

Workers Comp Safety Manual

Injury and Illness Prevention Program Contents

I. Introduction and Purpose.....	4
II. Responsibilities.....	4
Safety Committee.....	4
The Safety Coordinator	5
Staff Members.....	5
All Employees	6
III. Identifying Workplace Hazards	6
IV. Communicating Workplace Hazards.....	7
Safety Data Sheets	7
Equipment Operating Manuals	7
V. Correcting Workplace Hazards.....	7
VI. Investigating Injuries and Illnesses.....	8
Injury Reporting.....	8
Injury Investigation	9
VII. Employee Health and Safety Training.....	9
Initial IIPP Training	9
Training on Specific Hazards.....	10
VIII. Ensuring Compliance	11
IX. Record Keeping	11
X. Safety Resources.....	12
IIPP Form 1: Report of Unsafe Condition or Hazard Form	13
IIPP Form 2: Safety Committee Meeting Documentation.....	14
IIPP Form 3: Safety Inspection Report	16
IIPP Form 3A: Workers' Compensation Hazard Correction Report	20
IIPP Form 4: Workers' Compensation Accident/Incident Report	21
IIPP Form 4A: Accident/Incident Witness Report.....	22
IIPP Form 5: Safety Training Attendance Record.....	23
IIPP Form 6: New Employee Safety Orientation/Training Record	24

Injury and Illness Prevention Program

Name:

Address:

Date:

I. Introduction and Purpose

It is the policy of _____ to maintain a safe and healthful work environment for each employee (including congregation members), and to comply with all applicable occupational health and safety regulations. The Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the department, while addressing legal requirements for a formal, written IIPP.

II. Responsibilities

Name: _____ and Title: _____ has primary authority and responsibility to ensure implementation of the IIPP and to ensure the health and safety of staff and members. This is accomplished by communicating the _____ emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

Safety Committee

The governing body has the ongoing responsibility to maintain and update this IIPP, to assess compliance with applicable regulations and policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. The Safety Committee should review the IIPP at least once a year and provide training for all employees.

The Safety Committee shall be comprised of members of the various departments, and management and include the following members:

- ▶ Coordinator: <name> ▶
- ▶ ▶
- ▶ ▶

Unsafe conditions that cannot be immediately corrected by an employee or his/her supervisor should be reported to the Safety Committee or Office Representative or by filling out an IIPP form 1, "Report of Unsafe Condition or Hazard." Timely correction of workplace hazards will be tracked by the Safety Committee, which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports. Specifically, the Safety Committee will:

- ▶ Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- ▶ Review supervisors' investigations of accidents and injuries to ensure that all causes have been identified and corrected.
- ▶ Where appropriate, submit suggestions to department management for the prevention of future incidents.
- ▶ Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.

- ▶ When determined necessary by the Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions.
- ▶ Submit recommendations to assist department management in the evaluation of employee safety suggestions.

The Safety Committee must meet on a monthly basis and prepare and make available to all department personnel written minutes of issues discussed at the meetings. The Committee meeting minutes must be documented on IIPP Form 2, "Safety Committee Meeting Documentation," or a similar form. These minutes are available in the office and must be maintained on file for at least one year.

The Safety Coordinator

The Safety Coordinator is _____. The Safety Coordinator has responsibility for:

- ▶ Ensuring that the Safety Committee is aware of all accidents which have occurred, and all hazards which have been observed since the last meeting.
- ▶ Working with the _____ of _____ - to address facility-related safety concerns.
- ▶ Assisting in the coordination of required health and safety training
- ▶ Maintaining copies of Safety Committee minutes and other safety-related records.

Staff Members

Staff members play a key role in the implementation of the IIPP. They are responsible for:

- ▶ Communicating to their staff and group members the emphasis on health and safety.
- ▶ Ensuring periodic, documented inspection of workspaces under their authority.
- ▶ Promptly correcting identified hazards.
- ▶ Modeling and enforcing safe and healthful work practices.
- ▶ Providing appropriate safety training and personal protective equipment.
- ▶ Implementing measures to eliminate or control workplace hazards.
- ▶ Stopping any work that poses an imminent hazard to either the employee or any other individual.
- ▶ Encouraging employees to report health and safety issues to the Safety Committee without fear of reprisal.

