



نصل بك الى قمة الأداء

**برامج تدريبية متخصصة
تتهادات مهنية معتمدة
إستشارات مالية و إدارية**

شهادة كيم للإدارة الفعالة للمخزون والمخازن

المادة التدريبية من إعداد

د / على عبد العزيز

مدير التسويق بمركز الخبرات الإدارية والمحاسبية / كيم

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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

سُبْحَانَكَ لَا عِلْمَ لَنَا إِلَّا مَا عَلَّمْتَنَا إِنَّكَ أَنْتَ الْعَلِيمُ الْحَكِيمُ

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
سبحانك لا علم لنا إلا ما علمتنا إنك أنت العليم الحكيم

Inventory Management Certificate
CAME - IMC
By Dr: Aly Abd El Aziz

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Stock of items held to meet future
demand



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Stock Management and Strategic management

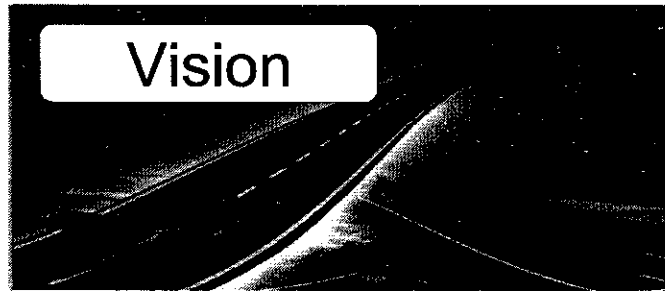
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Company's Vision

Company's image in the future

Where we want to go



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Company's Mission

The reason for existence for an organization

- Product
- Customer
- Markets

Company's Objectives

- Strategic Objectives
- Operation Objectives

SWOT Analysis

- Strengths
- Weaknesses
- Opportunities
- Threats

Company's Strategies

Invasive Strategies

- Intensive Growth
 - Market penetration
 - Market development
- Integrative Growth
 - Backward Integration
 - Forward Integration
 - Horizontal Integration

Defensive Strategies

Focus

Stock and quality management

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- **What is quality?**
- Some definitions that have gained wide acceptance in various organizations: “Quality is customer satisfaction,” “Quality is Fitness for Use.”
- The American National Standards Institute (ANSI) and the American Society for Quality (ASQ) define quality as:
“The totality of features and characteristics of a product or service that bears on its ability to satisfy given needs.”

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● **What is a customer?**

Anyone who is impacted by the product or process delivered by an organization.

External customer: The end user as well as intermediate processors. Other external customers may not be purchasers but may have some connection with the product.

Internal customer: Other divisions of the company that receive the processed product.

● **What is a product?**

The output of the process carried out by the organization. It may be goods (e.g. automobiles, missile), software (e.g. a computer code, a report) or service (e.g. banking, insurance)

What does TQM mean?

Total Quality Management means that the organization's culture is defined by and supports the constant attainment of customer satisfaction through an integrated system of tools, techniques, and training. This involves the continuous improvement of organizational processes, resulting in high quality products and services.

Why Quality?

Reasons for quality becoming a cardinal priority for most organizations:

- Competition – Today's market demand high quality products at low cost. Having 'high quality' reputation is not enough! Internal cost of maintaining the reputation should be less.
- Changing customer – The new customer is not only commanding priority based on volume but is more demanding about the "quality system."
- Changing product mix – The shift from low volume, high price to high volume, low price have resulted in a need to reduce the internal cost of poor quality.

Why Quality?

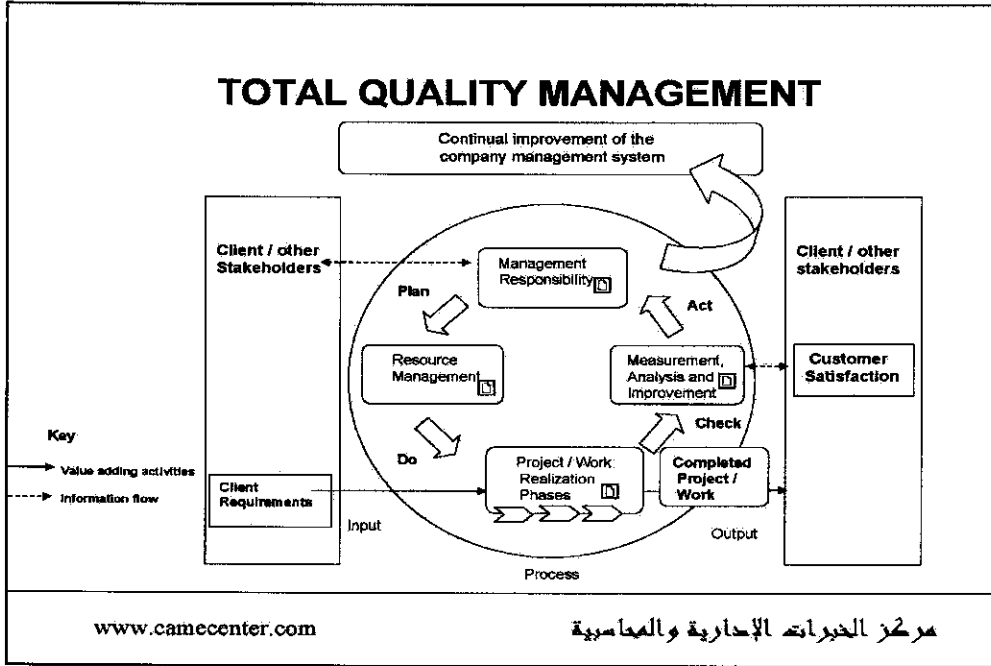
- Product complexity – As systems have become more complex, the reliability requirements for suppliers of components have become more stringent.
- Higher levels of customer satisfaction – Higher customers expectations are getting spawned by increasing competition.

Productivity and TQM

- Traditional view:
 - Quality cannot be improved without significant losses in productivity.
- TQM view:
 - Improved quality leads to improved productivity.

Basic Tenets of TQM

- 1. The customer makes the ultimate determination of quality.
- 2. Top Management must provide leadership and support for all quality initiatives.
- 3. Preventing variability is the key to producing high quality.
- 4. Quality goals are a moving target, thereby requiring a commitment toward continuous improvement.
- 5. Improving quality requires the establishment of effective metrics. We must speak with data and facts not just opinions.



ISO 9000: 2000

- Created by *International Organization for Standardization* (IOS) which was created in 1946 to standardize quality requirement within the European market.
- IOS initially composed of representatives from 91 countries: probably most wide base for quality standards.
- *Adopted a series of written quality standards in 1987* (first revised in 1994, and *more recently (and significantly) in 2000*).
- Prefix "ISO" in the name refers to the scientific term "*iso*" for *equal*. Thus, certified organizations are assured to have quality equal to their peers.

ISO 9000: 2000

- Defines quality systems standards based on the premise that certain *generic characteristics of management principles can be standardized.*
- And that a well-designed, well-implemented and well managed quality system *provides confidence that outputs will meet customer expectations and requirements.*
- Standards are recognized by 100 countries including Japan and USA.
- Intended to apply to all types of businesses. (Recently, B2B firm *bestroute.com* became the first e-commerce company to get ISO certification.)

ISO 9000: 2000

Created to meet five objectives:

1. Achieve, maintain, and seek to continuously improve product quality in relation to the requirements.
2. Improve the quality of operations to continually meet customers' and stakeholders' needs.
3. Provide confidence to internal management that quality requirements are being met.
4. Provide confidence to the customers that quality requirements are being met.
5. Provide confidence that quality system requirements are fulfilled.

