

# DOAS Loss Control Bulletin

June 2011

## Topic of the Month... Who is Responsible?

How do we ensure that safe work environments are maintained for all employees? Who is Responsible for your Safety? Is it your supervisor? Is it your Safety Manager's job? Is it your Director? Is it your Commissioner? Is it your College/University President? The answer is all of the above. But, Managers aren't the only ones responsible for safety on the job; workers (i.e. Y-O-U) too have safety responsibilities.

Workers should know and follow established safety and health rules, which include safe work practices and standard operating procedures. And, they should be familiar with the safety requirements that regulate their industry. Workers should know the emergency and evacuation procedures and the location of emergency equipment on their jobsite; clear thinking and immediate action in an emergency can save lives.

A worker is responsible for attending and participating in all safety training. Training helps workers identify job hazards and take the appropriate precautions to protect themselves and co-workers. And, workers should only operate equipment on which they've been properly trained. Before handling a chemical, a worker should read the material safety data sheet (MSDS) to understand the chemical's hazards and recommended safe work practices. If a worker has a question about how to safely do a job, operate equipment, handle a chemical or complete a process, he/she should ask the supervisor. Additionally, it's a worker's responsibility to properly and consistently use the personal protective equipment (PPE) required for the job.

Ultimately, every worker is responsible for his/her own actions on the job. This in no way says that the supervisor should blame the employee for every incident. They are expected to conduct themselves professionally and with their mind on their safety and the safety of others; the workplace is no place for horseplay or lack of attention. Remember the F-O-C-U-S program:

<b>F</b>	–	<b>Find Your Reason</b>
<b>O</b>	–	<b>Own Your Mind</b>
<b>C</b>	–	<b>Concentrate on Your Task</b>
<b>U</b>	–	<b>Understand Your Distractions</b>
<b>S</b>	–	<b>See the Big Picture</b>



Workers should serve as good role models to each other by keeping their personal work area and common areas in a clean and orderly manner. If a worker becomes aware of malfunctioning equipment, hazardous conditions, and unsafe behavior in the workplace, he/she has a responsibility to immediately warn co-workers or notify the supervisor; someone's life may depend on it.

To continue to ensure a safe working environment, all accidents and near miss incidents should be reported to your supervisor and immediately investigated. If a worker has a job related injury or illness, he/she is responsible for promptly reporting it to the employer and seeking appropriate treatment.

As we finish up Fiscal Year 2011 we see a lot of injuries that could have been prevented. Please review your current programs and take on the responsibility to prevent at least one injury in FY2012!

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

# DOAS Loss Control Bulletin Fleet Management Page June 2011

## **If you are in ARI Maintenance, you might be able to reduce your PM costs by 36%!**

We have finalized the deal with **Jiffy Lube**, the industry leader, to provide their full oil change service for **\$26.99 rather than \$41**. This will translate into huge savings for your fleet and the state. It is the same great, fast service you have been getting on your state vehicle and probably your personal vehicle, but now it's cheaper. A whole lot cheaper.

**Not only that, but they will give you 25% off of any service on their menu board! This will save you a ton!**

So what's the catch?

1. **You must be on ARI Maintenance.**
2. So far, we have only worked this out for the northern part of the state (30 locations).
3. You cannot use this with a WEX card, but you don't need that when you are on ARI Maintenance- there is just one invoice per agency, per month.

**What about the rest of the state?** There are three companies that split the state up for Jiffy Lube: North, South and East. Presently, the other two sections are going to monitor the deal Roger Kennedy has set up to make sure that it will increase their business. So, it is very important that we take advantage of this program when we can. That should convince the other two to provide these savings statewide.

**Here is the real message: If you drive 12,000 miles and use Jiffy Lube, ARI Maintenance is virtually "FREE."** Then consider all of the other cost savings and cost avoidance. As the guy on the radio says **"this is the biggest no-brainer in the history of earth."**

Call me or Roger.

Thanks for the response on the incorrect VINs in VITAL that I sent out to a few of you. **Let me know how we can help.**

