

What makes up an effective H&S program?

- Industry practice
- Regulatory requirement
 - Fed OSHA
 - Cal OSHA

Injury and Illness Prevention Program (§3203)

- Effective July of 1991
- The most cited Cal/OSHA regulation
- Required of all employers in California
- Develop and implement an effective, written IIPP

Injury and Illness Prevention Program (§3203)

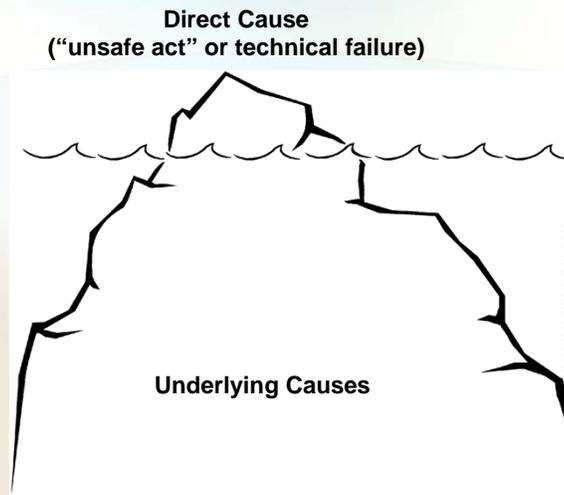
- Authority and responsibility
- Methods of compliance
- Communication
- Hazard assessment
- Injury/illness assessment
- Correction of unsafe conditions
- Training
- Recordkeeping



Maintaining Your Program

- A circular, not linear process
- You are always recycling
- You never graduate

Direct and Underlying Causes of Injury



5

Hierarchy of Control

- Provides an ordered mitigation strategy to remove or reduce the hazard:
 - Elimination
 - Substitution
 - Engineering
 - Administrative
 - Personal Protective Equipment (PPE)

Small Business Safety Training Resources

Trainings and resources for general industry
and restaurant, janitorial and dairy industries



TASH Small Business IIPP Trainings

2013 - 2015

- 28 half-day classes with 544 trainees
- 4 full-day classes with 82 trainees



The Training Program Content

Primary areas of focus:

- Investigating accidents, looking for root causes
- Identifying hazards
- Controlling hazards
- Involving employees
- Training requirements
- Documentation requirements



The Training Program Content

Primary messages:

- An effective IIPP makes good business sense.
- Most effective programs demonstrate a commitment at the top and involve all employees in safety.
- Include any temp agency/contract employees in all safety initiatives.



The Training Evaluation



- Post training evaluation form
- Analysis of data from reg. forms
- Follow-up electronic surveys
- Follow-up telephone interviews

For More Information on the TASH IIPP Program

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EFFECTIVE HEALTH AND SAFETY PROGRAMS: DEVELOPING YOUR INJURY AND ILLNESS PREVENTION PROGRAM



Having an effective health and safety program can help your workplace prevent injuries and illnesses among employees as well as reduce the associated direct and indirect costs. Cal/OSHA's Injury and Illness Prevention Program (IIPP) standard lays out the essential elements of an effective program. The IIPP standard is found in Title 8 of the California Code of Regulations, sections 1509 and 3202. It requires every California employer to establish, implement, and maintain an effective injury and illness prevention program to promote health and safety in the workplace.

Below are the 8 elements that are required by Cal/OSHA's IIPP standard. There are some exceptions, depending upon the type of industry you are in and/or the size of your workplace, related to the documentation requirements.

Assignment of a Responsible Person(s)

It is important that someone be put in charge of the program. This means that a specific person in your workplace has been assigned the responsibility and authority for employee safety and employees know who this person is.

