



Injury and Illness Prevention Program

(Sample Safety Program Template)

Provided for:



Introduction

An injury and illness prevention program or safety program should not be left to chance, but should be carefully planned and implemented to achieve the maximum possible effect. The success or failure of any safety program is dependent on how well the program's guidelines are applied, not on the degree of complexity of the program's design. This document is designed to provide you with a sample to implement an effective safety program. Your company operations may require additional supplemental safety programs based on exposures. Several supplemental safety programs can be found in our safety resource catalog or in "My safety group safety programs."

Please remember, this document is a sample Injury and Illness Prevention Program (IIPP) and is intended to be used as a template for developing your company's safety program. The information and suggestions presented here may not address all factors related to your needs. These suggestions are based on generally accepted safe practices among industry and state requirements.

Please modify this sample document as needed to fit your company. You will need to modify certain text as it relates to you. Text that needs modifying will be in italics; i.e., **Company name, person responsible, etc.** This document also has text that is informational. The first 2 pages of your downloaded copy should be deleted when editing is complete so that your IIPP starts with the company title page.

If you have specific questions regarding how to develop a safety program, your Safety Services Consultant will be able to provide you with additional information. You can also obtain help by emailing safety@texasmutual.com or calling 844-WORKSAFE (967-5723).

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Please Read:

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(INSERT COMPANY NAME HERE)

Injury and Illness Prevention Program

Date of Preparation: Date

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Informational: Make edits on following pages and then update this table to change the Table of Contents.

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Management Policy Statement

Insert Company Name believes that everyone benefits from a safe and healthful work environment. We are committed to maintaining an injury-free and illness-free workplace, and complying with applicable laws and regulations governing workplace safety.

To achieve this goal, the company has adopted an Injury and Illness Prevention Program (IIPP). Ensuring a successful program is everyone's responsibility as we work together to identify and eliminate conditions and practices that reduce the benefits of a safe and healthful work environment.

The success of our program will depend not only on our production and service, but also on how safely each job is performed. There is no job so important, nor any service so urgent, that we cannot take time to work safely. I consider the safety of our personnel to be of prime importance, and I anticipate your full cooperation in making our program effective.

Sincerely,

Print Name, IIPP Program Administrator

Date

Print Name, President

Date

Injury and Illness Prevention Program Responsibilities

All employees are expected to work conscientiously to implement and maintain elements of the IIPP. **Insert Administrator's Name**, the program administrator, has the authority and responsibility for implementing the provisions of this program. Any questions regarding the program should be directed to the program administrator.

Management

Management must set policies and provide leadership by participation, example and a demonstrated interest in the program.

Responsibilities include:

- Developing policies
- Allocating adequate resources
- Ensuring responsibility
- Reviewing and evaluating results

IIPP Program Administrator

The program administrator is responsible for ensuring that all provisions of the IIPP are implemented. Responsibilities include:

- Advising senior management on safety and health policy issues.
- Maintaining current information on local, state and federal safety and health regulations.
- Acting as liaison with government agencies.
- Planning, organizing and coordinating safety training.
- Preparing and distributing company policies and procedures on workplace safety and health issues.
- Developing a code of safe practices and inspection guidelines.
- Arranging safety and health inspections and follow-up to ensure that necessary corrective action is completed.
- Making sure that an adequate supply of personal protective equipment is available.
- Establishing accident report and investigation procedures, and maintaining injury and illness records (OSHA Log 300).
- Reviewing injury and illness trends.
- Establishing a system for maintaining records of inspection, hazard abatement, and training.

Supervisors

Supervisors are responsible for ensuring that employees know and abide by our company policies and procedures on safety. They are expected to observe, model, and enforce safe workplace behavior.

Responsibilities include:

- Keeping abreast of safety and health regulations affecting operations they supervise.
- Ensuring that each subordinate is able to and understands how to complete each assigned task safely.
- Conducting on-the-job safety training of those they supervise.
- Advising the program administrator of training needs of subordinates.
- Making sure equipment and machines are in safe operating condition.
- Ascertaining that subordinates follow safe work practices and health regulations.
- Ensuring that employees under their direction wear required protective equipment.
- Correcting unsafe and unhealthful conditions within their power.
- Investigating accidents to discover cause(s) and identifying corrective action to prevent future occurrences.
- Conducting periodic inspections of their work areas according to the appropriate inspection checklist(s).

Employees

Employees are responsible for participating in the company safety program, and for following all safety rules and procedures.

Responsibilities include:

- All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.
- As part of an employee's regular performance review, the employee will be evaluated on his/her compliance with safe work practices.
- Employees, who make a significant contribution to the maintenance of a safe workplace as determined by the program administrator, will receive written acknowledgment that is maintained in the employee's personnel file.
- Employees who are unaware of correct safety and health procedures will be trained or retrained (see Training section).
- Employees who deliberately fail to follow safe work practices and/or procedures, or who violate the company's safety rules or directives, will be subject to disciplinary action, up to and including termination (see Disciplinary System).

Labor/Management Safety and Health Committee

To communicate safety and health policies of (Company Name), a Labor/Management Safety and Health Committee has been established. Membership on the Safety and Health Committee shall be determined in accordance with company policy.

The Committee shall meet (cite frequency of the meetings). From time to time, meetings may be cancelled or postponed. Should this occur the Committee shall meet at least quarterly. In addition to its other duties, the Committee shall have the following responsibilities:

- Review worksite inspection records;
- Review investigation reports as to causes of incidents resulting in injury, illness, or exposure to hazardous substances;
- Review investigation reports of alleged hazardous conditions brought to the attention of a Committee member;
- Conduct inspections and investigations when necessary; also submit recommendations for remedial action if needed;
- Submit recommendations to assist in the evaluation of employee safety suggestions;
- Prepare minutes of its meetings and make them available to all affected employees; the minutes shall include issues discussed; and,
- Maintain minutes of Committee meetings for three years.

Training

Training is essential to maximizing the skills and knowledge of employees. It is the key to productivity.

Safety is an integral part of employee training. Employees need to work safely as well as productively and efficiently. The supervisor is the essential link to ensuring that safe work practices are followed.

Supervisors must know how to perform a designated job, and be aware of safety and health hazards facing employees under their immediate supervision. Supervisors are responsible for ensuring that they themselves and those under their direction receive training on general workplace safety, as well as on safety and health issues specific to each job.

With this in mind, training will be conducted with the following considerations:

Supervisors

The program administrator or designee will consult with department administrators or supervisors to determine training topics and needs of supervisors. These include human relations skills, trainer skills, production/process skills, and familiarization with hazards and risks faced by employees.

Supervisors who recognize their own needs for training are encouraged to submit direct requests for training in any areas in which they feel deficient.

