

The background image shows the Hollings Marine Laboratory building, a large brick structure with several windows. In the foreground, there is a sign for the Hollings Marine Laboratory, which includes the NOAA logo. The sign is surrounded by a landscaped area with flowers and a low wall. The entire image is overlaid with a semi-transparent blue filter.

How are WE improving SAFETY at NIST?

Richard Kayser
Chief Safety Officer

NIST VCAT
Charleston, SC
October 6, 2015

AGENDA

Report regularly to the VCAT on NIST's safety improvement efforts.



**FY 2015
INCIDENTS**



**2014 SAFETY
CLIMATE SURVEY**



DISCUSSION

FY 2015 Injury Incidents

79
Injuries



18 OSHA
Recordables

8 Slips, trips, and falls



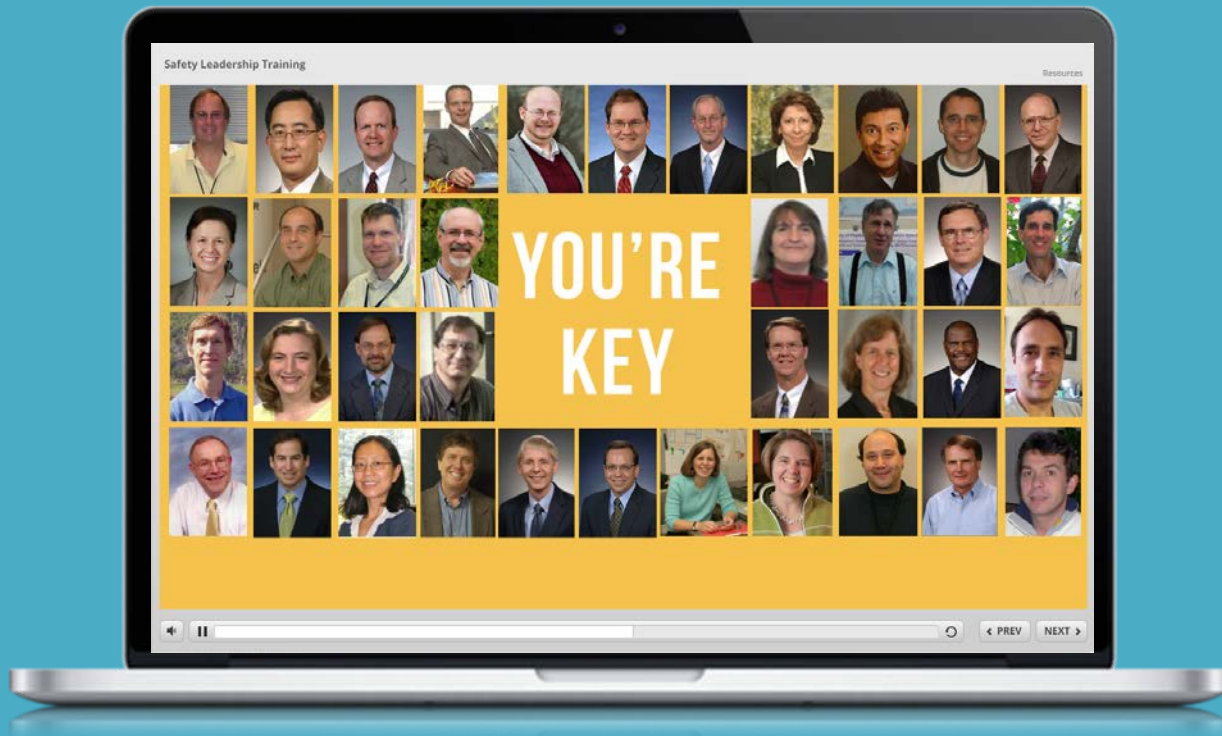
4 Struck by/against



4 Overexertion



NIST Safety Leadership Training



Why

To foster a shared understanding and sense of purpose



Who

All managers and supervisors and OU/ OSH E safety personnel



How

Self-paced on-line presentation supported by safety resources

What Was Covered

NIST Safety Leadership Training

Why We
Value Safety

Our Safety Policy

Safety Laws
and Regulations

Safety Management
System



Getting Everyone
Involved in Safety

Managing Risk

Safety Education
and Training

Learning from our
Incidents

2014 Safety Climate Survey Planned Actions

01 **EMPLOYEE RIGHTS AND RESPONSIBILITIES**
Improve communication to employees of their safety rights and responsibilities.

