



Topic of the Month... Non-Routine Task Safety Issues

In many workplaces, it is fairly easy to identify the safety and health hazards associated with the daily, routine tasks completed as part of a worker's "typical" day. Hazard identification and analysis is a critical step in a successful safety and health program. What if you could predict that an event is about to take place and be one step ahead as the event unfolds? Would be nice, wouldn't it? Paying attention to your surroundings or "situational awareness" increases our response time to safely handle an unexpected event. This means knowing what is going on around you. You must stay focused on the current situation, such as driving or walking to the bank, rather than being distracted by the cell phone, Blackberry or other communication devices. This focus is directed at your surroundings, being mindful of what does and does not belong. Take the time to actually look at things and not just glance over them. A proactive hazard identification program (i.e.: Confined Spaces, Personal Protective Equipment, Respiratory Protection, etc.) is essential to an effective safety program. When the workday is going smoothly and the work processes and tasks are being completed successfully, the hazards associated with them are somewhat predictable. However, non-routine tasks require a little more work. One method is to ask, "What if...?"



- What if the process breaks down?
- What if the job suddenly changes?
- Have all the possible hazards been identified?



BEFORE WORK begins on the Non-Routine Task an assessment must take place. It starts with communication among the workers. Does everyone know the steps to be taken in completing the job? Do they know the actions they will be taking? Do they have the right knowledge and equipment to complete the job safely? It is critical that you think pro-actively and find the hazards BEFORE they become an accident. Predicting the outcome of all possible scenarios is impossible, but, taking the time to ask "What If" questions may uncover hazards that may not have been identified.

Many of the injuries from non-routine tasks are severe. Less than 20% of injuries are classified as severe but are responsible for 80-90% of the direct costs.

Checklists and Job Hazard Analyses (JHA) can help identify hazards and control measures before someone is injured. Developing written Standard Operating Procedures (SOP) with safety and protective equipment built in can also help when dealing with non-routine tasks. All of these can be used as reminders in the communication process prior to starting a job, showing a new employee how to do something, and serving as a refresher for the seasoned workers.

DURING THE TASK watch for any changes in the work area, such as other people, machinery noises, things that appear out of place.

AFTER THE TASK IS COMPLETE conduct a review if things did not go as planned. Is the checklist or SOP adequate? Does the JHA/JSA need to be modified to include a newly discovered hazard?

FACTORS THAT REDUCE SITUATIONAL AWARENESS

Insufficient Communication	"Press on Regardless" Philosophy	Task Overload
Fatigue / Stress	Degraded Operating Conditions	Task Under load (Boredom)

Remember your personal safety is critical throughout your many daily activities. Be alert. **F.O.C.U.S.** (**Find Your Reason, Own Your Mind, Concentrate on the Task, Understand Your Distractions See the Bigger Picture**) on the task at hand especially when dealing with Non-Routine Tasks!

Thanks for your time. Let's work together to make Georgia a safer place to work.

DOAS Loss Control Bulletin

Fleet Management Page

February 2011

A Note from **Fleet Management**,

Thanks for all of the input on the “oil change by zip code” list we sent out and thanks to all of the agencies that have agreed to allow OFM to present the ARI plan to them. VITAL Insights can really be a tremendous tool if we get data from the shop as opposed to the abbreviated version entered later. This data can then be pushed back to save you money, just like on the oil changes.

But today is about the State Fuel Card Program. Our vendor is Wright Express and they issue the WEX Card that is accepted in 8000 locations in Georgia. The program is extremely important to the goals of OFM in that it directly feeds mileage and fuel consumption data into ARI Insights.

Here are some of the issues:

- Duplicate PIN’s—make sure an employee does not already have a PIN before you start the process for another.
- Generic PIN’s—you cannot list “facilities” or “basketball” or “math”. They have to be assigned to an individual.
- Purchase Alerts—if you do not have these, the Inspector General’s Office will be following up with you. Thanks to all those who recently addressed this issue. I know Bill Fox at UGA is already seeing that someone is buying premium gas and he doesn’t like it!

The WEX Card Program can save you 5%+/- on your fuel costs. I am attaching a list of which fuel providers are the highest, lowest and most often used by the state. You’ll see that we frequent the most expensive locations. I ran the prices in my zip code (30101) and found there was an 18 cents difference between the highest and lowest and they were 3 blocks apart. That translated into 5.9%. Imagine reducing your fuel expense by 5%! This is easy to use and very helpful to those agencies that are in a determined area (campus or those running routes). Go to www.WEXonline.com Then “Tool Kit” and “Daily Best Prices.”

We have tried to clear up the cancelling of cards issue, but all gold cards need to be in use or cancelled by the agencies as a security measure. Red cards should be used once a year at a minimum. We will be forwarding out lists to try and clear up the duplicates (6000!). Thanks for all you do to help the state.

Two additional attachments:

A summary of the WEX Card Program



fleet WEX Card
Summary.doc



A summary of WEX Card transactions by station



fleet wex fuel by
stations.doc