Employees

Supervisors are expected to assess training needs of all employees under their direction. They are to train those they supervise in general workplace safety and give them specific instructions regarding hazards unique to any job assignment to the extent that such information was not already covered in other training.

The company recognizes that continuing safety and health training is needed:

1. For employees given a job assignment for which they have not previously received training. If the position is supervisory, such training shall include familiarization with hazards and risks faced by the employees under the supervisor's direction.
2. Whenever new substances, processes, procedures or equipment pose new hazards.
3. Whenever the supervisor, program administrator or designee becomes aware of a previously unrecognized hazard.
4. For all employees in periodic refresher safety training courses involving general workplace safety, job-specific hazards, and/or hazardous materials as applicable.

All training shall be documented on a training record form and filed as directed in Recordkeeping.

Communication

Insert Company Name recognizes that open, two-way communication between management and staff on health and safety issues is essential to a safe and productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a form that is readily understandable.

1. The new-employee orientation will include review of the company IIPP and a discussion of policies and procedures that the employee is expected to follow (see Communication & Compliance section).
2. The company will schedule a time at general employee meetings when safety is freely and openly discussed by all present. Such meetings will be regularly scheduled and announced to all employees, so that maximum participation can occur.
3. From time to time, the company will post and/or distribute written safety notifications. Employees should check company bulletin boards regularly for such posting(s). Safety-related memos and documents are to be read promptly. Questions about the meaning or implementation of this information should be directed to your supervisor.
4. Other methods of communicating pertinent health and safety information include electronic mail or a safety committee.
5. All employees are encouraged to inform their supervisor, the program administrator or designee of any matter that they perceive to be a workplace hazard and/or a potential workplace hazard. Employees are also encouraged to make safety suggestions and safety training suggestions. If an employee so wishes, he/she may make such notification anonymously by depositing it in the program administrator's mailbox. A Report of Safety Hazard form is available for use by employees.
6. No employee shall be retaliated against for reporting hazards or potential hazards, or for making suggestions related to safety.
7. All suggestions will be reviewed by the program administrator or designee, who will initiate an investigation of each report of a hazard, potential hazard or safety suggestion in accordance with company procedures for hazard control.
8. Any directives issued as a result of the investigation shall be distributed to all employees affected by the hazard, or shall be posted on appropriate bulletin boards.

Workplace Hazard Control and Abatement

Hazard control is the heart of an effective IIPP. The company's hazard control procedures are to identify hazards that exist or develop in the workplace, describe how to correct those hazards, and initiate steps to prevent their recurrence.

Assessment of Hazards

Inspection of the workplace is our primary tool used to identify unsafe conditions and practices. While we encourage all employees to continuously identify and correct hazards and poor safety practices, certain situations require formal evaluation and documentation.

Along with each inspection/investigation, the program administrator or designee shall evaluate the severity of the hazard identified, and if the hazard cannot be abated immediately, suggest priority for corrective action. The Safety Inspection Checklist is to be used to document inspections/investigations.

The program administrator or designee will conduct an inspection or investigation in each work area, **daily, monthly, weekly**. The time and frequency of inspections will be set by the program administrator or designee according to the type of work being performed in each worksite.

Prior to the periodic inspection, the inspector should review workplace injury reports and inspections reports that have been filed since the last investigation or inspection. The Safety Inspection Checklist for the appropriate work area is to be used by the inspector(s).

The program administrator or designee will conduct an inspection or investigation whenever any of the following occur:

1. The introduction of new substances, processes, procedures or equipment presents a new safety/health hazard.
 - a. Each supervisor is responsible for promptly reporting to the program administrator or designee whenever a new substance (such as a chemical or solvent), new work procedure or technique, and/or new equipment are introduced which may pose a safety risk. A Report of Safety Hazard form shall be used by the supervisor.
 - b. Each supervisor's report should include an evaluation of the potential hazards(s), training and/or other steps to be taken to provide abatement solutions for any potential hazards(s).
 - c. Based upon the information, the program administrator or designee will conduct an inspection and issue any directive that may be necessary.
2. The program administrator becomes aware of a new or previously unrecognized hazard, either independently or by receipt of information from an employee, including receipt of a Report of Safety Hazard form.
3. An occupational injury, occupational illness, or near-miss accident occurs (see Accident Investigation section).
4. From time to time, the program administrator or designee may conduct unannounced inspections.

All investigations and findings shall be fully documented on the appropriate forms and filed as directed in the Recordkeeping section.

Abatement of Hazards

It is the company's intention to eliminate all hazards and unsafe work practices as soon as possible. Some corrective actions require more time. Priority will be given to severe and imminent hazards.

The Safety Inspection Checklist forms completed during the inspection/investigation will be used by the program administrator or designee to describe measures taken to abate the hazard or correct the unsafe work practice. Actions to be taken may include, but are not limited to:

- Repairing or replacing defective equipment
- Implementing safer procedures
- Installing guards or modifying equipment
- Employee training
- Posting warning notices

All such actions taken and the dates they are completed shall be documented on the appropriate forms.

When corrective action involves multiple steps or cannot be completed promptly, an action plan needs to be developed. The Hazard Abatement Record is to be used for this purpose and filed as directed in the Recordkeeping section.

While corrective action is in progress, necessary precautions are to be taken to protect or remove employees from exposure to the hazard.

Employees shall not enter an imminent hazard area without prior specific approval of the program administrator or designee. Employees expected to correct the imminent hazard should be properly trained and provided with necessary safeguards.

Employee Compliance/Disciplinary Policy

Under company policy, all employees are required to follow safety policies and operating procedures. When needed, employees will be provided with additional training and information, or retraining to maintain their knowledge.

The discipline policy of **Insert Company Name** is intended to encourage employee compliance with the company's IIPP. Failure to comply with the company IIPP may be grounds for disciplinary action up to and including termination of employment.

(Identify by name or job title) will determine the course of action best suited to the circumstances. The steps to be taken at a minimum shall include the following:

- Verbal Warning - As the first step in correcting unacceptable behavior, the supervisor/manager shall review the pertinent facts with the employee. The supervisor will consider the severity of the problem, and the employee's past performance. A verbal warning will be issued to the employee, which will be documented by the supervisor in the employee's personnel file. If necessary, the employee will be placed on probation.

- Written Warning - If the unacceptable performance continues, the next step will be a written warning. The written warning will clearly state the safety policy that was violated and steps the employee must take if it is to be corrected.
 - Probation will be a part of the written warning. It may also include time off without pay. At the completion of the probationary period, the supervisor will meet with the employee to determine if the employee has achieved the required level of performance.

- Termination - The employee may be terminated if he/she does not improve his/her performance while on probation, or has violated another company safety policy within twelve months.