Investigation of Accidents, Injuries, and Illnesses

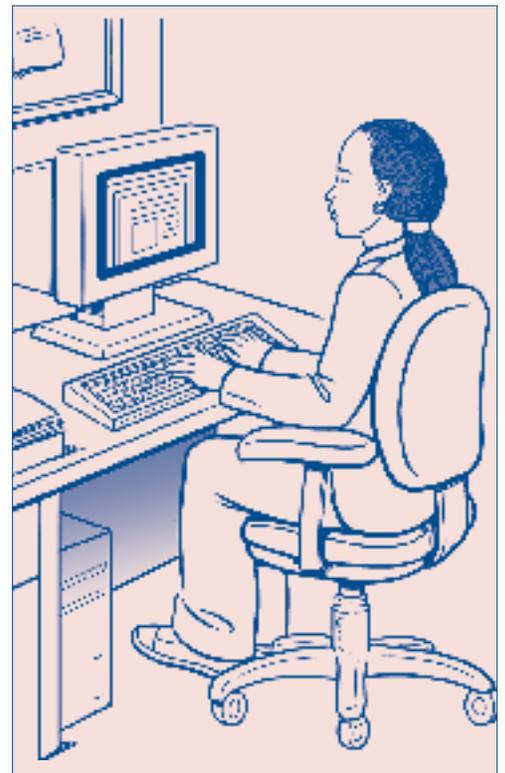
Accidents, injuries, illnesses, hazardous exposures and near misses are investigated. This information should be analyzed for hazards and underlying problems.

Hazard Identification

Inspections to identify hazards are conducted on a regular basis and job tasks are analyzed for potential safety and health risks.

Hazard Control

Steps are taken to eliminate or reduce hazards (e.g., engineering controls, policies and procedures, work practices, appropriate personal protective equipment, etc.) in a timely fashion.



Communication with Employees About Safety

There is a system, such as a health and safety committee, tailgate meetings or suggestion boxes, for communicating with your employees about safety and for encouraging them to speak up about workplace hazards without fear of reprisal. Employees receive information about the safety program and safety issues related to their jobs (including about any chemicals they use).

Employee Training

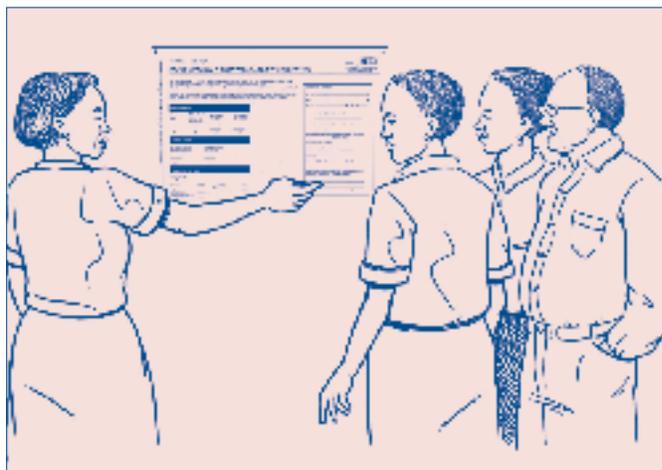
Health and safety training is provided to all employees about the hazards in their job and the safety procedures that will protect them. This training is provided in a manner they understand.

Employee Compliance with Safety

There are procedures for ensuring that all employees comply with the safety rules that have been explained to them.

Record Keeping/Documentation

If you have more than 10 employees, your Injury and Illness Prevention Program must be in writing and made available to all workers. Even if you have fewer than 10 employees, you must still have a program in place that you communicate to your employees. For all workplaces, it is recommended, and in most cases required for larger employers, that records be kept to document scheduled inspections, actions taken to correct problems, and types, dates, and providers of training.



Adapted from materials developed for The Worker Occupational Safety and Health Training and Education Program (WOSHTEP).

SAFETY PAYS!



Taking risks is a part of running a business, particularly for small business owners. You take risks in product development, marketing, and advertising to stay competitive. But some risks are just not worth the gamble. One of these is risking the safety and health of those who work for you. By implementing a strong safety and health program, you can accomplish three important things at once:

1. Prevent Human Suffering

One serious injury in your workplace can have a devastating impact on your employees, their families, and you. By preventing that serious accident, you can help:

- Save lives.
- Reduce workers' pain and disability.
- Reduce the impact of workers' injuries on their families and communities.
- Protect co-workers from the stress of filling in for people who are off the job.

