

# Illness and Injury Prevention Program



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## ILLNESS AND INJURY PREVENTION PROGRAM

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## II. SAFETY POLICY STATEMENT

It is the policy of Long Beach Community Action Partnership (LBCAP) to create a safe and healthful working environment for all employees. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. Your cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.

LBCAP will maintain a safety and health program conforming to the best practices of organizations of this type, as a cooperative effort between management and employees and between each employee and his/her co-workers. Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours.

### **Our goal is zero accidents and injuries.**

Our safety and health program will include:

- Providing mechanical and physical safeguards to the maximum extent possible.
- Conducting safety and health inspections to find, eliminate or control safety and health hazards as well as unsafe working conditions and practices, and to comply fully with the safety and health standards for every job.
- Training all employees in good safety and health practices.
- Providing necessary personal protective equipment, and instructions for use and care.
- Developing and enforcing safety and health rules, and requiring that employees cooperate with these rules as a condition of employment.
- Investigating, promptly and thoroughly, every accident to find out what caused it and correct the problem so it will not happen again.

We recognize that the responsibilities for safety and health are shared:

- **LBCAP** accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- **Supervisors** are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- **Employees** are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

### III. CODE OF SAFE PRACTICES

All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to their supervisor.

Supervisors shall insist on employees observing and obeying 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.

Anyone known to be under the influence of drugs or intoxicating substances that impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.

Horseplay, scuffling, and other acts that tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.

No one 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 injuries shall be reported promptly to the supervisor so that arrangements can be made for medical or first aid treatment.

Use proper lifting techniques, including material handling equipment and two-person lifts, whenever possible.

All personal protective equipment, such as safety glasses/goggles, hearing protection, hard hats, and respiratory protection, must be kept in good condition and worn on the job site when required.

All ladders are maintained in good condition, and the proper type and rating is used for each job.

All extension cords should have a grounding conductor and be rated for the tool(s) used on the job.

All hazardous materials used on the job are listed and there is a written hazard communication program dealing with Material Safety Data Sheets (MSDSs), labeling, and employee training.

### IV. COMMUNICATION POLICY

LBCAP will maintain open communication between management and staff on all matters pertaining to safety and health.

The system of communication LBCAP uses consists of the following items:

- ✓ Scheduled Safety Committee meetings held on the first Tuesday of December, and convened more frequently as needed.
- ✓ Workplace safety and health training provided Monthly for staff at the Santa Fe Springs office, and at agency All-Staff Meetings.
- ✓ Safety and health information distributed electronically and in print on demand.

- ✓ A system for employees to anonymously inform management about workplace hazards.
- ✓ Effective and understandable communication of safety and health concerns between employees and supervisors, including translation where appropriate.

## V. SAFETY COMMITTEE MEETING MINUTES

Kept electronically and in printed form in the office of **Tricia Heath**.

## VI. INCIDENT/INJURY REVIEWS

Kept electronically and in printed form in the office of **Tricia Heath**.

## VII. HAZARD ASSESSMENT POLICY

LBCAP conducts periodic inspections to identify and evaluate workplace hazards.

These inspections will be performed at least annually by Tricia Heath.

Inspections will be conducted as follows:

- ✓ When new substances, processes, procedures, or equipment that present potential new hazards are introduced into the workplace.
- ✓ When new or previously unidentified hazards are recognized.
- ✓ Whenever workplace conditions warrant an inspection.

## VIII. HAZARD CORRECTION POLICY

LBCAP will make appropriate corrective measures in a timely manner whenever an unsafe or unhealthy condition, practice or procedure is observed, discovered or reported. All corrective actions taken and completion dates shall be documented. Hazards shall be addressed according to the following procedures:

- ✓ When observed or discovered.
- ✓ When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area, except those necessary to correct the existing condition. Those employees shall be provided with the necessary personal protective equipment.

## IX. INVESTIGATION POLICY

**Tricia Heath, Director of Administration** shall coordinate all investigations performed by worksite supervisors.

LBCAP's investigation procedures include:

- ✓ Visiting the incident scene as soon as safely possible.
- ✓ Interviewing the injured employee(s) and/or witnesses.
- ✓ Examining the workplace for factors associated with the incident.
- ✓ Determining the cause(s) of the incident.
- ✓ Taking corrective action to prevent a similar incident from occurring.
- ✓ Documenting findings and corrective actions.

## X. TRAINING POLICY

**Tricia Heath, Director of Administration** shall assure that supervisors receive training to familiarize them with safety and health hazards to which employees under their immediate direction and control may be exposed.

**Supervisors** are responsible to ensure that those under their direction receive training on general workplace safety, as well as specific instructions with regard to hazards unique to any job assignment, and that it be in a form that is readily understandable by all affected.

When a supervisor is unable to provide the required training, he/she should notify **Tricia Heath** and request that such training be given to the employee by others.

To ensure that all employees receive appropriate training, all company employees will participate in:

- ✓ Scheduled safety meetings.
- ✓ Additional training as job duties or work assignments are expanded or changed.
- ✓ Other training programs as appropriate.

Further training will be provided whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

Records of all the above training will be kept by **Tricia Heath** at **117 West Victoria Street, Long Beach CA** for a period of one (1) year.

## XI. RECORDKEEPING POLICY

**Tricia Heath, Director of Administration** shall maintain the following records:

- ✓ Documentation of hazard assessments, including the person conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices.

- ✓ Documentation of safety and health training for each employee, including the employee's name, training date, type of training and training provider.
- ✓ Maintenance of inspection records and training documentation for a period of one year.

## **XII. APPENDICES**

**Appendix A** Cal/OSHA 300 Form (Record of Workplace Injuries and Illnesses)

**Appendix B** Worksite Incident Kit (site-appropriate)

**Appendix C** Accident Investigation Introduction and Guidelines

**Appendix D** Hazard Checklists