ISO 9000: 2000 structure

- Consists of three documents
- 1. ISO 9000 – Fundamentals and vocabulary.

- 2. ISO 9001 – Requirements.

Organized in four sections: Management Responsibility; Resource Management; Product Realization; and Measurement, Analysis and Improvement.

- 3. ISO 9004 – Guidelines for performance improvements.

ISO 9000: 2000 Quality Management Principles

- Principle 1: Customer Focus
- Principle 2: Leadership
- Principle 3: Involvement of people
- Principle 4: Process approach
- Principle 5: Systems approach for management
- Principle 6: Continual improvement
- Principle 7: Factual approach to decision making
- Principle 8: Mutually beneficial supplier relationships.

Six Sigma

- Business improvement approach that seeks to *find and eliminate causes of defects and errors in processes* by focusing on outputs that are critical to customers.
- The term Six Sigma is based on a statistical measure that equates *3.4 or fewer errors or defects per million opportunities*.
- Motorola pioneered the concept of Six Sigma.
- The late Bill Smith, a reliability engineer is credited with conceiving the idea of Six Sigma.

Six Sigma

Core philosophy based on key concepts:

- Think in terms of key business processes and customer requirements with focus on strategic objectives.
- Focus on corporate sponsors responsible for championing projects.
- Emphasize quantifiable measures such as defects per million opportunities (*dpmo*).
- Ensure appropriate metrics is identified to maintain accountability.
- Provide extensive training.
- Create highly qualified process improvement experts - "belts".
- Set stretch objectives for improvement.

Six Sigma

Contrasts between traditional TQM and Six Sigma (SS) -

- TQM is based largely on worker empowerment and teams; SS is owned by business leader champions.
- TQM is process based; SS projects are truly cross-functional.
- TQM training is generally limited to simple improvements tools and concepts; SS is more rigorous with advanced statistical methods.
- TQM has little emphasis on financial accountability; SS requires verifiable return on investment and focus on bottom line.

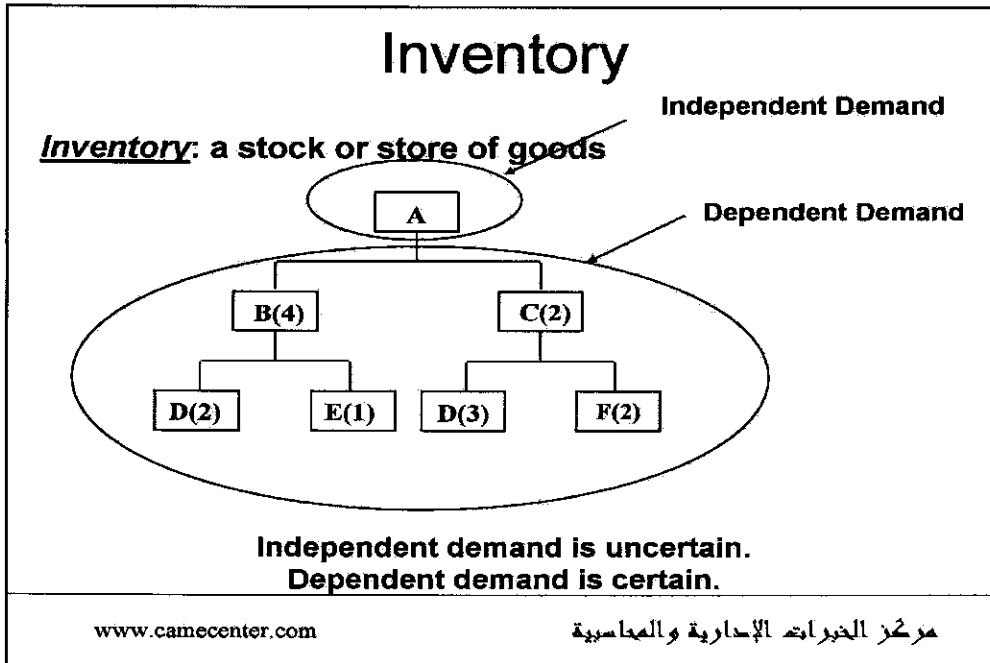
TOTAL QUALITY MANAGEMENT CONTENTIES OF :

1. PLANNING TOTAL QUALITY .
2. EVALUATION .
3. Application .
4. Exchange The Experience .

- **2. EVALUATION :**
- **THE PROBLEM IN OUR PROJECT ARE:**
- **The high cost of the (ads) that make us very known.**
- **Little Technical In the manufacturing .**
- **Rare of the raw material .**

Reasons to Hold Inventory

- Meet unexpected demand
- Smooth seasonal or cyclical demand
- Meet variations in customer demand
- Take advantage of price discounts
- Quantity discounts

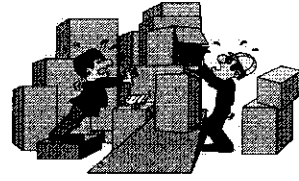


Inventory Models

- Independent demand – finished goods, items that are ready to be sold
 - E.g. a computer
- Dependent demand – components of finished products
 - E.g. parts that make up the computer

● Physical Types of Inventory

- Raw materials
- Purchased parts and supplies
- In-process (partially completed) products
- Component parts
- Tools, machinery, and equipment



What is MRP?

- Computerized Inventory Control
- Production Planning System
- Management Information System
- Manufacturing Control System

What is MRP?

- This is the most comprehensive approach to manufacturing inventory and other dependents which demand an efficient inventory management system.

- The MRP system determines item-by-item, what is to be processed and when, as well as what is to be manufactured when.

This is based on order priorities and available capacities.

When to use MRP

- Job Shop Production
- Complex Products
- Assemble-to-Order Environments
- Discrete and Dependent Demand Items



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What can MRP do?

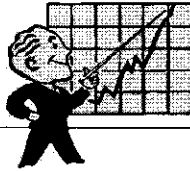
- Reduce Inventory Levels
- Reduce Component Shortages
- Improve Shipping Performance
- Improve Customer Service
- Improve Productivity
- Simplified and Accurate Scheduling
- Reduce Purchasing Cost
- Improve Production Schedules
- Reduce Manufacturing Cost
- Reduce Lead Times
- Less Scrap and Rework
- Higher Production Quality

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What can MRP do?

- Improve Communication
- Improve Plant Efficiency
- Reduce Freight Cost
- Reduction in Excess Inventory
- Reduce Overtime
- Improve Supply Schedules
- Improve Calculation of Material Requirements
- Improve Competitive Position



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Three Basic Steps of MRP

- Identifying Requirements
- Running MRP – Creating the Suggestions

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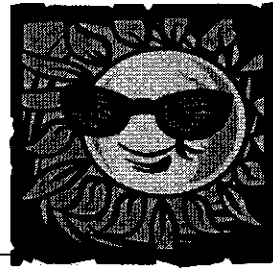
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Step 1: Identifying the Requirements

- Quantity on Hand
- Quantity on Open Purchase Order
- Quantity in/or Planned for Manufacturing
- Quantity Committed to Existing Orders
- Quantity Forecasted

Step 1: Important Information MRP is.....

