



Developing an effective Injury & Illness Prevention Program

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- ▶ Any concerns or questions regarding the meaning or applicability of this policy, as well as any concerns regarding activities or discussions at SPFA meetings should be promptly brought to the attention of SPFA’s Executive Director and/or its legal counsel.



Objectives

- Explore California's program requirements Title 8 3203
- Steps to developing and implementing a fully effective IIPP.
- Safety vs. Injury Prevention
- Identifying the 7 core components to success
- Free Resources

Injury & Illness Prevention Pr



- The Injury and Illness Prevention Program (IIPP) is a Cal/OSHA required safety program.
- The IIPP provides a systematic and agency/department specific occupational safety framework.
- The IIPP is considered by many safety professionals as the backbone of your safety program.
- Managers, supervisors, and employees are required to be familiar with their IIPP provisions.

Cal OSHA Title 8 3203



(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

Component I

Designating a leader



(I) Identify the person or persons with **authority** and **responsibility** for implementing the Program.

- What position within your organization has the authority and responsibility to execute
- Can they be trained and develop into this role

Component 2

Safety Accountability



(2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions.

- Disciplinary action for those who violate your policy
- Must be formal and systematic
- Must be progressive for repeaters

Component 3

Involving Your Employees



(3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including:

- Provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.
- Meetings, training programs, posting, written communications,
- A system of anonymous notification by employees about hazards,
- Labor/management safety and health committees

Component 3

Compliance

- Postings
- Check stuffers
- Handouts
- Safety suggestion box
- Delegate a section of your tailgate to this
- Safety Committee

***Safety Committees are the best Option
for this if done correctly***

Component 4

Hazard Identification



(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

- (A) When the Program is first established;
- (B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and
- (C) Whenever the employer is made aware of a new or previously unrecognized hazard.

Component 4

Hazard Identification



- Find your form
- Designate those who will be conducting the Hazard ID
- Establish your frequency
- Establish a priority system

Component 5

Incident/Accident Investigation

(5) Include a procedure to investigate occupational injury or occupational illness.

- Who will investigate?
- Provide support training
- Pick a report that makes sense
- Establish a kit
- Review each report to insure quality

Component 6

Hazard Correction

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

- (A) When observed or discovered; and,
- (B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

Component 6

Hazard Correction



- Develop an Action Item List
- Assign estimated times of completion
- Assign owners
- Provide follow up memos for the safety committee process
- Develop a process for maintaining records

Component 7

Employee Training



(7) Provide training and instruction:

- (A) When the program is first established;
- Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.
- (B) To all new employees;
- (C) To all employees given new job assignments for which training has not previously been received;
- (D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

Component 7

Employee Training



- (E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,
- (F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- Construction Every 10 work days

Component 7

Employee Training



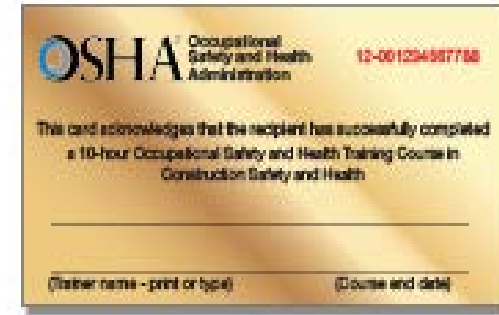
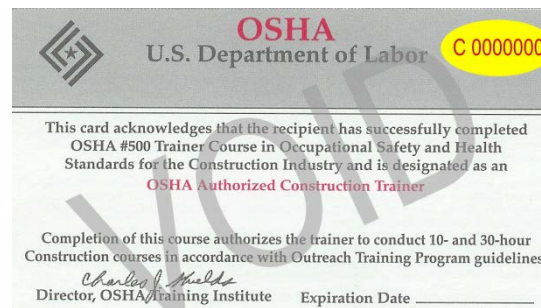
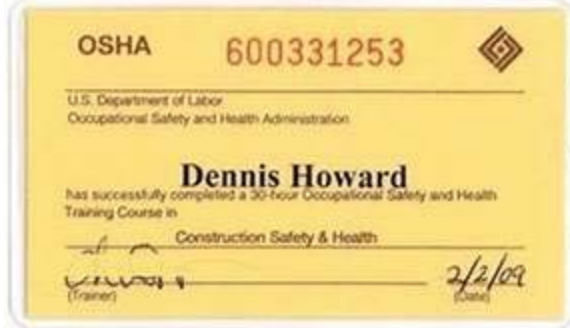
- Develop topics based on your hazard assessment's
- Develop a training matrix by position
- Establish your training team
- If using outside vendors, screen and ask for credentials.
- Remember competency is written into most standards. You are still responsible