"I couldn't care less about the fines. It was losing one of our own. We were all devastated. I will never get over it." —Employer of a worker killed on the job

"It wasn't just the pain after the accident, or that I couldn't support my family on the limited benefits. It affected every part of my life—my ability to participate in sports, church activities, volunteering in my kids' school—I lost it all." —Injured worker

2. Save Money

For every dollar spent on the direct costs of a worker's injury or illness (medical expenses and lost wages), it's estimated that you, the employer, will spend at least as much again to cover the indirect and hidden costs. In most cases, you may spend 4-6 times more. Consider what one injury with lost workdays would cost you in terms of:

- Productive time lost by the injured employee.
- Productive time lost by employees and supervisors attending the accident victim.
- Clean up and start-up of operations interrupted by the accident.
- Time and cost for repair or replacement of any damaged equipment or materials.



SAFETY PAYS!

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- Overtime costs when other workers must fill in.
- Fines for violating regulations.
- Cost of time spent on the investigation.
- Cost of completing paperwork generated by the incident.
- Time to hire or to retrain others to replace the injured worker until his/her return.
- Loss of skills of valuable employees.
- Low worker morale and perhaps less efficiency and increased absenteeism.
- Increased workers' compensation insurance rates.

“Every \$1 invested in workplace safety results in \$3 or more in savings. Safety is an investment, not a cost.” —Insurance industry study

3. Promote a Positive Image

A great health and safety program can also make your business stand out. It can:

- Increase worker morale (show that workers' well-being comes first) and decrease turnover.
- Attract top employees.
- Help the company stand out in the community as a caring employer.
- Improve client and investor relations by demonstrating an excellent safety record.
- Avoid bad publicity from fines, accidents and incidents.

“A big accident or fine may be a rare event, but it can cost a great deal in terms of public image. We had a disastrous experience with OSHA and paid dearly for it. We never want to be embarrassed like that again!” —Safety manager

“A company's reputation is of significant value in generating a favorable return on investment. A company or organization will benefit from a favorable reputation by becoming the first choice of customers, investors, suppliers, and employees.” — Business researcher



References

American Society of Safety Engineers. White Paper: The return on investment for safety, health and environmental management programs. Des Plaines, IL, ASSE, 2002.

McDonald C. Workplace safety pays, survey shows. National Underwriter, Sept 17, 2001: 105, 38: ABI/INFORM Global pg. 26.

Schulte PA. Characterizing the burden of occupational injury and disease. Journal of Occupational and Environmental Medicine, 47(6):607-622, June 2005.



Portions of this factsheet were adapted from the Guide to Developing Your Workplace Injury and Illness Prevention Program, Cal/OSHA Consultation, rev. 2005.

Taking Action for Safety and Health:

Implementing your Illness and Injury Prevention Program

This free half-day course will train you in how to develop and implement an effective health and safety program at your workplace that meets the requirements of Cal/OSHA's Injury and Illness Prevention Program (IIPP) standard.

Presented by trainers from UC Berkeley Labor Occupational Health Program and Cal-OSHA Consultation Service.

LEARN ABOUT:

- Meeting Cal/OSHA requirements and expectations for an effective IIPP
- How to identify and solve common health and safety problems in your workplace
- Steps for investigating work-related accidents, injuries and illnesses when they occur
- Ways to involve your employees in your safety program



RECEIVE:

- A free Guidebook and easy-to-use model template for writing your IIPP
- Free Factsheets and Tools to help you implement your IIPP
- Resources for technical assistance
- A certificate of completion

TO REGISTER & FOR MORE INFORMATION:

- Complete the online **registration form** found at <http://lohp.org/iipp/>
- Visit WOSHTEP's IIPP website: www.dir.ca.gov/chswc/woshtep/IIPP
- Questions? Contact Kelly Chan at kellychan@berkeley.edu