

Job Site Foreman-Safety



Introduction

The key to success in any construction loss prevention program is its actual implementation on the job site. Field supervision is the main mechanism by which the loss prevention policy and procedures are implemented. The attitude of individual workers toward the company loss prevention program is dependent upon the attitude of their supervisor. The foreman's actions in directing the work are the critical link in delivering success. If foremen are given clear responsibilities for job site safety, and are held accountable through a performance review and reward system, the likelihood of accidents will be reduced helping to achieve greater construction quality, productivity, and worker safety.

Safe operations are practiced on the job site, not in the home office. Effective loss prevention programs are a result of the involvement and commitment of all members of the construction team, from the chief executive officer to the worker on the job site. However, in accomplishing the desired objectives, foremen play the most critical role. As the principal representative of management seen daily by the workers performing the actual construction work, a foreman has direct control of the activities of the workers.

The foreman must be thoroughly familiar with the duties and responsibilities of all parties involved in the loss prevention program.

Foremen must understand the economic impact of accidents and incidents. The foreman who understands the mechanics of direct and indirect accident costs, as well as overhead implications for workers' compensation and other insurance coverages is in a better position to make intelligent decisions in directing the work activities. Increasing the awareness of the individual workers on the impact of their actions can greatly affect the business results.

In addition, it is also essential that the superintendent who has overall responsibility for the production, quality, cost,

and scheduling of a project also be held principally accountable for job site safety.

Foreman Responsibilities

The foreman is the primary project leader and must be held accountable for the project's safety performance. They must also be the principal implementers of the company loss prevention policy and procedures. The key roles and related responsibilities are outlined below:

- **Knowledge** – Have the knowledge to carry out all the training, site inspections, accident investigation, and recordkeeping roles defined below. Understand the principles of loss prevention as well as the company policies and procedures. Have a thorough understanding of the operations and hazards expected, controls to be used, company policies, and legal safety standards, which apply to the hazard.
- **Site Safety Compliance** – Must be given full authority to require workers of all levels on the job site to comply with the established work rules and other applicable loss prevention procedures. They must also follow proper pre-job and pre-task planning procedures and establish specific elements of the loss prevention program.
- **Site Inspections** – Continually check the job site to determine the level of implementation of loss prevention procedures and to assess the practices and site conditions. Any unsatisfactory conditions should be promptly reported and corrected. Check the job frequently to determine if the proper procedures are being followed. Be sure that potential hazards are being safeguarded against and that no new hazards have developed. This includes verifying that personal protective equipment is being worn and used properly and that all other equipment is being properly used.

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- **Communication** – Hold periodic group meetings and weekly toolbox talks and promote other means of communications with workers to ensure awareness of site safety. Reward outstanding performance and promote feedback and involvement of the workers in the loss prevention program. Communication must flow back to senior management to advise of areas where help is needed and areas where there was superior performance.
- **Recordkeeping** – Maintain job site performance records, training, inspections, investigations, statistics, and other means to assess the level of implementation. Take corrective action for potential problem areas. Report and record the performance of the crew and any problems with the implementation of any element of the loss prevention program.
- **Worker training** – Determine the level of knowledge and job requirements of each individual worker. If there is a gap, it is up to the foreman to assure the proper training or support is provided and maintained. Give special attention to new or inexperienced workers since they are most "at risk" on the job site. Conduct periodic safety training sessions (e.g., toolbox meetings) to familiarize crew members with safety performance indicators, lessons learned from previous accidents, and other pertinent information which will promote work safety.
- **Accident Investigation** – Require that all injuries and incidents be promptly reported and fully investigated to prevent future accidents. As the most knowledgeable individual working with the crew, the foreman is in the best position to determine what went wrong, why it happened, and how future occurrences can be prevented. This information must be shared with management so that recordkeeping requirements can be met, as well as benefits derived from the insight gained through the investigation.
- **Goal Setting** – Participate with upper management in the development of foreman safety goals. Some measurable goals include experience modification reduction, incidence rates or days away from work reduction, training goals, inspection goals, and budgeting goals.

Accountability and Performance Measurement

Safety programs and safety success require an active, motivated and knowledgeable foreman. In order to measure the level of performance periodic reviews should be undertaken to identify weaknesses and strengths of each foreman in carrying out his or her safety roles and responsibilities. An action plan to address areas for improvement should be outlined during the review and then monitored throughout the year. Feedback consistent with the level of achievement towards reaching the action plan expectations should be provided.

The following is a suggested review process to evaluate and hold the foreman accountable for safety at the job site. This should be tailored to comply with your company or site specific safety program. Each foreman should be given this score card when hired so that they understand what is expected.

If the bargaining agreement disallows a formal performance review, the form could be used as a management guide to evaluate the individual followed by an informal meeting with the foreman to address strengths and weakness.