Safety Rules – Code of Safe Practices

General Rules – All Areas

- No employee shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness or other causes that it might unnecessarily expose the employee or others to injury.
- All employees shall be given accident prevention instructions initially and whenever there is a change in the operation, supplemented with additional training if needed.
- Supervisors shall insist that employees observe and obey every rule, regulation and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
- Horseplay, scuffling and other acts that tend to have an adverse influence on the safety or wellbeing of the employees are prohibited.
- Employees shall not handle or tamper with any electrical equipment, machinery, pressurized air supply or water lines in a manner not within scope of their duties, unless they have received instructions and training from their supervisor.
- Employees shall not expose themselves to a known hazard without obtaining the necessary safety equipment and instruction needed to perform the job safely.
- Only trained and designated workers may attempt to respond to a fire or other emergency.
- In the event of a fire, sound alarm.
- All injuries shall be reported promptly to your supervisor so that arrangements can be made for medical or first aid treatment.

Extension Cords

- All extension cords must be grounded.
- Extension cords must not have breaks or frayed ends.
- All extension cords should be secured in such a way to eliminate tripping hazard.
- Cords with heavy duty, #16 wires or better, should be used.
- Cords will not be routed over or through machinery, walls or window openings.

Use of Power Equipment

- No employee will operate unfamiliar equipment until properly trained by the supervisor.
- All power equipment must be grounded.
- All protective devices must be operational and used where needed.
- All equipment must have guards.
- Defective equipment will not be used.

Use of Hand Tools

- Hand tools must be used for intended purpose only.
- Eye protection is required when using hammers, chisels, drifts, punches, and other striking tools.
- Equipment will be inspected frequently for defects (cracked/split handles, mushroomed striking surfaces, etc.).
- Appropriate tools must be used, for example, no "cheater" devices or wrenches.

Fire Safety

- Fire safety is a high priority.
- Report possible fire causing conditions.
- Properly dispose of oily rags, trash, and all combustibles/flammables.
- Do not use gasoline for cleaning parts.
- Be sure that appropriately rated fire extinguishers are available in your work area.
- In case of fire, notify all workers, evacuate to designated area (per evacuation plan), and dial 911 (Fire Department).
- Be certain aisle ways and exits are kept clear at all times.

Lifting Procedures

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, pallet jacks or carts, or get assistance from a coworker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not at the back.
- Keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when present.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp corners or jagged edges.
- Hold objects as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Chemical Handling

- Always wash hands with soap and water after handling any chemicals.
- Do not use any chemical unless the container is clearly and correctly labeled. Assure that all containers are labeled with the identity of the contents and general hazards.
- All chemical containers must be tightly closed and returned to the proper storage cabinet.
- Use proper procedures and labeled waste containers for disposal of all chemicals.
- Eating, drinking or smoking is not permitted in any chemical use/storage area.
- Wear goggles, gloves and a rubber apron when handling any potentially hazardous chemicals.
- Clean up spills immediately.

Housekeeping

- Clean up spills immediately.
- Do not leave tools, clothes or other materials in work areas or in the aisles.
- Keep your work area clean and free of paper and rags. Do not leave waste paper on the floor.
- Place soiled rags in the sealed metal rag container.

General Warehouse Safety

- Stand clear of motorized carts, forklifts and other moving vehicles in and around the warehouse area.
- Do not attempt to catch falling materials.
- Do not try to kick objects out of your pathway; push or carry them out of the way.
- Move slowly when approaching blind corners.
- Do not jump from elevated places such as truck beds, platforms or ladders.
- Obey all safety and danger signs posted in the workplace.

Safety Rules (Alternative)

General Safety Rules

1. Every incident, accident, injury, "near miss", etc., regardless of its nature or extent, will be reported to your supervisor or a member of management immediately.
2. Report unsafe conditions or behavior to your supervisor or a member of management immediately.
3. The possession or use of alcoholic beverages on state property is prohibited. No worker will report for duty, or perform duties while under the influence of intoxicants.
4. The use of narcotics or tranquilizers by employees during working hours is prohibited unless under the supervision of a physician and knowledge of your supervisor.
5. Do not remove, displace, damage, destroy or carry off any safety device, safeguard, notice, or warning.
6. Do not engage in fighting, horseplay, or distraction of fellow employees.
7. Do not attempt to lift anything that may be too heavy or bulky for your physical capacity. If in doubt, get help.
8. Good housekeeping will be maintained in all work areas. Clean up waste materials promptly and completely after a job is completed.
9. Observe all traffic rules and regulations when driving.
10. Do not operate a piece of equipment unless you have been instructed in its use.
11. Never use a box, bucket, chair, shelf, etc., as a ladder. Use only approved step stools or ladders.
12. Observe and obey all safety signs and procedures in any area you are assigned to work in.
13. Report all damaged or faulty equipment to your supervisor unless you are authorized to make repairs.
14. Do not hang articles from building fire sprinkler system or insulated steam or water lines.
15. Do not block or obstruct aisles, passageways, hallways, stairways, or exits. Do not use these areas for storage.
16. Do not block or cover fire extinguishers, fire alarms, or sprinkler heads.
17. Approach doors slowly and open them with caution; someone may be on the other side.
18. Fire doors must not be blocked open or locked in such a way that they cannot be opened in the exit direction.
19. When using stairs, do not carry loads so large that the view of stair treads is obscured. Keep one hand free for the handrail.
20. Keep stairs clear of all objects. Pick up anything you find on the stairs and dispose of it properly.
21. Know where the fire extinguisher in your area is, how to use it, and for what types of fires it is rated.
22. Do not run power cords, computer cables or telephone wires across walkways creating a tripping hazard.
23. Wipe up all spilled liquids immediately, to prevent falls on polished floors. Place some type of warning marker near wet spots until dry.
24. Do not remove labels from chemical containers unless the containers are empty and have been thoroughly cleaned. Clean, empty containers may be used for other materials if proper new labels are affixed.
25. Do not block electrical panel doors. If an electrical malfunction should occur, the panel door, and anything else in front of the door will become very hot. Electrical panel doors should always be kept closed, to prevent "electrical flashover" in the event of an electrical malfunction.

Fire Protection and Prevention

1. Know where the fire extinguisher in your area is, how to use it, and for what types of fires it is rated.
2. Fire extinguishers are to be mounted, clearly visible, and unblocked for immediate access.
3. Fire extinguishers shall not be removed from their assigned stations (trucks, etc.)