02 **UNSAFE CONDITIONS AND PRACTICES**
Provide guidance on addressing unsafe conditions and practices.

03 **INCIDENT REPORTING & LESSONS LEARNED**
Implement improved incident reporting processes and mechanisms for sharing lessons learned.

04 **SAFETY TRAINING**
Improve the quality of safety training.

05 **MANAGEMENT OBSERVATIONS**
Incorporate discussions of safety culture issues into management observations.

06 **PERFORMANCE APPRAISALS**
Re-emphasize the importance of employees receiving safety performance feedback during performance appraisals.

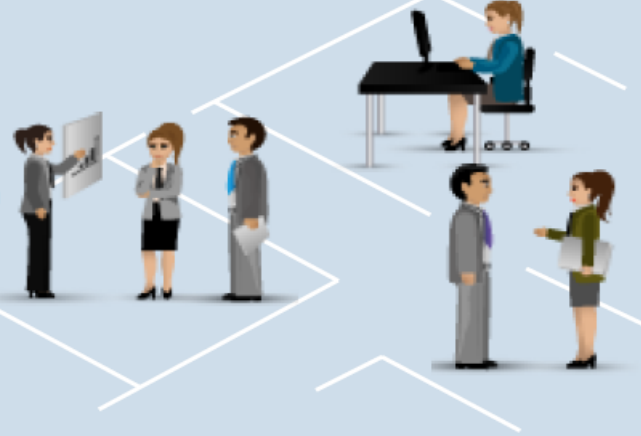
YOUR SAFETY RIGHTS & RESPONSIBILITIES @ NIST

NIST employees, associates, and visitors are entitled to a workplace free of safety and health hazards.

YOUR RIGHTS

1 SAFETY REQUIREMENTS

You have the right to receive information about NIST safety requirements and Occupational Safety and Health Administration (OSHA) standards that apply to your job and the benefits of complying with those standards.



2 HAZARD INFORMATION

You have the right to receive information and training on the work-related hazards you could be exposed to and on the methods to prevent your exposure.



3 DATA AND RECORDS

You have the right to obtain copies of injury and illness statistics, your NIST medical records, and exposure test results.



4 SPEAKING UP

You have the right to talk with your management about work-related safety and health matters, to ask safety-related questions, express safety concerns, and receive safety information.

5 REFUSING TO PERFORM UNSAFE WORK

You have the right to refuse to perform an assigned task when you believe it could seriously harm you.

6 REQUESTING INSPECTIONS OF UNSAFE CONDITIONS

You have the right to request formal inspections of unsafe conditions by NIST's Office of Safety, Health, and Environment or OSHA.

7 EXERCISING SAFETY RIGHTS WITHOUT FEAR

You have the right to exercise your safety rights without restraint, interference, coercion, discrimination, or reprisal.



8 FILING GRIEVANCES

You have the right to file a grievance with NIST's Office of Human Resources Management or a complaint with the U.S. Office of Special Counsel if you believe you have been subject to restraint, interference, coercion, discrimination, or reprisal.



YOUR RESPONSIBILITIES

1 TAKING PERSONAL RESPONSIBILITY FOR SAFETY

You are responsible for your own safety and the safety of others, including visitors. This requires speaking up when you have safety concerns.



2 FOLLOWING SAFETY REQUIREMENTS


You are responsible for following all NIST and OU safety requirements that apply to your work.



3 IMPROVING SAFETY

You are responsible for participating as appropriate in the development, implementation, and continual improvement of NIST's safety program and culture.





What's the ugly
secret behind
workplace injuries?