- Company Sensitive
- Location Sensitive
- Date Sensitive

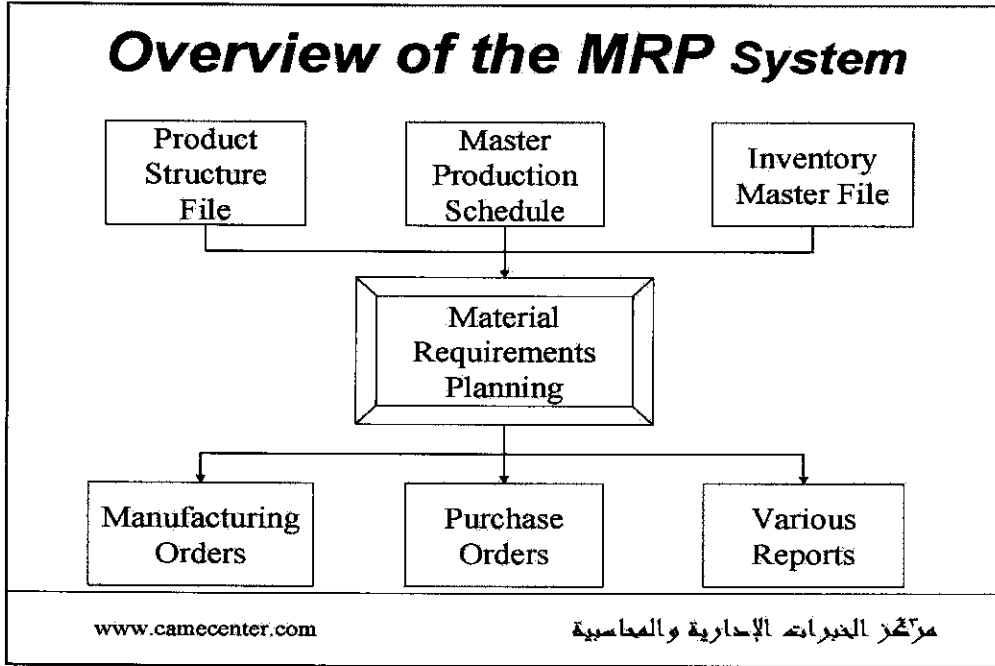


Step 2: Running MRP – Creating the Suggestions

- Critical Items
- Expedite Items
- Delay Items

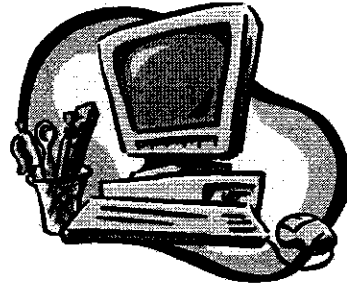
Step 3: Firming the Suggestions

- Manufacturing Orders
- Purchasing Orders
- Various Reports



MRP Inputs

- Product Structure File
- Master Production Schedule
- Inventory Master File

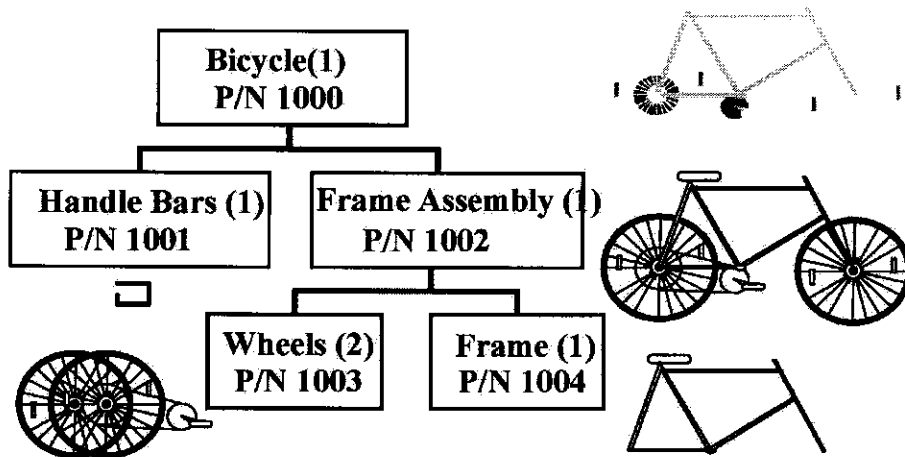


Product Structure File

● Bill of Materials:

- It is a materials list that provides information useful to reconstruct the manufacturing process. It is the master product definition that contains “as designed” information.

Bill-of-Material Product Structure Tree

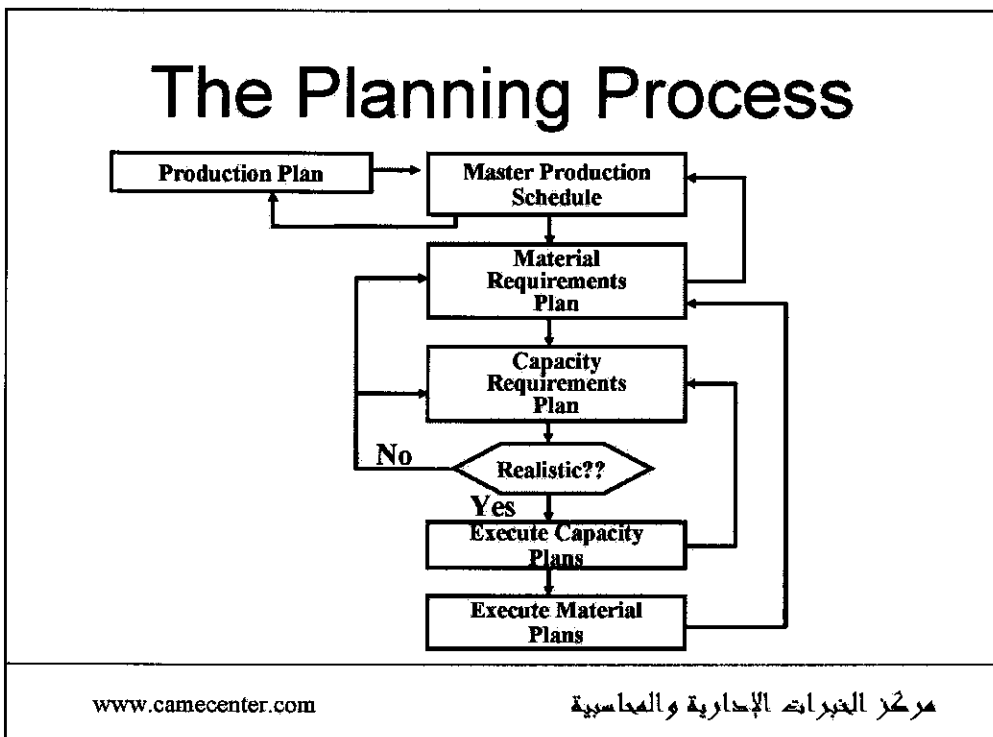
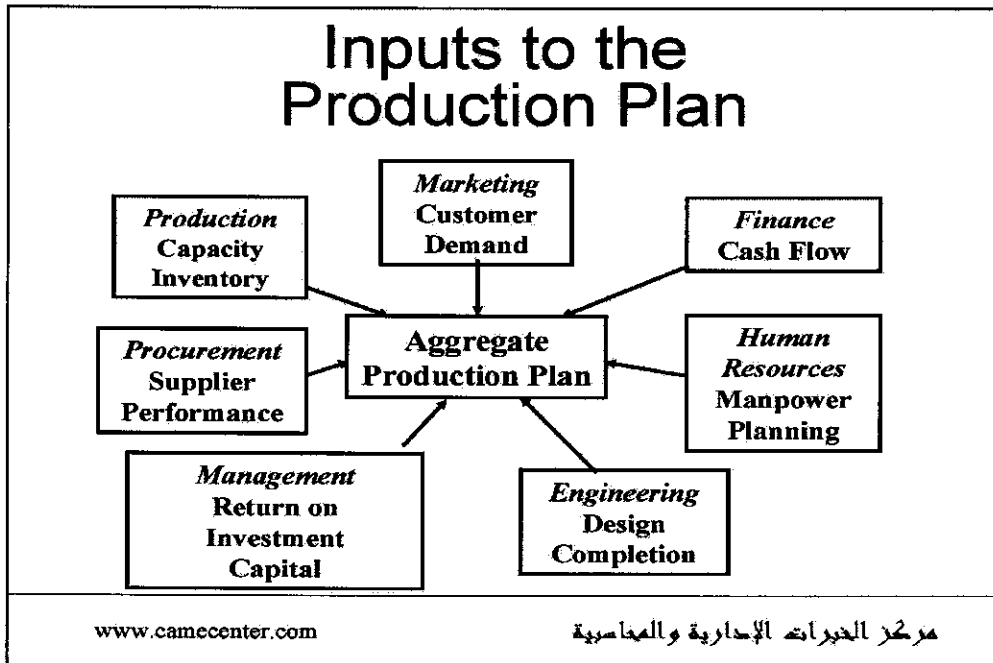


