Learning Outcomes

• Describe keys to successful health and safety programs
• List pertinent regulations
• Identify the eight elements
• Identify responsible parties
• Determine game plan
Effective Health and Safety Programs

Health and Safety = Safety Culture

» Proactive, systematic process

» Find and fix workplace hazards before injuries

» When injuries occur, fix what caused them
The Point of a Health and Safety Program

- **Spot** problems before an injury
- If something **could** happen or **did** happen, talk with those affected and look for a solution
- **Report** the problem so it can be fixed and no one gets hurt

Next Up: 3 slides of Details and Small Print
Benefits - Safety Program

Our safety and health program

- Prevention & Compliance
- Reduce costs like these
  - 1 Carpal Tunnel Syndrome = $30k direct + $33k indirect*
  - 1 Concussion = $61k direct + $67k indirect*
  - 1 Sprain = $29 direct + $32k indirect*
  - 1 Hernia = $23 direct + $25k indirect*
- Other benefits:
  - Reduced absenteeism
  - Lower turnover
  - Higher productivity
  - Greater employee satisfaction

* National Council on Compensation Insurance, Inc. (NCCI), policy years 2009-2011
Top Benefits of Effective Workplace Safety Programs Cited by Financial Decision makers (% of respondents)

- Increased productivity: 43%
- Other: 16%
- Better employee morale & greater job satisfaction: 7%
- Greater retention of employees: 6%
- Reduced costs: 16%

Source: Huang et. al. 2009. Data based on responses from 231 U.S. companies with 100 or more employees.
Injuries Cost More than a Bad Day …

### Top 10 Causes and Direct Costs of the Most Disabling U.S. Workplace Injuries

<table>
<thead>
<tr>
<th>Cause</th>
<th>% of Total</th>
<th>$ Billions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overexertion involving outside source</td>
<td>24.4%</td>
<td>$15.08</td>
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<tr>
<td>Falls on same level</td>
<td>16.4%</td>
<td>$10.17</td>
</tr>
<tr>
<td>Falls to lower level</td>
<td>8.7%</td>
<td>$5.40</td>
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<tr>
<td>Struck by object or equipment</td>
<td>8.6%</td>
<td>$5.31</td>
</tr>
<tr>
<td>Other exertions or bodily reactions</td>
<td>6.7%</td>
<td>$4.15</td>
</tr>
<tr>
<td>Roadway incidents involving motorized land vehicle</td>
<td>4.8%</td>
<td>$2.96</td>
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<tr>
<td>Slip or trip without fall</td>
<td>3.8%</td>
<td>$2.35</td>
</tr>
<tr>
<td>Caught in/compressed by equipment or objects</td>
<td>3.2%</td>
<td>$1.97</td>
</tr>
<tr>
<td>Struck against object or equipment</td>
<td>3.0%</td>
<td>$1.85</td>
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<tr>
<td>Repetitive motions involving micro-tasks</td>
<td>2.9%</td>
<td>$1.82</td>
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Total cost of the most disabling workplace injuries: $61.88 billion
Cost of top 10 most disabling workplace injuries: $51.06 billion

2016 Liberty Mutual Workplace Safety Index (based on 2013 injury data)
Two basic duties

- Workplace free from recognized hazards
- Comply with standards
Cal/OSHA Act of 1973

Cal/OSHA Title 8 Section 3203 (1977)
- Requires written (1991) prevention plan
- Standard specifies outcome, not methods for compliance

Cal/OSHA Title 8 Section 1509
- Requires effective IIPP per 3203
- Requires written Code of Safe Practices
Our Program is our IIPP

Injury and Illness **Prevention** Program (IIPP):
» Our proactive process
» Find and fix workplace hazards
» Prevent further injuries

It’s a systematic approach
✓ Identification - see it
✓ Evaluation - talk about it
✓ Control - fit it

www.ccsf.edu/iipp
Key Elements of an Effective IIPP

To be effective, our IIPP must:

➢ Involve all employees

➢ Identify specific hazards employees are exposed to

➢ Correct those hazards in an appropriate and timely manner

➢ Provide effective training
Required (8) Elements of IIPP

<table>
<thead>
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<tr>
<td>IIPP Responsibility</td>
</tr>
<tr>
<td>Safety Compliance</td>
</tr>
<tr>
<td>Safety Program Communication</td>
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<tr>
<td>Hazard Assessment</td>
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<tr>
<td>Accident, Close Call, and Exposure Investigations</td>
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<tr>
<td>Hazard Correction</td>
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<tr>
<td>Training and Instruction</td>
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<tr>
<td>Recordkeeping</td>
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#1 - Responsibility