4. Report the use of any fire extinguisher to management.
5. Do not return a fire extinguisher to its holder if it has been used or the seal has been broken.
6. No person shall smoke or use open flames:
 - Where flammable or combustible solvents, liquids, or other flammable materials are stored, transported, handled, or used
 - Where flammable or combustible compressed gases are stores, transported, handled, or used
 - Where "NO SMOKING" signs are posted

Electrical Safety Rules

1. Only qualified and authorized persons shall work on electrical equipment and devices.
2. All electrical equipment shall be properly grounded and/or bonded.
3. Do not use extension cords as a substitute for permanent electrical wiring. The only exception to this are "fused" multi-outlet strips which are "U.L approved. If extension cords are necessary for short-term use, use only heavy-duty cords.
4. The frames of portable electrical tools and equipment shall be properly grounded. The only exception is when the tools are U.L. approved with double-insulated-construction.
5. Inspect electrical cords of portable electric tools before placing them in service.
6. Electrical powered tools and equipment showing worn, deteriorated, or inadequate insulation or other parts shall be removed from service and repaired or replaced.
7. Stand on dry areas while working with electrical equipment.
8. An insulated matting material should be placed on the floor in front of regularly operated electrical equipment, such as switchgear panels.
9. Unauthorized persons will not make electrical or mechanical repairs or adjustments on equipment.

Vehicle Safety Rules (Personal or Company)

Driving Rules

1. Only those employees specifically authorized, and who possess a valid license for the vehicle being used, will operate motor vehicles on company business.
2. No tailgating. The driver will maintain at least a two second following distant from the vehicle in front of them. This distance will be increased as necessary during inclement weather or slippery road conditions.
3. Employees will not jump on or off vehicles in motion.
4. Driving a vehicle under influence of alcohol or any controlled substance will not be tolerated.
5. Drivers will determine that brakes are in good operating condition before using vehicles.
6. Drivers will check windshield wipers, horn, tires and lights frequently and report all defects promptly.
7. All speed limits will be observed. Speed will be reduced under poor driving conditions such as snow, rain, road repairs, etc.
8. Turn the vehicle's engine off when refueling. No smoking is permitted while refueling.
9. When entering or leaving any building enclosure or alley where vision is obstructed, the driver will come to a complete stop and proceed with caution.
10. Extreme caution will be exercised when backing a vehicle to avoid injury to persons and property. Check the area behind the vehicle prior to getting inside. Look over your shoulder while backing slowly with your foot over the brake pedal.
11. Seat belts and shoulder harnesses will be worn **at all times** by both drivers and passengers when the vehicle is in motion.
12. Employees are not permitted to stand in the back of moving vehicles or to sit on the sides of moving pickups.
13. Don't ever feel rushed, unsafe driving can not only affect you, but other drivers on the roadway.

Office Safety Rules

1. Frayed electrical cords, loose or broken electrical wires, broken faceplates, or damaged electrical plugs are dangerous and will be repaired or replaced before being used again.
2. Moisture and electricity do not mix. Placing liquids on or around electrical equipment (such as computers, radios, copiers, printers or microwaves) increases the risk of electrocution if the liquid spills and gets into the electrical equipment. This includes wet or sweaty hands.
3. Always use a ladder or step stool to retrieve anything above shoulder level. Swivel chairs, cardboard boxes, upturned trash cans, etc., are not acceptable ladder substitutes.
4. Do not lean too far back in chairs. This may result in over-balancing and a fall.
5. In multiple drawer filing cabinets, the second drawer from the bottom should be filled before the others. This will weight the bottom of the filing cabinet and prevent it from tilting over.
6. Drawers and doors should be returned to the closed position when not in use so as to prevent bumping and tripping. Under no circumstances should more than one drawer, or door, at a time be open.
7. File cabinets and/or bookcases should be placed where their use will not interfere with office traffic patterns.
8. File cabinets or bookcases taller than 64 inches should be secured or anchored to the wall to prevent toppling over.
9. Ensure office doors are always free of obstructions to permit egress in case of an emergency.
10. Ensure paper cutter blades are in the full down position and fastened securely when not in use.
11. Keep razor blades, tacks and other sharp objects in closed containers.
12. Practice good housekeeping. Keep floors free of items that might cause tripping. Keep waste cans out of the way; do not overfill them.
13. Prevent slipping accidents by cleaning up spills immediately.
14. Report all defects such as loose tiles, broken steps, railings, and doors to management immediately.

Nurses and Professional Staff

Infection Control

1. Do not use gloves which are torn, cut or punctured.
2. Do not bend, recap, remove, shear or purposely break any contaminated needle.
3. Discard disposable needles or medical sharps into the containers labeled "Biohazard Sharps".
4. Do not reach into containers when discarding the sharp items.
5. Wear latex or vinyl gloves and full face and body protection whenever large amounts of blood or body fluids are present or anticipated.
6. Wear non-permeable gloves when contact with blood, non-intact skin, mucous membranes or other infectious materials is possible.
7. Place protective equipment contaminated with human blood in the red containers labeled "Biohazard"; these containers prevent leakage during collection, handling, storage and transport.
8. When performing emergency medical care, wear latex or vinyl gloves. When finished using the gloves, discard them immediately into the "Biohazard" marked bag/container for disposal.
9. Wear the full face protection whenever administering care to patients who are vomiting, coughing, sneezing or being intubated.
10. Use bag-valve mask or pocket "mask to mouth" devices when performing CPR.
11. Wash hands and other exposed skin surfaces on the arms and forearms with soap and water or the waterless cleaner immediately upon removal of protective gloves.
12. Wash or flush areas with water if your skin surface, eye or mouth is splashed or spattered with blood or other bodily fluids.
13. When required to wear protective gloves do not use hand to face movements when handling.
14. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your hands.

Patient Restraint

1. Only trained/authorized personnel should perform patient restraint techniques.

2. Attempt to calm the patient by talking with them, offering reassurance, understanding, etc.
3. Remove all other patients from the immediate area.
4. If assistance is required to restrain the patient, coordinate and communicate your plan with staff personnel.

Patient Lifting Concepts

1. Only trained/authorized personnel should perform patient lifting concepts.
2. Always use the two person lifting rule.
3. Use mechanical lifts whenever possible.
4. Use either the:
 - a. Lumbar Belt* or
 - b. Gaiter Belt
 - The Lumbar Belt is an enhancement to proper lifting techniques and not to be relied on for physical support.

Bed to Gurney Transfer

1. Adjust bed to the level of gurney.
2. Lock bed and lock gurney in place by bed.
3. Place a plastic sheet beneath draw-sheet to facilitate sliding the resident.
4. Keep your knee on gurney when moving resident to edge.
5. Transfer resident in two stages, first onto edge, then to middle of gurney.

Transfer from Bed to Wheelchair

1. Adjust the bed height to that of the wheelchair and lock bed in place.
2. Move the wheelchair into position and lock wheelchair into place.
3. Reduce the lifting, by supporting resident/patient's knee between your legs.
4. Talk to resident/patient and together move resident to a standing position. Keep your knees slightly bent and back balanced.
5. Pivot and lower the resident/patient into wheelchair by bending your knees.
6. Allow the resident/patient to hold on to you at your waist or shoulders, not the neck.