Master Production Schedule

- Schedule of Finished Products
- Represents Production, not Demand
- Combination of Customer Orders and Demand Forecasts
- What Needs to be Produced

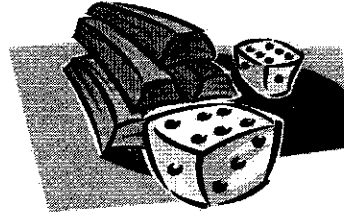
Inventory Master File

- On-Hand Quantities
- On-Order Quantities
- Safety Stock
- Lead Time

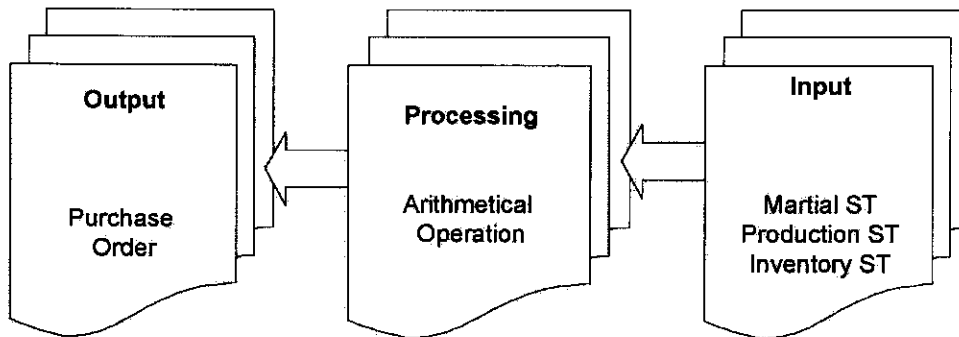


MRP Outputs


- Manufacturing Orders
- Purchasing Orders
- Various Reports



MRP



Company Martial Management		Purchasing Order Condo Company	
		Uses date :	
		Supplying date:	
Name	code	Needs	Specification
Material Manger			
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<h2>Purchasing System</h2>	
	
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<p>Stock Manger Manufacturing Manger Financial Manger Purchasing Employee</p> <p>For the less important decision</p>	<p>General Manger Purchasing Manger Stock Manger Manufacturing Manger Financial Manger Purchasing Employee</p> <p>For the most important decision</p>
<p>Purchasing Employee</p> <p>For small decision</p>	<p>Manufacturing Manger Purchasing Manger Purchasing Employee</p> <p>For the medium decision</p>
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ABC Classification System

- The **ABC classification** system groups items according to annual sales volume, in an attempt to identify the small number of items that will account for most of the sales volume, and that are the most important ones to control for effective inventory management.
Think of the Pareto Principle 80/20 rule!

ABC Classification System

Classifying inventory according to some measure of importance and allocating control efforts accordingly.

- A** - very important
- B** - mod. important
- C** - least important

High	A	
Annual \$ value of items	B	
Low	C	
	Low	High
	Percentage of Items	

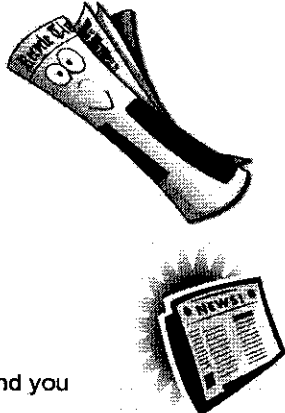
Purchasing ways



public adjudication

company
Manufacturing dep


Name:
Quantity :
Specification :
The day of opening the offers / /2008
We accepts the offers from / /2008 to / /2008.
To pay the purchasing brochure for (. LE)
The company have the right to dealing the adjudication or canceled it at any time.
The company have the right to take .000 LE assurance and you can take it after the adjunction finished .
The company have the right to increase the adjunction for 25%.



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Limited adjudication

This is limited adjuration for these suppliers :
z company ; x company ; n company
For purchasing special parts of :
They can give thair offers from / /2008 to / /2008
They will pay .000 LE assurance
We will open their offers at / /2008



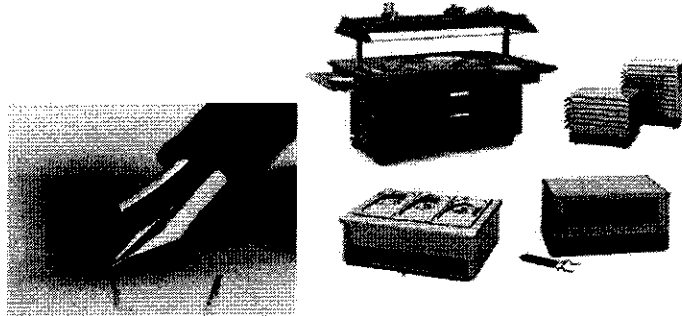
Pursuers

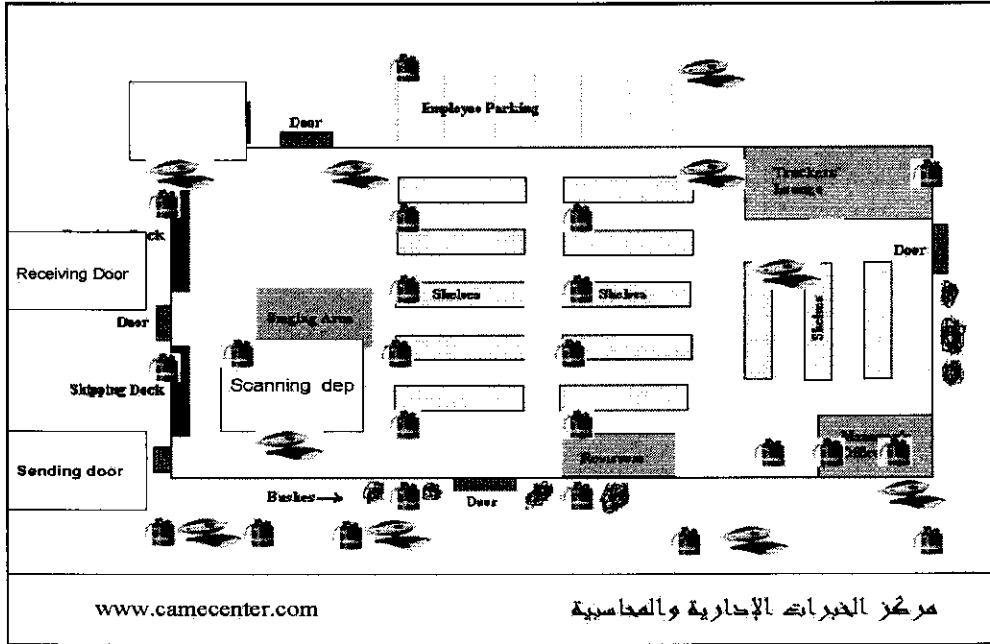
We depend on some suppliers for some thing like :

- Computers.
- Printers.
- Telephone .