- Our IIPP identifies those who have clear enforcement authority
- We are all responsible for a safe and healthful workplace
- Risk Services can help

(1) Identify the person or persons with authority and responsibility for implementing the program.
#2 - Compliance

- Regulation
  - (2) System for ensuring that employees comply with safety and healthy work practices.
- Program
  - Code of Safe Practices
  - Discipline
  - PPE

We have written programs and plans. For them to work, we need you. You make sure your people are being safe.
#3 – Communication

I HAVE A SAFETY CONCERN

LET’S SIT DOWN AND DISCUSS YOUR CONCERNS

SO DO I

ME TOO!
#3 - Communication

• Regulation
  – (3) Communication system
    • Readily understandable by all affected employees
    • Encourage employees to inform the employer of hazards without reprisal
    • Meetings, training, posting, written communications
    • Anonymous employee hazard notification

• Program
  ➢ Safety Convos
  ➢ Postings
  ➢ Written procedures

2 of 2
#4 - Hazard Identification

- Regulation
  - (4) Procedures for periodic inspections to identify and evaluate unsafe conditions and work practices

- Program
  - Inspections
  - Job Hazard Analysis
  - Others in Development

1 of 2
Quarterly Self Inspections, Unit Hazard Audit, Procedures, Reports

Inspection forms will not catch everything, but regular use will keep us all thinking about SAFETY.

Risk Management is here to help.
#5 - Investigations

- Regulation
  - (5) Procedure to investigate injuries and illness.

- Program
  - Work comp forms
  - Site Visits
  - Comprehensive Investigations
    - Root Cause
    - Corrective Actions to prevent reoccurrence
Supervisor Incident Report

• For accidents & near misses
• Identify causes and needed corrections
• Determine why, where, and trend
• Critical to preventing and controlling hazards
How we investigate

1. What happened?
2. Why did it happen?
3. What should be done right now?
4. Document – what was done, temporary precautions, what is pending, reasons for delay
#6 - Hazard Correction

- Regulation
  - (6) Procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the hazard severity.

- Program
  - Employee Reporting
  - Accidents
  - Close Calls

**Fix it!**

Put in a work order!

STOP RECURRENCE
#7 - Training & Instruction

• Regulation
  – (7) Provide training and instruction
    ✓ When first established
    ✓ To all new employees
    ✓ New job assignments
    ✓ New substances
    ✓ New hazards

• Program
  – Risk Management
  – Deans and Chairs
  – Specific Hazards
  – Specific special locations
SUPERVISORS MUST KNOW

1. They are the key to success of Plan
2. Importance of safe and healthful work conditions
3. Responsible for being familiar with hazards, effects, and how to control them
4. How to convey info to employees about hazards and how to follow safe procedures
5. How to investigate accidents and take corrective and preventative actions
YOUR EMPLOYEES MUST KNOW
1. Success depends on their actions and yours
2. Safe work procedures and how the protect them
3. When required, how to use and maintain PPE
4. What to do in an emergency
#8 - Recordkeeping

- **Regulation**
  - Inspection records for 3 years
  - Training records for 3 years

- **Program**
  - Communication Records
  - Inspections and Hazard Corrections
  - Accident, Close Call Investigation Reports
  - Safety related training

Let’s work together on a solution
Regulations

- OHSA Act - 1970
- Cal-OSHA Act - 1973
- Title 8, 3203 (IIPP)
  - Established in 1977
  - Written required since 1991

Programs

- Functional Accountability
- Code of Safe Work Practices
- Emergency Procedures Manual
- Forms
Name the 8 Parts!!! Count Them ...
The 8 Parts of the IIPP - review

- IIPP Responsibility
- Safety Compliance
- Safety Program Communication
- Hazard Assessment
- Accident, Close Call, and Exposure Investigations
- Hazard Correction
- Training and Instruction
- Recordkeeping
What is Aaron Saying

- Communicate rules & procedures
- Ensure personal & employee compliance
- Support hazard identification & incident investigations
- Recommend & follow-up on corrective actions
- Support safety training & recordkeeping
So now what?

Let’s work together …

What concerns you at your worksite?