

Injury and Illness Prevention Program

Establishing and Maintaining a Safe Work
Environment

General Industry Safety Orders – Section 3203

Part I

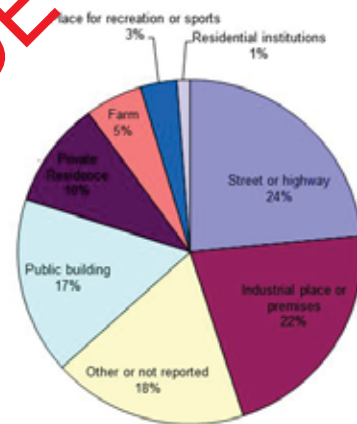
SAMPLE SLIDES

Injury and Illness Plan Introduction

Commitment To Safety

- Preventable injuries and illnesses cost California employers millions of dollars each year.
- The company is committed to making sure every employee goes home safe, everyday.
- The company IIPP aims to maintain a high level of safety and foster a strong safety culture.

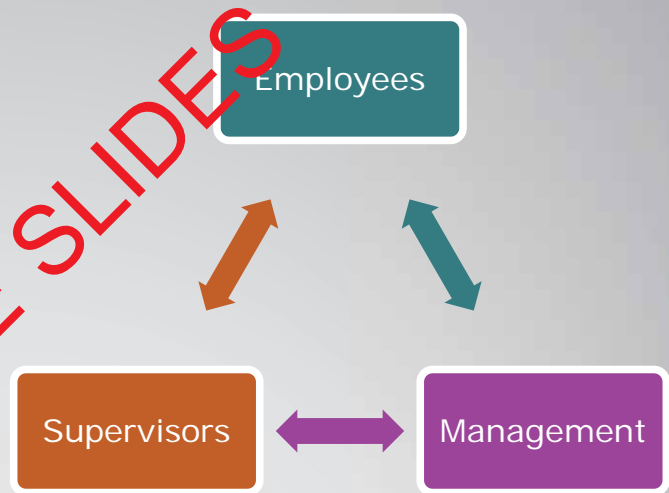
Fatal work injuries by location, California, 2009, all ownerships (409 total fatal injuries)



There were 409 workplace fatalities in California in 2009.

Basic Safety Responsibilities

- Employer
 - Manage the safety and health program, and provide the necessary training and resources to employees.
- Supervisors
 - Demonstrate proper safety practices, and to ensure that employees adhere to company safety policies.
- Employees
 - Adhere to company safety and health policies, and to report any work related illnesses, injuries, or hazards.



It is important that all employees work together and communicate openly about safety issues.

Company IIPP Administrator

- The IIPP administrator implements, maintains, and reviews the company plan.
- The administrator provides resources, coordinates training, provides supervision, and conducts audits of the company safety program.
- The administrator will facilitate coordination between employees and management on safety issues.

Name:	
Work Area:	
Phone Number:	
E-mail:	

While this person has the responsibility to administrate the program, every member of the company has an important role to play.

Part II

SAMPLE SLIDES

Safety Communication

The Importance of Communication

- Good communication between employees and management is a critical component of maintaining a safe work environment.
- The company will provide employees with the knowledge and training required to perform work safely.
- Employees will be provided with methods to communicate thoughts and concerns to employees.



Job Safety and Health
It's the law!

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

EMPLOYEES:

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the OSH Act.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.
- You must comply with all occupational safety and health standards issued under the OSH Act that apply to your own actions and conduct on the job.

EMPLOYERS:

- You must furnish your employees a place of employment free from recognized hazards.
- You must comply with the occupational safety and health standards issued under the OSH Act.

Free assistance in identifying and correcting hazards or meeting standards is available to employers, without charges or penalty, through OSHA-supported consultation.

This poster is available from OSHA.

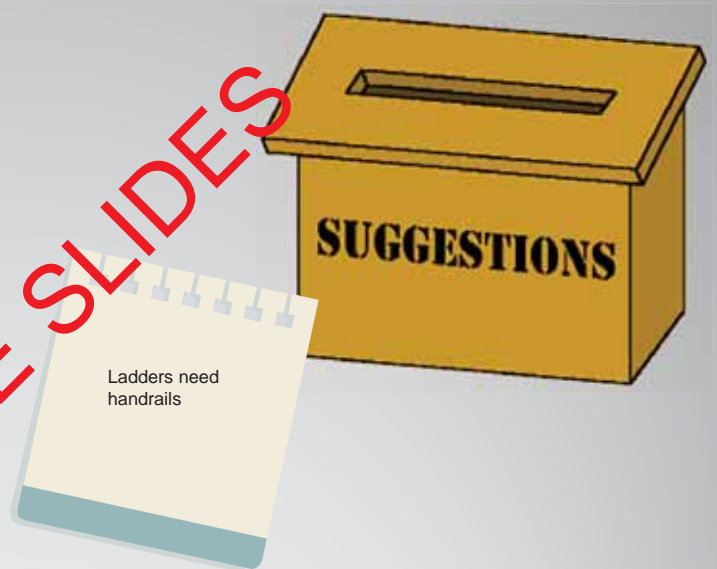
New Employee Orientation

- New employees will receive an orientation which includes a review of the company safety programs.
- Employees will be provided with the opportunity to ask questions before starting work.



