



SAFETY TRAINING INSTRUCTION & RESEARCH CENTER

STIR is a resource for safety, health, and environmental information; providing training; outreach and education; and encouraging continual process and human performance improvement.

“STIR your organization to success with safety performance improvement solutions.”

Training & Services Proposal

Safety Health & Environmental Optimization Program

“Assess, Plan, Implement, Review”

Three Phase – Performance Improvement Process

Phase I – Performance Initiatives

Workplace Audit & Inspection

- Hazard identification, prevention, and control, by identifying practical hazard prevention and control measures, with written summary report.
- Facility, Building, and Department Audits

Emergency Response & Disaster Recovery Planning

- Emergency Response Quick Guides for each building

Phase II – Performance Optimization

Written Safety Health & Environmental Program Evaluation

- Written safety program review, edit, and update, i.e., emergency planning, confined spaces, lockout tagout, and hazard communication programs.

Regulatory Compliance Analysis

- Review and recommendations for meeting and exceeding OSHA standards and other regulatory requirements as a baseline of safety and business operating performance.

Safety Health & Environmental Documentation & Recordkeeping

- Injury, illness, exposure and environmental records review

Phase III - Performance Improvement

Employee Workplace Safety Training – “*Individual Responsibility for Safety*”

- Employee training, selected topic bundles, power point presentations, training schedule recommendations, and documentation of training activities – all employees

Safety Health & Environmental Employee Pocket Handbooks

- For all employees in the workplace.

Benefits:

1. Review OSHA standards, and other regulatory requirements, as a baseline of safety, health, environmental, and business operating performance.
2. Adherence to industry best practices and immediate injury reduction and accident prevention.
3. Recognize immediate cost reduction opportunities, by the elimination of worker compensation, worker indemnity, medical, legal, administrative, and other related losses.
4. A safety culture of ownership, safety performance improvement, and higher productivity.

STIR Responsibilities:

Build upon current successes and provide assistance, resource information, training materials, and instruction for safety health and environmental compliance performance improvement.

Client Responsibilities:

Provide management commitment and leadership, employee involvement, and support for occupational safety health and environmental initiatives.

Deliverables:

1. **Provide facility safety audit** – fire prevention, environmental assessment, personal protective equipment assessment, and workplace safety recommendations – 1 month
2. **Provide monthly safety meeting** training schedule – 12 months
3. **Provide weekly safety topic “tool box talks”** materials as needed – 52 weeks
4. **“Ask the Expert” Safety Solutions Support** – online and phone conference – 12 months
5. **Review & Update Written Safety Health & Environmental Program** – HazCom, Emergency Action Plan, Lockout Tagout, Confined Spaces, Electrical Safety – 12 months
6. **Provide train-the-trainer** training as needed – with materials – 12 months
7. **Facility wide placarding** and safety signage recommendations – 12 months
8. **Personal Protective Equipment** program and project recommendations – 12 month
9. **Timeline** – STIR services will start and be provided upon approval of the proposal.

Select Performance Improvement Service Option(s):

- Full Service Annual Safety Health and Environmental Program**
- Phase I** – Workplace Audit & Inspection
- Phase II** – Written Safety Health & Environmental Program Evaluation
- Phase III** – Employee Workplace Safety Training –\$3,000 per 20 employees
– Supervisor/Manager Train-the-Trainer Training – \$4,000 per 20 employees

Payment Options:

- A 15% discount rate is available, if lump sum payment is made in advance.
- Payment for services should be made payable to Iowa State University, due 30 days from the date of invoice, or completion of service.
- Selected Service _____
- Additional Service _____

To accept the proposal, sign, date, and return it to: James Wright, Iowa State University, Safety Training Instruction and Research Center, 120 Industrial Education Building II, Ames, Iowa 50011

Proposed by: _____ **Date:** _____
James Wright, PhD, CSP, Director, STIR

Accepted by: _____ **Date:** _____
Representative

Safety Health & Environmental Stewardship Optimization Program

PHASE I Audits & Inspections	PHASE II Written Safety Program Review & Update	PHASE III Employee Training & Development
1. Hazard identification, analysis and awareness	1. Site specific written programs - covers all workplace hazards	1. Observations, training, behavior modification
2. Engineering controls – engineering out processes and hazards	2. Comprehensive regulatory compliance review	2. Compliance orientated, industry benchmarks & best practices
3. Safety placarding – lockout tagout, confined spaces, electrical, chemical	3. Recordkeeping & Documentation	3. Continuous improvement – Injury prevention; accident reduction; worker compensation; worker indemnity

Additional Safety Solutions Support Options:

1. **Employee Safety Training**
 - OSHA 10-Hour Occupational Safety Training for General Industry and Construction
 - Supervisor/Manager Train-the-Trainer Training
2. **Safety Health & Environmental Employee Pocket Handbook**
 - For all employees, managers, vendors, contractors, and visitors entering the workplace.
3. **Emergency Response Quick Guide**
 - Emergency response planning guide for each building
4. **Safety Incentives Program**
 - Destination Zero: designed to help improve your safety performance with the ultimate target being an incident rate of zero!
5. **Safety Culture Survey**
 - The dual instrument assessment captures both conscious and subconscious process.
 - Focuses on the strength of safety first.
6. **STIR Membership**
 - STIR benefits, and training bundle of 3 topics, once annually