

Injury and Illness Prevention

Employee Self-Administered Training



INTRODUCTION

This self-administered training has been developed to ensure that you receive and understand basic workplace safety information. Cal-OSHA requires that all employees receive Injury and Illness Prevention Program (IIPP) training and this training guide is one method by which you can fulfill these training requirements.

To use this self-administered training method, you must read this training document, and complete the accompanying quizzes. Once you've completed the training, return the acknowledgement form to your manager/supervisor for placement in your personnel file.

This training highlights general safety programs including the Injury and Illness Prevention Program, the Bloodborne Pathogen Program, the Ergonomics Program, and the Hazard Communication Program.

Contact Human Resources if you have any questions.

Injury and Illness Prevention Program

What is the Injury and Illness Prevention Program?

The IIPP is a general safety program which applies to all and includes:

- ✓ Employee safety training
- ✓ Safety meetings
 - Supervisor safety meetings
 - Department safety meetings
- ✓ Safety inspections and audits
- ✓ Accident investigations
- ✓ Communication of safety information
- ✓ Other health and safety programs, such as:
 - Bloodborne pathogens
 - Ergonomics
 - Hazard communication
 - Asbestos awareness



How is safety information communicated?

- ✓ Safety signs
- ✓ Bulletin boards
- ✓ Email and other announcements
- ✓ Company announcements
- ✓ Employee trainings
- ✓ Safety meetings; check with your manager about safety meetings at your company
- ✓ Through newsletters and other company publications



How often do I need to be trained?

- ✓ When you are a new employee and/or given a new job assignment
- ✓ Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard
- ✓ Whenever your employer becomes aware of a new or previously unrecognized hazard

Does the IIPP include training on general safe work practices?

Yes, and every employee must observe the following rules:

- ✓ Know the safety rules and procedures which apply to the work which is being done
- ✓ Determine the potential hazards (e.g., physical, chemical, and biological) and appropriate safety precautions before beginning any new operation
- ✓ Be alert to unsafe conditions and actions, and call attention to them so that corrections can be made as soon as possible
- ✓ Know the location, and be familiar with, the proper use of emergency equipment in your area
- ✓ Know how to obtain additional help in an emergency
- ✓ Be familiar with emergency procedures by:
 - Reviewing emergency procedures posted in your department, office, and common areas.
 - Becoming familiar with how to safely exit the building where you work and knowing where to go once outside the building.



What does housekeeping have to do with safety?

There is a definite relationship between safety and orderliness in the work area. When housekeeping standards fall, safety inevitably deteriorates. The work area must be kept clean and orderly.

- ✓ Work areas must be kept clean and free from obstructions. Clean-up should follow the completion of any operation or at the end of each day
- ✓ Trash should be deposited in appropriate receptacles
- ✓ Stairs and hallways are not to be used as storage areas
- ✓ Access to exits, emergency equipment, controls, and fire extinguishers must never be blocked
- ✓ Chemicals must be stored and labeled properly. Consult manufacturer's guidelines and the Material Safety Data Sheets (or MSDSs) for appropriate storage requirements

What are my rights as an employee?

- ✓ You have the right to register anonymous safety concerns with Human Resources and/or Cal-OSHA
- ✓ You have the right to a safe work environment
- ✓ You have the right to be informed of any operation in your work area where hazardous substances or industrial hazards are present
- ✓ You have the right to be informed of the location and availability of hazardous-material use information (Material Safety Data Sheets) and/or any other safety procedure or information necessary to perform your work assignment safely
- ✓ You have the right to receive training on the proper use of hazardous equipment or hazardous materials prior to their use
- ✓ You have the right to review the written Injury and Illness Prevention Program. Ask your manager for a copy

What are my supervisor's responsibilities?



- ✓ To ensure that you receive training on any hazards of your po
- ✓ To provide training on the specific hazards of any equipment :
- ✓ To determine the specific training required for any emplo under his/her supervision
- ✓ To ensure that you have access to the written Injury and Ill Program (or IIPP)



What are my responsibilities as an employee?

- ✓ To preform your specific job assignment in the safest manner possible
- ✓ To operate all equipment as instructed by your supervisor or as outlined in the manufacturer's operational procedures
- ✓ You are not authorized to climb ladders over eight feet tall, drive motor vehicles, operate heavy equipment, or perform hazardous processes without receiving specific authorization and/or supervised training

What types of training classes are offered?

- ✓ Workplace safety begins with a well-trained workforce and safety programs make workplaces safer for you and your co-workers.
- ✓ A variety of training options to fit your needs are available.
- ✓ Ask your manager for information on which classes offered at your worksite and how you can attend.



