

So, you're in charge... Now What?

These slides are intentionally high-contrast and pared down to make them easy to read and annotate when printed. The full presentation, as delivered during the session, will be available afterward.

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Agenda

- First Step: Audit the Current State
- Building a Master Schedule and Action Plan
- Making Key Contacts
- Review Loss History
- Review Regulatory History
- Things You Might Have to Do
- Hindsight
- Conclusion

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- Scan the QR code to visit my LinkedIn page for some basic information about me.



LinkedIn

Disclaimer: Content is based on professional experience and is not legal or regulatory advice.

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Reference Documents – Google Drive



When this symbol appears, check the Google Drive Toolkit for a corresponding reference document



NOTE: These guidance documents are meant to be helpful tools, not one-size-fits-all solutions. Always confirm requirements before implementing.

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Audit for Current State

- Overwhelmed? Contact Insurance Broker
- Physical:
 - Walk-through inspection using a checklist (dealer's choice)
 - Use facility condition to determine detail
 - Ex: High-level overview of low risk processes, or detailed review of high-risk processes
 - Make quick fixes where possible (labeling containers)
- **Bonus: Introduce yourself to the stars of the show!**
 - Being polite and friendly sets a good tone.

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Written Program Audit

- What's required?
- Start with Emergency Response Plan
 - Update your contact info
 - **Bonus:** Likely contains a map!

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Make an Action Plan and Master Schedule

- What are priorities?
 - Ask manager for preferences
- Involve Safety Committee to get things done
 - **Bonus:** Do not volunteer to do everything, especially if you're new.

Master Schedule

- Compliance tasks
- Training
- Makes sure you don't miss anything

Action Plan

- Track completion
- Project, initiative, or task-focused.



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Make Key Contacts

- Schedule Meet & Greets:
 - Leaders
 - Maintenance
 - Facilities
 - IT Departments
 - Vendors
 - Internal trainers
 - HR
 - The "go-to" people
 - Worker's comp adjuster(s)
 - Legal/Risk Management
- Practice active listening
- Careful with what you "promise"

Starting off on the right foot makes the journey way easier!



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Review Loss History

- OSHA logs
- Worker's Comp
 - Ask adjuster or acct manager for a Loss Report.
- Significant injuries
 - Learn what was done after.
- Optional:
 - ISO Audit results
 - Help close open findings
 - Recent first-aid incidents
 - OSHA history



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Tasks You May Have to Do

- New Hire Orientation
- Incident investigations
- Report out at GEMBA's
- Sign up for internal process analysis methods
 - Ask your boss to help

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Hindsight

- It's easier to loosen your grip than tighten it.
- Two things you'll need to find a way to say (carefully):
 - "That's not my job"
 - "I don't work for you"
- Pick battles that are small enough to win and big enough to matter.
- It's okay to not know everything.
- Be firm, fair, and consistent.
- Ask for help!

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Resources

- OSHA website
 - A-Z index
- Publications
 - Professional Safety Journal (ASSP, peer-reviewed)
 - EHS Today
 - *Check your library for access*
- Local councils
- Podcasts
- Colleagues (internal, external)
 - *It never hurts to ask questions!*

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Questions? Comments? Concerns?

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