All Employees

It is the responsibility of all staff members to comply with all applicable health and safety regulations, _____ policies, and established work practices. This includes but is not limited to the following:

- ▶ Observing health and safety-related signs, posters, warning signals, and directions.
- ▶ Reviewing the building emergency plan and assembly area.
- ▶ Learning about the potential hazards of assigned tasks and work areas.
- ▶ Taking part in appropriate health and safety training.
- ▶ Following all safe operating procedures and precautions.
- ▶ Using proper personal protective equipment.
- ▶ Warning coworkers about defective equipment and other hazards.
- ▶ Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented.
- ▶ Participating in workplace safety inspections.

III. Identifying Workplace Hazards

Regular, periodic workplace safety inspections must be conducted throughout the _____. By law, the first of these inspections must take place when the IIPP is first adopted. The inspections should be noted on IIPP Form 3, "Safety Inspection Report" or other documentation, and copies of this document must be maintained by the _____ for at least one year. These regular inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

Generally, supervisors are responsible for identification and correction of hazards that their staff and/or students face and should ensure that work areas they exercise control over are inspected at least monthly. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

The "Report of Unsafe Condition" Form 1, should be filled out when a referral is made to the Safety Committee as a result of a condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy. The "Report of Unsafe Condition" form can also be obtained from _____ filled out and returned to the Safety Committee. The report can be signed or submitted anonymously.

IV. Communicating Workplace Hazards

Supervisors are responsible for communicating with all workers about safety and health issues in a form readily understandable by all workers. All personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal. The Safety Committee is another resource for communication regarding health and safety issues for all employees. Employees will also be informed about safety matters by e-mail, distribution of written memoranda, or during staff meetings (if applicable). Occasionally, the Safety Committee may also sponsor seminars or speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (MSDS, see below) equipment operating manuals, the Safety Coordinator, container labels and work area postings.

Safety Data Sheets

Safety Data Sheets (SDSs) provide information on the potential hazards of products or chemicals. Hard copies of SDS for the chemicals used in the _____ are available from _____. If an SDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the SDS arrives.

SDS are also available over the Internet from a variety of sources.

Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals should be kept with each piece of equipment in the department. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

V. Correcting Workplace Hazards

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery or a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- ▶ Tagging unsafe equipment, “Do Not Use Until Repaired” and providing a list of alternatives for employees to use until the item is repaired.
- ▶ Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- ▶ Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- ▶ Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor or Building Coordinator.

Supervisors should use the IIPP Form 3A “Hazard Correction Report” to document corrective actions, including projected and actual completion dates. If necessary, supervisors can seek assistance in developing appropriate corrective actions by submitting a “Report of Unsafe Condition” to the Safety Committee. If an imminent hazard exists, work in the area should cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

VI. Investigating Injuries and Illnesses

Injury Reporting

Employees who are injured at work must report the injury immediately to their supervisor. Workplace members who are not employees who are injured or involved in an accident should report the incident to the Safety Committee. In either case, if immediate medical treatment beyond first aid is needed, call 911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, call the local hospitals.

- ▶ *<list contact>*
- ▶ *<list contact>*

The supervisor of the injured employee must work with _____ to ensure that the “Employer’s Report of Occupational Injury or Illness” and a “Workers’ Compensation Claim Form” are completed properly and submitted to the Workers’ Compensation Office.

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

Injury Investigation

The employee's supervisor or student's instructor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include the following:

- ▶ Interviewing injured personnel and witnesses.
- ▶ Examining the injured employee's workstation for causative factors.
- ▶ Reviewing established procedures to ensure they are adequate and well followed.
- ▶ Reviewing training records of all affected employees.
- ▶ Determining all contributing causes to the accident.
- ▶ Taking corrective actions to prevent the accident/exposure from reoccurring
- ▶ Recording all findings and actions taken.

The supervisor's findings and corrective action should be documented and presented to the Safety Committee using the IIPP Form 4, "Worker's Compensation Accident/Incident Report" and IIPP Form 4A "Worker's Compensation Accident/Incident Witness Report." If the supervisor is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought.