Someone didn't
SPEAK UP

A CRUCIAL CONVERSATION ABOUT SAFETY
NIST Safety Colloquium

June 10, 2015

Preparing Supervisors to Support Employee Reporting



Colleagues,

Addressing unsafe conditions and practices at NIST is everyone's responsibility. It is a critical factor in preventing people from being harmed while they are here.

That's one of the reasons I announced in January that I planned to take a number of actions in response to the results of the [2014 NIST Safety Climate Assessment](#). Some people mentioned in the assessment that they didn't feel comfortable or encouraged to speak up. A few people said they even felt discouraged from raising safety concerns.

That's why in June I stressed your safety rights and responsibilities at NIST. I called out in particular the importance of "speaking up" when you have a safety concern and your right to do so without fear of retaliation. Shortly after that, I hosted a NIST Safety Colloquium focused on how and why "speaking up" is important. If you missed the colloquium, I encourage you to watch it online. It was both informative and entertaining.

I will continue to provide clear guidance on what you should do if you see a safety concern, if the condition or practice is not safe, and how you can do so safely. If not safe, "speak up" in a safe space, "speak up" in a safe space, "speak up" in a safe space.



Everyone at NIST has the authority and responsibility to fix or report unsafe conditions and practices observed at work. This includes the right to do so without fear of reprisal.

NIST has a system to enable you to notify your management or others about work conditions or practices that appear hazardous and receive a timely response to your concern.

REPORTING METHOD

If you observe a condition or practice that appears unsafe, take the following actions. You are encouraged to follow steps 1 or 2 first.

- 1. **Identified in your work activity or space or in a common area:**
 - Fix it if you know how to and can do it safely. If you can't fix it immediately, take measures to protect other people from it, if necessary, such as blocking off the area or posting a warning sign. If you fix a serious or possibly life-threatening condition, tell the appropriate managers so they can verify the actions you took were adequate.

If you fix a condition in a common area, tell the responsible party.

- If you don't know how to fix it safely, you're unable to fix it, or you lack the resources to fix it, take measures to protect other people from it, if necessary. Then request assistance from your management, OU/division safety personnel, the Office of Safety, Health, and Environment (OSHE) at x5375, Option 3, Gaithersburg Plant Service Desk at x6928, or the Boulder Maintenance Service Desk at x3191, or others.
- 2. **Identified in someone else's work activity or space:**
 - Inform the activity or space owner of your concern. If the activity or space owner agrees with your concern, that person should take steps to protect other workers from the hazard, if necessary; fix it; and then let you know that they've fixed it. If the activity or space owner doesn't agree with your concern, that person should explain why.

Continued on back...

- 3. **If you're not satisfied with the way your safety concern was addressed or you choose not to follow steps 1 or 2:**
 - You have the right to request an inspection of the condition or practice by reporting it to NIST's Chief Safety Officer (CSO) at x5375, Option 3. The OSHE staff member taking your call will verify that you are requesting an inspection (not merely asking for assistance). You will be asked if you prefer your name to be kept confidential.
- 4. **If you're not satisfied with NIST's response to your concern or you elect not to follow steps 1, 2, or 3:**
 - You have the right to report your concern to OSHA by calling 800-321-OSHA (24 hours a day, 7 days a week). Your name will be kept confidential.

REPORTING RESPONSE FROM CSO

If you report an unsafe condition or practice to the CSO, expect to receive a response within a time frame based on the seriousness of your concern.

- **Suspected Imminent-Danger Conditions:** OSHE will advise you or a line manager in the responsible OU to secure the work activity or space, and it will inspect the condition **as soon as possible**.
- **Suspected Serious Conditions:** OSHE will inspect the condition within **3 business days**.
- **Suspected Other-than-Serious Conditions:** OSHE will inspect the condition within **20 business days**.

