

Safety Overview for ICE Supervisors

Introduction to Managing Safety for Supervisors



**U.S. Immigration and
Customs Enforcement**

Module One: Opening and Overview

Objectives

At the end of this session, you will be able to:

- **Properly identify hazards**
- **Conduct a thorough accident investigation**

Importance of Safety

What are the benefits that result from effectively managing safety?

- Reduces needless human suffering**
- Increases morale**
- Decreases property damage**
- Provides good public relations**
- Ensures conformance with the law**

Be Proactive

To manage safety, YOU:

- **Plan safety goals**
- **Organize your resources**
- **Lead by setting good example**
- **Manage the process**
- **Document your activities**

Management's Role

- **Top management sets safety policies and procedures.**
- **YOU communicate and enforce policies to ensure employees stay safe.**

Module Two: Actively Managing Safety and Health



Supervisor Responsibilities

Manage Safety

- ❑ Promote safe behavior
- ❑ Furnish safe environment and equipment
- ❑ Ensure employees receive training
- ❑ Perform inspections and observations
- ❑ Encourage employees to report
- ❑ Eliminate unsafe conditions/practices
- ❑ Investigate and report
- ❑ Evaluate subordinate supervisors

 Promote safe behavior

YOU must promote safety to:

- **Influence employee behavior**
- **Eliminate the primary cause of accidents**

 Furnish safe environment
and equipment

**YOU must furnish a safe environment
and proper equipment to:**

- **Ensure unsafe conditions are corrected
immediately**
- **Verify employees have the equipment,
tools, and supplies necessary
to work safely**

Personal Protective Equipment (PPE)

- **PPE is not a substitute for engineering, work practice, and/or administrative controls**
- **PPE is used in conjunction with these controls**
- **PPE selection is based on certified written Hazard Assessment conducted by Area Safety Manager (ASM)**

PPE Responsibilities

- **Supervisors ensure that employees wear or use PPE**
- **Supervisors receive training and ensure employees receive training, as appropriate**
- **Each employee is responsible for the maintenance and working condition of his or her Personal Protective Equipment**
- **Employees are not responsible for PPE cost**



Ensure employees receive training

YOU must ensure employees receive training to:

- **Clearly identify hazards and mitigations to staff**
- **Properly do your job -**
 - Supervisor has two roles:**
 - **Provide training**
 - **Monitor and track training**



Perform inspections
and observations

YOU must perform inspections and observations:

- **Have a reliable method to observe the work environment and employee behavior**
- **Schedule regular safety inspections and schedule unannounced focused observations**

Spot the Problems Exercise

- **Importance of using inspection checklists**
- **Office Safety Checklist Sample**
- **Video and checklist**

Remember most accidents at ICE are from slips, trips, and falls!

✓ Encourage employees to report

- **Encourage oral reports of hazards to you**
- **Clarify that employees need not fear making a report**
- **Remember reporting hazards is required and reprisal is illegal**





Eliminate unsafe
conditions/practices

- **As soon as a hazard is reported to you, it is to be corrected or controlled ASAP.**
- **If you can't change or fix it, go to your supervisor**
- **Manage root causes.**

 Investigate and report

- **Investigations are your responsibility**
- **Don't wait for the ASM or anyone else**
- **Purpose is to identify causal factors and to prevent recurrence of the event**

✓ Evaluate subordinate supervisors

- **It is your responsibility to evaluate subordinate supervisors on their safety performance**
- **You will be evaluated on your safety performance too**



What are Employee Rights?

- **To decline to perform an assigned tasks because of a reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious bodily harm**
- **Right and responsibility to report workplace hazards**
- **To request inspections of the workplace by safety officials**

What are Employee Rights?

- **To be free of restraint, interference, coercion, discrimination, or reprisal for filing a report of an unsafe or unhealthy working condition**
- **To report any act of reprisal for reporting a workplace hazard or violation of safety standard or regulation**

Module Three: Regulations and Policies

Conformance with the Law

- **Safety Program is mandated by specific laws, directives, and regulations**
 - **OSHA requirements**
 - **Executive Orders**
 - **Directives**
 - **Regulations**
 - **Policies**



Sec. 19, 1970 Occupational Safety & Health Act

- **Enacted by Congress to assure safe and healthful working conditions**
- **Makes heads of agencies responsible for safety program**



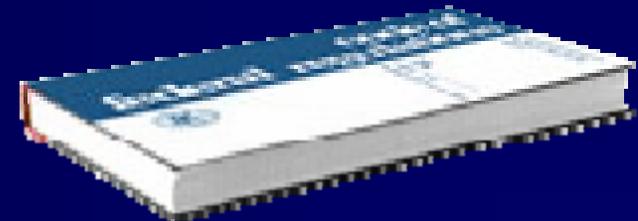
Executive Order 12196, Feb. 26, 1980

- **Signed by Jimmy Carter**
- **Empowers OSHA to inspect and cite Federal agencies for safety violations**
- **Supervisors must ensure that facilities are safe and can pass OSHA inspections**