The Safety Committee will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the committee. Corrective actions that are not implemented in a reasonable period of time will be brought to the attention of _____ by _____ Safety Coordinator.

VII. Employee Health and Safety Training

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours. Safety training may be presented by a knowledgeable supervisor, or by representatives from other agencies; for example, _____ safety personnel. Regardless of the instructor, all safety training must be documented using the IIPP Form 5, "Safety Training Attendance Record" or an equivalent record that includes all the information required on IIPP Form 5. By law, this documentation must be retained by the _____ for at least one year.

Initial IIPP Training

When the IIPP is first implemented, all personnel will be trained on the structure of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the Safety Coordinator or appropriate supervisor. These individual training sessions will be documented using IIPP Form 6, "New Employee Safety/Orientation Training Record," or the equivalent. This document must also be kept by _____ for at least one year.

Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Specific topics that may be appropriate to _____ personnel include, but are not limited to, the following:

- ▶ Fire prevention techniques and fire extinguisher use.
- ▶ Obtaining emergency medical assistance and first aid.
- ▶ Disaster preparedness and response, including building evacuation procedures
- ▶ Health and safety for computer users.
- ▶ Back care, body mechanics, and proper lifting techniques
- ▶ Hazard communication, including training on SDS, chemical hazards and container labeling
- ▶ Proper housekeeping
- ▶ Chemical spill report procedures

VIII. Ensuring Compliance

All _____ personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, _____ policy, and generally acceptable safety procedures. Overall performance in maintenance of a safe and healthful work environment should be recognized by the supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.

Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations, workplace policy, and/or departmental safety procedures. Staff members will be disciplined for unsafe practices in accordance with _____ By-laws. Volunteers not employed by the _____ will be disciplined for unsafe practices and if unsafe practices continue, be removed from position of responsibility. All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful and intentional non-compliance may result in disciplinary measures up to and including termination.

IX. Record Keeping

Documents related to the IIPP are maintained in _____. By law, certain documents related to the IIPP must be kept by the department for at least one year. These records include the following:

- ▶ Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions (IIPP Form 3 or equivalent)
- ▶ Employee safety training records, including the names of all attendees and instructors, the training date, and material covered (IIPP Forms 5 and 6 or equivalent)

The following documents related to the IIPP should be kept on file also:

- ▶ Reports of Unsafe Conditions or Hazards (IIPP Form 1)
- ▶ Safety Committee Meeting Documentation (IIPP Form 2)
- ▶ Hazard Correction Reports (IIPP Form 3, 3A)
- ▶ Accident, Injury or Illness Investigation Reports (IIPP Form 4)
- ▶ _____

X. Safety Resources

- ▶ California OSHA: <http://www.dir.ca.gov/dosh/dosh1.html>
- ▶ Guide One Insurance Center for Risk Management: <https://www.guideone.com/>
- ▶ Agent of Record
- ▶ *<other>*
- ▶ *<other>*
- ▶ *<other>*

IIPP Form 1: Report of Unsafe Condition or Hazard Form

Date: _____

Description of Unsafe Condition or Hazard. (Use additional page if needed.)

Location of Unsafe Condition and Hazard:

Have you previously reported the unsafe condition to _____ staff's attention? Who did you speak with? When?

Report filed (date): _____

Your Name (optional). You can file this report anonymously:

For Safety Committee:

Action taken:

Date:

IIPP Form 2: Safety Committee Meeting Documentation

Date of Meeting:

Time:

Committee Members Present (List):

Committee Members Absent (List):

Visitors (List):

Previous Business

Accidents (Dates, Names, Descriptions):

New Business:

Other Notes:

IIPP Form 3: Safety Inspection Report

Inspection Conducted by: _____

Date: _____ Dept: _____ Location: _____

YES	NO	I SAFETY PRACTICES
		a. Are employees wearing the required safety equipment?
		b. Are employees using adequate foot wear and clothing?
		c. Are employees following safety rules and procedures?
		d. Are food or drinks present in work areas?
		Comments