Additional Sources of Information

CNA Risk Control or CNA agent
 JJ Keller – 800-327-6868
 National Safety Council – 800-621-7619
 Construction Safety Council – 708-544-2082
 Safety Meeting Outlines, Inc. – 815-464-0200
 ABIH/BCSP Joint Committee (American Board of Industrial Hygiene, the Board of Certified Safety Professionals) – 217-359-2686

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SCORING

Poor – For the most part the foreman is not performing up to expectations. Remedial action is required.
Below Average – Foreman occasionally takes responsibility and performs effectively but overall expectations are not being met. Retrain and instruct the employee on improvements needed to achieve at least an Average rating.
Average – Meets expectations consistently. Additional training and expectations needed to achieve at an Above Average level should be discussed.
Above Average – Exceeds expectations occasionally. With additional training and motivation could achieve excellent rating within one year.
Excellent – Exceeds expectations consistently. Role model and training example for all other Supervisory personnel.

SAFETY SCORE CARD

Rate the foreman in each category below based on the above scoring. Offer constructive comments as warranted.

1.	Completes accident/incident reports on a timely, factual basis. Provides workable effective recommendations to prevent recurrence.	1 2 3 4 5	Comments:
2.	Takes the initiative by communicating with management about status of job site safety and ideas for improvement.	1 2 3 4 5	Comments:
3.	Knows the most significant exposures at the job site (i.e. material handling, falls, work zone safety, theft, alcohol/drug, housekeeping, safe driving) and keeps focused on controlling these.	1 2 3 4 5	Comments:
4.	Takes charge of operations that are not routine to make certain good safety practices are followed.	1 2 3 4 5	Comments:
5.	Performs regular inspections of job site exposures and program compliance. Informs employees and shop personnel of defects ensuring corrective action is taken.	1 2 3 4 5	Comments:
6.	Takes the initiative in notifying management of persistent deficiencies.	1 2 3 4 5	Comments:
7.	Makes no assumptions concerning employees' skills and performs new employee orientation and follows up with the new employee to ensure safe practices are adhered to.	1 2 3 4 5	Comments:
8.	Takes corrective action when necessary to re-enforce safe job practices.	1 2 3 4 5	Comments:
9.	Sets a good safety example for all employees.	1 2 3 4 5	Comments:
10.	Consistently enforces company safety rules and if necessary uses the company disciplinary procedures to correct unsafe behavior. Works with each employee without favoritism.	1 2 3 4 5	Comments:
11.	Conducts appropriate meaningful toolbox talks encouraging the employees to participate and offer suggestions.	1 2 3 4 5	Comments:
12.	Is knowledgeable in OSHA compliance and continues to demonstrate a willingness to stay abreast of OSHA issues.	1 2 3 4 5	Comments:
13.	Accident Experience	1 2 3 4 5	Comments:
	Frequency – # of accidents _____		
	Severity – # of lost work days _____		
	Frequency – # of first aid cases _____		
	Property losses – # _____ /\$ _____		
14.	Experience modification reduction	1 2 3 4 5	Comments:
ACTION PLAN:			

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Lifting - From Start to Finish



Learning how to lift and carry loads the right way may be the best thing you can do to keep from being injured on the job or at home. No matter what your size or strength, knowing how to lift things right makes your job easier and safer.

Plan Ahead

- Check your load. Is it heavy? Awkward to carry? Can you see around it? Is its weight evenly distributed and stable? Are there sharp edges or protruding nails?
- Check your route. Choose a flat, straight path that's clear of items that could make you trip or slip. Make sure the unloading area is clear.

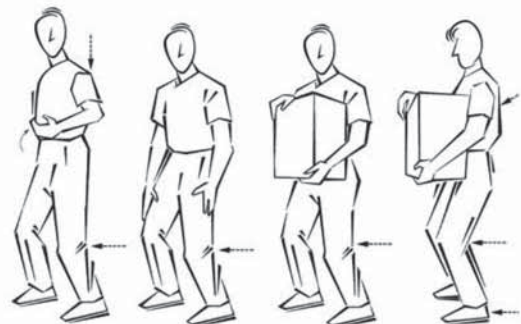
How To Lift

- Stand close to the load with your feet apart for balance. If the load is small enough, keep it between your legs.
- Bend your knees and lower yourself into a squatting position while keeping your back upright.
- Grip the load firmly with your whole hand, not just your fingers.
- Tighten your stomach muscles and, keeping your back upright, straighten your legs. Pivot around your hip joint. Move slowly. Jerky motions strain muscles.
- Keep the load close to your body. Keep your elbows tucked in close to your body.
- Move slowly and carefully. If you have to turn, move with your feet, not your torso. Avoid twisting; keep your shoulders and feet facing forward at all times.
- Face the unloading area and bend your knees to bring the load down.
- Keep your fingers clear of the bottom of the object.

- Place the load down near your feet and push or slide it into place. How you put down the load is as important as how you pick it up.

