

Proactive Safety: From SOPs to Year-Round Training

December 2024



“

**If you fail to plan, you
are planning to fail.**

”

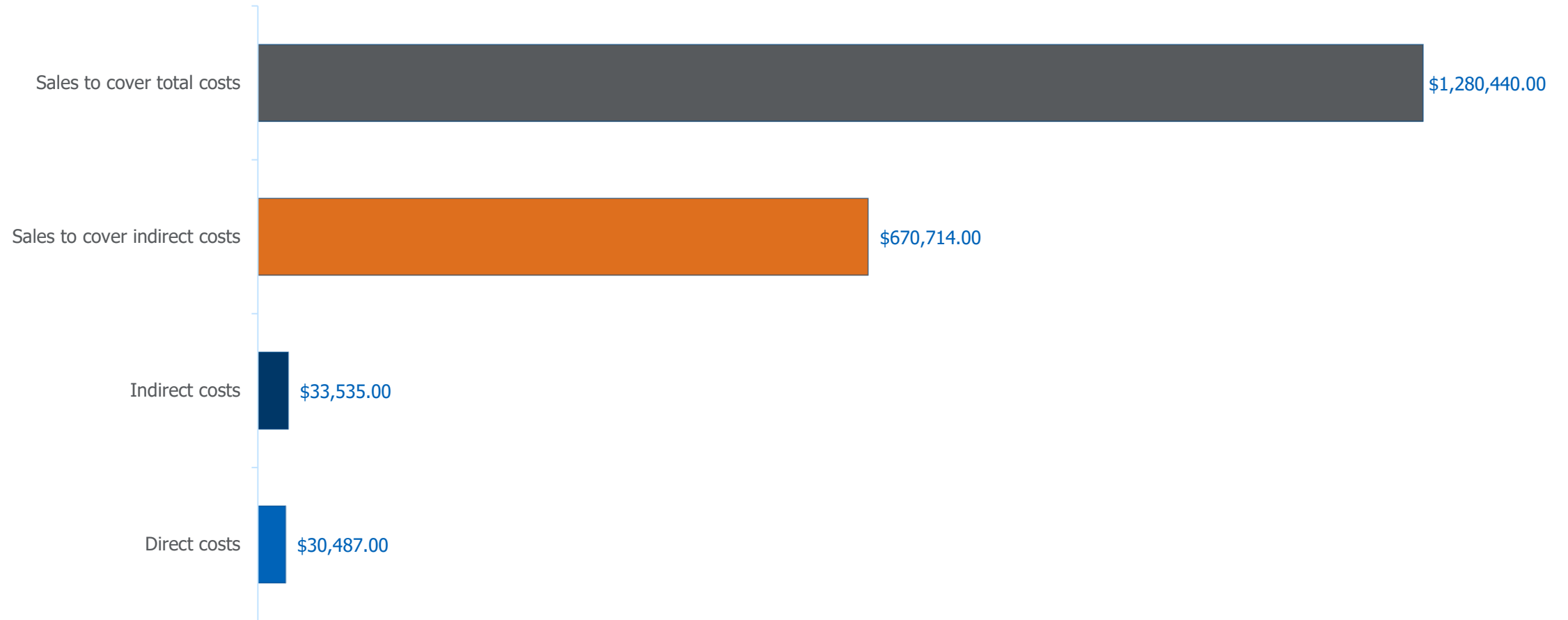
— *Benjamin Franklin*

Agenda

- Why pre-planning matters
- Creating effective standard operating procedures (SOPs)
- Using SOPs as a basis for comprehensive, year-round training
- Leveraging Texas Mutual's free resources to enhance your safety program

Why Pre-Planning Matters

The Real Costs of a Claim*



*This example claim is from a hypothetical strain. This business has a 5% profit margin.