YES	NO	II HOUSEKEEPING
		a. Are floors kept clean?
		b. Are floors slippery?
		c. Are working tables kept neat and clean?
		d. Are hazardous materials present?
		e. Are hazardous materials being properly stored and labeled?
		f. Is equipment and material neatly and safely kept and stored?
		g. Is hazardous waste being properly disposed and labeled?
		h. Are there adequate trash cans?
		Comments

YES	NO	III FIRE SAFETY
		a. Are fire extinguishers accessible, serviced and tagged?
		b. Are fire alarms available and in working order?
		c. Are exit doors accessible and properly marked?
		d. Are flammable materials properly stored and labeled?
		e. Is flammable waste and rubbish being properly disposed?
		f. Are overhead fans clean?
		g. Are electrical wiring, connections, boxes and controls in good condition?
		h. Are fire doors free of obstructions?
		Comments

YES	NO	IV MACHINERY & EQUIPMENT
		a. Are moving parts of machines and equipment properly guarded?
		b. Are points of operation properly guarded?
		c. Are safety controls and devices operating properly?
		d. Are dust collection and vacuum devices installed and in good working order?
		e. Are cylinders secured and properly stored?
		f. Are forklifts in good working order?
		Comments

YES	NO	V LADDER SAFETY
		a. Are employees trained in proper use and operation of ladders?
		b. Straight and extension ladders extend at least three (3) feet above the elevated surface and securely tied off to prevent slipping or tipping over?
		c. Are straight and extension ladders equipped with non-slip safety feet?
		d. Are ladders placed on firm, level surface?
		e. Are step ladders used as single straight ladders?
		f. Are ladder rungs and steps free of mud, grease and oil?
		g. Are ladders free from defects (broken, missing rungs, steps, cleats, or broken side rails)?
		h. Are metal ladders legibly marked with signs cautioning against using them around electrical power sources?
		Comments

YES	NO	VI GENERAL CONDITION
		a. Is there adequate ventilation?
		b. Is dust control adequate?
		c. Are hand tools properly maintained and in good condition?
		d. Are floors in good condition?
		e. Are storage racks in good condition and earthquake safe?
		f. Are employees aware of safety rules and procedures?
		g. Is non-smoking policy being enforced?
		h. Are bathrooms clean and in good working order?
		i. Are required safety signs properly displayed?
		j. Is first aid cabinet properly stocked?
		k. Is emergency lighting available and in good working order?
		l. Does Supervisor have a working flashlight?
		m. Are aisles properly marked and free of obstructions?
		Comments

General Comments and Recommendations:

Signature

IIPP Form 4: Workers' Compensation Accident/Incident Report

Today's date: _____ Name of Preparer: (printed): _____

This is an accident incident other (specify): _____

Name(s) of employee(s): _____

How was the incident brought to your attention? _____

Witnesses present during accident/incident: _____

Person reporting the incident: _____

Date and time (A.M. / P.M.) of accident/incident: _____

Location of accident/incident: _____

Description of the accident/incident as reported/witnessed: _____

Were there visible injuries? If yes, please list: _____

How were the injuries treated? _____

Who treated the Injuries: _____

Who else was notified? (include date and time): _____

Was the insurance company notified? When? _____

Other aspects or details: _____

Signature, position: _____

IIPP Form 4A: Accident/Incident Witness Report

As a witness to a reported accident or incident, what you heard and witnessed is important. Please state in your own words only what you saw and heard regarding the accident/incident.

Are you aware of any others who may have been a witness or have information regarding this incident/accident?

Yes

No

If Yes, please list their names:

Name (printed) :

Signature:

Position held (if any):

Date:

IIPP Form 5: Safety Training Attendance Record

Date: _____

Topics of discussion:

- Emergency Preparedness
- IIPP
- Office Safety
- Safety Plans
- Signage (exit)
- Workplace Safety
- Other (describe):

Attendance list:

Training given by: _____

IIPP Form 6: New Employee Safety Orientation/Training Record

Employee: _____

Supervisor/Trainer: _____

The following is an outline only. There may be other areas that you feel should be covered. Cover them, document them on this form, and report them to the Safety Committee Member in your area. Return this checklist to the Personnel Office upon completion.