Moving Resident Up In Bed

1. Lock bed into place to prevent movement.
2. Adjust the bed height so it is below your waist.
3. Work from the side of the bed, point your feet in the direction you are moving the resident.
4. Use a draw sheet and adjust bed to flat position to move the resident.
5. Do not try to lift resident; reach under the resident's back and shoulders and slide resident toward head of bed.
6. Request resident to assist you in this movement by pushing with feet and elbows.
7. When performing this task, keep your feet wide apart, and knees bent.

Turning Resident Over In Bed

1. Lock the bed in place to prevent movement.
2. Adjust the bed height to mid or upper thigh.
3. Lower bed rails.
4. Cross residents legs and cross arms on his or her chest.
5. Place your knees against the bed for support.
6. Keep your knees bent, your back balanced and use your body weight to help turn the resident.
7. Do not lift, but turn the resident toward you.

A Falling Resident

1. Do not try to prevent the fall once in progress. Bend your knees and help guide the resident safely to the floor.
2. Do not try to lift the resident; get help to remove resident from floor.

Transfer Resident from Wheelchair to Toilet

1. Lock the wheelchair into place.
2. Have the resident grasp the grab bar by the toilet and the arm of the wheelchair for support. Do not lift the resident.
3. Have the resident pivot, helping to position his or her body. Do not lift the resident.
4. Bend your knees and assist resident but do not position resident by trying to lift him/her.

Mechanical Apparatus

1. Do not lift; use transfer belts for safely moving residents from beds, chairs, cars, and toilets.
2. Do not lift; use a roller board to move resident between gurney and bed.
3. Do not lift; have the resident use the trapeze to assist you during movement from or in bed.

Food Service Personnel - Cooks, Servers, Dishwashers

General

1. Do not handle hot or frozen items with your bare hands. Use dry pot holders or towels.
2. Cap all open sterno flames before pushing the banquet carts.
3. Place the lid on coffee pots and pots of hot liquids before picking them up to move them.
4. Use a dry towel or an oven mitt when taking plates out of the plate warmers.
5. Do not submerge hot glass in cold water or submerge a cold glass in hot water.
6. Do not use a drinking glass to scoop ice from the ice machine.
7. Get assistance from a co-worker when carrying tables during banquet room set up or tear down.

Housekeeping

1. Mop up water around sinks, drink dispensers, freezer floors and ice machines.
2. Straighten or remove floor mats that do not lie flat on the floor.
3. Upon discovery of wet floors, take short steps when walking on them.
4. Immediately clean up spills, water, cooking oils and other liquids from the floor.
5. Use caution signs/cones to barricade slippery areas such as freshly mopped floors.
6. Clean up any broken glass using a dust pan and broom. Do not pick up broken glass with your bare hands.

Kitchen Appliances

1. Replace the guards before starting grinders and slicers, after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery. When a safety guard is removed for the purpose of making repairs or cleaning, replace the guard before the equipment is put into operation.
3. Do not wear loose clothing or dangling jewelry when working in the kitchen.
4. Long hair must be contained under a hat or hair net, regardless of gender while working in the kitchen.
5. Turn off slicers, dough kneaders and meat grinders before making measurements, adjustments or repairs.
6. Keep hands away from the exposed blade of meat slicers.
7. Do not try to stop any foods as they go through the meat grinders or dough kneaders. If the machine becomes jammed, disconnect the power before clearing the jam.
8. Do not use cords that have splices, exposed wires or cracked or frayed ends.
9. Disconnect the appliance from the outlet by pulling on the plug, not the cord.
10. Turn the appliance off before plugging or unplugging it.

11. Do not handle or operate electrical appliances when your hands are wet or when you are standing on wet floors.
12. Turn off gas appliances when not in use.
13. Turn on the kitchen hoods when kitchen appliances are on.
14. Position pots and pans on the stove tops so that the pot handles do not protrude over the edge of the range.
15. Do not fill pots, pans, buckets or cookers more than 2/3 full.
16. When adding ingredients to hot liquids, add small portions to prevent splashing.
17. Use the release valve to release pressure before opening pressurized steam kettles or pressure cookers.
18. Transport hot liquids in closed containers.
19. Use carts for moving large hot items such as coffee urns, containers of hot water or containers of hot food.
20. Use the cart wheel locking lever to prevent movement while removing items from the cart.
21. Turn off circuit breakers to kitchen cooking equipment when cleaning the equipment.

Knife Safety

1. When handling knives and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after use.
4. Do not use knives that have dull blades.
5. Do not use honing steels that do not have handle guards.
6. Do not attempt to catch a falling knife.
7. Use knives for the operation for which they are named.
8. Do not use knives with broken or loose handles.
9. Do not use knives as a can opener or ice pick.
10. Do not leave knives in sinks full of water.
11. Do not pick up knives by their blades.
12. Carry knives with their tips pointed towards the floor.
13. When opening cartons, use safety box cutters. Do not cut with the blade extended beyond the guard.
14. Do not use knives as screwdrivers, pry bars, can openers or ice picks.
15. Do not carry knives, scissors or other sharp tools in pockets or aprons unless they are first placed in their sheaths or holders.
16. Follow this procedure when picking up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

Housekeeping Personnel

Housekeeping

1. Upon discovery of wet floors, take short steps when walking on them.
2. Mop up water around sinks and washing machines.
3. Straighten or remove mats that do not lie flat on the floor.
4. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.
5. When cleaning floors, wet only a small area of the floor at one time and dry mop it before cleaning another section.
6. Do not pick up broken glass, needles or razor blades with your bare hands. Use a dust pan and broom.
7. Use caution signs or cones to barricade slippery hallways.

Handling Chemicals

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.
2. Use personal protective clothing or equipment such as rubber gloves, and protective eyewear when laundry chemicals labeled "Poisonous".
3. Do not use chemicals from unlabeled containers.

Cleaning Bathrooms

1. Place the rubber bath mat on the floor of the tub when stepping in to bathtubs.
2. Do not stand on the edge of bath tubs, sinks, toilets or cabinets.
3. Do not open shower curtains suddenly; the curtain rod may fall.

Vacuum Cleaners and Floor Polishers

1. Keep power cords away from the path of vacuum cleaners and floor polishers.
2. Disconnect the vacuum cleaner from the outlet by pulling on the plug, not the cord.
3. Do not operate vacuum cleaners on wet floors.
4. Do not operate vacuum cleaners or floor polishers that have a frayed, worn, cut, improperly spliced or damaged power cord.
5. Do not operate vacuum cleaners or floor polishers if the ground pin from the three pronged power plug is missing or has been removed.

Dusting/Trash Removal

1. Turn off light switch and allow 5 minutes for the bulb to cool before cleaning light bulbs and do not use a wet rag to clean light bulbs.
2. Follow this procedure to pick up any bags that have sharp objects protruding from them: Grab the top of the bag above the tie-off with two hands and hold the bag away from your body.