EXAMPLES OF UNSAFE CONDITIONS AND PRACTICES

Unsafe Conditions:

- Defective tools, equipment, or supplies.
- Inadequate supports or guards.
- Workplace congestion.
- Inadequate warning systems.
- Fire and explosion hazards.
- Poor housekeeping.
- Hazardous atmospheric conditions.
- Excessive noise.

Unsafe Practices:

- Not following required procedures.
- Lacking or improperly using required PPE.
- Bypassing or removing safety devices.
- Using defective equipment.
- Using tools for unintended purposes.
- Working in hazardous locations without adequate protection.
- Making improper repairs to equipment.
- Wearing improper clothing for the workplace hazards.

The [FY 2014 Shared Standard of Safety Performance \(3SP\)](#) provides specific examples of unsafe conditions and practices related to:

- Tripping hazards.
- Safe use of electrical cords.
- Proper chemical container labeling.

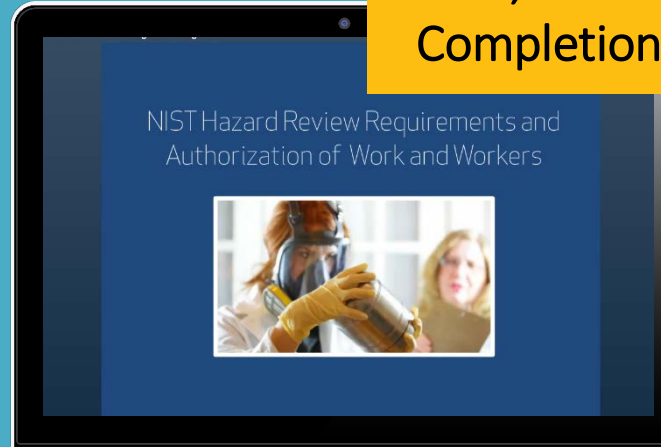
NOTE: Unsafe conditions/practices are NOT considered incidents because they are being caught before events occur that could hurt someone or something. Report incidents using NIST's Incident Reporting and Investigation System (IRIS).