What are the training documentation requirements?

- ✓ Training documentation will be maintained for at least three years
- ✓ All employees are required to read this booklet and sign the accompanying Safety Agreement form

What systems are in place for identifying, evaluating, and preventing occupational safety and health hazards?

- ✓ All employers are responsible for developing, implementing, and monitoring the effectiveness of safety and health programs in the workplace
- ✓ All occupational accidents, injuries, and illnesses are investigated
- ✓ All employee safety concerns are evaluated

What are the procedures for correcting unsafe or unhealthy conditions and/or work practices in a timely manner?

- ✓ Unsafe conditions which require repair work must be reported to your immediate supervisor
- ✓ All identified unsafe or unhealthy work conditions or work practices identified will be evaluated and corrected by management
- ✓ Unsafe or unhealthy work conditions or work practices will be corrected in a timely manner, as determined by the severity of the hazard
- ✓ Under no conditions will our personnel be required, or permitted, to work under conditions which pose a clear or imminent hazard
- ✓ Problems which cannot be corrected immediately will be assigned to the responsible person to ensure completion of the corrective action. Once corrected, written documentation of the action taken will be developed or obtained by the responsible person
- ✓ When an imminent hazard exists which cannot be immediately corrected without endangering employees and/or property, employees will exit the location
- ✓ Unsafe or unhealthy work conditions needing corrective action will be documented by using the Hazard Identification form in the IIPP
- ✓ Unsafe work practices will be immediately corrected by providing the affected employees with retraining to be provided by the responsible person or his/her designee
- ✓ All operating procedures are reviewed annually and whenever new chemicals or equipment are introduced into the system, or when there is a process change. When changes are made, affected employees will receive additional information



Injury and Illness Prevention Program Quiz



Please complete the following questions the best that you can. When you have completed the quiz, check your answers with the answer key provided on the bottom of this page.

If you answered any questions incorrectly and do not understand, please notify your manager and/or Human Resources.

1. In addition to the IIPP, I may be required to complete additional training as requested by my supervisor.	<input type="radio"/> True <input type="radio"/> False
2. This self-training booklet is designed to inform me of general safe work practices and specific instructions for hazards related to my job.	<input type="radio"/> True <input type="radio"/> False
3. I do not need to know the potential hazards and appropriate safety precautions prior to starting a new operation.	<input type="radio"/> True <input type="radio"/> False
4. I need to understand how to use the emergency equipment in my work area, how to obtain additional help, and I should be familiar with emergency procedures.	<input type="radio"/> True <input type="radio"/> False
5. If I see an unsafe condition, I should keep it to myself.	<input type="radio"/> True <input type="radio"/> False
6. Chemicals must be properly labeled and stored.	<input type="radio"/> True <input type="radio"/> False
7. It is okay occasionally to block exits.	<input type="radio"/> True <input type="radio"/> False
8. I do not need special training prior to working with hazardous chemicals or heavy equipment.	<input type="radio"/> True <input type="radio"/> False
9. Anonymous safety concerns may be called in to management or Human Resources.	<input type="radio"/> True <input type="radio"/> False
10. It is my responsibility to perform my job in the safest manner possible.	<input type="radio"/> True <input type="radio"/> False

Quiz answers: 1-T; 2-T; 3-F; 4-T; 5-F; 6-T; 7-F; 8-F; 9-T; 10-T

Bloodborne Pathogen Program

What is the Bloodborne Pathogen Program (BBP)?

This program covers employees who have the potential to be exposed to human blood or certain body fluids. The handling, cleaning, and transporting of human blood is regulated by this program.

What are Bloodborne Pathogens?








Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in people. Human blood may contain the Hepatitis B virus or Human Immunodeficiency Virus (HIV).

What are Universal Precautions?

It is an approach to infection control – to treat all human blood and certain human body fluids as if known to be infectious for HIV or other bloodborne pathogens. Disposable gloves, masks, eye protection, and face shields can greatly reduce the potential exposure to all bloodborne pathogens.

How do I know if I need training?

If you are required to work with blood or certain body fluids, or are a first-aid provider, you will need training. You will be provided training initially and annually thereafter. Ask your manager for a copy of your employer's bloodborne pathogen safety program.

