

INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)



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INTRODUCTION

The health and safety of Department of Rehabilitation (DOR) employees is of vital importance. Injury or loss impacts each of our lives, through lost wages, low morale, and reduced ability to achieve the goals of DOR.

Therefore, DOR has established an Injury and Illness Prevention Program (IIPP). The key objective is to provide a safe and healthful environment for all employees. Through the cooperative efforts of all employees, this objective can be achieved. The success of this program depends on the active and earnest support of each employee.

AUTHORITY

Labor Code Section 6401.7 and Title 8, California Code of Regulations, Section 3203.

ASSIGNMENT OF RESPONSIBILITIES

Employees

All DOR employees are responsible for:

1. Complying with all aspects of the health and safety program including all rules and regulations;
2. Practicing safety while performing their duties; and
3. Reporting safety hazards to their supervisor or anonymously reporting safety hazards to the Health and Safety Specialist.

Managers and Supervisors

The DOR managers and supervisors are responsible for:

1. Communicating to all levels of staff the importance of health and safety on the job;

2. Ensuring unsafe conditions are corrected in a timely manner; and
3. Modeling and enforcing safe and healthful work practices.

Health and Safety Specialist

The Health and Safety Specialist is assigned to the Business Services Section and is given the authority and responsibility to:

1. Implement and maintain the Department's IIPP;
2. Initiate a system to encourage DOR employees to comply with safe and healthful work practices;
3. Develop procedures to identify and evaluate unsafe conditions and work practices;
4. Develop methods to assist in correction of unsafe or unhealthy conditions, work practices and procedures; and
5. Oversee the provision of training of DOR employees on matters regarding health and safety.

Field Health and Safety Coordinators

Health and Safety Coordinators are selected by management to assist in the implementation of health and safety procedures for offices throughout the State. Individuals are generally selected by the District Administrator or Section Chief for offices other than Central Office. These persons perform the following functions:

1. Assist in implementing and maintaining the offices' Injury and Illness Prevention Program;
2. Address any safety concerns at the offices for which the coordinator is responsible;
3. Assist supervisors and managers in investigating accidents or reports of unsafe conditions;
4. Develop methods to correct unsafe or unhealthy conditions;
5. Oversee the provision of Health and Safety training for the offices assigned.

GENERAL SAFETY GUIDELINES

Most accidents are simple and common, such as slips and falls, cuts, sprains and strains. These common accidents are easy to prevent.

By observing the listed general safety rules, you can prevent accidents which might otherwise occur to yourself and/or your co-workers.

Office Safety

1. Report all injuries to your supervisor immediately.
2. Keep all file drawers closed when not in use.
3. When using a drawer file cabinet don't pull out more than one file drawer at a time because the file cabinet may tip over.
4. Keep all desk drawers closed when not in use.
5. Keep aisles or thoroughfares free of obstacles.
6. Stack items so that they do not fall over.
7. Call for assistance if needed to clear jams in copiers, etc.
8. Keep all paper cutter blades in the closed and locked position when not in use.
9. Always use a step stool or a ladder to reach items which are out of comfortable reach. When using a ladder, be sure that it is firmly placed. While on the ladder, don't reach too high or too far to any one side. Do not stand on the top steps of the ladder.
10. Do not move heavy furniture or file units. A Service Order should be issued for movers. Movers have the equipment and expertise to perform the job safely.
11. Pick up objects and wipe spills from the floors immediately.
12. Carry items stacked so that you can see where you're going.
13. Avoid leaning back on chairs.
14. Keep fingers away from the ejecting slot when using staplers.
15. Always turn on lights before entering dark places.
16. Always close scissors after use.
17. Use handrails in stairwells.
18. Open doors cautiously to avoid hitting others or being hit.
19. Operate all mechanized equipment properly. Do not operate if it is believed to be malfunctioning or unsafe.
20. If you are unsure of how to do a job safely, ask your supervisor.

21. Avoid horseplay and practical jokes.
22. Put all equipment away after usage. Do not leave chairs, step stools, etc., in aisles or doorways.
23. Immediately report to your supervisor broken chairs, loose and/or worn carpet, missing lights, and other equipment that is in need of maintenance
24. Wear proper clothing, including shoes, for the job and environment.
25. Show others the safe way to do a job or operate equipment.
26. Look where you are going.
27. Avoid wet floors. Clean up wet spots as they occur.
28. Do not work under the influence of drugs and/or alcohol. To do so constitutes grounds for disciplinary action.