Component 7

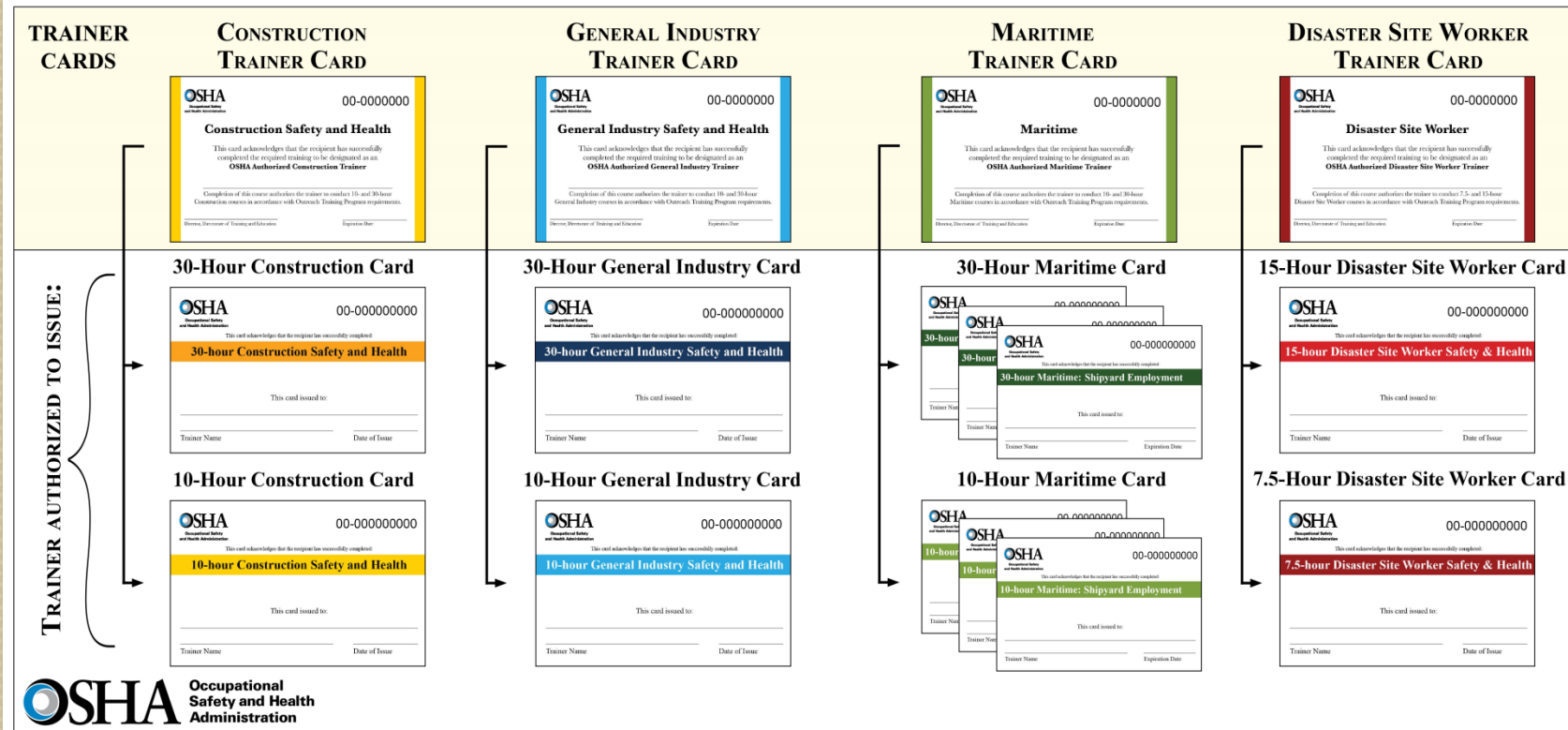
Employee Training



- Sign Ins should have the topic and the main talking points
- Attach all training curriculums to the sign ins
- Make sure the trainings are compliant with your applicable OSHA. If your state does not have its own OSHA, the Federal OSHA standards apply



Card Hierarchy



Thank You

QUESTIONS?