

# 3CU Safety Inventory System



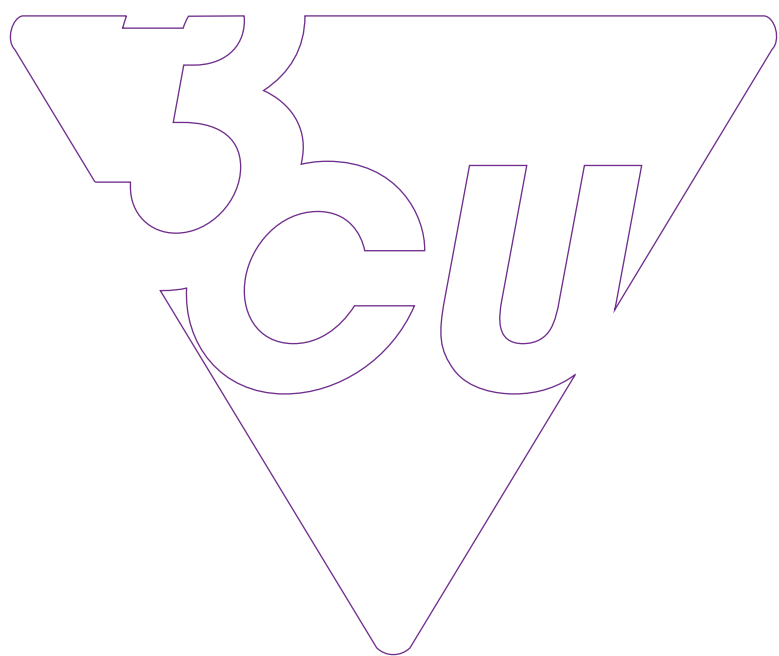
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## A Better Measure of Safety

Conducting training sessions, performing inspections and implementing new safety procedures are all important components of a successful safety program. But do these mechanisms account for risk factors at an employee, position or manager level that may impact their overall safety? For example:

- Does safety training adequately address an individual employee's safety issues?
- What and how much training do they retain?
- What is the best method of learning for each employee?
- What are the specific risks for each position?
- Has analysis been done to determine the factors that cause injuries and is it related to the daily tasks we ask our staff to complete?
- Are managers managing safety as effectively as possible?
- Are all managers doing it at the same level?
- Is there a blueprint managers can all be working from?

3CU's Safety Inventory System resolves these questions by revealing gaps in safety controls on a fundamental level that need to be addressed and corrected. While completing this process initially takes some investment of your time, it can be completed in sections. Once completed, biannual updates are recommended which will be far less time-intensive.

This Safety Inventory System booklet has four assessments that can be easily removed and kept for your records. They include:

- Position Risk Inventory Assessment
- Management Safety Evaluation Inventory
- Safety Improvement Plans
- Employee Safety Evaluation Inventory

Your 3CU Loss Control Consultant is available to explain the system and its benefits and provide support as needed.



### Physical Risk Factors by Position

The group exercise on the next page assesses physical risk factors relating to an injury by position classification. Your 3CU consultant will use the survey completed initially to assist in completing the controls you have in place for each loss source. If controls are missing, 3CU will assist in developing and prioritizing the proper controls specific to each exposure.

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# Position Risk Inventory Assessment

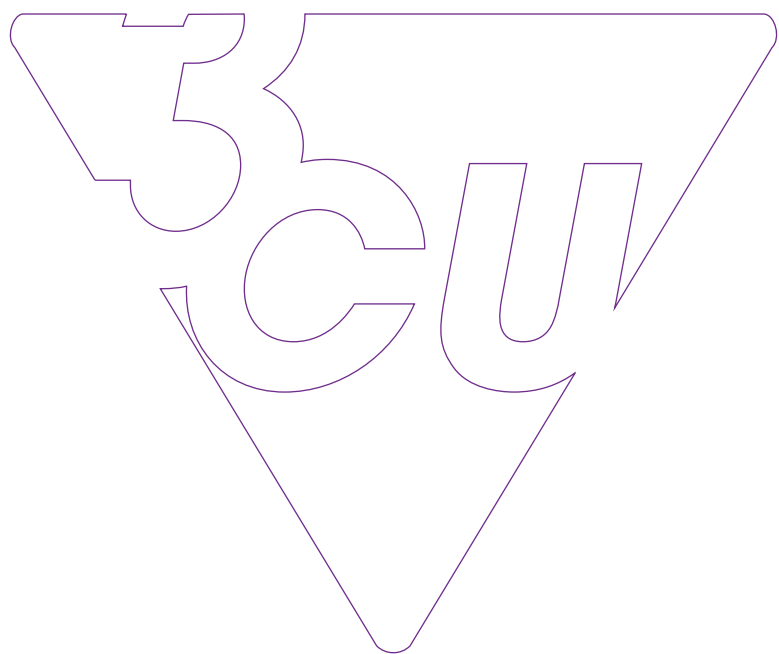
Position profiled: \_\_\_\_\_

Date: \_\_\_\_\_

Profile team: \_\_\_\_\_

List the issue and corresponding control required. Use the ✓ mark if completed.