Safe Lifting

Lifting has long been a major source of on-the-job injuries. Use the tips listed below to help reduce your chances of injury:

1. Avoid reaching out -
 - a. Get in close to the load you are about to lift.
 - b. Don't over-reach to grasp, lift or lower a load.
 - c. Spread your feet apart - equal to your shoulder width for stability.
2. Avoid unnecessary bending. If you must bend -
 - a. Squat down to the load, bending your hips and knees.
 - b. Use the whole hand to achieve a full grasp of the load.
 - c. As you grasp the load, tuck in the chin, retract the shoulders and stick out your chest. This causes you to "lock in" the natural "S" curve in your lower back.
 - d. Maintain this position, including the "S" or swayback curve of the lower back as you lift. Recent investigation has found that the technique of bowing your lower back inward and creating the "S" curve produces less strain on the back muscles and spinal column as compared to the old "Straight Back" technique. This "S curve" technique is used by Olympic weight lifters.
 - e. Before lifting, inspect for splinters, sharp edges, slippery surfaces and other hazards.

3. If you must lift, lift comfortably (limit to under 25 pounds unless job classification or medical restrictions call for a different weight limit).- **If it hurts, don't do it!**
4. Avoid unnecessary twisting -
 - a. If you need to make a turn while carrying a load, turn with your feet. Never twist your body or bend sideways.
 - b. Don't work continuously in a bent over position. Change stressful positions frequently.
 - c. Be sure your pathway is clear before carrying an object.
5. Avoid excessive weights - If a box, etc., seems too heavy to lift safely, don't lift it. Seek assistance.
6. Lift gradually - If you must lift and/or carry an object higher than your waist or at your shoulders, first, lift to the waist, then reposition your grip. Check your balance before lifting any higher, or before carrying the load.

REMEMBER, these factors can result in a strain to your back:

- Heavy lifting
- Repetitive motions
- Bending, reaching or stretching
- Twisting or rotating of trunk
- Maintaining unnatural body position
- Infrequent rest periods
- Insecure footing

Keeping in good physical condition is an excellent way to prevent injuries. Always consult your supervisor should you have any lifting to be done that is outside of the scope of your normal duties.

Motorized Vehicle Use

Vehicle accidents do not happen; they are caused. Special care is necessary when you use any motorized vehicle due to the severity of injury that can be caused to you and others. Always wear seatbelts and require passengers to wear their seatbelt. Defensive driver training is required every four years for staff who drive a motorized vehicle on State business. Annual certification of insurance coverage

is also required for those who use their own vehicle, with supervisory permission, on State business.

Hazardous Materials Handling

The DOR offices are relatively free of hazardous materials. However, chemicals used in photocopiers are to be stored and used only in the manner specified by the manufacturer on the packaging.

A copy of the Materials Safety Data Sheet (MSDS) supplied with the copier as a part of the key operator instructions is to be kept readily available. This document provides hazard and handling information. The manufacturer must provide a MSDS on request. If the one for your location is missing, please have the request a copy from your toner supplier or Business Services.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

1. New employee orientation, including a discussion of safety and health policies and procedures.
2. Annual review of our Health and Safety Program.
3. Training programs.
4. Posted safety information.
5. On-line communication through email and DOR intranet.
6. A system for workers to anonymously inform management about workplace hazards.

ACCIDENT INVESTIGATION

Accident investigation is an integral part of a total Health and Safety Program. The investigation is especially important as a means to determine primary cause, contributing causes, prevent similar accidents from recurring and promote safety. This investigation is not to be confused with those which may be required as a part of a Workers' Compensation or tort claim.

Accident investigation should be made immediately after an accident takes place. A prompt investigation allows for the most accurate information to be gathered which allows for the quick correction of any conditions that may have lead to the accident.

During an investigation or information gathering process, the use of all available sources to obtain pertinent data is essential. The six key questions are: WHO? WHAT? WHEN? WHERE? WHY? HOW?

Accident investigations will be conducted by the supervisor/manager. The following procedures will be adhered to when conducting an investigation:

1. Receive notice of the accident/injury.
2. Examine the scene of the accident:
 - a. Reconstruct the events leading up to the accident/injury by discussion with those involved and any witnesses.
 - b. Draw a layout or diagram of the site or take photographs, if necessary.
3. Determine what happened. Document:
 - a. Write down the procedures used, i.e., the misuse of equipment, material, or other factors.
 - b. Note any unsafe conditions in the area, i.e., defective items, faulty equipment, slippery floors, etc.
 - c. Note all other factors, i.e., time accident occurred, conditions - lighting, weather, etc. - that may have a bearing on the accident.
4. Determine the cause(s).

5. Write report of accident investigation including a corrective plan of action. Submit a copy of the report to the Health and Safety Specialist, Division Deputy Director and the Legal Office.
6. Follow-up to see that any deficiencies that were a cause or contributor to the accident are corrected where possible.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following practices:

1. Informing workers of the provisions of our IIP Program.
2. Providing training to workers whose safety performance is deficient.
3. Disciplining workers for failure to comply with safe and healthful work practices.

