



Recertification Training for Workers' Compensation Safety Committees

Sponsored by **AmeriHealth CASUALTY** and **COMPSERVICES, INC.**

Thursday, September 27, 2007
Holiday Inn Harrisburg-Hershey, Grantville, PA

- 8:00 a.m. Registration—Continental Breakfast**
 - 8:30 a.m. Welcome and Opening Comments**
– *Susan E. Smith, Director of Customer Learning, Pennsylvania Chamber of Business and Industry*
 - 8:35 a.m. Message from the Bureau of Workers' Compensation**
– *Len Negley, Chief, Health and Safety Division, Bureau of Workers' Compensation*
 - A brief update on the services available to business from the Bureau of Workers' Compensation, as well as an explanation of the recertification requirements for companies' safety committees. Today's conference satisfies the training requirements for the renewal of a company's certification, but companies still need to complete a renewal application.
 - 9:00 a.m. Requirements, Overview & HandS Online Filing System**
– *Scott Weiant, Certification/Education Manager, Health and Safety Division, Bureau of Workers' Compensation*
 - How to register for an online account using the HandS system; terms and definitions; how to complete an initial application for safety committee certification; how to complete a renewal application and other certification mandates.
 - 10:00 a.m. Refreshment Break**
 - 10:15 a.m. Safety Committee Dynamics**
– *Mary Rose Turnpaugh, Training Specialist, Bureau of PENNSAFE, PA Department of Labor & Industry; Scott Weiant and Len Negley will team teach*
 - Makeup of a Safety Committee—responsibilities and authority
 - The minimum, crucial aspects all Safety Management Committee programs should have and why
 - Written safety policy, minutes of meetings, how often you should meet and related administrative details
 - Employee training—how to set up established safety rules and methods for their enforcement
 - Methods for determining and evaluating your safety program's effectiveness
 - 11:00 a.m. Hazard Identification**
– *Mary Rose Turnpaugh, Training Specialist, Bureau of PENNSAFE, PA Department of Labor & Industry; Scott Weiant and Len Negley will team teach*
 - How to conduct a health and safety audit
 - How to review claims, WC and OSHA paperwork to determine where your injuries/accidents are occurring
 - Starting a self-inspection program in your work place. In-depth review of the checklist areas to include: the building and grounds conditions, housekeeping, electricity, fire prevention and others.
 - You'll add your completed self-inspection to injury paperwork information completed earlier in the conference, and be guided to begin improvements in the areas that are designated as unsafe or weak.
 - How to institute control procedures to monitor that the improvements have been made, and employee behavior has changed.
 - 1:00 p.m. Incident Investigation**
– *Mary Rose Turnpaugh, Training Specialist, Bureau of PENNSAFE, PA Department of Labor & Industry; Scott Weiant and Len Negley will team teach*
 - Steps to take when an accident has occurred: from getting help for the injured worker, to gathering the facts of the accident, to securing the scene, the speaker will review the protocols all companies should have in place.
 - What the Safety Committee should do to determine the cause of the accident, including what specific task the employee was doing at the time, what (if any) equipment or machinery was involved, how experienced was the employee.
 - How to determine what indirect causes may have contributed to the accident
 - How can future accidents of a similar type be prevented? The Safety Committee needs to put together an action plan based on the direct and indirect causes.
 - 2:00 p.m. Final Questions on Safety Committee Training**
 - All three speakers are available to answer any questions about safety committees
 - The speakers will verify that this training has now met the requirements of the annual safety training recertification process
 - 2:30 p.m. Adjourn**
- All registrants will receive a Certificate of Completion.