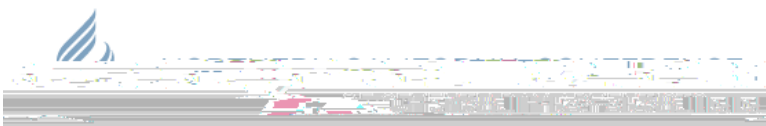




**California Workplace Safety**  
Pacific Union Conference

# **Injury and Illness Prevention Program**



**March 2018**





Conduct periodic facility safety inspections to identify hazardous conditions and unsafe work practices and recommend corrective action. Act as a clearinghouse for all risk control ideas, activities and needs.

Review incident investigation reports and near misses that have occurred in the past quarter to help determine what corrective actions can be taken to prevent recurrence.

Assist in the development of risk control performance expectations and work practices.

Review compliance to safety and risk control recommendations made during facility site inspections.

Coordinate the establishment of local safety committees and on-going training programs to promote safety knowledge in controlling risk throughout the organization. Individually promote safety activities and set good examples in the areas where they work, as well as respond to employees concerns and complaints in the area of safety, health and environmental hazards.

Assist new employees in becoming competent and familiar with company risk control practices.

Encourage prompt claims reporting and help to identify return-to-work opportunities with th

Our communication system includes one

If none of the above measures achieve satisfactory corrective results, and no other acceptable solution can be found, the employer may have no other choice than instituting procedures to terminate the employment of the employee in accordance with company policies. Volunteers who fail to cooperate in following workplace safety rules and policies may be asked to no longer serve the organization in their volunteer capacity. Employees and volunteers must understand the employer will not tolerate workers who continue to jeopardize their own safety and the safety of others.

## **HAZARD ASSESSMENT & REPORTING**

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Accident investigation is a systematic method of collecting factual information regarding incidents which occur in the workplace. Procedures for investigating workplace incidents, accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;





provided by the employer;  
The employer is required to file the completed accident notice to the

and  
The employer may ask the supervisor or other designated individuals  
to conduct an incident/accident investigation;

compensation claims administrator, legal counsel and other regulatory  
agencies i00309e con nv-9(l)(on)4( c)]TJ ind r iv-9(v)6(esg -27(fth)4(nd)4( l(e t)4(ET00.00000912 0 0

- i. List and identity of other law enforcement agencies present at the accident/event site
- j.

exit routes;

Stay clear of the building and proceed to the designated assembly area and remain until all personnel are accounted for and authorized to return to the building or leave the facility;

Supervisors or managers will help to determine if any one is missing from their respective work area;

Only trained, designated personnel will attempt to extinguish small fires and then only after sounding the alarm to evacuate. (Do not attempt to extinguish a fire beyond the capabilities of a portable fire extinguisher)

An annual training session is held which includes evacuation procedures, meeting in designated areas and training on the use of fire extinguishers.

Illuminated exit signs, smoke detectors and emergency lighting are provided throughout the facility;

All exit doors are to be operational and clear from obstructions at all times;

Rope ladders and other safety equipment may be available. This equipment can be used during evacuation for active shooter events or other life threatening situations that require evacuation.

## **EARTHQUAKES**

Immediately take shelter under a desk or sturdy table. Do not attempt to evacuate the building. If no desks or tables are nearby, interior doorways can sometimes be used as a place of refuge.

Stay clear of outside walls, windows, or objects that can fall.

**REMEMBER:** Drop, Cover and Hold On until the shaking stops.

When shaking stops and it is safe to exit, evacuate immediately. Use stairways instead of elevators. Watch for loose or fallen debris as you exit.

Stay clear of buildings, trees, lamp poles and electrical power lines.

Take a headcount to determine if all workers have safely evacuated the building.

Provide first aid or call 911 to obtain medical care for the injured workers.

Follow the instructions of emergency responders or responsible persons on when it is



## COMMUNICATING WORKPLACE HAZARDS

Supervisors and managers are responsible for communicating with all employees and volunteers about safety and health issues in a form readily understandable by all workers. Supervisors are responsible for ensuring that employees and volunteers are provided access to information regarding hazards pertinent to their job duties. This information is available from a number of sources including, but not limited to: Safety Data Sheets (SDS), safety labels on containers, equipment operating manuals or other posted warning signs in the work area.

**Safety Data Sheets (Each location needs their own HAZCOM inventory and SDS forms on site)**

Safety Data Sheets (SDS) provide information on the potential hazards of products or chemicals.