Pre-Planning



- What is pre-planning?
- Proactive vs. reactive approach
- Benefits of pre-planning

“
**If you can't describe
what you are doing as a
process, you don't know
what you're doing.**”

— *W. Edwards Deming*

Creating Effective Standard Operating Procedures (SOPs)

Building a Strong Foundation



Start with
pre-planning



Establish SOPs



Continuous
improvement



What are SOPs?



- Standard operating procedures
- Consistent, safe work practices
- Basis for training

Creating Effective SOPs

Standard Operating Procedures: Table Saw

1. Personal Protective Equipment (PPE)

- 1.1. Wear safety glasses or goggles.
- 1.2. Use hearing protection (earplugs or earmuffs).
- 1.3. Wear a dust mask or respirator.
- 1.4. Avoid loose-fitting clothing, jewelry, or gloves that could get caught in the saw.

2. Pre-Operation Inspection

- 2.1. Ensure the work area is clean and free of debris.
- 2.2. Check that the saw blade is sharp, clean, and properly tensioned.
- 2.3. Verify that all guards are in place and functioning correctly.
- 2.4. Inspect the power cord for any damage.
- 2.5. Confirm that the rip fence is parallel to the blade.
- 2.6. Test the on/off switch to ensure proper function.
- 2.7. Verify availability of push sticks or push blocks in various sizes suitable for the work.

3. Material Preparation

4. Saw Operation

- 4.1. Turn on dust collection system (if available).
- 4.2. Position the rip fence or miter gauge as needed for the cut.
- 4.3. Adjust blade height to approximately 1/8 inch above the material thickness.
- 4.4. Stand to the side of the blade, not directly behind it.
- 4.5. Use push sticks or push blocks for cuts narrower than 6 inches.
- 4.6. Keep hands at least 6 inches away from the blade at all times.
- 4.7. Never reach over or behind the blade while it's running.
- 4.8. Allow the blade to reach full speed before beginning the cut.
- 4.9. Feed material smoothly and steadily through the blade.
- 4.10. Use combs (featherboards) or suitable jigs when standard guard cannot be used.
- 4.11. Turn off the saw immediately if you hear any unusual noises or feel excessive vibration.

5. Post-Operation Procedures

Involve employees

Use specific, clear language

Include safety measures

Sample SOPs

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5. Post-Operation Procedures

Be specific

Use clear language

Include safety measures

“

**The best way to predict
the future is to create it.**

”

— *Peter Drucker*

Using SOPs as a Basis for Comprehensive Training

SOPs

A Basis for Training

SOPs & training

- Not just for reference
- Everyone learns safest & most effective way
- Can be used for behavior-based observations

