



# Workplace Safety 101 Attendee Handout

**WORKPLACE SAFETY 101**



Employer Education Series




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**OUR PRESENTERS**



Marcie La Rochelle  
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Safety & Health



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LP Engineer  
Safety & Health




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**BENEFITS OF WORKPLACE SAFETY**

- ✓ Reduced accidents and injuries
- ✓ Reduced claims costs
- ✓ Reduced operational costs
- ✓ Increased job satisfaction
- ✓ Increased productivity
- ✓ Lower absenteeism
- ✓ Improved health and wellbeing
- ✓ Improved worker confidence and retention





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### THE FIRST STEP – BUILDING YOUR IIPP



#### Injury and Illness Prevention Program (IIPP)

Title 8 of the California Code of Regulations (T8CCR) Section 3203 requires every employer to develop and implement an effective IIPP.



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### REQUIRED ELEMENTS OF AN IIPP

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Accident/Exposure Investigation
6. Hazard Correction
7. Training and Instruction
8. Employee Access to IIPP
9. Recordkeeping



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### ELEMENTS OF AN EFFECTIVE IIPP



#### To be *effective* your IIPP must:

- ✓ Fully involve all employees, supervisors, and management
- ✓ Identify the specific workplace hazards employees are exposed to
- ✓ Correct identified hazards in an appropriate and timely manner
- ✓ Provide effective training



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**STATE FUND'S IIPP BUILDER<sup>SM</sup>**



Available to ALL California employers free of charge




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**#1 - RESPONSIBILITY**



**Assignment of responsibilities**

- Management responsibilities
- Safety manager or safety lead

*Management leads by example*




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**#2 - COMPLIANCE**

- Clear safety procedures for each occupation in the workplace
- Regulatory compliance
- Positive employee recognition for safe and healthful work practices
- Disciplinary procedures for employees failing to follow safety rules

*Clearly define responsibilities and accountability for supervisors to monitor for compliance*





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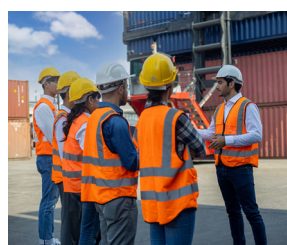
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### #3 - COMMUNICATION

- Instill your safety culture through regular, clear and consistent communication
- Tips for developing your safety culture
  - Safety committees
  - Monthly safety meetings
  - Involve employee interaction



State Fund's Monthly Safety Meeting Topics



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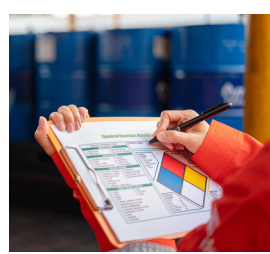
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### #4 – HAZARD ASSESSMENT

1. Conduct hazard inspections regularly and often
2. Involve your employees, they know the job better than anyone else
3. Audit how your employees perform the job
4. Conduct a Job Safety Analysis – JSA
5. Train your managers and supervisors to mitigate hazards



State Fund's Job Hazard Analysis Guide



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### HIERARCHY OF CONTROLS



- HIERARCHY OF HAZARD CONTROL**
- ELIMINATION
- SUBSTITUTION
- ENGINEERING CONTROL
- ADMINISTRATIVE CONTROL
- PERSONAL PROTECTIVE EQUIPMENT



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### #5 – ACCIDENT / EXPOSURE INVESTIGATION



Thoroughly investigate all accidents and near-miss incidents

- How the injury occurred and the task at the time
- Take photos of accident site
- Find the root cause or causes of the accident
- Corrective actions to be taken
- Learn for accident prevention in the future

State Fund's Accident/Near Miss Investigation Checklist




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### #6 – HAZARD CORRECTION

Implement control measures to eliminate or reduce hazards

- Engineering controls - hazard removal
- Administrative controls - policies and procedures
- Personal Protective Equipment (PPE)

Hazardous substances - labeling & handling

Safety Data Sheets

Cal/OSHA Hazard Communication Standard




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### #7 – TRAINING AND INSTRUCTION



- Reach all affected employees
- Cover all relevant topics
- Record your employee training

*An important benefit of periodic safety training is the reminder that hazards still exist and accidents can still happen.*

State Fund's Safety Training Videos




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**STATE FUND'S ONLINE SAFETY UNIVERSITY<sup>SM</sup>**

**Free Safety Training for State Fund Policyholders**

Occupational safety training with access to an easy-to-use learning management dashboard

Safety Support Unit - (800) 675-2667  
[SafetySupport@scif.com](mailto:SafetySupport@scif.com)





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**#8 – EMPLOYEE ACCESS TO YOUR IIPP**



Cal/OSHA requires that all employees have access to a copy of your written IIPP.

- Printed or electronic copy
- Through your company server or website

*Provide a written copy to your employee within 5 business days after receiving their request*




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**#9 – RECORDKEEPING AND REPORTING**



- ✓ Accident investigation records
- ✓ Cal/OSHA Forms 300, 300A & 301
- ✓ Serious injuries and fatalities
- ✓ Corrective or disciplinary actions
- ✓ Safety inspection records
- ✓ Training recommendations or changes
- ✓ Safety meeting records
- ✓ Employee safety training records
- ✓ Applicable operating permits
- ✓ Hazardous substances records
- ✓ *Brief Guide to Recordkeeping Requirements*




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### BUILD YOUR SAFETY CULTURE



*Your safety culture communicates to frontline workers that they are valued and engages them in the process of improving workplace safety.*



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### MEASURE YOUR SAFETY PROGRAM

1. Set specific safety goals
2. Track key safety indicators
3. Create action items to correct breakdowns in safety procedures



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### STATE FUND SAFETY SERVICES



**Emphasis on hazard mitigation and improving safety culture**

- Communication
- Hazard identification
- Measuring safety
- Regulatory information



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### STATE FUND SAFETY SERVICES

**Our Industry-Leading Safety Professionals**

- Onsite Loss Prevention Services
- Ergonomics
- Industrial Hygiene





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### FREE SAFETY AND HEALTH RESOURCES



**Accessing our safety resources is easy!**

- Go to [SafeAtWorkCA.com](https://SafeAtWorkCA.com)
- Explore our **Safety Resource Center**
- "Ask the Expert"
- Contact our **Safety Support Unit** at [SafetySupport@scif.com](mailto:SafetySupport@scif.com)




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### THANK YOU FOR MAKING STATE FUND YOUR CARRIER OF CHOICE

Visit us at [StateFundCA.com](https://StateFundCA.com)

**Customer Support Center:**  
(888) 782-8338

For safety resources visit [SafeAtWorkCA.com](https://SafeAtWorkCA.com)

**Safety Support Unit:**  
(800) 675-2667


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