# **ALL EMPLOYEES**

## **Employee Responsibilities**

## **General Safety Requirements**

### **Office Areas**

1. Keep work areas clean and orderly including all restrooms and hallway areas.
2. Do not work on any computer, copier, or other electrical office machines if your hands are wet, nor while standing on damp floors.
3. Practice good workstation ergonomics and frequently change work tasks.
4. Use the safety latch on all paper cutters after each use.
5. Do not mount pencil sharpeners so that they protrude beyond the edges of desks or tables.
6. Never stand on chairs or tables to reach high objects.
7. Do not raise the seats on swivel chairs beyond the point where your feet can touch the floor.
8. Do not compact material in the wastebasket with your hands or your feet or use cardboard containers unless they are specifically designed as waste/recycling receptacles. Empty trash and recycling bins on a regular basis.
9. Never piggy-back power strips or multi-plug adaptors together.
10. Extension cords are for temporary use only and should not be run under carpeting or strung across aisles without proper guarding.
11. Do not leave file drawers open; always use the handles to close file drawers.
12. Do not stack filing cabinets on top of one another.
13. Open one file cabinet drawer at a time.
14. Put heavy files in the bottom drawers of file cabinets.
15. File cabinets, bookcases and storage shelving should be properly secured for earthquake safety.

### **EXITS AND EGRESS FROM BUILDINGS**

1. All exits shall be marked by an illuminated exit sign and directions towards exits shall be clearly marked with visible signage.
2. All exit doors and the hallways leading to exits shall be kept clear and free from obstructions. Do not use these areas for storage.
3. All exit doors should remain unlocked when the building is occupied, unless they are outfitted with panic hardware that provides an inside release mechanism. The use of lock and chains on exit doors should be avoided whenever possible.
4. All exit doors should open from the direction of exit travel without the use of a key or any special knowledge or effort.
5. Where exit doors open directly onto any street, alley or other area where vehicles may be operated, adequate barriers should be present and warning signs posted to prevent workers from stepping into the path of traffic.

### **Material Handling**

1. Plan the move before lifting; use the most direct path available and ensure that you have an unobstructed pathway. Whenever possible, avoid using stairways.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and/or carts. Ask assistance from a co-worker if available.
4. If assistance is required to perform a lift, coordinate and communicate clearly your movements with your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other. Face the load.
6. Bend at the knees, not at the back. Keeping your back straight.
7. Get a firm grip on the object using your hands and fingers, pulling it close to you.





- regular cleaning of grease build-up on hood filters and replace as necessary.
18. Keep all aisleways clear of storage or equipment.
  19. Never store cleaning products in the same area as food products.
  20. Store cleaning equipment and supplies in a ventilated utility storage area.

9. Keep your body centered on the ladder and do not overreach to either side or lean backwards.
10. Always rest the ladder on a firm, non-slippery, level surface. Do not set up ladders on boxes, concrete blocks, bricks, pails or other unstable bases.
11. When using an extension ladder, extend the top rung at least 3 feet above the edge of the elevated surface landing area.
12. Provide the correct angle when setting up and using an extension ladder:

6. Drivers will avoid all forms of distracted driving NO cellphone use, texting, applying make-up, reading maps or setting GPS while driving.
7. Drivers will use defensive driving practices at all times always keep a safe distance between vehicles, be aware of other vehicles both in front and behind, check the area behind the vehicle before backing and be alert for pedestrians, bicyclists and animals on the highway.
8. Take frequent rest breaks to avoid fatigue.
9. Keep alert to changing highway and driving conditions. Monitor weather reports before and during your trip. Be prepared for sudden changes in weather and pull over to a safe area when hazardous conditions prevent safe travel.
10. Keep others informed of your intended route and expected arrival time.



**California Workplace Safety  
Pacific Union Conference**



**California Workplace Safety**  
**Pacific Union Conference**





**California Workplace Safety**  
**Pacific Union Conference**

**WORKER TRAINING AND INSTRUCTION RECORD**



**California Workplace Safety  
Pacific Union Conference**

**SAFETY HAZARD REPORTING FORM**

\_\_\_\_\_The NCC\_\_\_\_\_ is committed to maintaining a safe work environment. A safe work environment is one which is free from accidents, injuries and work-related illnesses. All employees and volunteers must work together to create and maintain a safe environment for all employees, students and visitors. Our organization is committed to comply with Federal, State and local laws concerning worker health and safety.

Employees and volunteers may use this form to report safety issues to management. The risk management department will investigate the safety issue/complaint to determine what action needs to be taken. This form can be submitted anonymously. Employees are advised that it is illegal for an employer to take any action against an employee in reprisal for exercising their rights to report safety issues.

**Date:** \_\_\_\_\_

**Employee or Volunteer's Name: (Optional)**

\_\_\_\_\_

**Phone # and/or Email: (Optional)**

\_\_\_\_\_

**Time unsafe condition observed:** \_\_\_\_\_

**Describe the unsafe hazard, condition or practice:**

**Location:** (Building, Floor, Room #, Department, etc.)

\_\_\_\_\_