Helpful Hints

- Split large loads into smaller, easier-to-manage loads.
- Carry long loads on your shoulder with the front end high.
- When transferring objects, try to use a pallet or table so you are lifting at waist-height.
- Use a forklift, cart or hand truck or get someone to help you move a large or awkward load.



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Material Handling on Construction Sites



Manual material handling is the largest single cause of lost workday injuries in construction. One out of every four work injuries happens because someone lifted, carried, pushed, or pulled something the wrong way, or lifted beyond his or her capacity.

Workers should be trained on proper and safe material handling techniques either manually or by using mechanical means. The use of correct handling techniques is one of the ways to help reduce injuries.

Injuries

The most useful part of your body in handling materials safely is not your back or legs, but your head. Untrained workers often do the job the hard way and soon get tired which leads to possible injury. The following are some key potential injury areas that can occur when material is improperly handled.

Back Pain

Back pain, especially low back pain, is second only to colds and other respiratory problems as the leading cause of lost time on the job. Many workers suffer from low back pain, much of which results from improper handling of materials.

Fatigue is the most common cause of back pain, resulting from doing heavy, repetitive jobs for an extended period of time with the body in an unnatural position. It also can result from light jobs where the body is not in a normal position, such as bending over a low bench or desk. A short warm-up session before beginning a heavy task, and occasional stretch breaks can help avoid fatigue.

Sudden, acute pain from a muscular strain may often be easily treated. Don't ignore any form of back pain. Seek medical advice and treatment as soon as possible.

Hernia

A hernia is caused by a weakness in the abdominal wall which ruptures, pushing a part of the abdominal contents through the wall, causing a bulge or lump. While most common in males, women too, may suffer hernias. Hernias do not only affect workers in heavy industry, as most think. Any weakness in the abdominal wall is susceptible to a hernia when unsafe lifting habits cause overstretching of the abdominal muscles.

Strains

Improper material handling techniques can cause strains in other areas than the back. Strains to hands, wrists, arms, neck, shoulders, and legs are also common. They too can be prevented by using proper material handling methods. Continuous straining to any of these areas can lead to more serious problems.

Protecting Yourself

When you must manually lift an object, consider the following general lifting suggestions:

- Size up the load. Seek assistance if you think you need it.
- Get close to the load, with one foot alongside the load, and one foot behind it for balance. Get a firm grip on the object, with your palms, not your fingers.
- If possible, squat to the load, keeping your back straight, not necessarily vertical, just straight.
- Draw the load close to you, with the weight centered over your feet. Test to see that it's not too heavy.
- Lift by straightening your legs, avoiding quick, jerking motions. Your legs should provide most of the power to lift, not your back.
- Avoid twisting with a load, instead use your feet or shift to change direction with a load.

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- When lifting above waist height, set the load down on a table or bench, shift your grip, and then lift again.
- Lifting comfortably is most important. Judge the most comfortable position for yourself.

Preparing For The Lift

- Stand comfortably as close as you can to the load, with feet apart for balance.
- If the load becomes too heavy or clumsy to lift on your first try, don't attempt the lift again without additional assistance.
- If possible, squat to the load, keeping your back straight. Try to avoid bending.
- Wear gloves that provide a good grip. Grasp the load firmly with your hands, with your fingers beneath the load if possible. Test it first to see that it's not too heavy.

Carrying The Material

Carrying objects not only exposes you to possible injury, but also to other workers on the job site. Consider the following:

- Use two people, if needed, and agree in advance how a load will be moved.
- Don't let the object obstruct your vision, be sure of where you're going.
- Don't twist your body to change directions; use your feet instead. Twisting with a load puts enormous stress on the spine.
- Check the corridors, floors or stairs over your planned route. Check to see the surface is clean and in good condition.
- Carry any pipe, bar stock or other long objects on your shoulder with the front end high.
- Never change your grip during a lift unless you can support the weight during the grip change.
- If you can't make it as far as you thought you could, stop, put the load down and rest.

Carrying Material Up And Down Stairs

Workers carry items up and down stairs many times a day. Some points to consider are as follows:

- Be sure handrails, even temporary ones, are in place.
- Check to see how adequate the lighting is even if the job is still under construction. Take extra time on stairways. Make sure there's no loose nails, cans of paint, misplaced claw hammers, or similar objects on the stairs to trip over.
- Walk with your knees and feet pointing outward at an angle while descending stairs, instead of walking with feet and knees pointing straight ahead. Going straight ahead with feet and legs puts unnecessary strain on the knees.

Placing The Material

Placing and storing the material properly is important. Consider these points:

- When possible place the material on tables, saw-horses, or pipe racks that are approximately waist height, thus not having to lower the material to the ground.
- Face the final resting spot for the load you're carrying with your whole body. Do not twist the load into its final place.
- Don't forget where your fingers and toes are. Allow enough room to place the load so you can move all of you out of the way. Put one corner of a box or similar item down first, so your fingers can be removed from beneath the load.
- Reverse the lifting motion by bending your knees and squatting down with the load, keeping it close to your body, again, without bending your back.
- Before leaving the item(s), test the item(s) for stability where placed.