Physical Factors	Complete	Issue	Control
Vision restrictions	<input type="checkbox"/>		
Heat and cold stress	<input type="checkbox"/>		
Wet environment	<input type="checkbox"/>		
Wind	<input type="checkbox"/>		
Ice and slips	<input type="checkbox"/>		
Excessive vibration	<input type="checkbox"/>		
Physical Injury Sources	Complete	Issue	Control
Chemical burn	<input type="checkbox"/>		
Fire	<input type="checkbox"/>		
Elevated work/falls	<input type="checkbox"/>		
Spills	<input type="checkbox"/>		
Rotating equipment	<input type="checkbox"/>		
Electric shock	<input type="checkbox"/>		
Pinch point	<input type="checkbox"/>		
Heat stress	<input type="checkbox"/>		
Abrasions	<input type="checkbox"/>		
Inadequate lighting	<input type="checkbox"/>		
Inhalation hazard	<input type="checkbox"/>		
Overexertion	<input type="checkbox"/>		
Inadequate guards	<input type="checkbox"/>		
Laceration	<input type="checkbox"/>		
Thermal burn	<input type="checkbox"/>		
Cave-in/collapse	<input type="checkbox"/>		
Struck by	<input type="checkbox"/>		
Overhead work	<input type="checkbox"/>		
Falling hazards	<input type="checkbox"/>		
Loud noise	<input type="checkbox"/>		
Particles in eye	<input type="checkbox"/>		
Slips, trips and falls	<input type="checkbox"/>		
Sprains and strains	<input type="checkbox"/>		
Tools and improper use	<input type="checkbox"/>		
Technical Factors	Complete	Issue	Control
Seating and restraints	<input type="checkbox"/>		
Control/switch errors	<input type="checkbox"/>		
Communication issues	<input type="checkbox"/>		
Sensory overload potential (too much)	<input type="checkbox"/>		









## Risk Factors at Management Level

Assessing your management team to identify where safety management gaps may exist or where safety management can improve may be beneficial. This candid review provides insight on management practices and potential individual manager issues. Focus on low scores first.



# Management Safety Evaluation Inventory

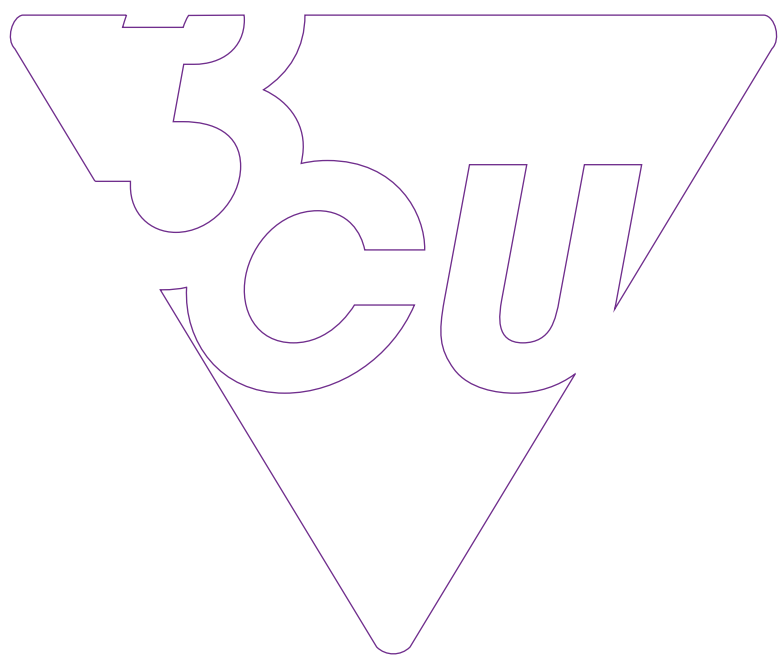
Supervisor profiled (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Profile team: \_\_\_\_\_

