Safety Inspections - What to Know and What to Do

Links from Chat

https://erd.dli.mt.gov/safety-health/safety-culture-act/

https://erd.dli.mt.gov/_docs/work-comp-claims/claims-assistance/ERD-FROI.pdf

https://erd.dli.mt.gov/safety-health/occupational-safety-and-health

Contact

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Slide 1

PUBLIC SECTOR SAFETY COMPLIANCE 2025

JAKE SANDAU
SAFETY COMPLIANCE MANAGER



Slide 2		
	OVERVIEW	
	Montana Safety Culture Act	
	Injury Reporting/Recording	
	Inspection Process	
	Common Hazards	
		Montana Department of LABOR & INDUSTRY
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MONTANA SAFETY CULTURE ACT



MONTANA SAFETY CULTURE ACT (MSCA)

- Adherence to the MSCA
 - New Employee Safety Orientation
 - Task/ Job Safety Training
 - Annual Refresher Training Offered
 - Safety Awareness- Newsletters, Bulletins, Meetings
 - Annual documented workplace inspections at each employer facility



MONTANA SAFETY CULTURE ACT (MSCA)

Additional Requirements for 5 or more Employees:

- Safety responsibilities outlined in Safety Policy
- Procedures for accident reporting and investigation
- Safety Committee



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NEW EMPLOYEE SAFETY ORIENTATION

- Before beginning regular job duties
- · verbal & written instruction
- · Topics should include
 - · Accident & hazard reporting
 - Emergency procedures
 - · Worksite hazards
 - PPE
 - Fire safety
 - HAZCOM
- Documentation



TASK-SPECIFIC TRAINING

- Mobile equipment
 - Forklift
 - Skid steer
 - Tractor
 - Mower
 - ATV / UTV
 - Man-lift
 - Etc.
- Specialized tasks
 - Chemical Handling
 - Weed Spraying Operations



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TRAINING DOCUMENTATION

- · Documentation includes:
 - Date and location of training
 - Description of training
 - Who performed the training (Competent Person)
 - · Who received the training
 - Signatures of Trainer and Trainee

Or ** Letter of Competency **



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Г	COMPETENT PER	SON DESIGNATION	1
-	An evaluation has determined that the person named below has know		
	use, inspection, manufacturer's recommendations and instructions, as	ad maintenance for the activities designated below. Consequently, this	
	person has been designated as a "Competent Person" per OSHA guid activities and operations covered by the designation(s).	clines and delegated the responsibility and authority for coordinating	
	Company:		
	Name:		
	Competent Person Designation(s)		
	Check as appropriate:	Excavation, Trenching and Shoring	
	Demolition	Scaffolds	
	Lead Absorment	Full Protection	
	Aerial Lift Trainer	Adostos	
	Ladder	Steel Exection	
	X Other:		
	Credentials Reviewed and Verified for Designation		
	Formal Training (describe, with year completed):		
	Years of Experience (give number of years):		
	Union Appennticeship		
	Informal Training (describe):		
	On-The-Job Performance (OFT, OFE)	·	
	Signatures:		
ŀ	Competent Person	Date	1
	Foreman/General Foreman/Superintendent/Supervisor	Date	1
		200	he
		**	Montana Department of LABOR & INDUSTRY
		*Ç	LABOR & INDUSTRY

REFRESHER TRAINING

- Must be offered to employees, periodically
- · Documented to show:
 - · Date of completion
 - Topic
 - Length
 - Participants
- · Topics will vary based on season/risk



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SAFETY AWARENESS

- Demonstrates a higher safety culture in the workplace
- · Accomplished through:
 - Newsletters
 - Bulletin boards with updated topics
 - Safety meetings
 - Etc.



SELF-INSPECTIONS

- · Inspections must:
 - Be conducted at least annually
 - Be conducted <u>internally</u>
 - Identify & document hazards and unsafe work practices or conditions
 - · Identify corrective actions needed
 - · Document corrective action taken



SAFETY RESPONSIBILITIES (5 OR MORE)

- Must have documented procedure/policy on various safety responsibilities in workplace
 - Who oversees safety program
 - Who has what responsibility
 - Management and staff
- · Typically found in board policies or safety manual



INCIDENT REPORTING & INVESTIGATION (5 OR MORE)

- · Implement & maintain procedures
 - For all work-related accidents, incidents, injuries & illnesses
 - Reporting
 - Investigating
 - Taking corrective action
- · Procedures should include
 - · Provisions for timely and effective reporting
 - · Recommendations and follow-up corrective action
 - Documentation
 - Periodic evaluation of procedure effectiveness



SAFETY COMMITTEE (5 OR MORE)

- · Composed of employee and employer representatives
- · Include elected members and volunteers
- · Include activities that assist the employer in fact finding
 - Assessing & controlling hazards
 - Assess training & awareness topics
 - Communicating with employees & management
 - Develop policies and procedures
 - Evaluate safety program
 - Inspect the workplace
 - · Review accidents, incidents, and injuries
- · Meet at least every 4 months
 - Documentation maintained at least 3 years



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INJURY REPORTING/RECORDING



FATALITY/CATASTROPHE REPORTING

- Public sector must report within 8 hours:
 - Any workplace fatality
- Public sector must report within 24 hours:
 - In patient hospitalization of 1 or more employee
 - Loss of eye
 - Amputation
- Do not need to report:
 - Motor vehicle accidents (outside of construction zones)
 - Commercial airplane, train subway or bus accidents



REPORTING

- How does OSHA define "amputation"? An amputation is the
 traumatic loss of a limb or other external body part. Amputations
 include a part, such as a limb or appendage, that has been severed,
 cut off, amputated (either completely or partially); fingertip
 amputations with or without bone loss; medical amputations
 resulting from irreparable damage; amputations of body parts that
 have since been reattached. Amputations do not include avulsions,
 enucleations, degloving, scalping, severed ears, or broken or chipped
 teeth.
- How does OSHA define "in-patient hospitalization"? OSHA defines inpatient hospitalization as a formal admission to the in-patient service of a hospital or clinic for care or treatment.



REPORTING

- · How do I report?
 - Call MT DLI Main Office
 - (406) 444-6543
 - Call MT DLI Report Hotline (anytime)
 - 1 (844) 669-5461
 - Report on our Website

https://erd.dli.mt.gov/safety-health/report-workplace-safety-hazard



RECORDING

- All public sector entities are now required to keep track of recordable injuries on OSHA 300 log
 - Recorded on log within 7 day of injury
 - Compliance section will request to view records
 - · Not all injuries are recordable
 - No employer size exemption
- All public sector entities are now required to post the OSHA 300A summary (Feb 1 – April 30)



RECORDING

- Employers with employees working at multiple facilities or employees working from home – assign to one facility
- Seasonal facilities 2 options
 - A separate log for short term facilities
 - Assign to nearest long-term facility



COMPLIANCE INSPECTIONS	
Montana Department of LABOR & INDUSTRY	

INSPECTION PROCESS	
Opening Conference	
Walkthrough Inspection	
Closing Conference	
	Montana Department of LABOR & INDUSTRY
	DIDOCE MODELLA

POST INSPECTION

- Report is completed within 10 business days of the closeout of the inspection and sent to employer, employee representative and complainant (if applicable)
- · Corrections must be completed within 30 days
 - Employer may be required to send documentation, pictures and a signed copy of the of the corrections page
 - An extension process may be available upon request and approval by the Department



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Slide 25

Common
Workplace
Safety
Violations



HOUSEKEEPING







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EMERGENCY EXITS







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ACCESS TO ELECTRICAL EQUIPMENT











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