Pushing And Pulling

While pushing and pulling objects is preferable to lifting and carrying, there is still potential for an injury. Consider the following:

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- Push whenever possible instead of pulling.
- Push or pull at waist height and try to avoid bending.
- Be sure you can see over and around the material being moved.
- Avoid steep ramps whenever possible. On all ramps, back down.

Other Lifting Situations

Don't stretch from the ground.

- When lowering an item from shoulder height, push against it first to test its weight and stability. Slide it as close to your body as you can, and hold the item close while lowering it.
- When lifting items from or to high places, use a safe ladder. Do not stand on boxes or other stacked material.
- Rounded objects, such as gas cylinders, drums, and small tanks, can shift suddenly, as their contents may slosh back and forth or the rounded surfaces may begin to roll. Be extra careful.
- Partner lifts can best be accomplished when two individuals who are about the same size pair up. Have lifting signals so you can both move in unison. Good communications is extremely important.

Storing Materials

Where and how material is stored affects both safety and the efficiency on a job site. Size things up first and plan ahead when finally storing the material. Instead of just putting material "here and there" on the job site, try to use logic as to where materials, tools, equipment, and other items should be unloaded and stored for safety and convenience.

Especially watch the storage of materials in tiers; secure various layers to prevent falling. That includes wood and bricks, and skid loads of materials such as tiles, shingles, and plumbing supplies.

The unloading of building supplies can be one of the most dangerous tasks at the work site. Never allow new workers to do the unloading alone. Instead, someone with rigging and mobile equipment experience should supervise

unloading and loading activities to assure materials are stored properly. Key suggestions are as follows:

- Store materials, equipment, and tools out of the way, in the most convenient location possible.
- Keep aisles and passageways—outside and inside—from being blocked by supplies. Stored materials must not block exits and emergency equipment.
- Used lumber, when stacked, should have nails removed first.
- Combustible/flammable materials should be stored in a manner that will minimize any fire potential. They shouldn't be in the way of mobile equipment, or in a place where workers might perform any hot work. All smoking should be prohibited. These materials should not be stored where they could possibly impede the exit of any workers in the event of fire. A fire extinguisher must be readily available.
- Scaffolds and work platforms must not be used to store or accumulate piles of material or debris. There should only be as much material stored as can be used by the immediate operations.
- Plan difficult storage moves well in advance. Always arrange stored material in a secure manner

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Negligent Entrustment



Introduction

Negligent entrustment can stem from employees driving a company owned vehicle, or their personal vehicle, on company business. Employers have a responsibility to know if a person has something in their driving background that creates a risk or harm to others. Negligent entrustment implies a company knew, or should have known, that it put an unsafe driver behind the wheel of a company vehicle.

A party injured by the company driver must generally prove five elements to establish liability in a lawsuit for negligent entrustment:

1. The owner company entrusted the vehicle to the driver or knew the person was driving on behalf of the company.
2. The driver was unlicensed, incompetent, or reckless.
3. The owner company knew or should have known that the driver was unlicensed, incompetent, or reckless.
4. The driver was negligent in the operation of the vehicle.
5. The driver's negligence resulted in damages.

A driver may be judged incompetent if he/she is intoxicated, unlicensed, inexperienced or has a record of reckless driving. Examples include:

- Not possessing a drivers' license or driving with a suspended license.
- Not possessing a Commercial Driver's License (CDL) when it is required for the type of vehicle being operated.
- No experience or lack of training in operating a specific type of vehicle.

- The driver's motor vehicle record (MVR) has several at-fault accidents or moving violations in the past few years.

Some jurisdictions use the Federal Motor Carrier Safety Regulations (FMCSR) to establish minimum competency for drivers. FMCSR is increasingly being referenced as a benchmark to measure the qualifications of an individual when driving is a regular part of his/her job duties. The FMCSR standards are also utilized by companies that are not under the authority of the Department of Transportation (DOT). In simple terms, FMCSR requires that a driver:

- Holds a valid driver's license.
- Be physically qualified to operate the vehicle.
- Be able to read and speak English.
- By reason of experience or training, be able to safely operate a vehicle.
- By reason of experience or training, be able to determine whether the cargo is securely loaded.

Examples of possible negligent entrustment:

On his way to work, an employee was driving a vehicle owned by ABC Inc. when he passed out from a medical condition. His vehicle struck several other vehicles and killed one of the passengers. ABC Inc. knew this employee's license had been revoked because of his medical condition but still allowed him to drive a company vehicle to and from work.

Driving his own vehicle on company business, an employee of XYZ Inc. pulled out into the path of a motorcycle. The rider of the motorcycle was killed. The employee had been driving on business for XYZ about five years and did not have a driver's license. XYZ never requested a copy of the employee's license and never reviewed the employee's MVR.