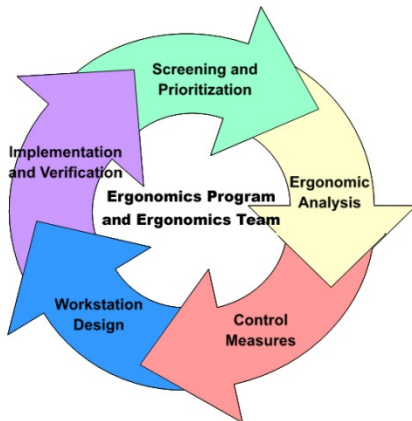
BLOODBORNE PATHOGENS			
UNIVERSAL PRECAUTIONS FOR THOSE OCCUPATIONALLY EXPOSED TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS			
<small>OSHA 29 CFR 1910.1030</small>			
BE AWARE Treat All Blood and Body Fluid as if They Were Infected With: 1) HIV (Human Immunodeficiency Virus) Which Frequently Leads to AIDS . 2) HBV (HEPATITIS B Virus). 3) Other Bloodborne Pathogens (Microorganisms Found in Human Blood Which Can Cause Disease).	READ Your Organization's Exposure Control Plan.  KNOW Procedures, Practices, Vaccination Requirements, and Appropriate Reporting for Incidents of Exposure.	KNOW Color Codings: 1) Labels and Signs are Fluorescent Orange-Red with the Lettering or Symbol in a Contrasting Color. 2) Red Bags or Containers Don't Have to Be Labeled Since Their Red Color Indicates They May Contain Biohazards.  READ All Signs and Labels Carefully.	USE Appropriate Personal Protective Equipment  Lab Coats, Aprons, Gowns Gloves Shoe Covers Splash Goggles Face Masks Face Shields
GOAL: REDUCE TO ZERO YOUR RISK OF INFECTION			
ALWAYS Wash Hands.  FOLLOW Safe Hygiene and Work Practices.	NEVER Recap, Bend, or Break Needles.  ALWAYS Dispose of Needles in Appropriate Containers.	DISPOSE of Personal Protective Equipment and Contaminated Laundry Properly in Designated Areas. 	CLEAN Worksite and Decontaminate Equipment. Follow All Safe Handling Requirements.  REMEMBER Consider All Body Fluids as Potentially Infectious <small>© 1999 Prinzing Enterprises</small>

IMPORTANT: Do not attempt to clean up if you are not properly trained.

Ergonomics Program

What is Ergonomics?

Ergonomics is the study of the relationship between people and the work they perform. Ergonomics training informs employees on how to customize their workstation and tasks, identify potential problems, and begin implementing solutions.



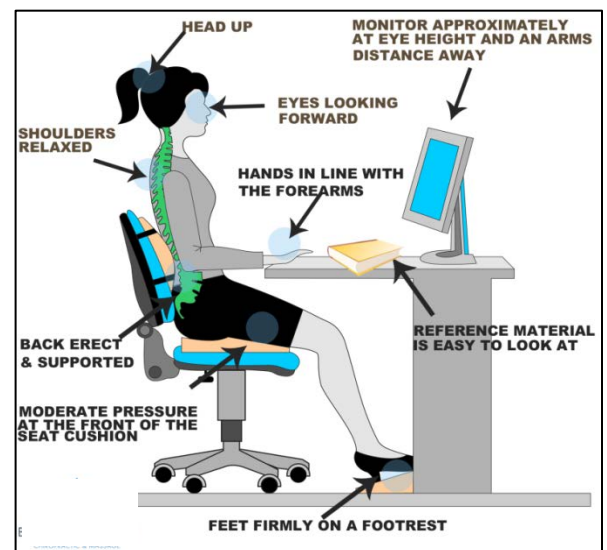
What can I do to minimize/control my exposure?

- ✓ Rotate your job tasks
- ✓ Take brief breaks
- ✓ Redesign your work station
- ✓ Adjust your worksite
- ✓ Stretch and/or exercise
- ✓ Be aware of yourself and your surroundings.

How can I ergonomically position my workstation?

Slouching, slumping, or bending forward at the waist in a chair can lead to discomfort, fatigue, and backache. The following guidelines may help to prevent problems from occurring when sitting at your workstation:

- ✓ Top one-third of the screen should be at eye level with a minimum of 18 inches between eye and screen
- ✓ Wrists should be not be angled up or down
- ✓ Elbows relaxed with lower arm at right angle to upper arm
- ✓ Adjust chair backrest to normal curve of lower spine
- ✓ Keyboard should be flat at elbow level
- ✓ Thighs should be approximately parallel to the floor
- ✓ Easily adjustable seat height
- ✓ Feet should rest firmly on the floor
- ✓ Ask your manager or contact Human Resources with any questions



Hazard Communication Program

What is the purpose of this program?

