

# THE INJURY & ILLNESS PREVENTION PROGRAM



## WORKPLACE SAFETY

## INJURY AND ILLNESS PREVENTION PROGRAM

The Injury and Illness Prevention Program (IIPP) is the written workplace safety program required in California for employers. Title 8 California Code of Regulations General Industry Safety Orders (GISO) section 3203 requires every employer to develop and implement an effective IIPP. Every Department should review/ revise their specific IIPP on an annual basis, and the new year is a great time to review! An effective IIPP improves the safety and health of employees in the workplace and reduces costs

by fostering good management practices and employee involvement. There are Minimum requirements that shall be include in an IIPP. Responding to the COVID-19 pandemic, California Occupational Health and Safety Administration ("Cal/OSHA") issued the "Interim General Guidelines on Protecting Workers from Covid-19." Under the Interim guidelines, certain types of organizations must comply with Cal/OSHA's "**Aerosol Transmissible Diseases**" ("**ATD**") stricter standards. The ATD applies to hospitals, correctional facilities, homeless shelters, and other workplaces that are considered particularly vulnerable.

An effective IIPP makes good business sense as injuries and illness increase the cost of doing business. Direct costs of injury and illness to a business include medical treatment, higher worker's compensation insurance premiums, general liability insurance, and litigation. **The Workers' Compensation Insurance Rating Bureau of California in a 2021 report cites that on average, total costs per injury can add up to more than \$70,000 for a back injury, \$48,000.00 for a slip and fall injury, and \$49,000.00 for a Carpal Tunnel or Repetitive Motion Injury<sup>1</sup>.** These costs do not include additional indirect or uninsurable costs such as lost productivity, re-training, hiring new employees, administrative time, repair and replacement of equipment, etc. which can cost 4 times the direct cost. In an ever increasingly competitive global economy, successful businesses must reduce and control their losses through an effective safety program or risk going out of business.

In Riverside County, the IIPP can be department or site specific depending upon the type of business operations and work locations. Administrative departments can have one written department IIPP which includes all of its locations because operations are similar, but a physical copy **MUST** be kept at each location. Information Technology, Department of Public Social Services and the Agricultural Commissioner's office have departmental plans, where a physical copy must be kept at each site. Other departments with locations that are not similar in operations may have site specific plans. Facilities Management and the Riverside University Health System have site specific plans that address differing operational hazards at work locations.

County of Riverside  
Human Resources Department



RIVCO HR  
safety division

INJURY AND ILLNESS PREVENTION PROGRAM  
(Safety Program)

Created November 2003  
Revised March 2020

**THE INJURY & ILLNESS PREVENTION PROGRAM**

SAFETY FIRST



RIVCO HR

**Whether department or site specific, to comply with Title 8 CCR 3203 eight required elements must be included in an IIPP. These elements are:**

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident Investigation
- Hazard Correction
- Training
- Recordkeeping

An organization must describe how it will satisfy each element procedurally to establish consistency and be effective in injury and illness prevention efforts.

**To be effective at reducing worker injury and illness the IIPP must:**

- 1) Involve all employees, supervisors, and management. Involvement is possible through regular communications about safety issues in management and staff meetings, accident, injury and near-miss incident reporting, reporting of hazardous conditions or acts and accident investigation.
- 2) Identify specific workplace and operational hazards employees are exposed to by conducting workplace safety inspections.
- 3) Correct identified hazards in an appropriate and timely manner
- 4) Provide effective training to all employees.

In addition to the reduction of workplace injuries and illnesses and associated costs, organizations can be cited by Cal OSHA non-compliance. To ensure County department or site specific IIPP are effective and OSHA compliant, departments should review and update plans annually. Department are encouraged to contact their assigned Human Resources Safety Loss Control Coordinator for review of their IIPP.

Below are some questions to guide you on essential aspects for your IIPP:

- ⇒ Does the written IIPP include all 8 required elements as stated in Title 8 CCR 3203?
- ⇒ Are the person or persons with authority & responsibility for implementing this program identified?
- ⇒ Is there a system for ensuring that employees comply with safe & health work practices (ex: training and retraining programs, and/ or disciplinary measures)?
- ⇒ Does the communication system include provisions designed to encourage employees to inform the employer of hazards at the workplace without fear of retaliation?
- ⇒ Are records kept of inspections made to identify unsafe conditions and work practices?
- ⇒ Is training provided for all employees when the training program is first established?
- ⇒ Are employees informed of their right and how to access a copy of the IIPP?

For more information and guidance about Injury and Illness Prevention programs visit the Riverside County Standard Safety Operations Manual Document 100, The Injury and Illness Prevention Program at <https://safety.rc-hr.com/SafetyCenter/SafetyManual.aspx>

# Cal/OSHA 300 Logs

Beginning February 1 and through April 30, 2023, all Riverside County Facilities are required to post the Cal/OSHA Form 300A annual summary log of injuries and illnesses which occurred in 2022. Even if there were no recordable injuries or illnesses during the year, facilities are required to post the summary with (0) zero values appearing in the total line.

Cal/OSHA requires employers to record certain injuries, maintain records, post summaries, and make these records available to Cal/OSHA during an inspection. The Form 300A Summary of Work-Related Injuries and Illnesses must be posted from February 1st - April 30th.

