

Resources and Planning



The selection, training and management of personnel are critical to achieving safety excellence, as companies depend on the behavior of individuals working within management-controlled environments and processes.

Resources and Planning is the process of:

Managing and aligning human resource activities to achieve the 0:50:5 objectives through:

- Hiring standards
- Conditions of Employment
- Employee assimilation
- Collective bargaining agreements
- Corrective discipline policy

How it works

Individual performance is critical to achieving 0:50:5 goals. That makes close alignment and mutual support between line management, human resources and safety and health professionals vital to success.

Recruiting workers with a strong personal safety value, ensuring they are free from the negative influence of drugs and alcohol (D&A), mentally and physically prepared to work, and ready and willing to work in compliance with your company's rules and procedures will greatly increase the potential for companies to achieve 0:50:5. These human resource-related activities should be actively and consistently managed to be effective.

Flow of the Process

An individual's behavior and safe work culture are key to achieving the desired safety and health performance. To ensure personnel are qualified and on board with corporate initiatives, an organization should:

- Develop hiring standards that describe the requirements of each job and verify candidates can perform the work.
- Utilize behavior-based questions in the hiring process to highlight personal safety and health values and improve judgment regarding candidates' alignment with company values.
- Formally establish working safely as a condition of employment and define the consequences of failing to do so.
- Require job candidates to submit pre-employment physicals to ensure they are physically able to perform the described job and identify any pre-existing conditions.
- Ensure alignment between collective bargaining agreements and safety and health policies, as appropriate, e.g., safe work as a condition of employment, D&A testing, health monitoring, etc.
- Develop a company-specific D&A policy and testing procedure to minimize the potential for negative consequences on safety and health performance.
- Integrate safety and health standards into succession planning
- Develop an employee assimilation process to ensure the safe and healthy integration of new employees into the work environment.

Workbook Materials For Module 10

The selection, training and management of personnel are critical to achieving safety excellence, as companies depend on the behavior of individuals working within management-controlled environments and processes.

Individual performance is critical to achieving 0:50:5 goals. That makes close alignment and mutual support between line management, human resources and safety and health professionals vital to success.

Hiring Policy - Checklist

Develop hiring standards that describe the requirements of each job and verify candidates can perform the work.

Department Responsibilities: _____

Team Leader: _____

Members: _____

Hiring Policy Established: Yes _____ No _____

Policy No. _____

Date: _____

Storage Location: _____

Colaborative Collective Bargaining/Labor Agreements:

(example: Safe work as condition of employment)

Agreement	Clause	Compliant	
1. _____	_____	Yes _____	No _____
2. _____	_____	Yes _____	No _____
3. _____	_____	Yes _____	No _____
4. _____	_____	Yes _____	No _____

Associated Safety & Health Policies:

(example: Drug & Alcohol Testing, Health Monitoring, Fit for Work)

Policy	Clause	Compliant	
1. _____	_____	Yes _____	No _____
2. _____	_____	Yes _____	No _____
3. _____	_____	Yes _____	No _____
4. _____	_____	Yes _____	No _____

MODULE


Job Demands Included: YES _____ NO _____

Job: _____

Physical Requirements: _____

Technical Requirements: _____

Other Requirements: _____

Pre-Employment Physical Required: Yes _____ No _____

General Health Screen: Yes _____ No _____

Fit for Work Exercise: Yes _____ No _____

D & A Screen: Yes _____ No _____

List Other

_____ Yes _____ No _____

_____ Yes _____ No _____

_____ Yes _____ No _____

Employment Questionnaire Completed: Yes _____ No _____

Response Ranking: 5 _____

4 _____

3 _____

2 _____

1 _____

Pre-Hire Behavioral Questionnaire – Guidelines

Utilize behavior-based questions in the hiring process to highlight personal safety and health values and to improve judgment regarding a candidates' alignment with company values.

Department Responsibilities: _____

Team Leader: _____

Members: _____

Questionnaire:

Objective: _____

Source:

Inter Company _____

Outsource _____

Subjects: _____

Ranking Criteria:

Qualifying Expectation

Rank

Health and Safety

Company Values

Safe Work Policy

Establish working safely as a condition of employment and define the consequences of failing to do so.

Department Responsibilities: _____

Team Leader: _____

Members: _____

Policy Administration:

Policy Number _____

Date _____

Sign of Responsibility _____

Storage Location _____

Policy Standards/Expectations: _____

Violations of Policy: _____

Corrective Action Plan:

Violation	Occurance	Corrective Action
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MODULE


Drug and Alcohol Policy

Establish working safely as a condition of employment and define the consequences of failing to do so.

Department Responsibilities: _____

Team Leader: _____

Members: _____

Policy Administration:

Policy Number _____

Date _____

Sign of Responsibility _____

Storage Location _____

Policy Standards/Expectations: _____

Screening Requirements: _____

Test Administrator:

Facility _____

Location _____

Contact Person _____

Contact Info _____

Phone _____

Email _____

Corrective Action Plan:

Violation	Occurance	Corrective Action
_____	_____	_____
_____	_____	_____
_____	_____	_____

Resources and Planning

New Employee Integration into the Working Environment

Develop an employee assimilation process to ensure the safe and healthy integration of the new employees into the working environment.

Department Responsibilities: _____

Team Leader: _____

Members: _____

Intergration Process:

Objective: _____

Integration Procedures: (**CORE**Safety training, working with experienced crews, etc.)

Office Training: _____

On the Job Training: _____

Job Integration Plan: _____

Program Administration:

Documentation Required: _____

Document Storage Location: _____

Integration Process Schedule: _____

Sign Off Responsibility: _____