Direct purchasing

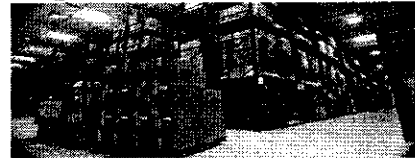
For purchase small things like pen , paper , small martial .

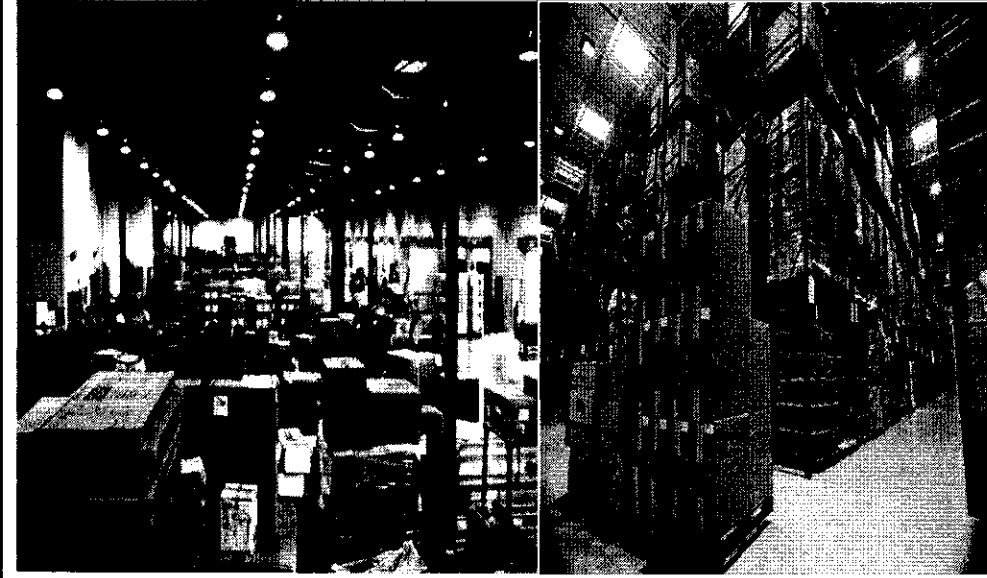




Putting the inventory

- Put it in shelf .
- Horizontal way.
- Vertical way.
- In cases , glass bottle , plastic bottle.





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Warehousing Devices

- Derrick .
- Caravans .
- Trailers .
- Barrows .
- Tipcart .

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Inventory Documentation

1. Receiving
2. Adding
3. Brushed
4. Article cards .

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<h2>Receiving</h2>			
company	Receiving (primary)		
Material dep			/ /2008
Inventory dep			
	Article	Code	Quantity
1			
2			
3			
S M			ass M
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<h2>Receiving</h2>						
company	Receiving (Finally)					
Material dep						/ /2008
Inventory dep						:00 AM
	article	code	Quantity	specification	stats	Notes
1						
2						
3						
S M						ass M
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Adding

EL MAROA Company

	name	code	quantity	Qualifications	Date of examination	Purchasing (num)	Bill (num)
1							
2							

Person :

Person :

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Brush

Brush permission (012)

Manufacturing Department

	code	Name	Quantity	Needs department	date	Qualification
1						
2						

Person :
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Person :
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Category name						
company						
Motors						
Mini quantity :		Repurchasing point :		Max quantity:		
Category name	recevice	bursh	Purchsing (num)	Brush (num)	balance	Date
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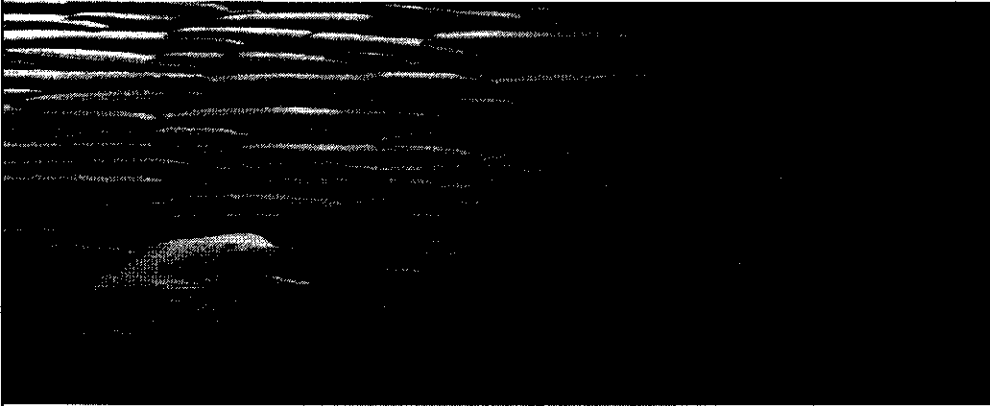
<h1>Scanning</h1>	
	
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Scanning involves three types:

1. Full scan .
2. Partly scan .
3. No scan .

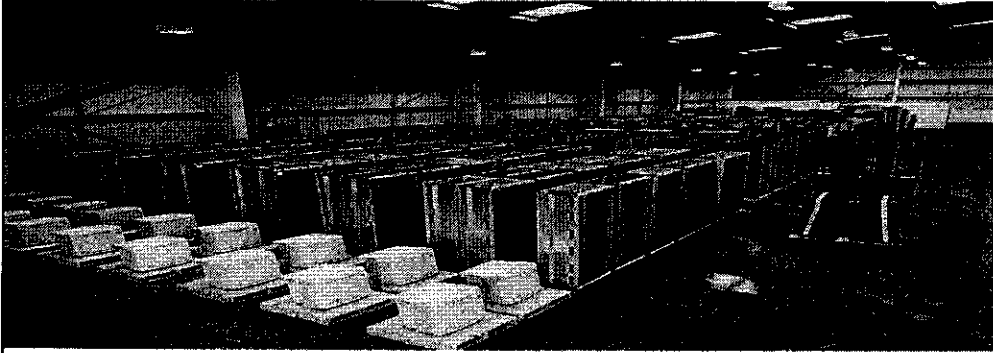
1. Full scan :

its good way to ensure that the inventory are good and its meet the needs, but it have some disadvantages like the high cost , the long time , the hard work in it to finish the scan .



2. Partly scan :

Its away to scan the inventory its have the short time , little cost but it may be bad because it doesn't have all inventory scan .



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3. No scan:

Its bad way to because its no scan and we will cost a lot of money if we enter bad marital we will sell bad product and we will loss our name .



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Economic Quantity

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Economic Quantity

$$= \sqrt{\frac{2 * \text{Annual needs} * \text{the cost of purchasing order}}{\text{Unite price} * \text{Rate of inventory cost}}}$$

The cost of Purchasing by Economic Quantity

$$= \sqrt{2 * \text{Annual needs} * \text{the cost of purchasing order} * \text{Unite price} * \text{Rate of inventory cost}}$$

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Case

One time we have problem to defined the economic quantity that help us to invest our money in good way and meet the needs of department.

