

APPENDIX T: TRAINING GUIDE - IIPP

Effective dissemination of safety information is an integral part of the Injury and Illness Prevention Program (IIPP). This document was created to facilitate worker safety training. Training must be completed before the use of any tool or piece of equipment, exposure to any hazardous condition, or when new hazards are identified.

Prepare the following items for this meeting:

- Training Documentation Form
- Departmental IIPP Binder

Objectives of the IIPP

The Injury and Illness Prevention Program (IIPP) is state-mandated program under Cal/OSHA (Title 8, CCR Section 3203), and provides a summary of the safety protocols and procedures specific to your workplace. The IIPP acts as your department's "umbrella" safety program that references any other safety programs that you may have in place that are geared towards specific work tasks/exposures (e.g. Shop Safety Manual, Lab Safety Manual, Biosafety Manual, etc.). Below are summaries of the required components that are written into an IIPP.

Supervisor & Employee Responsibility

Supervisors are responsible for implementing and enforcing the IIPP in the areas they supervise. Supervisors are expected to be able to identify and correct/report any hazards in the workplace. Supervisors must ensure that employees are provided with general and job specific safety training, and with the appropriate personal protective equipment (PPE) required for the job. They are also responsible for taking disciplinary action against any employee that does not follow safety policies and procedures when working.

Individual employees are responsible for following work procedures and safety guidelines for any task they complete. This includes the use of required PPE. If employees do not know how to safely complete a job, they must ask for instruction and/or training. If they get hurt on the job, they are responsible for reporting it to their supervisor immediately. They must also report any safety issues to a supervisor as soon as possible.

Identification and Correction of Workplace Hazards

Employees must report injuries to their supervisor immediately and are covered under workers' compensation insurance. Workplace injuries must be reported to Risk Management within 24 hours. In addition, serious injuries must be reported to EH&S as soon as they occur to ensure reporting to Cal/OSHA within eight hours of occurrence (CCR Title 8, Section 342). Refer to your departmental IIPP for specific instructions on injury reporting and medical treatment.

As a follow up to injuries that occur, the Office of Environment, Health and Safety collaborates with departments on conducting incident investigations as appropriate. The purpose of completing an investigation is to determine the cause of the incident and make any necessary repairs or procedural changes to avoid future illnesses and injuries. An incident investigation guide and report template is located in the IIPP for reference.

Training

In order to maintain a safe work environment, employees must be trained on the hazards and safety procedures associated with their jobs. These trainings must be documented (using a sign-in sheet) and are to include topics on general safe work practices as well as exposures/hazard specific topics unique to each employee's job assignment. Training can be completed in a group or through one-on-one sessions with supervisors or their designees. If employees feel they do not have the training required to complete a job safely, they must inform their supervisors so they can be trained before beginning work.

Compliance

Supervisors must set positive examples for working safely and require safe work practices from their staff. If any employee fails to follow safe work practices, supervisors must follow the University's Disciplinary Action Policy and any applicable union contract agreements to discipline employees for non-compliance.

Discussion Points:

- If you get hurt on the job, what should you do?
- What is the purpose of an incident investigation?
- If you do not know how to safely perform a job when asked to do it, what should you do?
- What are the methods used in your department to communicate safety information?

Summary

- The IIPP is designed to make sure employees are safe from injury and illness when working.
- Supervisors are responsible for providing employees with general and job specific safety training and documenting completion.
- Supervisors must provide all employees with appropriate PPE for the jobs they complete.
- Supervisors are responsible for correcting and/or reporting unsafe conditions in the workplace.
- Any hazards identified during an inspection must have an action plan developed with timeline to eliminate or reduce the hazard.
- Staff meetings, tailgates, newsletter, bulletin boards and e-mails are effective methods for communicating safety information.
- Incident Investigations are done to determine cause, implement procedures and issue corrective recommendations accordingly.
- Employees cannot be reprimanded for reporting safety issues.
- Employees must be disciplined if they do not follow safety procedures written into the IIPP.