

OSHA's TOP 10 MOST FREQUENT CITATIONS

The National Safety Council (NSC) released an update to its annual list of OSHA's top-ten citations. The list provides a starting point for Departments to review their own safety programs on an annual basis.



Deputy director of OSHA's Directorate of Enforcement Programs, presented OSHA's preliminary Top 10 most frequently cited workplace safety standards for fiscal year 2021. The list was presented virtually during the 2021 NSC Safety Congress & Expo, and summarized in NSC's Safety + Health magazine.

Departments should take this opportunity to conduct an annual review of their safety and health programs, with an eye toward addressing OSHA's top-ten most-cited violations listed below. Though not on the list, OSHA has telegraphed that COVID-19 inspections will be a priority in 2022.

OSHA's TOP 10 MOST FREQUENT CITATIONS

<p>1</p> <p>FALL PROTECTION GENERAL REQUIREMENTS (1926.501)</p>	<p>2</p> <p>HAZARD COMMUNICATION (1910.1200)</p>	<p>3</p> <p>SCAFFOLDING (1926.451)</p>	<p>4</p> <p>LOCKOUT/TAGOUT (1910.147)</p>	<p>5</p> <p>RESPIRATORY PROTECTION (1910.134)</p>
<p>6</p> <p>LADDERS (1926.1053)</p>	<p>7</p> <p>POWERED INDUSTRIAL TRUCKS (1910.178)</p>	<p>8</p> <p>FALL PROTECTION TRAINING REQUIREMENTS (1926.503)</p>	<p>9</p> <p>MACHINERY AND MACHINE GUARDING (1910.212)</p>	<p>10</p> <p>EYE AND FACE PROTECTION (1926.102)</p>

HAZARD REPORTING

What is the Hazard Reporting Form 401?

It is the responsibility of employees at all levels of an organization to report all unsafe conditions or acts they observe in their workplace. The County Safety Department developed a written format for formally reporting unsafe conditions or unsafe acts by utilizing the [Hazard Reporting Form 401](#). This form encourages proactive reporting of potential hazards in the workplace to eliminate dangers that could cause direct or indirect physical harm or death.

For ease of access, copies of this form should be placed on or near the employee safety board and made readily accessible in all County facilities. When the employee observes an unsafe by an employee or condition, they can use Form 401 for initial reporting and documentation. The form should be completed, in its entirety, and given to their Department Safety Representative and the immediate supervisor. The employee can also submit the Form 401 anonymously if anonymity is desired.

HAZARD REPORTING FORM
(Attach additional pages as needed)

DATE: _____

TO: _____ DEPARTMENT _____

TO: Human Resources Safety Division Mail Stop 2170

FROM: _____ DEPARTMENT _____

To report a hazard anonymously, please call the Safety Office Hotline at (951) 955-5868

Please indicate type of hazardous circumstances: Hazardous Condition
 Hazardous Act (Procedure or Practice)

Location: _____

Description of unsafe condition or act:

Employee's Suggestion for Improving Safety: _____

SUPERVISOR'S RESPONSE – WITHIN 5 WORK DAYS

I agree this is a hazard

Date Corrected: _____
Estimated Date of Correction: _____
Action Taken: _____

I do not agree that this is a hazard

Reason: _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. The employer is prohibited from taking any action against an employee in reprisal for exercising rights to participate in the reporting of hazards. The employer will investigate all hazard reports as required by the Injury and Illness Prevention Program Standard (TSCCR & 3203) and advise the person who reported it of the employer's response. If the report was made anonymously, the employer will advise employees of the area affected.

EMPLOYEE: Complete Hazard Reporting Form and send copy of form to your immediate supervisor. Provide a copy to Department Safety Representative/Coordinator and County Safety Division.

SUPERVISOR: Send a copy of the Hazard Reporting Form Response to employee, Safety Representative/Coordinator and County Safety Division. Keep original copy for review by Department Head and required record-keeping.

SOP Form No. 401 (05/13)

Created 5/2013

The employee can choose to initiate a report of an unsafe act or unsafe condition by calling the County Safety Division Office's Hotline at (951) 955-3520. At that time the Safety Division staff member will complete the Hazard Reporting Form 401, based on the information provided, then forward a copy of the form to the employee's immediate supervisor or Department Safety Representative.

Either way an employee chooses to submit the [Hazard Reporting Form 401](#), please allow 5 business days to address the concern. Response time can vary, depending on the severity of the unsafe act or unsafe condition and the complexity of mitigation. Remember, the [Hazard Reporting Form 401](#) is **NOT** intended to be used for cases that involve immediate life-threatening hazards.

If this is an emergency, please call 911.



INJURY & ILLNESS PREVENTION PROGRAM

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 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 section 3203 requires every employer to develop and implement an effective IIPP. An effective IIPP improves the safety and health of employees in the workplace and reduces costs by fostering good management practices and employee involvement.

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, liability insurance, and litigation.

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.

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/Exposure Investigation, Hazard Correction, Training and Instruction and 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:

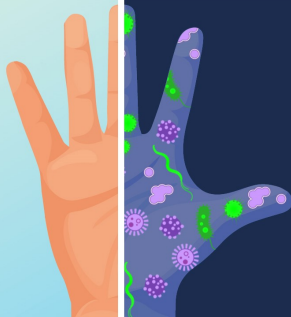
- Involve all employees, supervisors, and management. Involvement is possible through regular communications about safety issues in management and staff meetings, accident, injury and near-miss incident reporting, reporting of hazardous conditions or acts and accident investigation.
- Identify specific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

The IIPP is the framework through which worker safety, health and productivity can be achieved simultaneously. **Safety is everyone's business in an organization.**

HAND WASHING

MARCH 2022

Your hands carry
germs you can't see



Wash your hands

www.cdc.gov/handwashing



Wash Your Hands Often to Stay Healthy

Handwashing can help prevent illness. It involves five simple and effective steps (Wet, Lather, Scrub, Rinse, Dry) you can take to reduce the spread of illness so you can stay healthy. Regular handwashing, particularly before and after certain activities, is one of the best ways to remove germs, avoid getting sick, and prevent the spread of germs to others. It's quick, it's simple, and it can keep us all from getting sick. Handwashing is a win for everyone, except the germs.

Follow these five steps every time.



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap



Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.



Rinse your hands well under clean, running water.



Dry your hands using a clean towel or air dry them.



RC1HR



Drivers Awareness Training

Offered as a self-paced course taken anytime you need it.

Or

Classroom setting completed Quarterly

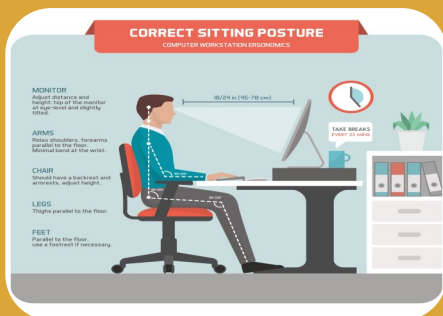


Employee Workplace Violence Preparedness

Offered as a self-paced course taken anytime you need it.

Or

Classroom setting completed Quarterly



Repetitive Motion Injury Training

Offered as a self-paced course taken anytime you need it.

Or

Classroom setting completed Quarterly

The Safety Division recommends you take these courses every two years!

Enroll through Learning and Organizational Development

<https://corlearning.sumtotal.host/core/dash/home>