



Safety & Compliance: An HR Company Perspective

Presented by Hughes Resources

WHO WE ARE

- The People Professionals – full service HR Firm
 - Find Work, Find Employees and Find HR Solutions
- 4 Branch Locations:
 - Beloit & Monroe, WI + Freeport & Dixon, IL
 - Corporate office in Freeport, IL
- Female Owned Business
- Celebrating 17 years as key employer in region

WHAT WE DO

- Temp-to-hire Placement
- Direct Hire Placement
- Human Resources Consulting
- Drug Testing
- Background Check Services
- Skills Testing

HOW WE APPROACH SAFETY & COMPLIANCE

- 3 Step Approach
 - **Internal Employee** Training
 - **Candidate & External Employee** Screening, Training, & Engagement
 - **Client** Safety Review, Education, & Partnership

HOW WE APPROACH SAFETY & COMPLIANCE – STEP 1

- Internal Staff
 - 10 Hour Risk Management Training
 - Employment Law
 - OSHA
 - Workplace Injuries & Worker's Compensation
 - Client Safety
 - Monthly Risk Management Topic Short Videos
 - Quarterly Risk Management Web Based Training

HOW WE APPROACH SAFETY & COMPLIANCE – STEP 1

- Employment Law
 - Internal staff is trained to recognize, resolve or escalate sensitive issues.
 - Topics:
FMLA, ADA, Sexual Harassment, Discrimination and Age Bias, Workplace Complaints and Investigations, Lawful Interviewing, and Employee Discipline Best Practices.

HOW WE APPROACH SAFETY & COMPLIANCE – STEP 1

- OSHA
 - Internal staff is trained to recognize what training is needed at a client's location to keep our external employees safe.
 - Topics:
 - OSHA's Temporary Worker Initiative, General Duty to Safety, Ergonomics, Bloodborne Pathogens, HazCom & GHS, Lock-out/Tag-out, Powered Industrial Trucks, Machine Guarding, Fire Prevention & Protection and Personal Protective Equipment.

HOW WE APPROACH SAFETY & COMPLIANCE – STEP 1

- Workplace Injuries & Worker's Compensation Costs
 - Accidents and injuries are costly
 - Identify potential red flags
 - Train internal employees to screen candidates for safety characteristics
 - Minimize injuries = Minimize worker's compensation claims.
 - If an injury occurs, we work with employee to follow Doctor's orders and place in modified duty work situation if needed.

HOW WE APPROACH SAFETY & COMPLIANCE – STEP 1

- Client Site Safety
 - Site Evaluation
 - Safety Measures in place
 - Potential hazards and unsafe zones
 - Client safety commitment
 - Job function and safety review

HOW WE APPROACH SAFETY & COMPLIANCE – STEP 2

- CANDIDATES and EXTERNAL EMPLOYEES
 - Candidate Screening
 - Interviews
 - Background Checks
 - Drug Testing
 - Skills Testing, if applicable

HOW WE APPROACH SAFETY & COMPLIANCE – STEP 2

- CANDIDATES and EXTERNAL EMPLOYEES con't
 - Onboarding Process
 - General Safety Training
 - Sexual Harassment Prevention Training
 - Safety & Accident Reporting / Medcor
 - Client Specific Safety Training
 - Regular Communication with external employees and client contacts

HOW WE APPROACH SAFETY & COMPLIANCE – STEP 3

- CLIENTS
 - Tour Client Facilities
 - Safety Audits
 - Review Accidents & Injuries
 - Provide information regarding safety and regulatory compliance

HOW WE APPROACH SAFETY & COMPLIANCE

Celebrate National Safety Month

- Weekly Safety Themes
- Client Engagement to share ideas
- Weekly Safety Themed Prizes for External Employees
- Employee Safety Surveys
- Safety Themed Blogs and social media posts
- Employee Thank You



HOW WE APPROACH SAFETY & COMPLIANCE

2020 National Safety Month – Weekly Focus Areas




**SAFETY TIP #1:
PROMOTE MENTAL
HEALTH IN THE
WORKPLACE TO
HELP AVOID
DISTRACTIONS
AND INJURIES.**




**SAFETY TIP #2:
AVOID EXCESSIVE
LIFTING, LOWERING,
REACHING, OR
STRETCHING TO
PREVENT BACK
INJURIES.**




**SAFETY TIP #3:
CHECK YOUR
WORKSITE FOR
HAZARDS BEFORE
STARTING THE JOB
TO AVOID SLIPS
AND FALLS.**




**SAFETY TIP #4:
LACK OF FOCUS
AND AWARENESS
ON THE JOB
CAN RESULT IN
PREVENTABLE
INJURIES.**

SAFETY | COVID-19 RESPONSE

6 Essential Steps for Reopening: National Safety Council

1. Prepare the Workplace
2. Prepare the Workforce
3. Control Access
4. Create a Physical Distancing Plan
5. Reduce Touchpoints and Increase Cleaning
6. Communicate for Confidence

BUILDING A SAFETY CULTURE

- Link up with the Experts
 - National Safety Council, CDC, OSHA
 - Industry Associations
 - Create Internal Safety Committee
 - Staff Safety Training
- Make Safety a Priority

“You get more of what you reward, and less of what you punish” ~ Thomas Sowell



Any Questions?

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