Laundry Personnel

Changing Linens

1. When picking up towels and bed linens, grab two corners of the towel or sheet and lightly shake it to remove any needles, razor blades or broken glass that may be bundled in it.
2. Wear latex gloves when handling sheets and towels that are stained with blood or other bodily fluids.

Pushing Carts

1. Move carts by pushing them rather than by pulling them.
2. If your view is obstructed, use a spotter to assist in guiding the cart around corners and through corridors.

Cleaning Chemicals

1. Follow the instructions on the label and in the corresponding Safety Data Sheet (MSDS) for each chemical product used in your workplace.
2. When spraying tile and window cleaner, hold the spray bottle at arm's length away and direct the spray away from your body.

Equipment

1. Do not wear loose clothing or jewelry in the laundry room.
2. Long hair must be contained under a hat or hair net, regardless of gender.
3. Read and obey safety warnings posted on or near any machinery.
4. Do not try to stop laundry as it goes through the press rollers. If the machine becomes jammed, disconnect the power before clearing the jam.
5. After the dryer stops, allow the contents to cool for a few minutes before emptying the dryer.
6. Before returning irons to storage, test irons for heat by putting the surface to a dry cloth and touching the cloth. If the cloth is hot, allow the iron to cool before placing it in storage.
7. Disconnect the tool from the outlet by pulling on the plug, not the cord.
8. Do not stand in water or on wet surfaces when operating irons or electrical appliances.
9. Do not operate electrical appliances that have a frayed, worn, cut, improperly spliced or damaged power cord.

Maintenance

Machine Guarding

1. Replace the guards before starting machines, after making adjustments or repairs.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.

Hand Tool Safety

1. Tag worn, damaged or defective tools "Out of Service" and do not use them.
2. Do not use a tool if its handle has splinters, burrs, cracks or splits, or if the head of the tool is loose.
3. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
4. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
5. When using knives, shears or other cutting tools, cut in a direction away from your body.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, aviation snips, scrapers, chisels or files in your pocket unless the tool or pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
9. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
10. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your clothing.

Tool Boxes/Chests/Cabinets

1. Use the handle when opening and closing a drawer or door.
2. Tape over or file off sharp edges on tool boxes, chests or cabinets.
3. Do not stand on tool boxes, chests or cabinets to gain extra height.
4. Lock the wheels on large tool boxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and tool boxes; do not pull.
6. Do not open more than one drawer of a tool box at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a tool box or chest as a workbench.
9. Do not move a tool box, chest or cabinet if it has loose tools or parts on the top.

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, slicers, knives, grinders, irons and presses.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable" or in an explosive atmosphere such as a paint spray booth.
11. Turn off electrical tools and disconnect the power source from the outlet before attempting repairs or service work. Tag the tool "Out of Service".
12. Do not use extension cords or other grounded three-pronged power cords that have the ground prong removed or broken off.
13. Do not use an adapter such as a cheater plug that eliminates the ground.

14. Do not connect multiple electrical tools into a single outlet.
15. Do not run extension cords through doorways, or through holes in ceilings, walls or floors.
16. Do not drive over, drag, step on or place objects on a cord.
17. Do not use a power hand tool to cut wet or water soaked building materials or to repair pipe leaks.
18. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
19. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
20. Do not operate a power hand tool or portable appliance if the ground pin from the three pronged power plug is missing or has been removed.
21. Do not operate a power hand tool or portable appliance with a two-pronged adapter or a two conductor extension cord.
22. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

Grinders

1. Do not use grinding wheels that have chips, cracks or grooves.
2. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
3. Do not try to stop the wheel with your hand, even if you are wearing gloves.
4. Do not use grinder if it is not firmly anchored to the work bench.
5. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage; tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ringing sound, do not use the wheel.
6. Do not install a grinding wheel whose labeled RPM speed is lower than the rated speed of the grinder.
7. Do not clamp a portable grinder in a vise to use it as a bench grinder.
8. Do not use grinding wheels if the tool rest is not adjusted to one-eighth of an inch from the wheel.
9. Do not use grinding wheels if the tongue guard is not adjusted to one-fourth of an inch from the wheel.

Ladders

1. Inspect ladder prior to EVERY use.
2. Do not use ladders with structural defects; properly tag with "Do Not Use" and withdraw from service.
3. Carry ladders parallel to the ground.
4. Tie ladders down securely when transporting.
5. Maintain ladders free of oil, grease, and other hazards.
6. Do not load ladder beyond its maximum intended load.
7. Use only for the purpose for which the ladder was designed (refer to manufacturer's labeling and recommendations).
8. Barricade traffic areas in vicinity of ladder use, and lock, barricade, or guard doorways in which a ladder is placed.
9. Keep area around the top and bottom of ladder clear.
10. Do not move, shift, or extend ladder while occupied. NEVER "WALK" A LADDER.
11. Use only non-conductive side rails around live electrical equipment.
12. Do not use top or top step for standing/stepping.
13. Do not stand on cross bracing.
14. Always face the ladder when ascending or descending.
15. Always maintain 3 points of contact with the ladder (2 feet/1 hand or 2 hands/1 foot should be in contact with ladder at all times).
16. Carry tools in pouches around waist; use a rope to raise or lower large items such as tool boxes or materials.
17. Do not overextend sideways. Use the belt buckle rule: keep your belt buckle positioned between the sides rails at all times, which will maintain your center of gravity.
18. Never allow more than one worker on the ladder at a time.
19. Wear protective clothing and rubber-soled shoes.

Company employees are expected to abide by these safety rules as well as other safety rules, policies, and procedures outlined in the company's safety manual. Compliance is a condition of employment. Violations will result in disciplinary action up to and including immediate termination.

Accident Investigation

The purpose of an accident investigation is to find the cause of an accident and prevent further occurrences. The purpose is not to assign blame.

A thorough and properly completed accident investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

Injury and Illness

The occurrence of an occupational injury and/or illness precipitates completion of a document called Accident Investigation Form. This document is completed by the injured employee's supervisor, and a copy of the report is to be sent to the program administrator or designee within 24 hours of the occurrence. Upon receipt, the program administrator investigates the incident by visiting the site and interviewing the injured worker if possible and witnesses

Important: Fatalities, certain serious injuries/illness and incidents that cause multiple injured worker hospitalization must be reported to management **immediately** by the supervisor. This is so proper timely notification (within 8 hours for a fatality and 24 hours for other injuries) can be made by telephone to the nearest OSHA office.

Accidents

Some accidents do not cause injury or illness, yet result in property damage or near miss injury. Such mishaps usually indicate an unsafe act, faulty procedure or hidden hazard. Investigations of these occurrences are conducted at the discretion of the supervisor, program administrator or designee.