Our need from thermostats are 5000 unit annual . And the cost 25LE per unite

The cost of the purchasing order is 5 LE and the cost of keeping the inventory 3%

From the average of all cost of the inventory .

Economic Quantity=

$$\sqrt{\frac{2 \cdot 5000 \cdot 5}{25 \cdot 3\%}} = 258.2 \text{ unite}$$

Cost of purchase order

$$= \sqrt{2 \cdot 5000 \cdot 5 \cdot 25 \cdot 3\%} = 193.65 \text{ LE}$$

Stocktaking

Stocktaking Team

1. Manufacturing Manger.
2. Engineering Manger.
3. External Stock expert .
4. Financial Manger.
5. Employers .



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Company : **FURNISH OF STOCKTAKING**

Material Management

Furnish number :0128

Date : / /2008

Time:00:00 AM

WE RATIFICATION :

- AHMED : FUNANCIAL MANGER
- ABRAHIM : MANUFACTING MANGER
- SAYED : EXTERNAL EXPERT
- MAGED : ENGEENIRING MANGER

That we are stocktaking this elements :

1. z 2. y 3. x 4. n

TEAM LEADER

STOCK MANGER

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Refco		Stocktaking Report		
Furnish Number :0125				
Date : / /2008 Time :00:00AM / TO : / /2008 Time :00:00 PM				
Team Member :				
AHMED : FUNANCIAL MANGER				
ABRAHIM : MANUFACTING MANGER				
SAYED : EXTERNAL EXPERT				
MAGED : ENGEENIRING MANGER				
NAME	Book Balance	Actual Balance	Notes	Reason

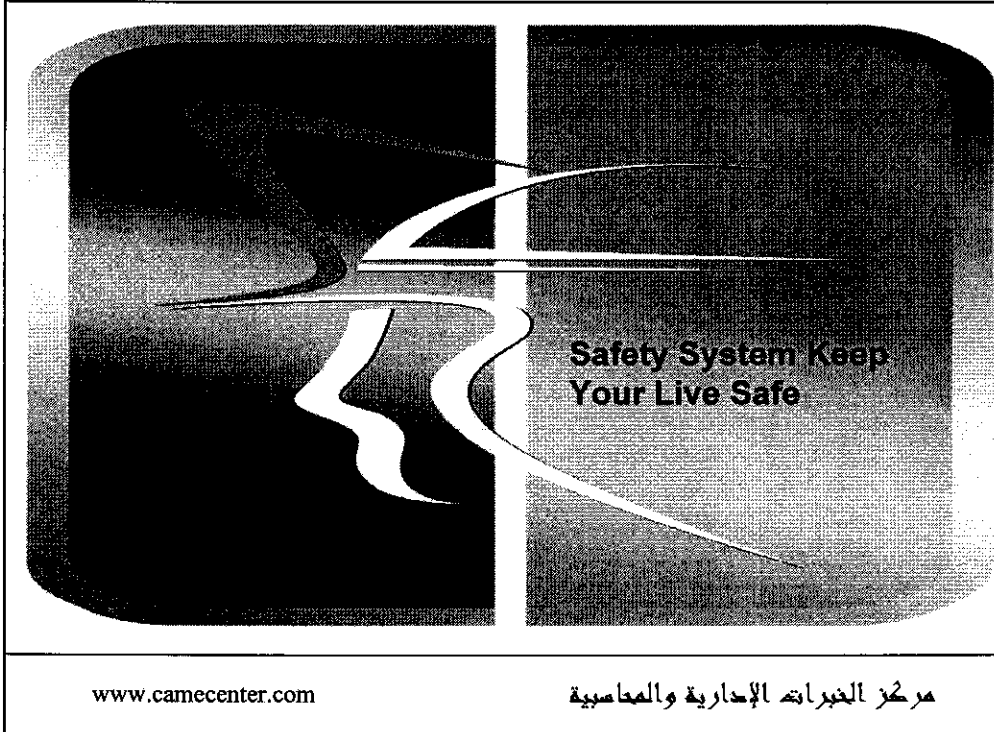
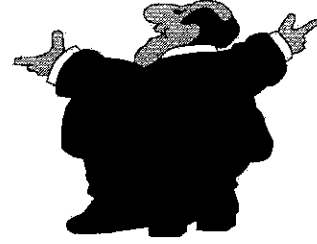
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**Stock Safety
OSHA
Safety &Health Program**

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OSHA

Safety & Health Program



Markers Directions	
<input type="radio"/>	Very Dangerous STOP
<input type="radio"/>	Biology Dangerous OR Devices Parts
<input type="radio"/>	Indentation OR Keep away to avoid fall
<input type="radio"/>	Safe OR THE SAFE TOOLS
<input type="radio"/>	INFORMATION
<input type="radio"/>	PASS / DIRECTIONS

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Obligation

This is an obligation from the General manger and all the employee in (.....) company to Keep the safety system

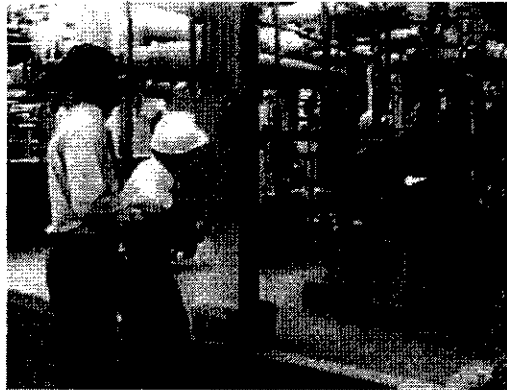
General Manger

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Safety System Tools				
Name	Code	Qualification	Needs	Price
Fire Extinguisher	0925	Bavira 10kg	1200	20000 LE
Crash-helmet	0930	Strong Man	200	900 LE
Cloves	0931	Seven	200	500 LE
Bills	0855	Yellow One	20	1300 LE

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Introduction to OSHA



What is OSHA?

- Occupational Safety and Health Administration
- Responsible for worker safety and health protection

Is there a need for OSHA?

Each year...

- About 6,000 deaths from workplace injuries
- An estimated 50,000 deaths from illnesses cause by workplace exposures
- 6 million non-fatal workplace injuries
- Injuries alone cost U.S. businesses more than \$125 billion

Has OSHA made a difference? YES!

Since 1970 OSHA has:

- Cut the work-related fatality rate in half
- Reduced overall injury and illness rates in industries where OSHA concentrated its attention
- Virtually eliminated brown lung disease in the textile industry, and
- Reduced trenching and excavation fatalities by 35 percent



What does OSHA do?

- Encourages employers and employees to reduce workplace hazards and implement new or improve existing safety and health programs
- Develops and enforces mandatory job safety and health standards
- Maintains a reporting and recordkeeping system to monitor job-related injuries and illnesses
- Provides assistance, training and other support programs to help employers and workers

Who is covered by the OSH Act?

- All employees and their employers under Federal Government authority
- Coverage provided either directly by federal OSHA or through an OSHA-approved state program
- Does not cover the self-employed or immediate members of farm families that do not employ outside workers

OSHA Standards

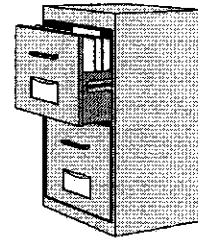
- OSHA is responsible for writing and enforcing standards that employers must follow
- Where OSHA has not issued specific standards, employers are responsible for following the OSH Act's "General Duty Clause"
- States with OSHA-approved programs must set standards at least as effective as federal standards

What does OSHA require?

