



Ultimate **Risk** Services  
SAVINGS THRU SAFETY & SECURITY

ACS & Ultimate Risk Services developed an innovative 5 Step Solution© to Workplace Safety that removes the fear and uncertainty of risk mitigation and OSHA compliance. In our 25+ years of assisting small to mid-sized companies in all industries, we have found that most companies lack the finances and staff resources to manage risk and comply with OSHA workplace safety regulations. Understanding what, exactly, needs to be done, and consistently doing it, are often cited as barriers to compliance. For instance, employers are required to maintain and document periodic safety training on a number of topics. With so many moving parts and without being an expert in safety protocols, this can be confusing.

Our 5 Step Solution© acts as your company's virtual compliance department, providing a roadmap to all that is necessary to implement, monitor and maintain compliance regardless of the state your business is located. Our 5 Step Solution©:

1. Identify Exposures & Risks
2. Compliant Plans & Procedures
3. Training
4. Implement, Monitor & Maintain
5. Recordkeeping

For each of these 5 steps, Ultimate Risk Services provides a wealth of content to help customers achieve compliance now and in the future. This content is maintained and updated by our staff of experienced OSHA workplace safety compliance and risk mitigation experts.

### **Step 1: Identify Exposures & Risks**

Evaluating and identifying potential hazards on the job is a critical first step eliminating risks and potential injuries and in developing a comprehensive safety program. Before hazards can be controlled, they need to be identified. Conducting a Jobsite Hazard Analysis (JHA) to assess and document any physical and health hazards, whether potential or actual, can:



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- Raise safety and health awareness and the need to comply with OSHA regulations.
- Help identify safety training needs.
- Help determine how to eliminate or control hazards before they cause injuries.
- Once the hazards are known, employers must decide how to eliminate or control them.

### **Step 2: Compliant Plans & Procedures**

Many of OSHA's most important standards require that written plans/programs be put in place. These plans/programs are required when OSHA considers a safety or health hazard to be serious. Written plans/programs must be developed to meet the OSHA requirements, customized to reflect those actions that an employer carries out to stay in compliance, and reviewed and updated regularly. Many construction companies compile their written plans/programs into a single safety manual. Employees are required to be trained in the use of these plans/programs and this training, too, must be documented. For construction companies, requirements for written safety plans/programs fall under both 29 CFR 1926 (for work at construction sites) as well as 29 CFR 1910 (for work at company headquarters).

### **Step 3: Training**

Many OSHA standards explicitly require employers to train workers in the safety and health aspects of their jobs. Other OSHA standards make it the employer's responsibility to limit certain job assignments to workers who are certified, competent or qualified — meaning that they have had special previous training, in or out of the workplace. Regardless of the work assignments site personnel perform, all must be trained on the Site-Specific Safety Plan developed for the jobsite. In addition, frequent but brief discussions (i.e., Tool Box Talks) improve employees' hazard awareness and encourage safe work practices.



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Our 5 Step Solution© training options include:

- Online Training
- Webinars
- White papers

#### **Step 4: Implement, Monitor & Maintain**

Without a solid plan in place to maintain an effective safety program, companies can find themselves out of compliance. Monitoring is essential to determine your progress toward achieving your safety goals and provides information that may lead to necessary adjustments in the implementation of your safety program.

#### **Step 5: Recordkeeping**

Companies need to establish a system to demonstrate regulatory compliance with state and federal occupational health and safety laws. Documentation of worker training, employee injuries, incident reports, and employee safety concerns illustrates the effectiveness and dynamics of a company's health and safety program. And the best way to evaluate the success of a safety program is to have documentation of what was done, which provides guidance on how to make it even better.

OSHA requires most employers to maintain a log and summary of all recordable occupational injuries and illnesses. These records include an injury report for every incident requiring medical treatment (except first aid).

OSHA's recordkeeping standard ensures that companies track and report incidents, so they're less likely to repeat them.