



# 2008 Recertification Training for Workers' Compensation Safety Committees

The official annual training required for  
your Workers' Comp 5 percent discount!

**Thursday, September 25, 2008**  
Radisson Penn Harris & Convention  
Center, Camp Hill, PA

**Wednesday, October 22, 2008**  
Four Points at Sheraton Pittsburgh  
North, Mars, PA

## Agenda

- 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*  
• Today's conference satisfies the training requirement for the renewal of a company's certification, but companies still need to complete a renewal application, which will be explained today.
- 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 of major Bureau initiatives, an overview of the state safety committee certification program, and the benefits of a safety program.
- 9:00 a.m. **How to Maintain Safety Committee Effectiveness Through the Certification Process**  
– *Bob Pierce, Acting Manager, Certification and Education Section, Health and Safety Division, Bureau of Workers' Compensation*  
• Maintaining safety committee effectiveness, using the "Hands" system, common certification mistakes, and results to date
- 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; other trainers may be provided*  
• 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
- 11:15 a.m. **Hazard Identification**  
– *Mary Rose Turnpaugh, Training Specialist, Bureau of PENNSAFE, PA Department of Labor & Industry, other trainers may be provided*  
• How to conduct a health and safety audit  
• How to review claims, WC and OSHA paperwork to determine where injuries/accidents are occurring  
• How to begin a self-inspection program in your own workplace. Checklist should include the building and grounds conditions, housekeeping, electricity, fire prevention and more  
• How to use the self-inspection and injury information (reviewed earlier in the program) as guides to begin improvements in the areas that are designated as unsafe  
• How to institute control procedures to monitor that the improvements have been made and employee behavior has changed

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**Lunch**

1:00 p.m.

**Accident (Incident) Investigation**

– *Mary Rose Turnpaugh, Training Specialist, Bureau of PENNSAFE, PA Department of Labor & Industry, other trainers may be provided*

- When an accident has occurred what steps do you take? A review of the protocols all companies should have in place, from getting help for the injured worker to gathering the facts of the accident to securing the scene.
- Who should investigate the accident
- Interviewing technique do's and don'ts
- What the Safety Committee should do to determine the cause of the accident. For example, information such as what specific task the employee was doing at the time, what (if any) equipment or machinery was involved, how experienced the employee was.
- How to determine what indirect causes may have contributed to the accident
- How future accidents of a similar type can 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 presenters are available to answer any questions about safety committees*

- The presenters 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 from the Pennsylvania Chamber.