

R.O.P.E.S. COURSE

On Friday July 15, PHCC GA used part of their 130th year celebration to recognize thirteen member contractors for their proactive safety management, at the Strategic Corporate Partner Mid-Year Retreat on Jekyll Island. PHCC GA's Safety R.O.P.E.S. (Recognizing Outstanding Proactive Efforts in Safety) program is an annual recognition program for PHCC GA contractor members free of charge. This recognition program has two primary goals.

1. To offer recognition to our contractor members for their proactive strides in safety, by the oldest trade association in the United States. These recognized members can use this recognition in their marketing.
2. To provide an annual opportunity for our members to assess their safety program and celebrate their strengths as well as identify areas where more growth is needed for their safety program.

The PHCC GA Safety Committee has oversight of the Safety R.O.P.E.S. program. In support of the Safety R.O.P.E.S. program, we are developing a newsletter. We are calling it our R.O.P.E.S. COURSE. We hope the R.O.P.E.S. COURSE will provide useful information for our members to use in growing and strengthening their safety programs. Some of these will be information on specific and timely safety topics. These will provide information which may be used to help with safety meetings, training and toolbox talks.

Some of these will be directed more to business management, providing information to help make safety programs as strong as possible. This first installment of RPOES COURSE is in this latter category.

It is all about documentation.

While the PHCC GA Safety Committee reviewed this year's submissions for R.O.P.E.S. recognition, a few areas were identified as focus areas. These areas could benefit from attention. One of the areas identified by the committee was documentation. Across the majority of submissions documentation of training, inspections etc.... was severely lacking or showed definite room for improvement.

In the business world today the sentiment "if it isn't documented, it never happened" is almost universally adopted. This is particularly the case in the realm of safety. This is a primary "CYA" issue. If you should ever find yourself sitting at the table with OSHA or an attorney, they will be asking for documentation.

On the proactive side of documentation, as managers we can use this documentation to keep track of not only how many inspections are being completed, but also a keen eye can determine if inspections are being performed accurately or if they are just being “pencil whipped”.

This documentation is achieved simply by filling the completed inspection check sheets.

Documentation of training not only shows what training is delivered; it should show what the content of the training is. Managers use the documentation to track who has received the training and who has not.

This documentation should include an outline of the training and sign in sheet of attendees. These sign in sheets should be legible, and you need to be able to determine attendees. Attendees should print name and do not necessarily require their signature. However, the signature of the instructor could be a good idea.

Make documentation easy to manage. You could simply keep this documentation in labeled binders. Or files if your managers are better suited to them. You should be able to retrieve records by employee name, topic or date without difficulty.

The importance of proper documentation in the safety program cannot be under stated. Take this opportunity to review your documentation procedures and make any needed adjustments to strengthen them. If you are not documenting these inspections and training sessions, start. Remember if it isn't documented, it never happened.

To find more information about PHCC GA Safety R.O.P.E.S. program check it out on PHCC GA website. If you would like to speak to someone about your safety program contact PHCC GA and they can connect you to a member of the safety committee.