Safety Suggestion Box

- We encourage employees to provide feedback on the company safety program.
- Employees can submit named or anonymous feedback in the company safety suggestion box.



The safety suggestion box is located at:

Safety Committee

- Safety committees are an important part of management and employee communication.
- Employees are encouraged to get involved by joining the committee or working with their designated representative.

Location	Date	Time
Mt Hood Room	12/12/12	0900
Attendees		
Name	Department	
Steve Johnson	MFG	
Hal Jones	QA	
Tim Drake	ENG	
Diana Themyscira	Office	
Barry Allen	Management	
Members Absent		
Name	Department	
Tom Steves	Warehouse	
Meeting Minutes		
Introduction Review previous minutes Review quarterly audit		
Discussion of New Safety Hazards and Concerns Discuss hazard evaluation on new machine press. Review revisions of the company emergency action plan.		
Review of Recent Safety Incidents and Investigations		

Safety Committee Meetings

- Safety committees must meet regularly, but not less than quarterly.
- All employees should be informed of the dates and times of upcoming safety committee meetings. These can be posted in employee common areas.



Safety Time-Outs

- “Safety time out” is a phrase used to immediately stop work due to a safety hazard.
- When work needs to be stopped due to an identified hazard, the employee should:
 - Shout “Safety Time Out”, and relay that message on radios or communication systems.
 - Direct employees away from the identified hazard.
 - Immediately notify a supervisor of the hazard.



Safety
Time
Out!

Any employee, no matter how junior, has the authority to call a safety time out.

Part III

SAMPLE SLIDES

Job Hazard Analysis

Job Severity Factors

- There are two major factors when determining the likelihood of an incident.

Probability

1. # of employees exposed
2. Frequency and duration of exposure
3. Proximity of employees to danger zone

Severity

1. Not Serious
2. Serious
3. Fatal

		Severity		
		Other Than Serious	Serious Physical Harm	Death
Probability	Low	1	2	3
	Medium	2	4	6
	High	3	6	9

A severity matrix can help companies prioritize which jobs to analyze first.

Step 1 – Observe The Job

- Observe employees in the regular performance of the job.
- Videos, photos, notes, and sketches are good tools for recording observations.



It is important that the observer is completely independent of the work. Ensure that the employees know the purpose of the observer, and the don't change any of their usual work practices.

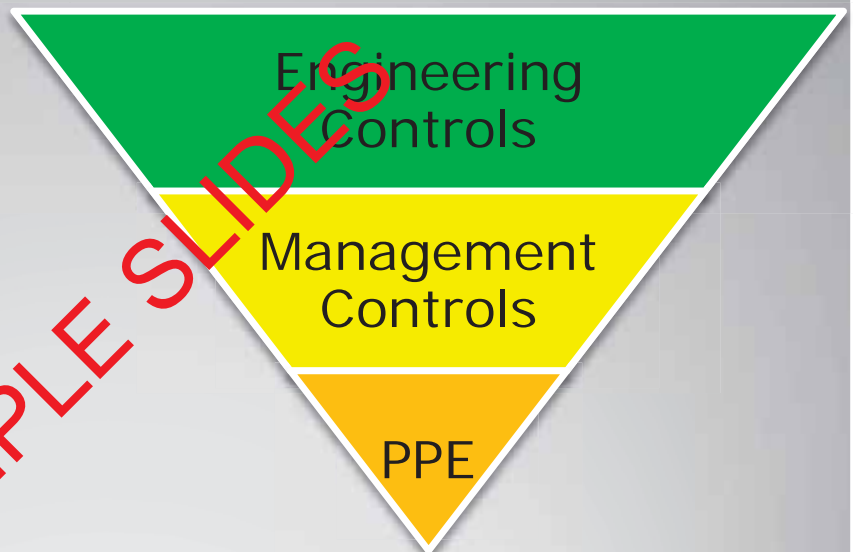
Step 3 – Describe the Hazards

- Describe the hazards in each process step.
- What could go wrong? What could happen during this step?
- Don't forget less thought of hazards, such as over-exertion and ergonomics.

Potential Hazards
<ul style="list-style-type: none">• None
<ul style="list-style-type: none">• Electric Shock
<ul style="list-style-type: none">• Rotating equipment• Electric Shock• Ergonomic
<ul style="list-style-type: none">• Electric shock• Cuts
<ul style="list-style-type: none">• Electric Shock• Cuts
<ul style="list-style-type: none">• Electric Shock• Ergonomic
<ul style="list-style-type: none">• Electric Shock
<ul style="list-style-type: none">• Rotating Equipment

Step 4 – Identify Control Measures

- Identify the control measures for each step in the hazard analysis.
- Use the Hierarchy of Controls when evaluating options for hazard control.
- Sometimes the best way to eliminate a hazard in a job step is to change or eliminate that job step.