HEALTH AND SAFETY TRAINING

The objective of the Health and Safety Training Program is to train DOR staff in general safe and healthy work practices and to give specific training on hazards that are unique to job assignments.

General training includes:

1. General safe work practices;
2. Safety rules;
3. The DOR's emergency response plan;
4. Reporting hazards and unsafe conditions to appropriate staff members.

Specific training includes practices and procedures unique to the tasks assigned to an individual and unique to the worksite. This training is usually provided or arranged by the supervisor. An example would be Defensive Driver training for those who use a

vehicle to perform their work. Defensive Driver training is required every four (4) years.

Those assigned to the task of maintaining the photocopiers and/or printers (including replacement of toner cartridges) are to receive training on how this is done safely. This training is available from the manufacturers' representative and/or supplier of the products used.

Training on egress from the worksite is required. Drills may be performed by the local safety coordinator or building manager.

Employees are required (T8 CCR Section 3203 (a)) to receive health and safety training:

1. As new employees;
2. When given a new job assignment;
3. Whenever a new substance, process, procedure or piece of equipment is introduced to the workplace and represents a new hazard; and
4. Whenever the supervisor becomes aware of a new or a previously unrecognized hazard. It is the responsibility of the immediate supervisor to see that each employee receives the necessary and appropriate training.
5. For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

There may be circumstances under which individual employees or sections/units may require additional training, as evidenced by accident frequency and/or continued non-compliance with Safety Guidelines.

RECORD KEEPING

Health and Safety Training shall be documented. Supervisors must maintain records to document compliance with the training required under this policy. The Health and Safety Program annual review will

fulfill this requirement and will be conducted through the Learning Management System (LMS). All employees are required to take this training on an annual basis.

HEALTH AND SAFETY ASSESSMENT AND INSPECTION

In Central Office, the Health and Safety Officer is responsible for seeing that quarterly inspections take place, that Quarterly Safety Inspection [DR161A](#) & Safety Inspection Checklist [DR161B](#) are completed, and that deficiencies are corrected through management. The Field Office Health and Safety Coordinator will conduct quarterly inspections in field offices to identify and evaluate workplace hazards. The Coordinator will correct, or arrange for the correction of hazards that are identified. The method of correcting an identified hazard may be coordinated through the Business Services Section.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards.

Hazards shall be corrected in the following manner:

1. When observed or discovered;
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed workers will be removed from the area except those necessary to correct the existing condition;
3. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

ANONYMOUS REPORTING OF SAFETY HAZARDS

Employees may report a suspected safety hazard without identifying themselves. The hazard is to be reported to the Department's Health and Safety Specialist. The suspected hazard should be specifically identified by its nature and exact location (e.g. exposed electrical wiring, Room #123, East wall electrical outlet, 2300 Maple Street, Mariposa, Calif.). The report may be submitted in writing or phoned to 916-558-5500.

If submitted in writing, please address to:

Department of Rehabilitation
Health and Safety Specialist
c/o Business Services Section
721 Capitol Mall
Sacramento, CA 95814

EMPLOYEE EMERGENCY RESPONSE PLAN

The Emergency Response Plan for [Central Office](#) or [Field Offices](#) is to be in place for each office. The intent is to ensure that staff and consumers are protected in the event of an emergency situation.

A key element of an Emergency Response Plan is the designation of responsible persons to take emergency response action appropriate to the circumstances. Each type of an emergency calls for different actions. A floor plan with the emergency evacuation routes clearly marked is to be posted in the facility where it can be seen by staff and visitors. The number of copies to be posted is determined by the configuration and size of the office. An Emergency Plan adaptable to your location is available from the Health and Safety Specialist.

Questions on the Emergency Response Plan may be addressed to the Field Health and Safety Coordinator or DOR Health and Safety Specialist

BASIC HEALTH AND SAFETY/EMERGENCY SUPPLIES

The following items should be available at each office to assist in a response to the most immediate health and safety needs that may be presented by an accident or other event.

1. First Aid Kits with the following items:
 - Adhesive Tape
 - Sterile Triangular Bandage
 - Scissors and Forceps/Tweezers
 - Alcohol Wipes
 - Adhesive Strips
 - Gauze Bandage
 - Gauze Pad
 - Elastic Bandage
 - Sting swabs
 - Vinyl Gloves
 - Chem Lite
 - Instant Cold Pack
 - Container (sealable plastic bag with fairly heavy wall or metal or plastic box.)
2. Flashlight(s) with extra batteries
3. Battery powered or hand crank radio
4. Hard hats and/or vests for office Emergency Team Members