Consistency

- Same procedures across organization

Easy updates

- Continual improvement
- Update both SOPs and training

Planning for a Small Business



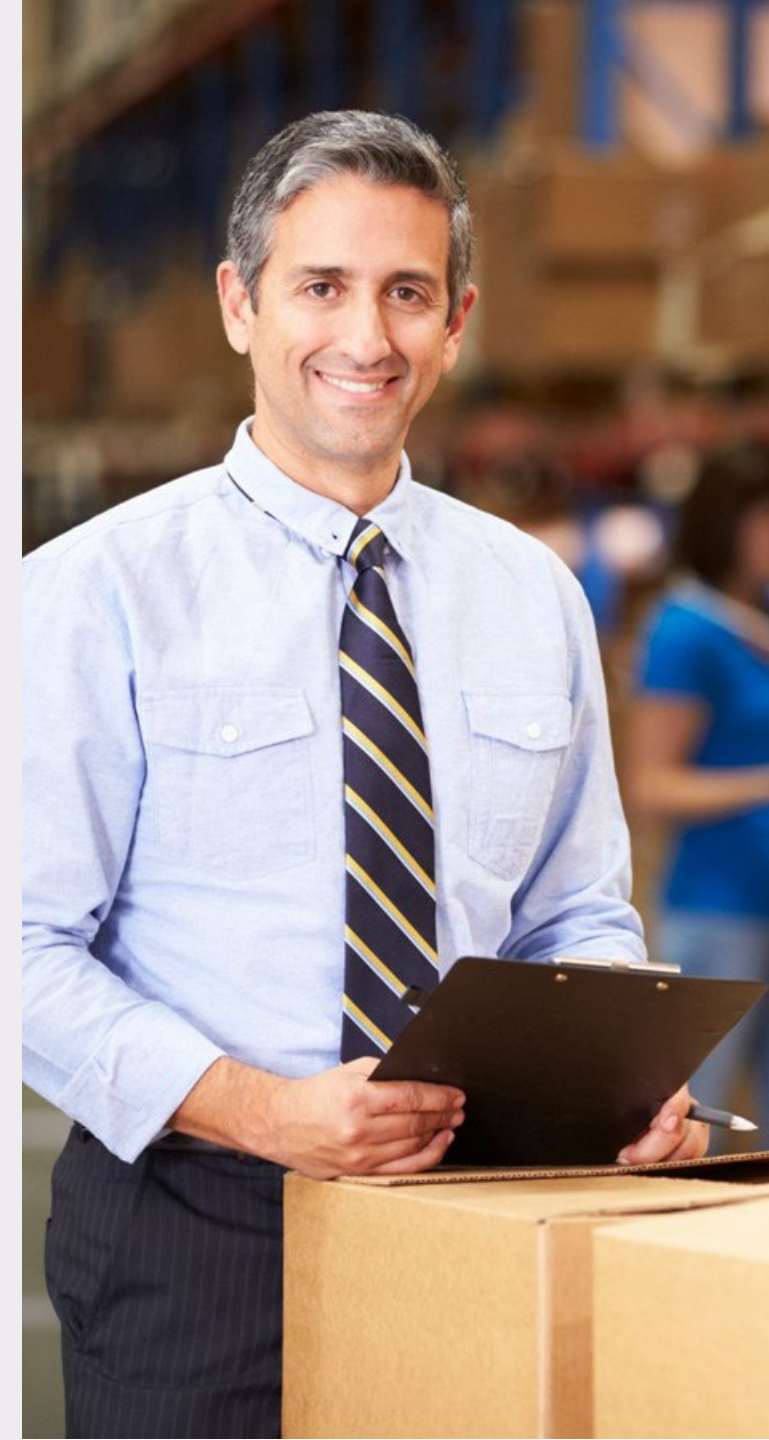
Start simple



Focus on
high-risk areas



Gradually expand



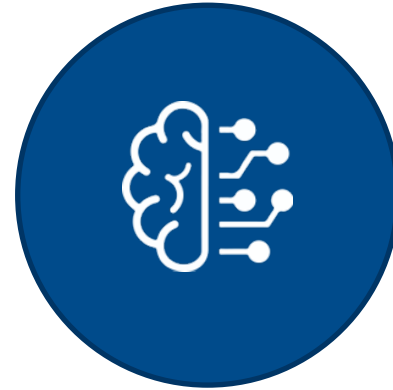
Evaluating Training Needs



Determine the
required skills



Identify any
skill gaps



Consider any
language needs



Address
learning needs
& preferences

Checklist

Training

TRAINING CHECKLIST | Table Saw

Date:

Employee name:

Trainer name:

After training is performed, the trainer and trainee (employee) should initial the proper column to confirm satisfactory completion.

| Personal Protective Equipment (PPE) | Employee | Trainer |
|--|-----------------|----------------|
| Demonstrated and had trainee practice proper use of safety glasses, hearing protection, and respirator. | | |
| Explained and showed examples of appropriate vs. inappropriate clothing and accessories for saw operation. | | |

| Pre-Operation Inspection | Employee | Trainer |
|---|-----------------|----------------|
| Guided trainee through a complete pre-operation inspection, including work area, saw blade, guards, power cord, rip fence, and on/off switch. | | |
| Demonstrated and explained the importance of push sticks and push blocks. | | |

| Material Preparation | Employee | Trainer |
|---|-----------------|----------------|
| Taught material selection, inspection for foreign objects, and cut planning. Had trainee practice these skills. | | |

