

**Safety Meetings are important!**

They: get your employees actively involved  
encourage safety awareness  
help identify problems before they become accidents  
motivate employees to follow proper safety procedures

**We are happy to provide you with a monthly topic for your agenda.**

**ROUTE TO:**

- General Manager
- Safety Coordinator
- Supervisor Dept. \_\_\_\_\_
- Other \_\_\_\_\_
- Date of Meeting \_\_\_\_\_



## Safety & Regulatory Update

### Corona Virus (COVID-19)

The Corona Virus (COVID-2019) is in the same family as MERS and SARS viruses. It is a respiratory virus which spreads primarily from contact with an infected person through respiratory droplets generated when a person, for example, coughs or sneezes, or through droplets of saliva or discharge from the nose.

As of Feb 19, 2020 the World Health Organization (WHO) reported 73,332 cases Globally with 72,528 cases in China. The number of deaths in China is 870 while in the rest of the world only 3 deaths. The Centers for Disease Control (CDC) reported 19 confirmed cases of COVID-19 in the US, as of Feb 11, 2020.

According to the WHO, infection can cause mild symptoms including a runny nose, sore throat, cough, and fever. It can be more severe for some people and can lead to pneumonia or breathing difficulties. More rarely, the disease can be fatal. Older people, and people with pre-existing medical conditions (such as, diabetes and heart disease) appear to be more vulnerable to becoming severely ill with the virus.

COVID-2019 displays the same symptoms as the flu and involves the respiratory system. The CDC has articles on "Healthy Habits to Help Prevent the Flu" and "Helping Prevent the Spread of Flu in the Workplace". These articles have tips to keep your employees safe including company plans that deal with a flu (or other illness) outbreak and sending sick employees home.

**Sources:**

World Health Organization. "Corona Virus 2019." *World Health Organization*, WHO, 18 Feb. 2020, [www.who.int/emergencies/diseases/novel-coronavirus-2019](http://www.who.int/emergencies/diseases/novel-coronavirus-2019).

National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases. "Coronavirus Disease 2019 (COVID-19) Situation Summary." *Centers for Disease Control and Prevention*, USA.gov, 16 Feb. 2020, [www.cdc.gov/coronavirus/2019-ncov/summary.html#illness-severity](http://www.cdc.gov/coronavirus/2019-ncov/summary.html#illness-severity).

OSHA. "COVID-2019." *OSHA.GOV*, USA.GOV, 11 Feb. 2020, [www.osha.gov/SLTC/covid-19/standards.html](http://www.osha.gov/SLTC/covid-19/standards.html).

Centers for Disease Control and Prevention, National Center for Immunization and Respiratory Diseases (NCIRD). "Healthy Habits to Help Prevent the Flu." *CDC.gov*, USA.gov, 7 Nov. 2019, [www.cdc.gov/flu/prevent/actions-prevent-flu.htm](http://www.cdc.gov/flu/prevent/actions-prevent-flu.htm) and 8 Apr. 2019, [www.cdc.gov/flu/business/prevent-flu-workplace.html](http://www.cdc.gov/flu/business/prevent-flu-workplace.html).



## Trending Now

I began as a GAWDA consultant on February 3, 2020 and the questions I have received so far are complex; 60% of the inquiries received have been in reference to the components of a Safety Program. This includes policy development, proper PPE, emergency response, audits and where do I start?

There are four basic components to a Safety Program and each component has several pieces. First, Upper Management must be the head Cheerleader of this program. Then you can begin:

1. Policies
  - a. Company Safety Policy
  - b. Working safety policies: Substance Abuse, PPE, Blood Borne Pathogen, Smoking, Safe driving to name a few. Recommended policies can be found on the GAWDA website/members resource page, OSHA website, CGA publications and don't forget to ask your employees where they think structure is needed.
2. Procedures - standardized procedures help increase productivity and decrease the number of variables that may cause an incident
3. Training - all employees must be trained on policies/procedures and training must be Documented!
4. Audits - audits are not to "catch someone doing something wrong," they are :
  - i. Management by walking around
  - ii. A coaching opportunity for the manager
  - iii. A chance to correct a situation before it becomes the scene of an incident
  - iv. Must be Documented and Issues Addressed in order to be effective

Note: Safety Audits templates can be found on state websites.  
Procedure audits can be a review with the operator and/or an observation of the operator.



## Training - Emergency Action Plan

OSHA states that the emergency action plan covers the “designated actions that employers and employees must take to ensure safety from fire and other emergencies.” OSHA requires that employers record emergency action plans in writing unless there are 10 or fewer employees. If there are 10 or fewer employees, the employer may verbally communicate the plan. 29 CFR 1910.38.

An **Emergency Action Plan** must include at a minimum:

### ***Procedures:***

1. Procedures for reporting a fire or other emergency
2. Procedures for emergency evacuation, including type of evacuation and exit route assignments
3. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate
4. Procedures to account for all employees after evacuation. I recommend using a sign-in sheet
5. Procedures to be followed by employees performing rescue or medical duties; and
6. The name or job title of every employee who may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.

### ***Employee alarm system.***

An employer must have and maintain an employee alarm system. The employee alarm system must use a distinctive signal for each purpose and comply with the requirements in § 1910.165. The signal may be mechanical or verbal.

### ***Training.***

An employer must designate and train employees to assist in a safe and orderly evacuation of other employees.

### ***Review of emergency action plan.***

An employer must review the emergency action plan with each employee covered by the plan:

- When the plan is developed or the employee is assigned initially to a job;
- When the employee's responsibilities under the plan change; and
- When the plan is changed.

NFPA Fire and Life Safety: Developing a Preparedness Plan and Conducting Emergency Evacuation Drills is a good resource on how to effectively run a fire drill.



If there are questions or items that I can help you with, please contact me.

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