The Log of Work-Related Injuries and Illnesses (Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the Log to record specific details about what happened and how it happened. The Summary — a separate form (Form 300A) — shows the totals for the year in each category. Please post the Summary in a visible location from February 1st– April 30th so that your employees are aware of the injuries and illnesses occurring in their workplace.

## Where do I post the Form 300A?

Post in each establishment in a conspicuous place, where notices to employees are usually posted.

## How long do I keep these Forms?

Keep the Form 300 Log, the Form 300A Summary and the Form 301 Incident Report for **Five years**

## We had no recordable injuries - do we need to post the 300A Form?

Yes. Complete the facility information (right side of form) and fill in the injury data with zeros.

## Where can I find out more?

- Your Department assigned Safety Coordinator/Safety Office.
- Go to [www.dir.ca.gov/t8/ch7sb1.html](http://www.dir.ca.gov/t8/ch7sb1.html) for a complete text of the regulations.
- Visit Cal/OSHA's recordkeeping eTool:

⇒ [www.dir.ca.gov/dosh/etools/recordkeeping/index.html](http://www.dir.ca.gov/dosh/etools/recordkeeping/index.html) for more Q&A, regulation interpretation and forms.

# AEDs in the Workplace



Studies indicate that in the United States, there are over 450,000 cardiac arrest related deaths—killing more people than car accidents, breast cancer, fire, and AIDS combined. Unlike heart attacks, sudden cardiac can affect people of all ages, sex, and health status. The use of an automated external defibrillator (AED), administered as soon as possible, is the only effective treatment for sudden cardiac arrest.

The American Heart Association strongly recommends employers, businesses, and corporations to implement life-saving AED programs to increase the chances of survival for their employees who have heart-related emergencies. With an AED program and proper training, employees can be better prepared to save the life of a colleague, friend, or family member.

## The County of Riverside Has an AED Program in Place

These are some of the reasons The County has invested in Automated External Defibrillators in the workplace:

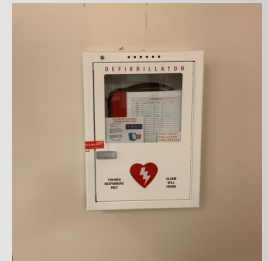
- *AEDs in the Workplace Save Lives*
- *Defibrillation within 3 minutes of sudden cardiac arrest increases chances of survival by 70%.*
- *Defibrillation within 1 minute of collapse increases the chances of survival by 90%.*



The County's AED program is administered through the Human Resources Safety Division. There are currently 252 AED units in service in over 24 Departments and many of their divisions.

### All County employees are encouraged to:

- *Volunteer for CPR/AED/ and First-Aid Certification training.*
- *Know where the AED is located at your facility*
- *Know who at your facility is already trained and certified in CPR/AED/ and First Aid treatment*
- *Know who is assigned as your facility Designated Safety Representative (DSR)*



CPR/AED/ and First Aid Certification training through the American Red Cross is provided by the County Safety Office. Locations where an AED is placed, per County AED Policy, must maintain at a minimum two staff members trained and certified in CPR/AED/ and First Aid. This certification is voluntary and requires approval by Department managers and supervisors. Although the County policy requires certified staff at each location an AED is placed, there is no regulatory requirement for AED certification. An Automated External Defibrillator (AED) is intended to be used to save lives by the general public. Everyone should be and is encouraged to be familiar with how an AED works. Philips Heart Start Monitors and other AED manufacturers provide videos on-line.

**Any questions about the County's AED Program should be directed to your County Safety Loss Control Coordinator or by calling the Safety office at (951) 955-3520.**



# Workplace Violence



Every year, thousands of American workers report having been victims of workplace violence. In 2020, assaults resulted in 20,050 injuries and 392 fatalities, according to Injury Facts®.

The Department of Justice classifies 4 types of Workplace Violence which are:

**Type I Strangers:** In this type of violence, acts are committed by individuals who do not have a legitimate relationship with the business or the employees

**Type II Customers or clients (former or current):** This type of violence occurs in a workplace, in which the violence is committed by clients, customers, students, patients, or anyone else that is known to the workplace. Departments that provide services to the public, those who serve patients, those who work with people who are incarcerated, and those who work with people who are confined or under stress are also at an increased risk of Customer, Client or Patient Violence.

**Type III Employee on Employee:** This type of violence is typically committed by a current or past employee of the workplace who attacks or threatens another current or past employee. Factors that contribute to Employee on Employee Violence may include understaffing, downsizing, frustration over poorly defined job rolls, poor management styles, and/or a high rate of grievances and disputes.

**Type IV Personal Relationship Violence:** This type of violence is typically committed by individuals who do not have a relationship with the workplace but has a personal relationship with one of the employees.

## How can employees protect themselves?

Nothing can guarantee than an employee will not become a victim of workplace violence. These steps, however, can help to reduce the odds:

- Learn how to recognize, avoid, or diffuse potentially violent situations
- Alert Supervisor (or designee) to any concerns about safety or security & report all incident immediately on the 2010-1 form & provide to the Safety Loss Control Division
- Avoid traveling alone after hours into unfamiliar locations whenever possible

**Any questions about Workplace Violence should be directed to your County Safety Loss Control Coordinator or by calling the Safety office at (951) 955-3520.**