Checklist

Observation

CHECKLIST | Standard Operating Procedures: Table Saw

Date:

Employee name:

Trainer name:

Trainer/Supervisor signature:

This checklist will ensure the employee is ready to safely operate this machinery or equipment.

| Personal Protective Equipment (PPE) | Yes | No |
|---|--------------------------|--------------------------|
| 1.1. Demonstrates proper use of safety glasses or goggles. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.2. Uses appropriate hearing protection. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.3. Wears a suitable dust mask or respirator. | <input type="checkbox"/> | <input type="checkbox"/> |
| 1.4. Is NOT wearing loose-fitting clothing, jewelry, or gloves. | <input type="checkbox"/> | <input type="checkbox"/> |

| Pre-Operation Inspection | Yes | No |
|---|--------------------------|--------------------------|
| 2.1. Checks that the work area is clean and free of debris. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2. Inspects the saw blade for sharpness, cleanliness, and proper tension. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3. Verifies all guards are in place and functioning correctly. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4. Examines the power cord for any damage. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.5. Confirms the rip fence is parallel to the blade. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.6. Tests the on/off switch for proper function. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.7. Locates and understands the use of push sticks and push blocks. | <input type="checkbox"/> | <input type="checkbox"/> |

Comprehensive Training Plan



- Based on hazards, trends and SOPs
- Regular schedule
- Mix of topics and formats

Sample Plan

Residential construction

| Date | Format | Topic | Content | Responsible |
|------------|----------------|------------------------------|--|----------------|
| 2025-01-06 | e-Learning | Safety refresher | e-Learning: Construction safety basics | Safety Manager |
| 2025-01-13 | Safety meeting | Proper Lifting Techniques | Demonstration | Safety Manager |
| 2025-01-30 | Hands-on | PPE for Drywall Installation | Distribute PPE, model use, ensure fit | Supervisor |
| 2025-02-10 | Toolbox talk | Dust Control | Toolbox Talk: Respiratory protection | Supervisor |

“
**Give me six hours to
chop down a tree and I
will spend the first four
sharpening the axe.**”

— *Abraham Lincoln*

Texas Mutual's Online Resources

Leveraging Texas Mutual's Resources



- e-Learning system
- Toolbox talks
- Bilingual materials

Resource Catalog

The screenshot shows the Texas Mutual Insurance Company website dashboard. At the top, a dark blue navigation bar contains the following items: CLAIMS ▾, SAFETY, PAYMENT, and MORE ▾. A red arrow points to the 'SAFETY' menu item. Below the navigation bar, the main content area is divided into several sections:

- Welcome, Ryan.** A large heading followed by a paragraph: "Use your Texas Mutual Online account to manage your workers' comp policy. If you have any questions, we're here to help. Call us at (800) 859-5995 or email information@texasmutual.com." To the right of this text is the company name "TEXAS MUTUAL INSURANCE COMPANY" and a green "IN FORCE" button.
- Billing** section with a "MAKE PAYMENT" button. It includes options for "Paperless invoicing Off" (with a "NEW" badge) and "Autopay On". A link says "Go paperless invoicing for faster delivery" and another says "See which payment methods Texas Mutual accepts".
- Claims** section with a "REPORT INJURY" button. It features a search box labeled "Claim# or lastname" with a magnifying glass icon. Below the search box is a link: "View thousands of safety resources to help prevent injuries".
- Notifications** for both Billing and Claims. The Billing notification says "No payments due at this time". The Claims notification says "No new claims alerts" and "Manage claims alerts".

At the bottom of the dashboard, there is a "Resources" section with links to: [The Latest News](#), [Healthcare network](#), [Find a doctor or pharmacy](#), [Safety groups](#), and [Rights & Responsibilities](#).