- Determine which OSHA standards apply to your workplace
- Follow the OSHA standards and requirements

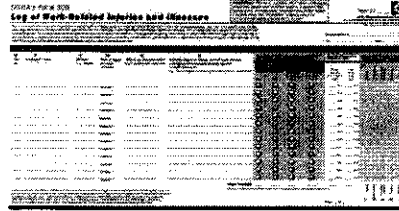
Recordkeeping and Reporting

- Employers of 11 or more employees must maintain records of occupational injuries and illnesses
- All employers must report to OSHA within 8 hours any accident that results in a fatality or in-patient hospitalization of 3 or more employees



Recordkeeping Forms

- Maintained on a calendar year basis
- Summary of records for the previous year must be posted from February through April



What are workers' responsibilities?

- Read the OSHA poster
- Follow the employer's safety and health rules and wear or use all required gear and equipment
- Follow safe work practices for your job, as directed by your employer
- Report hazardous conditions to a supervisor or safety committee
- Report hazardous conditions to OSHA, if employers do not fix them
- Cooperate with OSHA inspectors

(see OSHA's Workers' web page for more information)

What are workers' rights?

- Workers have a vital role to play in identifying and correcting problems in their workplaces, working with their employers whenever possible
- Workers can complain to OSHA about workplace conditions threatening their health or safety in person, by telephone, by fax, by mail or electronically through OSHA's web site
- Section 11(c) of the OSH Act gives workers the right to seek safe and healthful conditions on the job without being disciplined or fired

(see OSHA's Workers' web page for more information)

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OSHA's Workers' Page

OSHA Occupational Safety & Health Administration
U.S. Department of Labor

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The Workers' Page

You have a right to a safe and healthful workplace. That's why Congress passed the **Occupational Safety and Health Act of 1970**, requiring employers to provide workplaces free from recognized hazards. The Occupational Safety and Health Administration (OSHA) wants every worker to go home whole and healthy every day. The agency was created by Congress to help protect workers by setting and enforcing workplace safety and health standards and by providing safety and health information, training and assistance to workers and employers.

How To File a Complaint with OSHA

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What are employers' rights and responsibilities?

- Employers must provide a safe and healthful workplace free of recognized hazards and follow the OSHA standards
- The OSH Act grants employers important rights, particularly during and after an OSHA inspection
- Employers also provide training, medical examinations and recordkeeping

Workplace Inspections

- Every establishment covered by the OSH Act is subject to inspection by OSHA compliance safety and health officers (CSHO's)
- Most inspections are conducted without advance notice



Inspection Process

- CSHO displays official credentials
- Opening conference
- Walk around inspection
- Closing conference



Conducting the Walkaround Inspection

- CSHO and accompanying representatives (employer and employee) inspect the establishment for potentially hazardous working conditions
- CSHO discusses possible corrective actions with the employer
- CSHO may consult, at times privately, with employees

What happens after an OSHA inspection?

- OSHA may or may not issue citations
- Citations inform employer and employees of the regulations and standards allegedly violated and of the proposed time for abatement
- Employer must post a copy of each citation at or near place where violation occurred, for 3 days or until violation is corrected, whichever is longer

Sources of Assistance

- OSHA web site (www.osha.gov)
- Consultation assistance
- Federal and State area offices
 - Speakers, publications, a/v aids, technical advice
- Training and education
 - OSHA Training Institute (OTI) and the OTI Education Centers
 - OSHA Outreach Training Program
- OSHA Office of General Industry Compliance Assistance
- OSHA Office of State Programs
- Voluntary Protection Programs

OSHA Web Site (www.osha.gov)

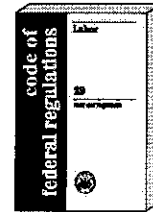
- About OSHA (contacts, programs . . .)
- Events (conferences, hearings . . .)
- Library/Reading Room (statistics . . .)
- News Room (publications, news releases . . .)
- Outreach (technical links, training . . .)
- Regulations & Compliance (standards . . .)

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Where to Get OSHA Standards

- Federal Register in public libraries or at the GPO web site
- CD-ROM subscription through U.S. Government Printing Office (GPO)
- Code of Federal Regulations (CFR) in public libraries and through GPO
- OSHA web site - OSHA standards, interpretations, directives (www.osha.gov)



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Consultation Assistance

- Provided at no cost to employer
- Developed for smaller employers with more hazardous operations
- Delivered by state government agencies or universities employing professional safety and health consultants
- No penalties are proposed or citations issued
- Possible violations of OSHA standards are not reported to OSHA enforcement staff unless employer fails to eliminate or control any serious hazard or imminent danger



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OSHA Emergency Hot-Line 1-800-321-OSHA

- Hot-line for reporting workplace safety or health emergencies
- Provides a 24-hour point of contact to report imminent dangers on the job

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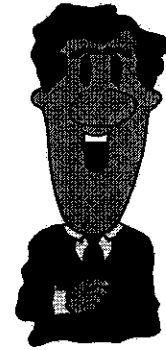
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Summary

- OSHA helps save lives and prevent injuries
- OSHA balances a cooperative approach with traditional enforcement
- OSHA standards are the enforceable requirements for worker safety and health
- Inspections are OSHA's way to ensure compliance
- OSHA offers various means of assistance

Safety Program Objectives

- Moral obligation to **PROTECT OUR EMPLOYEES.**
- Reduce injuries and associated cost.
- Comply with safety & health regulations (OSHA, DLES, FDEP)



- Avoid increasing ➤ premiums.
- Provide good public ➤ image.

Six Major Components of a Safety Program



- ❑ Management Commitment
- ❑ Written Policy and Procedures
- ❑ Worksite Inspection and Audit Programs
- ❑ Employee Training.
- ❑ Accident Reporting and Investigation.
- ❑ Performance Measuring System.

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Keys to a Successful Employer Safety Program

- » Management Commitment and Involvement.
- » Safety Committee.
- » Safety & Health Training.
- » First Aid Procedures.
- » Accident Investigation.
- » Recordkeeping Procedures.
- » Safety Rules, Policies, and Procedures.

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“Why Be Concerned With Accidents?”



The illustration depicts a workplace accident scene. In the foreground, a person is seated in a wheelchair. To the right, another person is being helped up from the ground by a third person who is running towards them. In the background, a person is lying on a stretcher, and a large stack of boxes is visible. The scene is rendered in a simple, black-and-white style.

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Occupational Safety & Health Act

↑ GENERAL DUTY REQUIREMENT [Section 5(A)(1)]

“Each employer shall furnish to each of his employees, employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees”

Safety Performance Deficiencies

Physical Deficiencies → Knowledge Deficiencies →

- | | |
|---------------------|--------------------------------------|
| Poor eyesight → | Lacks skills for the job → |
| Hearing Impaired → | Fails on how to do the job → |
| Degenerative Back → | Fails on when to do the job → |
| Condition | |
| Gait Problems or → | |
| Coordination | |



Safety Performance Deficiencies

Execution Deficiencies

- ❑ Lack of Feedback when Improperly doing the Job!
- ❑ Fails to Recognize the Balance of Consequences of Behavior!