All investigation facts, findings and recommendations shall be fully documented on the Accident Investigation Form. This report is filed in accordance with the instructions in the Recordkeeping section.

Recordkeeping

No operation can be successful without recordkeeping that enables the company to learn from past experience and make corrections for future operations.

Injury and Illness Prevention Program Records

Each supervisor will maintain an updated copy of the company's IIPP. The program administrator will retain the following records on file for at least three (3) years:

- Master copy of IIPP, changes/updates
- Documents verifying that the company has maintained ongoing two-way communication with employees such as:
 - Memos, letters to employees on safety and health issues
 - New employee safety orientation session acknowledgment form
 - Employee suggestions and company response
- All records of inspections/investigations - including date, name of person who performed the inspection/investigation, unsafe conditions and work practices identified, corrective action taken and date of correction. Forms covered in this category include:
 - Hazard Abatement Record
 - Report of Safety Hazard
 - Safety Inspection Checklist
 - Accident Investigation Form (5 years)
- Records of safety and health training received by employees – containing the employee's name, training date, type of training and identification of trainer. Examples are:
 - Employee Safety Training Verification
 - Individual Safety Orientation Record
 - Report of Safety Meeting

Appendix: Forms

Hazard Abatement Record

COMPANY/ENTITY NAME &
LOCATION

INSPECTED BY	DATE	
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Safety/Health items identified during **Insert Date** inspection/investigation will be submitted to **Insert Name** for review, and an action plan will be developed to resolve each specific safety/health item (such as hazards, needed policies, etc.) by a fixed completion date, and by those assigned responsibility. This form will be used to document identified problems, steps to be taken, and completion deadline.

Overall Action Plan

MAJOR ACTION STEPS TO BE TAKEN	PRIORITY ASSIGN EACH STEP A NUMBER	PROJECTED COMPLETION DATE	DATE COMPLETED
1.			
2.			
3.			
4.			
5.			

Make additional copies of this form as needed.

Individual Safety Orientation Record

COMPANY/ENTITY NAME & LOCATION

EMPLOYEE'S NAME & ID NUMBER	HIRE DATE	JOB DESCRIPTION
DEPARTMENT/LOCATION	SUPERVISOR'S NAME	

I, **Insert Name** hereby certify that I have read the safety information: **Insert Company Name** INJURY AND ILLNESS PREVENTION PROGRAM. This IIPP manual included the following information:

Please initial below:

____ Overview of the organizational safety program, the leadership's commitment to the program, and the requirements expected of me with regard to the "Code of Safe Practices."

____ Leadership's commitment to uphold my right to ask questions or make comments and observations about safety concerns without any concern of unwarranted reprisal.

____ Potential occupational hazards in the general work setting and the hazards specific to my job assignment.

____ Leadership's commitment to the on-going safety training schedule, along with regularly scheduled inspections for safety hazards and practices.

____ The Hazard Communication System that declares my right to know of any and all potentially hazardous substances I might be exposed to on my job and the information contained in the MSDS (Material Safety Data Sheets) or SDS (Safety Data Sheets) about those substances.

____ Non-compliance to the Safety Program endangers both my co-workers and me, and for this reason the employer may use disciplinary measures to ensure compliance.

I understand the information included in the Manual and I commit myself to support the safety efforts in my department and in this organization.

Employee Signature

Date

Supervisor Signature

Date

Report of Safety Meeting

COMPANY/ENTITY NAME &
LOCATION

DEPARTMENT/LOCATION	DATE OF MEETING	CALLED TO ORDER
NUMBER OF EMPLOYEES PRESENT	NUMBER ABSENT	NUMBER EXCUSED
TIME MEETING ADJOURNED	DATE OF NEXT MEETING	
SUPERVISOR/MANAGER (NAME & TITLE)	SIGNATURE	

Incidents/accidents reviewed:

Subject presented and/or discussed:

Comments/suggestions/recommendations:

Action(s) taken:

Safety Inspection Checklist

COMPANY/ENTITY NAME & LOCATION

INSPECTED BY

DATE

Rating Evaluations: S = Satisfactory U = Unsatisfactory NA = Not applicable

If Unsatisfactory, prioritize by severity:

U1=Immediate U2=Within 48 hours U3=Within 2 weeks U4=Abatement plan needed

CHECKLIST ITEM	S	U	NA	CORRECTIVE ACTION TAKEN AND DATE
EMPLOYER POSTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the OSHA poster "Safety and Health Protection on the job "displayed in a prominent location where all employees are likely to see it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency telephone numbers posted where they can be easily found in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information on employee access to medical and exposure records and Material Safety Data Sheets / Safety Data Sheets been posted or otherwise made easily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are signs posted where appropriate to inform of building exits, room capacities, floor loading, and exposure to x-ray, microwave, or other harmful radiation or substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are other posters properly displayed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. Industrial Welfare Commission orders regulating wages, hours, and working conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Discrimination in employment prohibited by law?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Notice to employees of unemployment and disability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Payday notice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY ACTION PLAN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are alarm systems properly maintained and tested regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Is the emergency action plan reviewed and revised periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do employees know their responsibilities:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1. For reporting emergencies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. During an emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. For conduction rescue and medical duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CHECKLIST ITEM	S	U	NA	CORRECTIVE ACTION TAKEN AND DATE
FIRE PROTECTION Do you have a fire prevention plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does your plan describe the type of fire protection equipment and/or system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you established practices and procedures to control potential fire hazards and ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is your local fire department well acquainted with your facilities, location and specific hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If you have a fire alarm system, is it certified as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If you have a fire alarm system, is it tested at least annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors and shutters in good operation conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are automatic sprinkler system water control valves, air and water pressures checked weekly/periodically as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is maintenance of automatic sprinkler systems assigned to responsible person, or to a sprinkler contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EXITING OR EGRESS Are all exits marked with an exit sign and illuminated by a reliable light source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the directions to exits, when not immediately apparent, marked with visible signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are doors, passageways or stairways, which are neither exits nor access to exits, and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", or in such a way that they will not be mistaken for exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all exits kept free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there sufficient exits to permit prompt escape in case of emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Are special precautions taken to protect employees during construction and repair operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where exiting will be through frameless glass doors or glass exit doors, are the doors of fully tempered glass and do they meet the safety requirements for human impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL WORK ENVIRONMENT Are all worksites clean and orderly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are work surfaces kept dry, or appropriate means taken to assure the surfaces are slip-resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all spilled materials or liquids cleaned up immediately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the minimum number of toilets and washing facilities provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all toilets and washing facilities clean and sanitary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all work areas adequately illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CHECKLIST ITEM	S	U	NA	CORRECTIVE ACTION TAKEN AND DATE
WALKWAYS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles and passageways kept clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles and walkways marked as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are wet surfaces covered with non-slip materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MEDICAL SERVICES AND FIRST AID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If medical and first aid facilities are not in proximity of your workplace, is at least one employee on each shift currently qualified to render first aid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are medical personnel readily available for advice and consultation on matters of employee health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have first aid kit supplies been approved by a physician, indicating they are adequate for a particular area or operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MISCELLANEOUS (Note to Employer/Inspector: Please add applicable questions below.)				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Make additional copies of this form as needed.