581
Completions



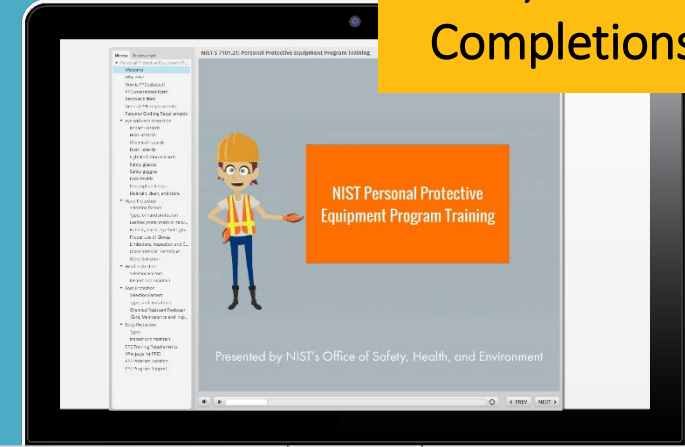
NIST Safety Leadership Training

1,046
Completions



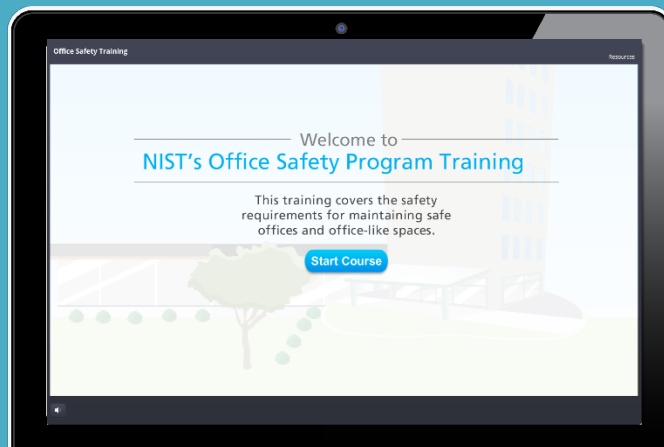
NIST Hazard Review Training

1,746
Completions

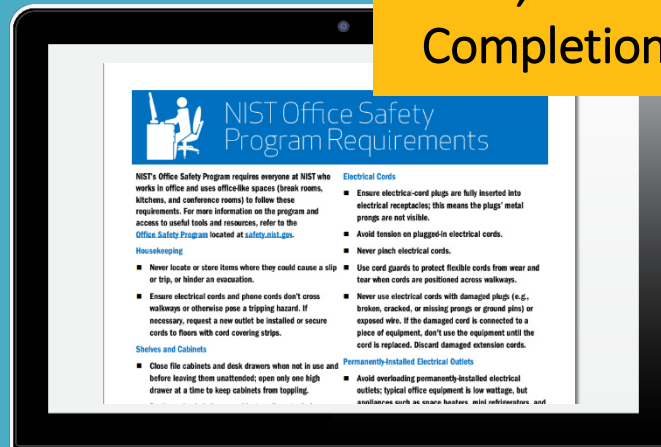


NIST Personal Protective Equipment Training

1,117
Completions



NIST Office Safety Training (Two Options)