Organizational Deficiencies

- ❑ Lack of Management/Organization Preparation
- ❑ Failure to Deal with Issues (Complex)
- ❑ Inability to Create/Manage Organizational Change



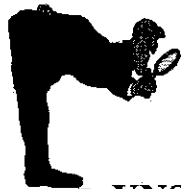
Accident Causation Case Study*

Causation

- ← Physical Deficiency 21%
- ← Condition Deficiency 21%
- ← Execution Deficiency 58%
 - ← Personal
 - ← Organizational

Quality of Supervisor Investigation

- ← Poor 55%
- ← Fair 27%
- ← Good 18%
- ← *The supervisor is the key to any Safety Program Success!*



Accident Causation How to Recognize Problems

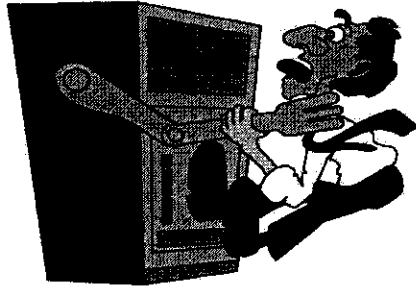
↓ UNSAFE ACTS (BEHAVIORS)

- Failure to wear PPE
- Using defective Tools or Equipment
- Making Safety Devices Inoperable
- Working on Moving or Rotating Equipment





Accident Causation How to Recognize Problems



UNSAFE CONDITIONS

Inadequate Guarding

Unsafe Design or
Construction

Unsafe Illumination or
Lighting

Hazardous Arrangement

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Accident Causation How to Recognize Problems



ACTS OF GOD (UNEXPLAINED EVENTS)

Lightning Strike

Natural Disaster

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Safety Management [Behavior Based Safety]

- ☒ Identify Critical Behaviors
- ☒ Measurement Through Observation
- ☒ Performance Feedback

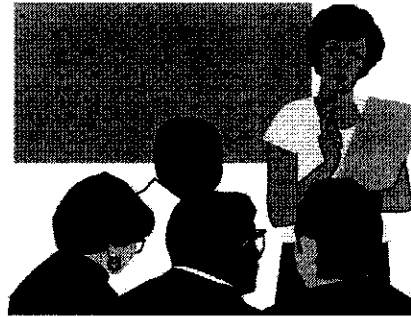


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Organizational Responsibilities

- ☒ Organizational Structure . . .
“Responsible Roles”
- ☒ Management Commitment
- ☒ Safety Program Manager
- ☒ Employees



SUPERVISOR

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Management Responsibilities

- ☒ Commit funding to the Safety Program.
- ☒ Assign a person the authority/accountability for the Safety Program.
- ☒ Allow time expenditures for Safety to function.
- ☒ Commit to a Safety Policy.
- ☒ Actively support the Safety Program.

Management Support

- ☒ "*Types of Managerial Support*"
- ☒ Cost Analysis.
- ☒ OSHA regulatory compliance.
- ☒ Employer/Labor relations.
- ☒ Activities (Safety Awareness Day, Safety Training).



Occupational Safety Regulations

- Federal OSHA Act - 1970
- National Fire Codes - State and Local
- American National Standards (ANSI)
- Federal/State Environmental Regulations

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Supervisor Responsibilities

- ↓ Implement Safety Rules and Procedures.
- ↓ Train new and existing employees on safety.
- ↓ Inspect for compliance with safe work practices and conditions.
- ↓ Report all accidents.
- ↓ Develop Job Hazard Analysis for each operational task(s).
- ↓ Determine if employees are capable of operating equipment or machinery safely.
- ↓ Hold safety meetings with their Sections.
- ↓ Discuss safety with each individual employee including receiving complaints and or concerns.

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Safety Policies, Procedures, & Rules

- Establishes standardized Rules & Procedures (Good Policy establishes the Department and District philosophies and expectation for safe practices and conditions.)
- Identifies responsibility and accountability (Who is responsible for what action or task.)
- Establishes a clear, concise message to employees (It makes it easier for employees to follow the rules.)
- Establishes consequences for non-compliance (Good policy allows for easier enforcement of safe rules and practices.)

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Hazard Identification and Analysis

- Facility, Equipment, & Operation Inspections
- Job Hazard Analysis
- Preventative Maintenance
- Industrial Hygiene Evaluations
- Medical Monitoring
- Safety Audits
- Foresee ability of Use
- Probability of Harm or Injury
- Who are the Users of this Area, Task, or Operation
- Identification of the Obvious Dangers
- Identification of the Hidden Dangers
- Identify Standards Pertinent to Hazards
- Determine the Magnitude of the Risk
- Frequency of Use

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Job Safety Analysis

Basic Steps of JSA

- Select the Job to be analyzed
- Break the Job down into successive steps
- Identify the hazards and potential accidents
- Develop ways to eliminate the hazards and prevent potential accidents

Management Guidance

- Selection of Jobs to be analyzed
- Establish a timetable
- Checking progress
- Providing guidance
- Reviewing JSAs
- Approval of JSAs
- Distribution of JSAs

Types of Hazard Control Programs

- ☑ Developing written Standard Operating (Safety) Procedures
- ☑ Engineering Hazard Control into design (#1 method to minimize accidents)
- ☑ Developing employee training programs to recognize and to avoid the hazard
- ☑ Chemical substitution of less hazardous product
- ☑ Ergonomic design of matching the person to the task
- ☑ Purchasing products and equipment to avoid hazards
- ☑ Job rotation to avoid prolonged exposures or related trauma



Safety Training Programs

TRAINING - Who Should Receive Safety Training

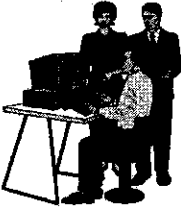
- New employees
- Transfer employees
- Hazardous Operations
- Problematic employees

Conducting Safety Training

- Explain the Task and Hazards
- Show HOW TO DO the job correctly
- Have the employee demonstrate the task
- Provide FEEDBACK and CORRECTIVE MEASURES

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OSHA Mandatory Training Requirements

- 1910.38 "Employee Emergency Plans and Fire Prevention"
- 1910.120 "Hazardous Waste Operations/Emergency Response"
- 1910.134 (1926.103) "Respiratory Protection"
- 1910.151 "Medical Service and First Aid"
- 1910.1000 "Toxic Materials"
- 1910.1200 "Hazard Communications"
- 1926.21 "Safety Training and Education"
- 1926.58 "Asbestos"

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Safety Performance Measurement Systems

- ☑ Incident Rates (*Accountable Cases/Loss time injury*)
- ☑ Experience Modification Rating (*Worker's Compensation*)
- ☑ Cost per WC Claim for each accident type
- ☑ Total WC cost for the District
- ☑ Total number of Safety Inspections
- ☑ Total number of contact Safety Training Hours

Closing Summary

- ⇓ Clear Policy on Employee Safety
- ⇓ Establishment of a Safety and Risk Management Program
- ⇓ Appointment of a Safety Program Coordinator with the authority and responsibility
- ⇓ Ensure adequate funding and resources are available
- ⇓ Understand duties, liabilities, and exposures under safety laws and regulations
- ⇓ Perform safety and health audits for hazard identification and control
- ⇓ Establish a worker safety program which fosters an active participation from employees

Safety First

Safety Program Implementation



“At the Top!”

Think Safety And It Will Become Habit



شهادة كيم للإدارة الفعالة للمخزون والمخازن

إدارة مواد

إعداد

د / على عبدالعزيز

مدير التسويق بمركز الخبرات الإدارية والمحاسبية / كيم

Stock Management and Strategic Management

SWOT Analysis

Stock and Quality Management

Six Sigma

Total Quality Management

Inventory

What is MRP?

Purchasing System

ABC Classification System

Scanning

OSHA Safety & Health Program

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