29 CFR 1960

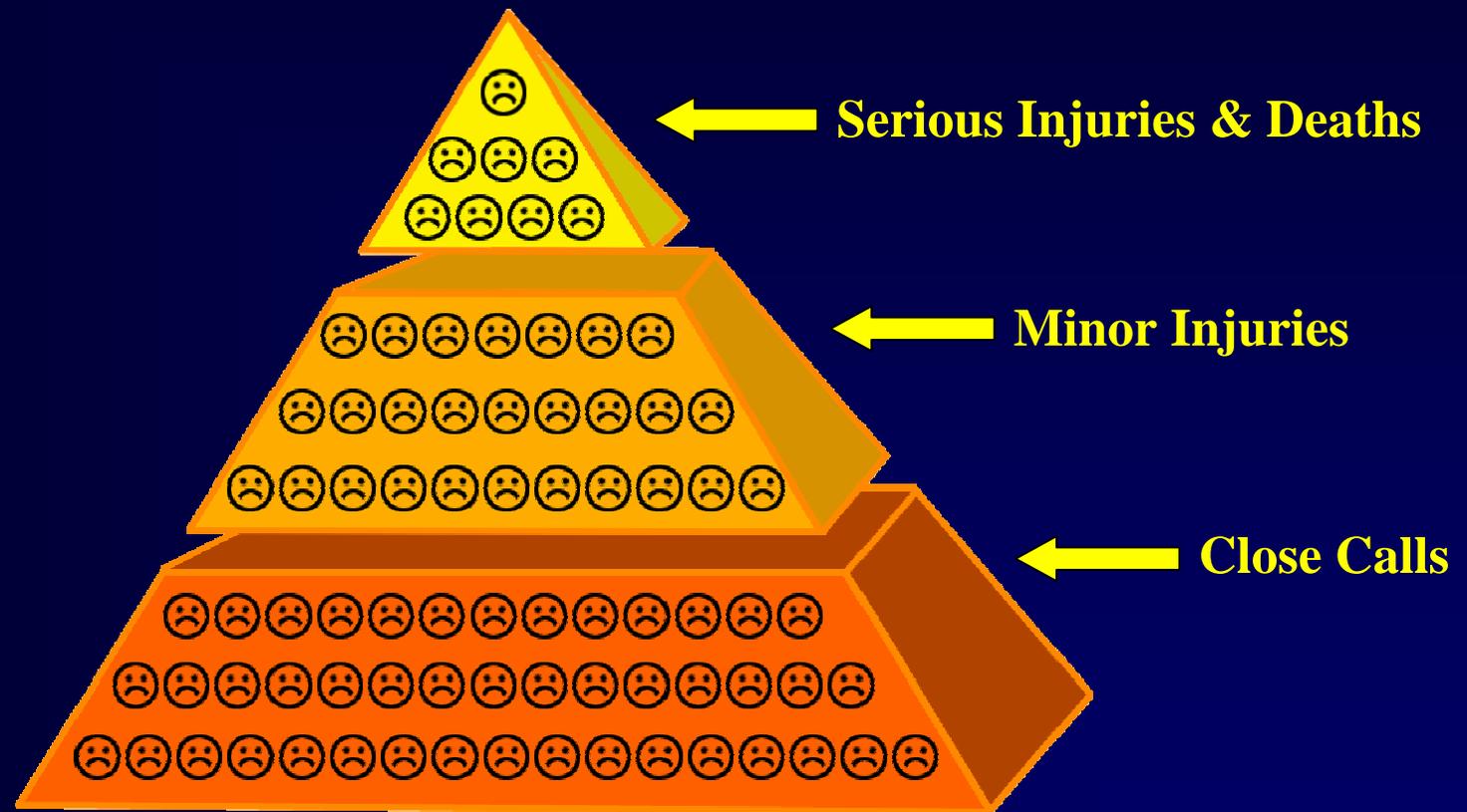
- **Establishes basic safety program elements Federal agencies must follow**
 - **Employees are covered by OSHA no matter where work takes them, even abroad**
 - **Employees must be removed from unsafe private sector facilities**
 - **Employees are safe from reprisals**
 - **Safety training mandatory for supervisors**
 - **Evaluation is mandatory**



Module Four: Accident Investigation



**Close calls eventually lead to injuries.
Reduce close calls to reduce injuries.**



Close calls must be investigated.

Accident Investigation Steps

- 1. Respond immediately to accident - Treat injured personnel and control the scene.**
- 2. Gather evidence - Survey the scene, preserve the evidence, gather witness accounts, and review records.**

(Continued on next slide)

Accident Investigation Steps Continued

- 3. Analyze information.**
- 4. Suggest corrective action.**
- 5. Complete accident investigation report.**
- 6. Take corrective actions within your authority.**

Module Five: Wrap Up

Personal Development Questions

- **List three things that you as a supervisor can do to help your employees identify hazards in the workplace.**
- **What is one learning point or technique from this module that you will use to effectively manage your workplace occupational safety and health program to reduce accidents and injuries?**