Engineering out the hazard or changing the process is always preferable. PPE should be a last resort, used if the hazards could not be removed.

Dealing with Hazards

- Engineering Controls
 - Eliminate the hazard by redesigning, repairing or replacing equipment, tools, work stations or facilities.
 - Placing mechanical guards on cutting equipment is an example of engineering controls.



Engineering Controls is the preferred method of hazard prevention.

Dealing with Hazards

- Personal Protective Equipment
 - Does not eliminate the hazard, it provides a barrier between the hazard and the employee.
 - Should only be used when engineering and management controls are not possible.



Correcting Hazards

- Employees who identify new hazards must report them immediately.
- If the hazard is serious cannot be immediately corrected, all work will stop, and employees will be removed from the area.



Work will continue when the hazard has been documented and corrected.

Part IV

SAMPLE SLIDES

Job Hazard Audits

Job Hazard Audits

- Do not be nervous when your work area is being inspected. Auditors are tasked with improving safety, not placing blame.
- During audits, employees should conduct their work as normal.



Do not attempt to hide anything for auditors. This will harm workplace safety, and would be a serious offense.

Part V

SAMPLE SLIDES

Accident Investigations

Accident Investigation

- Management or the safety committee must establish procedures for investigating all safety related incidents, including injuring incidents, illness, and death.
- They are not required to conduct the investigation, they merely control the process. It will be investigated by trained personnel.



The Purpose of Accident Investigation

- The purpose of accident investigation is to determine the root cause and prevent them from occurring again.
- Accident investigations are not for fixing blame.
- Investigations for legal liability, compensability, or fraud must be undertaken separately.

Definitions

- Accident
 - The National Safety Council defines an accident as an undesired event that results in personal injury or property damage.
- Near Miss
 - Near misses describe incidents where no property was damaged and no personal injury sustained, but where, given a slight shift in time or position, damage and/or injury easily could have occurred.



What are some examples of accidents and near misses in your workplace?

Investigator Qualifications

- Has been trained to conduct accident investigations.
- Has the requisite technical knowledge for the type of accident being investigated. (For example, electrical safety accidents should be investigated by someone who has a strong technical knowledge of electrical systems.)
- Is a senior employee or supervisor.
- Has the ability to communicate details clearly and concisely.
- Was not involved in any way with the accident that occurred.

Accident Investigation Kit

- The company will provide an accident investigation kit that consists of:

- Camera
- Incident Report Form
- Clipboard, pens
- Barricade tape
- Flashlight
- Tape measure
- Tape recorder
- Work gloves

Investigation Kit Items



Incident
Investigati
on
Procedure



SAMPLE SLIDES

Where is your accident investigation kit? What other items should be in it?

Step 1 – Secure The Scene

- It is possible the investigator might encounter the same hazard the injured employee did, so ensure the scene is secure.
- Block off access to the area.
- Ensure involved parties are in safe locations.



What materials do you have in your work area to secure an accident scene?

Step 2 – Gather Information

- Interview witnesses.
If possible, record the interviews.
- What procedures were being used?
- What is the condition of the equipment?
- Take photos!



For an incident to occur, there must be a **Hazard** and **Employee Exposure** to that hazard. These must be determined.

Gathering Information

- Who was injured?
- Were medication, drugs, or alcohol involved?
- Was the employee ill?
- Double shift or rotating shifts?



Fatigue is commonly a factor in accidents.

Gathering Information

- Describe the accident clearly so that readers can understand it.
- What were the motions of the employee prior to, during, and after the accident?
- What body parts were affected?



Step 1 – Secure The Scene

- How would you secure the scene in this example?
- What are some potential hazards from the accident?
- Who should be allowed in the scene?



Part VI

SAMPLE SLIDES

Reporting Injuries and Illnesses

Employee Injuries and Illnesses

- Work related injuries and illnesses must be reported to a supervisor immediately.
- Your supervisor will help you complete the appropriate forms.



Failing to report an injury or illness is a serious violation of company policy.

Reporting Serious Injuries & Fatalities

- Serious injuries and illnesses are ones that result in any of the following:
 - Inpatient hospitalization for period of more than 24 hours.
 - Loss of a member of the body
 - Serious degree of permanent disfigurement.
- These injuries and fatalities must be reported immediately (within 8 hours) by telephone to Cal OSHA.

The report must include:

1. Employer's name, address and telephone number.
2. Name and job title of person reporting the accident.
3. Name and address of injured employee.
4. Nature of injury.
5. Location where injured employee(s) were moved to.
6. List and identity of law enforcement agencies present at the accident site.
7. Description of accident and whether the scene had been altered.