Training Development Improvements

Training Review Process



OSHE Subject Matter Experts



NIST Subject Matter Experts



Safety Advisory Committee

Training Design Principles



Plain Language



Peer-to-Peer



Lessons Learned



NIST Content



Engaging and Interactive

The Olthoff Standard

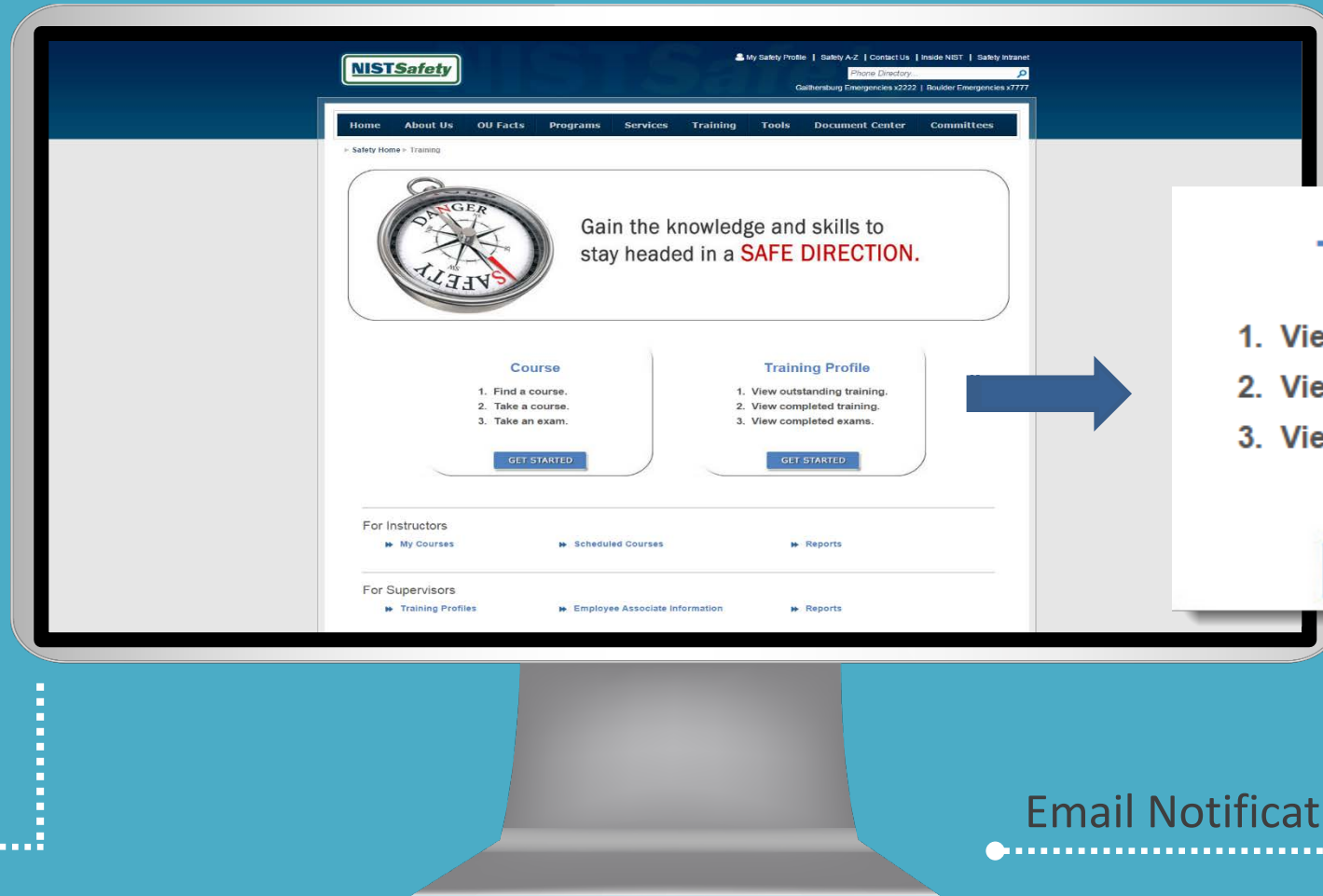


Safety Training Delivery Improvements

Available
On Demand

Interactive
Multimedia

Assigned by
Supervisor



Training Profile

1. View outstanding training.
2. View completed training.
3. View completed exams.

GET STARTED

Email Notifications

Clear and Engaging Communications

Peer-to-Peer
Conversation



Everyone Has a Say



Making Safety
Personal



Speaking Up,
Not Walking on By

A photograph of a rooftop garden. In the foreground, a rectangular water feature is filled with numerous bright green lily pads. A single white lily flower is in bloom in the center of the water. The water feature is bordered by a dark metal frame. In the background, a modern building with a grid of windows and blue-tinted glass panels is visible. The sky is clear and blue. The word "Discussion" is overlaid in white text on a dark, semi-transparent rectangular background in the center of the image.