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What you can do to reduce your exposure to negligent entrustment?

While the driver's negligence in causing an accident is usually the primary issue, the investigation of negligent entrustment charges must focus upon two main issues: the company's policies and the company's actual practices. Were policies in place and were the policies followed?

Your fleet management program must be followed and documented. Management must be held accountable for implementing the fleet management program. The following list includes areas that your company's program should include:

- Driver selection procedures that include review of employee motor vehicle records
- New employee orientation and training
- Ongoing driver training
- Post-incident/accident review and training
- An enforced policy limiting driver distractions such as cell phone usage and texting
- A drug and alcohol testing program
- Adherence to local, state and federal laws
- A strictly enforced, with no exceptions, disciplinary procedure for violations which includes revocation of driving privileges.

To help avoid negligent retention, your fleet management program needs to include:

- Reviewing the MVRs for all drivers, at least on an annual basis
- Removing the employee from driving positions if they develop an unacceptable driving record
- Ongoing training of drivers on safe driving behaviors

Resources

"Negligent Entrustment." *TheFreeDictionary*. Farlex, Inc. <http://legal-dictionary.thefreedictionary.com/Negligent+Entrustment>

RSI Insurance Brokers. Transport Times. http://www.rsiinsurancebrokers.com/10_07-negligent-entrustment/

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Non-Owned Automobile Exposure



Many companies know that there are risks associated with managing a fleet of vehicles for company use. However, did you know that you may also be liable for accidents that occur in vehicles that your company doesn't own? This CNA Risk Control bulletin explains non-owned vehicle exposures and how you can protect your company from these risks.

Ask yourself the following questions:

Do any of my employees use their personal vehicle to run errands for the company?

Do my salespeople use their own vehicles for company business?

Do volunteers use their own vehicle when working for the organization?

Are any employees reimbursed to drive their vehicles to attend business meetings, visit customers, pick up supplies or parts?

If you answered yes to any of these questions, you have a non-owned automobile exposure. Businesses have a non-owned auto exposure anytime someone uses their personal vehicle on behalf of the company.

Possible cost to your company:

If an employee causes an accident in their own vehicle, the liability insurance policy on the vehicle is the first line for liability coverage. After the limits of liability on the employee's personal automobile are exhausted, the injured party may look to the company to pay damages. Your company could be put in this situation under the theories of negligence or vicarious liability.

Luckily, there are steps you can take to protect your company from non-owned automobile exposure as follows:

- If possible, don't allow employees to drive their own vehicles for company business. Require that they use company vehicles instead.
- Allow only designated employees to conduct business with personal vehicles.

- Review your employees' Motor Vehicle Record (MVR) before they start driving and again each year. (See suggested MVR criteria on page 2.)
- Require that people driving their personal vehicle for business provide proof of insurance.
- CNA suggests a minimum of \$300,000 combined single limits.
- For employees who regularly drive on company business, require that the company be named as an additional insured on their personal auto policy.
- Regularly inspect the vehicle to assure it is properly maintained and safe to operate.
- Investigate all accidents and provide training to prevent future accidents.
- Establish safety rules for drivers of non-owned vehicles.
- Provide training for non-owned vehicle drivers.
- Keep written records of everything you do to control the non-owned auto exposure.

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CNA Suggested Criteria for reviewing Motor Vehicle Records (MVR)

- Do not allow anyone to drive for your company if they have received a class 'A' violation within the past 5 years.
- Drivers with three or more type 'B' violations in the past three years should not be allowed to drive.
- Drivers with two or more at-fault accidents in the past three years should not be allowed to drive for the company.
- Drivers with two 'B' violations or one at-fault accident in the past three years should be put on warning. Their MVR should be reviewed at least once every six months.

Class "A" Violations	Class "B" Violations
<ul style="list-style-type: none"> • DUI (alcohol or drugs) • Refusing to take a substance test • Open container (alcohol) • Reckless or careless driving • Hit and run • Fleeing or evading police • Racing / speed contest • Driving on suspended or revoked license • Vehicular assault 	<p>Moving violations that include:</p> <ul style="list-style-type: none"> • Speeding • Improper lane change • Failure to yield • Failure to obey traffic signal or sign • Suspended license related to moving violations • Accidents

Sources

CNA Underwriting Motor Vehicle Record Criteria.

Dickie, David. 2005. "The Real Story About Non-Owned Auto Insurance, Driving Risks and Which Insurance Fixes Your Employee's Car."

Shepherd, Ron. January/February 2007 Vol.16(1). "Non-Owned Automobile Liability A Blind Sport for Business Owners." The Acorn: Menlo Park Chamber of Commerce.

Snow, Natasha. 2008. "Hired and Non-Owned Auto Liability Coverage. Why Businesses Need It."