To inform and educate you about hazardous substances which may be encountered on the job.

What should I know about the chemicals with which I work?

- ✓ Be certain that you understand the hazards of chemicals with which you work. If you are not certain of the potential hazard, consult your supervisor and the Material Safety Data Sheet (or MSDS). If you have any questions, ask your manager or contact Human Resources
- ✓ If a chemical spill occurs, immediately notify your manager or the local fire department. Do not attempt to clean up a hazardous-material spill unless you have been appropriately trained.
- ✓ Use personal protective equipment, including eye protection, gloves, coveralls, and respirators as the job requires.
- ✓ Post warning signs when hazards, such as radiation, lasers, flammable materials, biological hazards, mechanical hazards, or other special hazards, exist.

What type of information is found in the MSDS?

You will find product names, physical and health hazards, measures to protect yourself, first aid, and emergency procedures

Where can I find the Material Safety Data Sheets?

The MSDSs are kept in each department.

When do you have to be trained?

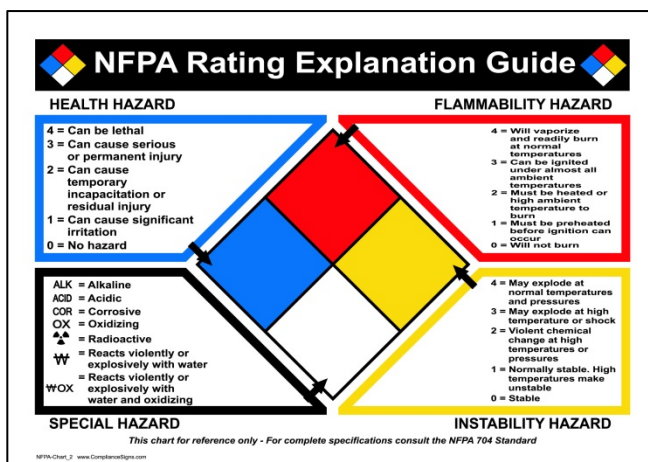
You will need to be trained initially and whenever a new hazard is introduced to your work area.

Is there a written program available regarding hazardous substances?

Yes! Ask your manager for more information and/or a copy of the program.

What do I need to know about container labels?

Read them! All containers (even portable containers) of hazardous substances must be labeled, tagged, or marked with the identity and appropriate warning hazards. Do not remove existing labels.



IMPORTANT: Do not work with hazardous materials until you have been properly trained and have reviewed the MSDS.

Hazard Communication Quiz



Please complete the following questions the best that you can. When you have completed the quiz, check your answers with the answer key provided on the bottom of this page.

If you answered any questions incorrectly and do not understand, please notify your manager and/or Human Resources.

1. Hazardous-substance containers must have proper labeling.	<input type="radio"/> True <input type="radio"/> False
2. A Material Safety Data Sheet is required for all hazardous substances in the workplace.	<input type="radio"/> True <input type="radio"/> False
3. If I am required to work with a hazardous material, the MSDS should be available for me to review in my own work area.	<input type="radio"/> True <input type="radio"/> False
4. My manager/supervisor is responsible for instructing me in hazard communication prior to my starting my work assignments.	<input type="radio"/> True <input type="radio"/> False
5. My manager/supervisor is NOT responsible for reviewing new hazardous substances which are introduced in my area.	<input type="radio"/> True <input type="radio"/> False
6. A list of all known hazardous substances at my worksite is available for review with my manager/supervisor.	<input type="radio"/> True <input type="radio"/> False
7. If I am asked to perform a non-routine task, my manager/supervisor must inform me of any protective/safety measures which must be utilized.	<input type="radio"/> True <input type="radio"/> False
8. If I have a question about the Hazard Communications Program, I can ask my manager/supervisor or contact Human Resources.	<input type="radio"/> True <input type="radio"/> False
9. A typical MSDS will contain health hazard data.	<input type="radio"/> True <input type="radio"/> False
10. In case of a chemical spill, immediately call my manager/supervisor or the local fire department at 911.	<input type="radio"/> True <input type="radio"/> False

Quiz answers: 1-T; 2-T; 3-F; 4-T; 5-F; 6-T; 7-T; 8-T; 9-T; 10-T

Acknowledgement Form

I certify that I have read a copy of the Injury and Illness Prevention Program and fully understand my responsibilities with respect to the policy and procedures as outlined.

I further agree to comply with safe work practices.

Employee Name _____

Employee Signature: _____

Worksite Employer: _____

Date: ____/____/____

Return this form to your manager/supervisor for placement in your personnel file.