Resource Catalog

REPORT INJURY CLAIMS ▾ SAFETY PAYMENT MORE ▾

☰ Safety Resource Center Dashboard

Access Grants

🔒 Safety Resources 📺 e-Learning 🛠 Safety Tools

Free and discounted safety resources

Take steps to prevent and manage accidents with thousands of free and discounted safety resources, including educational materials, classes, presentations, videos and more.

- ➔ Safety and employer resources catalog
- BeforeDuringAfter: disaster resources
- Safety webinars
- Safety courses at local colleges
- Online OSHA training
- Texas Mutual events

Resource Catalog

The screenshot shows the Texas Mutual Resource Catalog search results page. At the top left is the Texas Mutual logo with the tagline 'WORKERS' COMPENSATION INSURANCE'. To the right is a search bar with the text 'Search Content on Command' and a 'SEARCH' button. Below the search bar is a link that says 'Or browse all content'. A navigation menu includes 'Home', 'Safety resources', and 'Employer HR resources and tools'. A dark blue banner indicates 'You are here : Search Results' and shows the date 'Friday, December 6, 2024'. The main content area features a search filter for 'toolbox talks' and a 'Refine your search' sidebar with categories like 'Agency Prospecting & Renewal Tools', 'Client Communications (1)', 'Audience', 'Cybersecurity', 'Employer Content', 'Featured', and 'Health & Wellness'. The search results are displayed in a grid with four items, each with a thumbnail, title, description, and a 'View' link. The page also includes a 'Display' section with icons for list and grid views, and a 'Show: 10 items/page' dropdown.

1 Search Content on Command SEARCH
Or browse all content

Home Safety resources Employer HR resources and tools

You are here : Search Results Friday, December 6, 2024

toolbox talks

Refine your search

- Agency Prospecting & Renewal Tools
- Client Communications (1)
- Audience
- Cybersecurity
- Employer Content
- Featured
- Health & Wellness

Display: [Grid Icon] [List Icon] Show: 10 items/page

2

3

Toolbox Talk: Replaying the hits
This TXM Toolbox Talk discusses the most viewed Toolbox Talks of 2023 and provides safety tips for hand tools, stretching and avoiding slips, trips and falls.
[View](#)

Toolbox Talk: Stretch and Flex
This TXM Toolbox Talk discusses the importance of stretching before work and provides tips to implement a stretch and flex program in your workplace.
[View](#)

Toolbox Talk: Hand Tool Safety
This TXM Toolbox Talk discusses proper use, inspections and storage for hand tools.
[View](#)

Fall Prevention Training Guide: A Lesson Plan for Employers
This guide from the Occupational Safety and Health Administration (OSHA) highlights the importance of preventing falls, particularly in the construction industry. This training guide includes materials to help firms prevent injuries and fatalities caused by falls.
[View](#)

e-Learning

The screenshot shows a navigation bar with three items: 'Safety Resources' with a padlock icon, 'e-Learning' with a video camera icon, and 'Safety Tools' with a wrench icon. A red callout bubble with the number '1' points to the 'e-Learning' tab. Below the navigation bar, the main content area has a heading 'Free Texas Mutual e-Learning' followed by a paragraph: 'Our e-Learning system has safety courses, videos and other features to help train and educate your employees.' There is a dark blue button labeled 'Explore e-Learning' with a red callout bubble containing the number '2' pointing to it. Below the button is a link: 'Previous (legacy) e-Learning training reports'.