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Policy on Personal Use of Company Vehicles



Introduction

A company's primary reason for a written policy on personal use of a company vehicle is to set company rules on how employees may or may not use the company vehicle for non-business purposes. Company vehicles are given to employees to take home for a variety of reasons. In most cases, however, employees' use of company vehicles is not intended to exist without limitations. A company vehicle should be restricted to the employee assigned to the vehicle, and non-employees, such as spouses or children, should not be allowed to drive company vehicles.

Therefore, policies covering personal use of company vehicles should be in writing and signed by the employee to verify their comprehension of, and agreement to comply with those policies.

What is the cost for a company that provides personal use of its vehicles?

Allowing employees personal use of company vehicles is costly. Every mile a company vehicle is operated for personal use shortens the number of business miles a company will get from that vehicle. For example, if your company vehicle averages 25,000 business miles a year and you replace it at 75,000 miles, you expect to keep the vehicle for 36 months. If your employee's personal use is equal to 15% of the total miles every year (~312 personal miles a month), your vehicle will reach the replacement mileage in 30.6 months. Your company will have lost almost half a year's use of that vehicle. A company may also have more cost for fuel, tires, brakes and other items on that vehicle.

In addition, allowing personal use of company vehicles has administrative costs. The IRS requires businesses to report personal use of company vehicles as compensation or income for the employee.

These are only a few of the costs associated with personal use of your company vehicles. As the owner of the

company, you need to understand the true cost of allowing personal use of company vehicles.

Sample Personal Use Policy

(Company Name) will permit personal use of the company vehicle assigned to (Employee Name) under the following conditions:

Only the employee is allowed to drive the company vehicle. Spouses, children, other relatives or friends are not authorized to drive the company vehicle.

1. Personal use will be within _____ miles of the employee's home, unless the employee has written consent from the company at least one week in advance.
2. The driver must not operate the company vehicle if they have:
 - Consumed any alcoholic beverages
 - Taken any prescription, over the counter or illegal drug or substance that may impair driving ability
 - Become intoxicated or are under the influence of any prescription, over the counter or illegal drug or substance
3. The driver and all passengers in the company vehicle must use passenger restraints at all times when the vehicle is in motion.
4. The driver must not talk or text on a cell phone, operate a computer or other equipment while vehicle is in motion.
5. The following uses are not allowed with company vehicles:
 - Towing of trailers, campers or boats
 - Transporting of hazardous materials

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- Traveling into any foreign country (Canada or Mexico)
 - Attaching equipment such as luggage carriers, winches, or plows
 - For hiring to others or transporting others to generate income
 - Giving rides to hitchhikers
 - Using for any other purpose not approved by the company
6. Any accidents during personal use must be reported to the company immediately.
 7. The company will consider unauthorized use of the vehicle by someone other than the employee as the equivalent of theft, and the driver may be held responsible for the consequences.
 8. The company may restrict or withdraw this personal use policy at any time.

I understand and agree to comply with this policy.

Employee Signature _____

Employee's Drivers License Number _____

Vehicle Description _____

Date _____

Unassigned Vehicle Personal Use

Personal use of a company vehicle may occur when an employee asks to borrow or use a company vehicle. For example, the employee is moving something and wants to use the company pickup or van.

Should you let them use the company vehicle? **No.** If they need to use a truck for moving, the employee should go to a car or truck rental company.

If you allow an employee to borrow a vehicle for special use, here are some suggested steps you should take.

1. Review the employee's Motor Vehicle Record (MVR) to assure it is acceptable.

2. Complete a documented road test of the driver in the company vehicle if it is different from what they will be driving to ensure they can operate it safely.
3. Conduct and document a safety inspection of the vehicle before the employee takes it.
4. Have the employee review and sign a copy of the company fleet safety rules.

Have the employee complete a written request stating:

- The employee will be the only person to drive the vehicle.
- How and where the vehicle will be used.
- The number of miles they expect to drive the vehicle.
- The cargo being transported and how it will be secured in the vehicle.
- How many passenger they expect and that everyone will use the vehicle restraints when the vehicle is in motion.
- The driver shall not talk or text on a cell phone, operate computer or other such equipment while vehicle is in motion.
- All accidents will be reported to the company immediately.

Source

Market Trends. The Hidden Cost of Personal Use. September 22, 2009.

<http://www.fleetfinancials.com/Blog/Market-Trends/Story/2009/09/The-Hidden-Cost-of-Personal-Use.aspx>

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Power Tools Safety Tips



Famous Last Words

"It's only 110 – it can't really hurt you."

"Let me just stretch a little and drill this one hole."

"I emptied this nail gun..."

"Let me pull this saw blade guard back just to finish this one cut."

Portable power tools are one of the greatest time and energy savers around. Since they're so readily available and useful, we tend to forget that they're powered, and have the potential to amputate, break bones, electrocute, and kill. Some of the serious accidents using power tools have involved situations like the following:

"A sheet metal man was installing flashing on a church roof. Using a power drill on the roof edge, he lost his balance when the drill cut through the material. Failing to use a safety belt, he toppled 30 feet to his death."