Accident Investigation Form

- Accident investigation or analysis helps you in reducing or preventing future occupational injuries and illnesses.
- This form requests all the information that the DWC says you must record for each on-the-job injury, fatality, and occupational disease. Employers must keep injury records for five years after the last day of the year in which the injury occurred.

This is an **Injury** **Disease** **Fatality** **Near-miss**

TODAY'S DATE _____

DATE REPORTED _____

COMPANY _____

DEPARTMENT _____

SUPERVISOR _____

PHONE NO. _____

1. Name of Person Involved	2. Sex	3. Social Security Number	4. DOB	5. Date of Incident
6. Home Address _____ _____ _____ _____ Phone ()	7. Time and Day of Incident _____ a.m; _____ p.m; day of week _____	8. Specific Location of Incident Was it on employer's premises? <input type="checkbox"/> yes <input type="checkbox"/> no		
	9. Employee's Occupation _____	10. Job Task at Time of Incident _____		
13. Name and Address of Treating Physician _____ _____ _____ Phone ()	11. Length of Service _____ Years; _____ Months	12. Employee was Working <input type="checkbox"/> Alone Workers <input type="checkbox"/> With Fellow <input type="checkbox"/> Other		
	14. Employment Category <input type="checkbox"/> Regular, full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Regular, part-time <input type="checkbox"/> Non-employee <input type="checkbox"/> Seasonal	15. Experience in Occupation at Time of Incident <input type="checkbox"/> Less than 1 month <input type="checkbox"/> 1 to 5 month <input type="checkbox"/> 6 months to 1 year <input type="checkbox"/> 1 to less than 5 years <input type="checkbox"/> 5 or more years		

16. Name and Address of Hospital <hr/> <hr/> <hr/>	17. Phase of Employee's Workday at Time of Injury <input type="checkbox"/> During break period Working overtime <input type="checkbox"/> During meal period <input type="checkbox"/> <input type="checkbox"/> Entering or leaving the building (explain below) <input type="checkbox"/> Performing work duties <input type="checkbox"/> Other
19. Employee's Wage (pay per Hour) 21. Voluntary benefits paid by the employer, if any	18. Name of employee's immediate Supervisor at time of incident Witnessed Incident? <input type="checkbox"/> Yes <input type="checkbox"/> No 20. Other Witnesses <hr/> <hr/>

22. PART of BODY INFURIED or AFFECTED

- | | | | | | | |
|---------------------------------------|--------------------------------|--|------------------------------------|---------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Skull, Scalp | <input type="checkbox"/> Jaw | <input type="checkbox"/> Abdomen | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Wrist | <input type="checkbox"/> Knee | <input type="checkbox"/> Foot |
| <input type="checkbox"/> Eye | <input type="checkbox"/> Neck | <input type="checkbox"/> Back | <input type="checkbox"/> Upper Arm | <input type="checkbox"/> Hand | <input type="checkbox"/> Thigh | <input type="checkbox"/> Toe |
| <input type="checkbox"/> Nose | <input type="checkbox"/> Spine | <input type="checkbox"/> Pelvis | <input type="checkbox"/> Elbow | <input type="checkbox"/> Finger | <input type="checkbox"/> Lower Leg | <input type="checkbox"/> Ankle |
| <input type="checkbox"/> Mouth | <input type="checkbox"/> Chest | <input type="checkbox"/> Other Body Part | <input type="checkbox"/> Forearm | <input type="checkbox"/> Hip | <input type="checkbox"/> Other | |

23. NATURE of INJURY or ILLNESS

- | | | | | | |
|---|--|--|---------------------------------------|---|--|
| <input type="checkbox"/> Puncture | <input type="checkbox"/> Bruise, Contusion | <input type="checkbox"/> Skin Disorder | <input type="checkbox"/> Amputation | <input type="checkbox"/> Muscle Sprain | <input type="checkbox"/> |
| <input type="checkbox"/> Cumulative Trauma Disorder | <input type="checkbox"/> Laceration | <input type="checkbox"/> Dislocation | <input type="checkbox"/> Burn | <input type="checkbox"/> Insect/Animal Bite | <input type="checkbox"/> Muscle Strain |
| <input type="checkbox"/> Fracture | <input type="checkbox"/> Abrasion | <input type="checkbox"/> Respiratory | <input type="checkbox"/> Foreign Body | <input type="checkbox"/> Hernia | <input type="checkbox"/> Irritation |
| <input type="checkbox"/> Heat/Cold Stress | <input type="checkbox"/> Hearing Loss | <input type="checkbox"/> Chemical Exp. | <input type="checkbox"/> Other | <input type="checkbox"/> Infection | |

24. DISPOSITION	25. DIAGNOSIS	26. SEVERITY
<input type="checkbox"/> Days away from work # <hr/> <input type="checkbox"/> Restricted work days # <hr/> <input type="checkbox"/> Date returned to work # <hr/> Sent to: <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital	<hr/> <hr/> <hr/> <hr/>	<input type="checkbox"/> First Aid <input type="checkbox"/> Medical Treatment <input type="checkbox"/> Lost Work Days <input type="checkbox"/> Fatality <input type="checkbox"/> Other: Specify <hr/>

27. WHAT CONDITION of TOOLS, EQUIPMENT, or WORK AREA CONTRIBUTED TO INCIDENT? ■ Not Applicable

- | | | | |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Close Clearance/Congestion Hazardous Placement | <input type="checkbox"/> Floors/Work Surfaces | <input type="checkbox"/> Inadequate Housekeeping | <input type="checkbox"/> |
| <input type="checkbox"/> Deflective Tools/Equipment/Vehicle | <input type="checkbox"/> Inadequate Ventilation | <input type="checkbox"/> Equipment Failure | <input type="checkbox"/> Illumination |
| <input type="checkbox"/> Inadequate Warning System | <input type="checkbox"/> Equipment/Workstation Design | <input type="checkbox"/> Inadequate Guards/Barrier | |
| <input type="checkbox"/> Inadequate/Improper P.P.E. | | | |

28. WHAT CAUSED or INFLUENCED SUBSTANDARD CONDITIONS? ■ No Substandard Conditions

35. SPECIFIC CORRECTIVE ACTIONS or PREVENTIVE MEASURES TAKEN

Corrective Action Taken	Person Responsible	Target Date	Date Completed

Supervisor's Signature

Date