**Key: 1 - Highly likely 2 - Somewhat likely 3 - Not very likely 4 - Not likely**

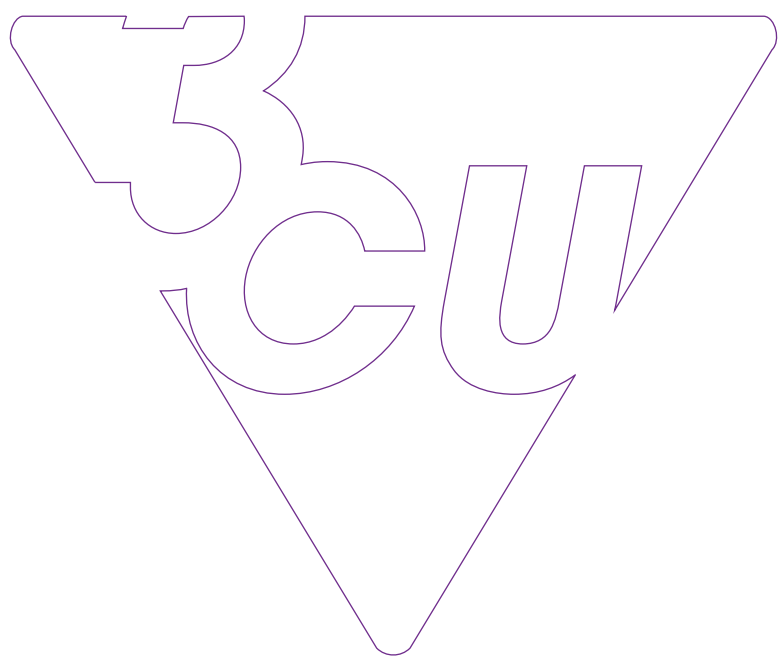
Inadequate Supervision	Score	Comments
Poor oversight		
No safety supervision expectations set		
No supervision policy		
No supervision feedback to staff		
Supervisor-to-employee ratio too large		
Coordinated Communication/Planning	Score	Comments
Team leadership gaps		
Poor task delegation		
No daily job planning and briefing		
Miscommunication history		
Not communicating critical information at critical times		
No real job monitoring and safety performance communication		
Inappropriate Operations	Score	Comments
Staff being ordered or misled beyond capability		
Crew/team composition not thought out strategically		
Experience level not a criteria		
Proficiency not a criteria		
Unnecessary hazards observed		
Failure to Correct Problem	Score	Comments
Employee/supervisor communication not likely		
Failure to take action and follow-up		
Supervisory Violations	Score	Comments
Lacking disciplinary enforcement		
Creating makeshift policies		
Giving inappropriate, inconsistent or incomplete direction		
Organizational Process	Score	Comments
Unsafe operations tempo/workload		
Little procedural guidance		
Poor safety job design process		
Little program management		
Little program oversight with metrics		
No real risk assessment policies		
Improper policymakers' realities		



## Safety Improvement Plans

These include individual and all-staff action plans and are to be developed with your 3CU consultant.

[illegible]









## Employee Reviews of Personal Risk Factors

Inventory on the following page analyzes attributes specific to each employee that can contribute to an injury. For best results, managers should collaborate to complete this. Employees with lower scores pose a higher risk. You may not have a good “read” on all employees initially, so the safety observation process will need to be used (outlined). Please contact your 3CU consultant for help if needed.

If you are able to complete the process without initial observations being needed, use the safety observation process to update employee profiles biannually. Observations should continue throughout the year. The process gets easier and more effective the longer it is in place.

If time commitments are an issue, evaluate new employees first. Criteria can include employees with less than a year of experience or less than three years.



# Employee Safety Evaluation Inventory

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Score (Higher scores = poorer performance): \_\_\_\_\_

**Key: 1 - Highly likely (or observed) 2 - Somewhat likely 3 - Not very likely 4 - Not likely**

Note: Observations should be conducted without the person knowing it. However, this is not a fault-finding exercise, but rather a safety-training process. Coach staff on noted deficiencies. It is recommended to pilot the process initially with limited staff before a group rollout.

## Safety Observations

**SAFE ACTS VS. UNSAFE ACTS %** (Count the total safe tasks observed and divide by unsafe acts.)

Date	%	Notes

Skill-based Errors (Prone to or observed)	Score	Issue noted	Violations	Score	Issue noted
Inadvertent operations			Violations of rules		
Using wrong tools			Violation of training		
Visual scan errors/ missing hazards			Violation of process or procedures		
Inadequate training			<b>Critical Behaviors</b>	<b>Score</b>	<b>Issue noted</b>
Poor methodology			Employee out of line of fire when able to do so or should be?		
<b>Judgment/Decision Errors</b>	<b>Score</b>	<b>Issue noted</b>	Are body parts protected when in the line of fire?		
Risk/perception errors			Are the eyes focused where they should be for the task?		
Task mis-prioritization			Are they using their body correctly to avoid strains?		
Rushed actions			Is the workplace adequate?		
Delayed actions			Technical knowledge lapse		
Caution/warning ignored			<b>Perceptual Factors</b>	<b>Score</b>	<b>Issue noted</b>
			Misconception of physical conditions		
			Misconception of work characteristics/ expectations		



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