"A carpenter amputated three fingers using a portable circular saw incorrectly. He tried to adjust the blade depth with one hand, with the other on the grip handle. He accidentally hit the trigger."

Problems

- Inadequate instructions
- Use of improperly grounded, non-double insulated tools
- Protective guards were defective, or removed
- Dull, cutting edges of blades and bits
- Hang-up of power cord twist plugs on ladder rungs
- Non-secure operator position

Solutions

- Proper training in power tool use
- Preventive maintenance on power tools
- Inspections and defective tool reports
- Shorten power cord to prevent hang-ups
- If you are performing elevated work, use safety belts

Questions for Discussion

1. Have you noticed any tools which appear to be defective? Did you report it?
2. Have you had any close calls recently while using power tools? Can you share it with us?

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Preparing for an OSHA Inspection



Introduction

OSHA inspections can be stressful for manufacturers. They are usually conducted without advance notice. There are, however, special circumstances under which OSHA may give advance warning to the employer, although it will usually be less than 24 hours' notice. Examples of cases where advance warning may be given include:

- Imminent danger situations
- Investigation of a fatality
- Incidences where select persons must be present

Employers who receive advance notice of an inspection must inform their employees' labor representative or arrange for OSHA to do so. If an employer refuses to admit an OSHA compliance officer, or if an employer attempts to interfere with the inspection, the OSHA Act provides for legal action, such as obtaining a Warrant to Inspect.

How the Inspection Happens

OSHA inspectors/officers should come to your facility prepared. They should understand relevant facts about your wood-working shop, such as its inspection history, its known potential hazards and the specific standards that might apply. Inspectors should show appropriate credentials. Likewise, as an owner, you can call the federal or local OSHA office to verify their credentials.

An opening conference including involved parties and the OSHA team and individuals begins the inspection process. The conference covers the purpose of the visit, the scope of the inspection and the applicable standards. A copy of any employee complaint can be given to you at this time. The Act does not require that an employee representative be present for an inspection. However, when no employees are in attendance, the compliance officer must consult with a reasonable number of employees concerning safety and health matters in the workplace.

The compliance officer determines the length of the inspection and the areas to be covered. Safety and health conditions and practices are observed. Employee discussions are private. If necessary, the inspector:

- Takes photos
- Records video
- Measures instrument readings
- Examines records
- Collects air samples
- Measures noise levels
- Surveys engineering controls
- Monitors employee exposure to toxic fumes, gases and dusts.

During the inspection, OSHA pays special attention to posting and recordkeeping requirements, such as totals from the last page of the OSHA Form Number 300 and the OSHA workplace poster (OSHA 3165), which explains employees' safety and health rights. Records of toxic substances and harmful agents are also requested. Remember, under OSHA's Hazard Communication Program, employers must establish a written, comprehensive communication program that includes provisions for container labeling, material safety data sheets and an employee training program.

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A closing conference completes the onsite inspection. The employer and all other persons involved then receive a copy of Employer Rights and Responsibilities, (OSHA 3000). The inspector will discuss all unsafe or unhealthy conditions observed.

The inspector will not indicate any specific proposed penalties, but will inform the employer of his or her appeal rights. During this time, the woodworking shop owner may produce records of compliance efforts and information to help the inspector determine abatement time frames. If laboratory results are required, or when the hazard affects employees, OSHA may request one more closing conference.

Preparing for an OSHA Inspection

The woodworking industry is often found on OSHA's target inspection list for hazards associated with machinery, chemicals and dust. **Understanding your woodworking hazards** and controls for injury prevention is key. If you have had any incidents and/or accidents, make sure you have conducted a root cause analysis. Even if the causes are unrelated to your wood shop, make sure you have addressed them, as OSHA may decide to investigate.

Have a clear documented history of all incidents and accidents. Maintain all appropriate recordkeeping, including training programs and training records. If you have a health and safety manual, make sure it is updated with current OSHA standards.

Ensure that your woodworking shop is organized and clean. Hazardous, flammable and combustible materials and products should be properly stored. Have your emergency evacuation plan current. First aid kits and fire extinguishers should also meet current OSHA standards. Worker stress should be avoided, so take care to use ergonomics in your woodworking shop.

An OSHA inspection is not desirable, but it can be completed efficiently if your woodworking shop is prepared.

Resource - www.osha.gov

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Protecting Workers in Hot Environments



Many workers spend some part of their working day in a hot environment. Workers in foundries, laundries, construction projects, and bakeries – to name a few industries – often face hot conditions which pose special hazards to safety and health.

Heat Stress Causes Body Reactions

Four environmental factors – temperature, humidity, radiant heat (such as from the sun or a furnace) and air velocity – affect the amount of stress a worker faces in a hot work area. Perhaps most important to the level of stress an individual faces are personal characteristics, such as age, weight, fitness, medical condition and acclimatization of the heat.