1. Clothing and Dress

- Footwear**—Discuss safety rules in detail. Show employee some examples of acceptable shoes. Look at his. Discuss enforcement of rule.
- Personal clothing**—Discuss danger of being poorly clothed for position. Discuss jewelry, loose fitting clothes, shorts or other clothing that is inappropriate for the job. Talk of hair length around equipment.
- Safety articles**—Issue glasses, ear protectors, respirators and protective clothing where applicable. Give instructions for use and cleaning. Discuss enforcement of rule.

2. Material Handling

- Lifting in general**—Discuss some common sense tips for lifting safety, such as the following:
 - a. Take a realistic look at an object you've never lifted before. Can you safely lift it? How?
 - b. See if there's a label to tell you how heavy it is or how to lift it. (Give some examples where available.)
 - c. See how others are handling the object.
 - d. Give it a test tug or lift before trying to fully lift and/or carry it.
 - e. Don't be a hero! Use material handling equipment or ask for help where necessary.
- Lifting techniques**—Physically demonstrate to the employee the correct way to lift, push, pull, or move every item the employee will handle that is different enough to be covered separately. Use the "watch-me; now-you-do-it" approach and reinforce the principles of the following:
 - a. Foot position—Place feet as far apart as shoulders for balance and get as close as possible to the object rather than stretching.
 - b. Back position—Keep your back fairly straight, bend the knees, and squat to pick up the object. Do not bend over to reach it.
 - c. Chin position—Concentrate on keeping your chin tucked in close to your chest. It helps to keep your spine straight and stops you from reaching out away from your body.
 - d. Palm position—Whenever possible, use the entire hand and palm to grip the object rather than merely the fingers.
 - e. Body position—Stay squarely above your feet when lifting. Don't lean left, right or to the front or rear.
 - f. Arm position—keep your arms tucked in as close as possible to your body and to the object being lifted.

- Special handling**—Go over items that are sharp, fragile, caustic, slippery, etc., or that may provide other special lifting, moving, or handling problems. Identify which items must be handled with gloves or other protective devices.
- Material storage**—Show where materials, pallets, etc., may and may not be placed or stored. Respect yellow lines. Do not encroach into aisles, workstations, or doorways.

3. Physical Survey

- Equipment**—Take a walk showing new employees where the fire extinguishers, alarms, hoses, and any other fire fighting equipment are stored and how and when it is to be used. Stress to them that they are not to block, cover, or tamper with any of the equipment.
- Emergency exit**—Show the employee where all emergency exits are for each area and when they are to be used and what to do once outside.
- Smoking**—Physically show the employee where the smoking and no-smoking areas are and how cigarette butts are to be handled.
- Flammables**—Physically identify and show employees all flammable materials they could possibly be handling, how to handle them, where they are stored, and how they are to be disposed. Include handling of rags.
- Building cleanliness**—Show how scrap and trash are handled and where trash and scrap containers are kept. Go over employee's housekeeping responsibilities in detail.

4. Hazardous Substances/Materials

- Introduce the employee to all hazardous materials and/or substances and demonstrate how and how not to handle, use, and store each. Test each employee.

5. Equipment

- Go through, in detail, the proper handling and complete operation of every piece of equipment the employee might reasonably be expected to use. After you have demonstrated its use, make sure the employee can perform all operations safely and properly. Document each piece of equipment below. Include things such as knives, ladders, forklifts, hand tools, power tools, and mounted equipment.

Equipment Covered:

-
-
-
-
-
-

6. Accidents And Unsafe Conditions

- Stress accident prevention and reporting, and go over in detail what steps are to be taken by whom in case of an accident. Show them the form(s) used by the supervisor and by the employee. Discuss reporting of suspected unsafe workplace conditions or practices.

7. Review Safety Rules

- While walking around the work area to show and demonstrate each of the items outlined, go over each of the individual safety rules that the above outline does not cover. Stress that you enforce the safety rules diligently and strictly.

All of the Training/Orientation represented in this outline was completed on the following date:

Signature of Trainee

Date