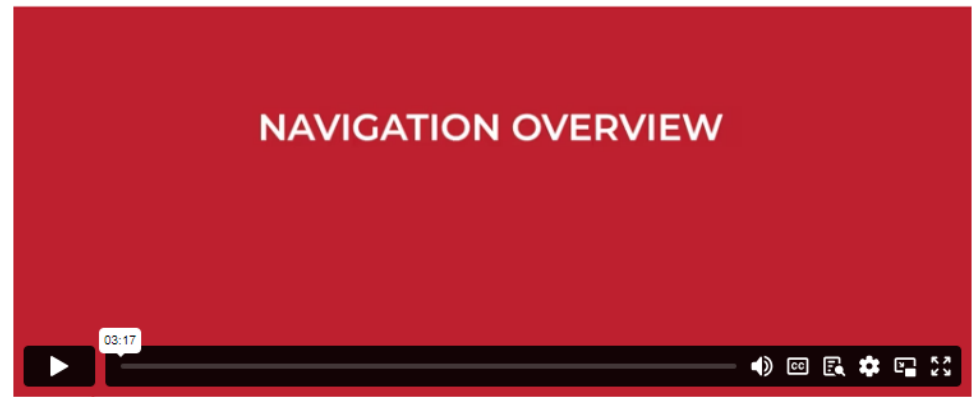
The modal dialog box has a title bar 'Continue to e-Learning' with a close button (an 'x' in a blue circle). The main text reads: 'You will be redirected to Texas Mutual's e-Learning system.' At the bottom, there are two buttons: 'CANCEL' in an orange-outlined box and 'CONTINUE' in a solid orange box. A red arrow points from the 'CANCEL' button towards the 'CONTINUE' button.

e-Learning

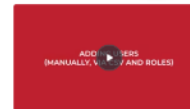
Welcome to Texas Mutual e-Learning

Your account is being created. Please allow about 10 minutes for us to finish creating your account. Once you log in for the first time, it can take up to 15 minutes for all e-Learning courses to load.

Video 1 of 5: Navigation Overview



2. Managing



3. Assigning Courses



4. Creating Courses



5. Analytics & Reporting




When you're ready to get started, close this window and click 'Manage e-Learning'.

CLOSE


NEXT

e-Learning

e-Learning for Employees Need help? 844-WORKSAFE (967-5723) | safety@texasmutual.com


 Welcome, [Redacted]


[MANAGE E-LEARNING](#) [SAFETY VIDEOS](#) [HELP](#) [Q](#)




Bridge e-Learning & SafetyNow

Safety resources for Texas Mutual policyholders

MANAGE E-LEARNING



Safety videos



e-Learning FAQs

Pre-Planning Your Learning Strategy



- Set aside planning time
- Map out the year
- Combine resources

Journey

The screenshot shows a user interface for configuring a 'Journey'. On the left is a dark sidebar with navigation options: LEARN (lightbulb icon), ANALYTICS (circular arrows icon), AUTHOR (person with gear icon), and ADMIN (gears icon). The 'AUTHOR' section is expanded to show 'Courses', 'Programs', 'Live Trainings', 'Surveys', 'Checkpoints', and 'Journeys' (highlighted). The main content area has a blue header with the title '2025 Company Name training plan for Department Name' and an 'EDIT' button. Below the header, it shows '1 courses every month' and '0 steps / Settings'. A descriptive text states: 'Linear Journey. Learners complete this Journey in order. Enrollment in the next step will be automatically triggered upon a learner's completion of the prior step.' The main configuration area contains a step titled 'Hearing Conservation: The Facts Safety Video' with a close button. Below the title is a text area for 'Step description (optional)' with the placeholder 'Add description' and a character count '0/280'. Under 'Step Settings', there are several options: 'Advanced Scheduling' (checked), 'Available' (set to 'on'), 'Date required *' (set to '12/6/2024'), 'Add Due Date' (checked), and 'Due' (set to 'after 7 days'). An 'ADD STEP' button is at the bottom.

Implementing Your Plan



Start small



Be consistent



Evaluate



Adjust

Conclusion



- Create effective SOPs
- Implement comprehensive training
- Use available resources

Q & A

Thank you!

844-WORKSAFE (967-5723)
safety@texasmutual.com