The body reacts to high external temperature by circulating blood to the skin which increases skin temperature and allows the body to give off its excess heat through the skin. However, if the muscles are being used for physical labor, less blood is available to flow to the skin and release the heat.

Sweating is another means the body uses to maintain a stable internal body temperature in the face of heat. However, sweating is effective only if the humidity level is low enough to permit evaporation and if the fluids and salts lost are adequately replaced.

Of course, there are many steps a person might choose to take to reduce the risk of heat stress, such as moving to a cooler place, reducing the work pace or load or removing or loosening some clothing.

If the body cannot dispose of excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases. As the body continues to store heat, the individual begins to lose concentration and has difficulty focusing on a task, may become irritable or sick and often loses the desire to drink. The next stage is most often fainting and then possible death if the person

is not removed from the hot environment.

Heat Disorders

Heat stroke, the most serious health problem for workers in hot environments is caused by the failure of the body's internal mechanism to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat. Signs include (1) mental confusion, delirium, loss of consciousness, convulsions or coma; (2) a body temperature of 106 degrees F or higher; and (3) hot dry skin which may be red, mottled or bluish. Victims of heat stroke will die unless treated promptly. While medical help should be called, the victim must be removed immediately to a cool area and his or her clothing soaked with cool water. He or she should be fanned vigorously to increase cooling. Prompt first aid can prevent permanent injury to the brain and other vital organs.

Heat exhaustion develops as a result of loss of fluid through sweating when a worker has failed to drink enough fluids or take in enough salt or both. The worker with heat exhaustion still sweats, but experiences extreme weakness or fatigue, giddiness, nausea or headache. The skin is clammy and moist, the complexion pale or flushed and the body temperature normal or slightly higher. Treatment is usually simple: the victim should rest in a cool place and drink salted liquids. Severe cases involving victims who vomit or lose consciousness may require longer treatment under medical supervision.

Heat cramps, painful spasms of the bone muscles, are caused when workers drink large quantities of water but fail to replace their bodies' salt loss. Tired muscles – those used for performing the work – are usually the ones most susceptible to cramps. Cramps may occur during or after working hours and may be relieved by taking salted liquids by mouth or saline solutions intravenously for quicker relief, if medically determined to be required.

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Fainting may be a problem for the worker un-acclimatized to a hot environment who simply stands still in the heat. Victims usually recover quickly after a brief period of lying down. Moving around, rather than standing still, will usually reduce the possibility of fainting.

Heat rash, also known as prickly heat, may occur in hot and humid environments where sweat is not easily removed from the surface of the skin by evaporation. When extensive or complicated by infection, heat rash can be so uncomfortable that it inhibits sleep and impairs a workers' performance or even results in temporary total disability. It can be prevented by resting in a cool place and allowing the skin to dry.

Preventing Heat Stress

Most heat-related health problems can be prevented or the risk of developing them reduced. Following a few basic precautions should lessen heat stress.

1. **Acclimatization** to the heat through short exposures followed by longer periods of work in the hot environment can reduce heat stress. New employees and workers returning from an absence of two weeks or more should have a 5-day period of acclimatization. This period should begin with 50 percent of the normal workload and normal work time the first day and gradually build up to 100 percent on the fifth day.
2. A variety of **engineering controls** including general ventilation and spot cooling by local exhaust ventilation at points of high heat production may be helpful. Shielding is required as protection from radiant heat sources. Evaporative cooling and mechanical refrigeration are other ways to reduce heat. Cooling fans can also reduce heat in hot conditions. Eliminating steam leaks will also help. Equipment modifications, the use of power tools to reduce manual labor and using personal cooling devices or protective clothing, are other ways to reduce heat exposure for workers.
3. **Work practices** such as providing a period of acclimatization for new workers and those returning from two week absences and making plenty of drinking water-as much as a quart per worker per hour-available at the workplace can help reduce the risk of heat disorders. Training first aid workers to recognize and treat heat stress disorders and making the names of trained staff known to all workers is essential. Employers should also consider individual workers' physical conditions when determining their fitness for working in hot environments. Older workers, obese workers and personnel on some types of medication are at greater risk.
4. Alternating **work and rest** periods with longer rest periods in a cool area can help workers avoid heat stress. If possible, heavy work should be scheduled during the cooler parts of the day and appropriate protective clothing provided. Supervisors should be trained to detect early signs of heat strain and should permit workers to interrupt their work if they are extremely uncomfortable.
5. **Employee education** is vital so that workers are aware of the need to replace fluids and salt lost through sweat and can recognize dehydration, exhaustion, fainting, heat cramps, salt deficiency, heat exhaustion and heat stroke as heat disorders. Workers should also be informed of the importance of daily weighing before and after work to avoid dehydration.

More Information

A 15-page booklet "Working in Hot Environments" and a detailed scientific analysis "Occupational Exposure to Hot Environments" are available free from National Institute for Occupational Safety and Health Publications, 4676 Columbia Parkway, Cincinnati, Ohio 45226.

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