



# Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Department of Labor Standards

## Executive Order #511 Fact Sheet – Phase 2 *Concrete Planning and Action*

### PHASE 1 RECAP:

Creation of a **centrally connected health and safety infrastructure** that includes:

- The Governor's Employee Safety and Health Advisory Committee
- A Health and Safety Coordinator for each Secretariat
- Joint labor-management health and safety committees for all Executive Branch agencies

Health and safety committees conducted a guided analytical process looking at a set of serious worker hazards in order to assess:

- The current capacity of their agency to implement and sustain worker health and safety prevention and protection efforts, and specifics on what is missing.
- How current worker protection measures compare against the benchmark of national and state worker protection standards and guidelines.

### PHASE 2:

The ultimate goal of Executive Order #511 is to assist secretariats and their agencies develop the full capacity to comprehensively, effectively, and sustainably manage worker health and safety by moving forward in strategic and realistic steps. In phase two, secretariats and agencies will identify these specific steps in a guided planning process, and will begin implementation of their plan right away.

### **SECRETARIAT AND AGENCY MANAGEMENT**

#### *Health and Safety Management Plans*

Each secretariat will be guided in the development of a Health and Safety Management Plan for their secretariat and its agencies that includes an implementation timeframe. This effort will be led by the EO 511 Secretariat Health and Safety Coordinator, with benchmarks / goals provided by the Governor's Employee Safety and Health Advisory Committee established by EO 511, and technical assistance and training provided by the Department of Labor Standards. In addition, information to support each secretariat in this planning effort will include:

- Gap analysis findings developed by their health and safety committees.
- Injury and illness statistics reports, including costs, for their secretariat and agencies, developed by the Governor's Advisory Committee.

Plans will be developed using a phased approach that builds up a full framework / capacity for health

and safety management using foundational elements such as the examples listed below.

- Roles and Responsibilities
  - This will include clarifying the role of the health and safety committees for your agencies, for example authorizing committees to conduct the actions outlined in the health and safety committee section below
- Goals and Benchmarks
- Fiscal Management (e.g., evaluating and reducing current losses, prioritizing expenditures and prevention efforts toward the highest loss & risk areas, maximizing use of existing health and safety resources, identifying lowest cost solutions, etc.)
- Development of Specific Action Plans and Timeframes
- Methods for Communication
- Methods for Accountability
- Continual Evaluation, Improvement, and Re-Planning

## **HEALTH AND SAFETY COMMITTEES**

### ***Health and Safety Specific Measures List for All Hazards***

Committees will use the assessment skills developed in phase one along with additional guidance to look at the full range of health and safety hazards faced by employees covered under their committee. From this, they will work to develop a comprehensive list identifying specific measures needed to improve prevention and protection efforts for all hazards. These identified measures might include training, procuring equipment, a new safety procedure, increased on-the-job guidance, technical assistance, a better way for employees to be able to report concerns, near misses, and incidents, etc.

### ***Implementing Identified Prevention and Protection Measures***

Agencies will be encouraged to implement and identify measures that are immediately feasible. For measures that cannot be implemented immediately, for example, those requiring funding, large scale staff involvement, time, research, etc., committees will be guided in prioritization of measures, and will develop an implementation timeframe in coordination with those developing the secretariat health and safety management plan.

## **INTER- SECRETARIAT AND AGENCY INITIATIVES**

The Advisory Committee and the Department of Labor Standards will work to foster the benefits of having a connected infrastructure of health and safety committees. Planned initiatives include:

- A centralized repository of model policies, procedures, best practices, and prevention ideas gathered from all of the health and safety committees. No more need to “reinvent the wheel”.
- Developing a means for sharing of safety equipment and open spots in training courses.
- Developing a means for communication between those working in similar settings and trying to solve similar health and safety concerns.