

EFFECTIVE HEALTH AND SAFETY PROGRAMS: DEVELOPING YOUR INJURY AND ILLNESS PREVENTION PROGRAM



Having an effective health and safety program can help school districts prevent injuries and illnesses among school employees as well as reduce the associated costs for the district. Below are the essential elements of an effective safety program.

Assignment of a Responsible Person(s)

It is important that someone be put in charge of the program. This means that a specific person in the district has been assigned the responsibility and authority for employee safety and employees know who this person is.

Investigation of Accidents, Injuries, and Near Misses

Incidents, accidents, and near misses are investigated for underlying causes. These data are analyzed for hazards and underlying problems.

Hazard Identification

Inspections to identify hazards are conducted on a regular basis and job tasks are analyzed for potential safety and health risks.

Hazard Control

Steps are taken to eliminate or reduce hazards (e.g., engineering controls, policies and procedures, work practices, appropriate personal protective equipment, etc.) in a timely fashion.

Employee Involvement in Safety

There is a system, such as a health and safety committee, tailgate meetings or suggestion boxes, for involving employees in the safety program and for encouraging them to speak up about workplace hazards without fear of reprisal. Employees receive information about the safety program and safety issues related to their jobs (including about any chemicals they use).



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Employee Training

Health and safety training is provided to all employees about the hazards in their job and the safety procedures that will protect them. This training is provided in a manner they understand.

Employee Compliance with Safety

There are procedures for ensuring that all employees comply with the safety rules that have been explained to them.

Record Keeping/Documentation

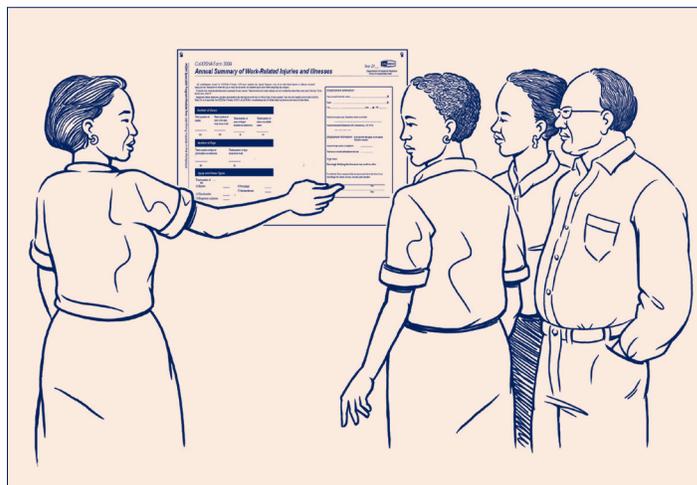
Records are kept to help districts keep track of work-related injuries, workplace hazards, steps taken to address and control hazards, and employee training.

Complying with Cal/OSHA's IIPP Standard

These are the 8 elements of an effective health and safety program and, with the exception of the recordkeeping element, this is what is required of California school districts under the Injury and Illness Prevention Program (IIPP) standard.

Cal/OSHA's Injury and Illness Prevention Program standard is found in Title 8 of the California Code of Regulations, sections 1509 and 3202. It requires every California employer to establish, implement, and maintain an effective injury and illness prevention program to promote health and safety in the workplace.

A written IIPP must be made available to all workers. Although school districts are exempt from most documentation requirements, it is recommended that records be kept to document scheduled inspections, actions taken to correct problems, and types, dates, and providers of training.



Adapted from materials developed for The Worker Occupational Safety and Health Training and Education Program (WOSHTEP).