Discussion

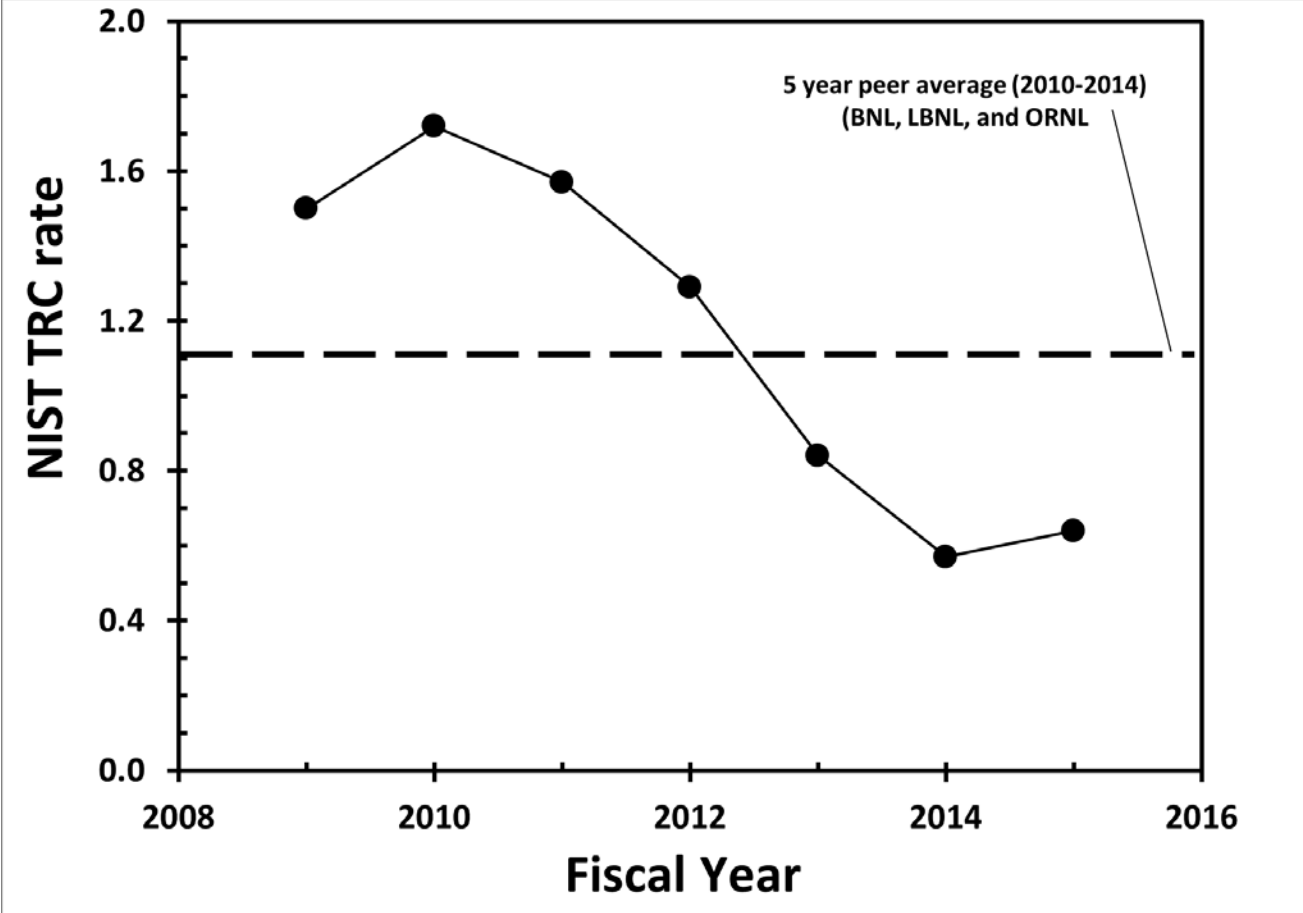
FY 2015 OSHA Recordable Injuries and Illnesses

 Slips, Trips, or Falls

 DART Cases

Brief Description of Event	Brief Description of Injury
Employee was repairing an over head pipe while standing on a ladder and fell	Employee injured hip and wrist
Employee attempted to lift a filled 55 gallon drum back onto a hand truck after it partially slipped off	Employee injured back
Employee was entering building and tripped on uneven surface	Employee broke bone in foot
Employee was holding ornamental grass while another employee was cutting it with a gas powered hedge trimmer	Employee 1 received lacerations to the tips of two fingers
Employee was retrieving a piece of equipment located in a recycling bin	Employee received a broken nose and laceration across the bridge of the nose.
Employee was walking in the parking lot on the way to office and slipped and fell	Employee experienced pain in hand
Employees were moving filled 55 gallon drums when one employee had finger pinched between two drums	Employee experienced pain in finger
Employee slipped on a puddle of water located in a restroom	Employee experienced pain in the mid chest area (ribs)
Employee was walking down exterior stairs and slip on a patch of ice at the bottom of the stairs	Employee fractured bone in ankle
Employee was walking across a parking area covered by snow and ice	Employee experienced pain in the neck and shoulder area
Employee was moving a ladder	Employee experienced pain in lower back
Employee tripped on elevated portion of sidewalk and fell	Employee experienced pain in both knees and hand
Employee was closing door to a room and finger was caught between door and door jam	Employee fractured a bone in the finger
Employee was conducted numerous activities that required repetitive motion	Employee experience pain in arm
Undetermined at this time.	Employee received burns to arms and face.
Employee was visually inspecting a fan when a foreign object blew into the right eye	Employee experienced pain and discomfort of the eye
Employee was entering elevator and fell due to the elevator floor not being level with ground floor	Employee experienced pain in the facial area
Employee was lifting bags of salt	Employee experienced pain in the lower back

OSHA Total Recordable Case (TRC) Rate



Days Away, Restricted, or Transferred (DART) Rate

