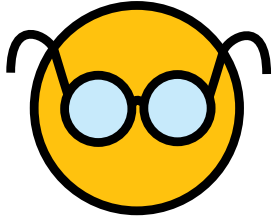


# Top Ten Ways to Improve Your Safety Program



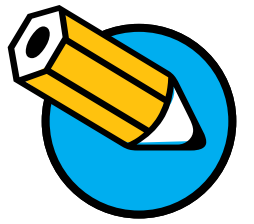
## 1. Focus on safety early.

Do not let employees start work until they understand the hazards of the job and demonstrate that they can do each task safely. Safety training is also important for current employees who take on new tasks.



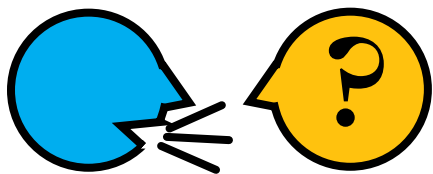
## 2. Practice behavior-based safety.

Behavior-based safety programs are all-inclusive. Everyone works to identify and eliminate hazards. Employees are accountable for not only their own safety but also their co-workers' safety.



## 3. Track your accident trends.

Use our online loss analysis tool to find out which injuries occur the most and to identify the most frequent causes of those injuries. To access the tool, log in to the Employer Gateway at [www.texasmutual.com](http://www.texasmutual.com), click on Claims, and then click on loss analysis. Address the hazards, and monitor your accident trends to make sure you corrected the problems.



## 4. Account for language barriers.

Use more pictures and fewer words to communicate safety procedures. Teach supervisors conversational Spanish, or ask bilingual employees to interpret safety messages. Make sure Spanish-speaking workers understand that it is OK to report unsafe conditions and ask supervisors to repeat instructions.



## 5. Remember young workers.

Young workers are often inexperienced and scared to ask questions. Be approachable, and make sure they understand that nobody will reprimand them for pointing out hazards or admitting they do not understand safety procedures.

## 6. Fight substance abuse.

Launch a "zero tolerance" substance abuse policy. Your policy may combine pre-employment drug testing with "for cause" and random testing for current employees. Consult an attorney before you launch a substance abuse policy to ensure you comply with all laws.



## 7. Hire effectively.

Good hiring practices include thorough background and reference checks, physical exams and drug screening (see number six). Make sure your hiring process complies with the Texas Labor Code and Americans with Disabilities Act. The Texas Department of Public Safety offers criminal history checks at [www.txdps.state.tx.us](http://www.txdps.state.tx.us).



## 8. Investigate accidents.

Your first priority when accidents happen is getting appropriate medical attention for the injured worker. Afterward, investigate the accident as soon as possible to uncover and correct the root causes. Treat near-misses, or accidents that almost happened, the same way.



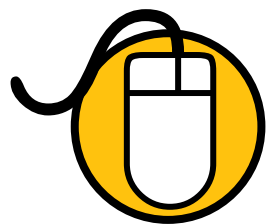
## 9. Prepare for emergencies.

Make sure your employees know exactly what to do during a fire, tornado or other emergency. If you have more than 10 employees, the Occupational Safety and Health Administration requires you to have written emergency preparedness procedures. Visit [www.osha.gov](http://www.osha.gov) for more information.



## 10. Use online safety tools.

Visit the free safety resource center at [www.texasmutual.com](http://www.texasmutual.com) to watch streaming videos, identify and correct the root causes of workplace accidents, download safety programs and get DVDs, videos, pamphlets and other training materials.



### When accidents happen

- Report injuries as soon as possible. The quickest way to report an injury is at [www.texasmutual.com](http://www.texasmutual.com).
- Monitor benefit payments and injured employees' work status by using the online loss analysis tool (see number 3).
- Help injured employees get well and back on the job.

Visit [www.texasmutual.com](http://www.texasmutual.com) to find out how to launch a return-to-work program.

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