However, most states require employers to carry at least some form of workers' compensation insurance for their workers. Some states also permit employers to self-insure.

Workers' Compensation State Statutes Connection

A map of the United States with state abbreviations labeled. The map includes Alaska (AK) and Hawaii (HI) as insets. The main map shows the contiguous United States with state abbreviations: WA, OR, CA, NV, UT, AZ, NM, TX, MT, ND, SD, NE, KS, MO, OK, AR, LA, TX, MT, ND, MN, WI, IA, IL, IN, OH, PA, NY, VT, NH, ME, MA, RI, CT, NJ, DE, MD, VA, WV, KY, TN, MS, AL, GA, SC, NC, DE, DC, FL.

- State-by-state Compliance Resources
- Injury Management and Return to Work Resources
- Learn about your Modification Factor

Industry-specific Resources

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What	Type	Guidance
Construction Risk Management Presentation	Best Practices	This presentation explores the basics of construction risk management.
Construction Risk Insights: A Word to the Wise About Construction Defect	Article	The risk of becoming involved in a construction defect claim is greater than ever. Learn what you can do to mitigate your risk.
Hiring Independent Contractors	Guide	Make sure your procedures for evaluating and hiring independent contractors are in line with proper business practice.
Construction Risk Insights: Understanding Construction Contracts	Article	Managing contracts is essential to minimizing liabilities; make sure your contracts are not opening your firm to undue exposure.
Contract Review Checklist	Excel Workbook	Keep track of outstanding and expired contacts with this spreadsheet.

- Operational Threats
- Compliance
- Environmental Exposures
- Employee Safety

Valuable Benchmarking Tools



Contribute to benchmarking surveys and enjoy learning how your firm measures up against similar companies.

Questions?

Thanks for taking the time to learn more about the AREOM Member Portal, a key benefit to AREOM membership.

Remember, your **AREOM Member Portal** is located at areom.accountportal.net

-OR-

through the www.AREOM.online Members Only Page

- and it's accessible 24/7!