



Injury & Illness Prevention Program: Maintaining a Safe Work Environment

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Disclaimer

The purpose of this manual is to help our insureds prepare an Injury and Illness Prevention Program (IIPP). Although we have taken reasonable care in assembling this information, Zenith Insurance Company makes no representations or warranties, either express or implied, as to the accuracy of information contained in this manual or the applicability of this manual to your specific industry or business.

Nothing in this manual should be construed as representing or warranting that the use of any or all of the information contained in this manual will result in compliance with local, state or federal regulations. Furthermore, Zenith Insurance Company makes no representations or warranties that the use of any or all of the materials contained in this manual will result in compliance with such laws or regulations. The IIPP you eventually use in your business should be reviewed with your attorney. Zenith Insurance Company is not providing advice regarding legal requirements.

You **MUST** individually tailor your IIPP to meet the needs of your specific work environment. Writing an IIPP without fully implementing the program and communicating it to your employees may jeopardize the compliance of your program with the law. Employers with collective bargaining obligations should obtain the advice of competent labor counsel before attempting to implement any new IIPP or any new program that might affect employee wages, hours or working conditions.



Introduction

An Injury and Illness Prevention Program (IIPP) protects your employees, lowers your costs and increases your profitability. At Zenith, our goal is to make it easy for you to develop and launch a customized IIPP that will improve workplace safety, boost employee morale and raise your efficient output of goods and services to your customers.

Workplace accidents result in lost productivity, equipment damage, spoiled product and unproductive management time. They also drive up your workers' comp premium. That's why it pays to implement an IIPP.

An effective IIPP includes these elements:

1. A written plan designating who's in charge of safety program implementation.
2. A periodic inspection system to identify workplace hazards.
3. Procedures for investigating the cause of accidents, illnesses or injuries.
4. Methods to ensure elimination of hazards once they're identified through inspections and accident investigations.
5. A safety and health training program specific to each job that's required for new employees as well as whenever new substances, processes, procedures or equipment are introduced to the workplace.
6. A system for employees to communicate safety concerns to employers without fear of reprisal.
7. A system for ensuring employee compliance with safety and health practices.
8. Maintenance of appropriate records and steps taken to implement and maintain the accident prevention program.



Use the following memo to inform your employees of your company's safety policy:

To: All Employees

From: _____

Re: Safety Policy and Procedures

Your safety is vital to this company. Management considers injury and illness prevention just as important as production. Therefore, it is our policy to provide and maintain safe and healthful working conditions. We will also follow best practices that safeguard all employees and result in safe working conditions and efficient operations.

At the same time, however, YOU are responsible for helping us maintain a safe environment. By developing safety awareness and following safety rules, you and your co-workers can avoid injuries and equipment damage.

Company Officer Signature



Here's a summary of duties that describe the role of your Safety Manager:

SUMMARY OF SAFETY MANAGER'S DUTIES

The Safety Manager has responsibility for planning, directing, monitoring and controlling your company's Injury and Illness Prevention Program. You should select someone from top management—or someone who reports to top management—to serve as Safety Manager.

The Safety Manager's duties include:

1. Issuing a written statement of company safety policy at least once a year that outlines the company's position on safety and includes updates on safety progress and accident prevention goals.
2. Giving proper and prompt attention to safety recommendations requiring top management approval.
3. Issuing authority to managers and supervisors relating to safety issues—and cooperating fully with them in all matters relating to safety.
4. Reviewing monthly safety performance results of each facility.
5. Reviewing managers' and supervisors' Accident Reports to ensure all causal factors have been identified and that appropriate corrective actions are recommended and implemented.
6. Establishing and running a safety committee that meets on a regular, scheduled basis.
7. Reviewing injury reports and providing accident data to managers and safety committees.
8. Tracking the status of safety recommendations submitted by the safety committee, supervisors and employees.
9. Ensuring that employees with jobs and tasks that require personal protective gear get the equipment they need and use it properly.



Use these lists of Duties and Responsibilities to distribute to managers, supervisors and employees:

MANAGER DUTIES AND RESPONSIBILITIES:

Managers must effectively execute these responsibilities to achieve (Company Name's) safety objectives.

1. Familiarize yourself with our Injury and Illness Prevention Program and ensure its effective implementation.
2. Assess all safety considerations when introducing a new process, procedure, machine or material into the workplace.
3. Support the Safety Manager and all programs and committees that promote safety and health.
4. Conduct inspections with supervisors on a scheduled basis. Enforce good housekeeping and take prompt corrective action to eliminate workplace hazards.
5. Provide complete safety training. Teach general safety regulations and job specific safety rules to employees prior to assignment of duties. Follow up periodically to ensure they follow safe work procedures.
6. Investigate or review supervisors' Accident Reports for all accidents resulting in employee injury and property damage.
7. Review Material Safety Data Sheets (MSDS) with employees working near or with hazardous materials.
8. Maintain the Material Safety Data Sheet (MSDS) binder and update it whenever new chemical hazards enter the workplace.
9. Take action, including disciplinary action as necessary, when employees perform unsafe acts. If disciplinary action is warranted, write a description of action taken and distribute to the Safety Manager. See the personnel manual for disciplinary guidelines.

SAFE WAY = RIGHT WAY. SET A GOOD EXAMPLE.



SUPERVISOR DUTIES AND RESPONSIBILITIES:

Supervisors are the foundation of (Company Name's) Injury and Illness Prevention Program. Fulfilling your safety responsibilities is critical to our success.

1. Familiarize yourself with the Injury and Illness Prevention program and ensure its effective implementation.
2. Assess all safety considerations when introducing a new process, procedure, machine or material into the workplace.
3. Investigate all accidents resulting in employee injury and property damage. Ensure that appropriate action is taken to prevent recurrence.
4. Provide complete safety training to new and transferred employees. Teach general safety regulations and job-specific safety rules to employees prior to assignment of duties. Follow up periodically to ensure they follow safe work procedures.
5. Conduct scheduled safety inspections using an inspection checklist. Take corrective action to eliminate or control an unsafe condition or work practice immediately if within your area of authority.
6. Present and discuss a safety topic with your employees at least monthly.
7. Ensure all injuries, no matter how minor, are treated immediately. Report all injuries to the person responsible for reporting claims to (Company Name's) workers' compensation insurance carrier.
8. Review Material Safety Data Sheets (MSDS) with employees working near or with hazardous materials.

EMPLOYEE DUTIES AND RESPONSIBILITIES:

1. Follow all safety rules and regulations.
2. Wear appropriate safety equipment as required by the job.
3. Report ALL injuries, unsafe conditions and practices to your supervisor.
4. Ask questions if there is a misunderstanding about how to perform a task. Do not attempt to perform any job or operate any machinery that you have not been properly trained to operate.
5. Contribute ideas or suggestions to improve the safety program.
6. Attend safety meetings!

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Safety Communications

Employees need to know you're serious about providing a safe, healthy workplace.

Effective ways to reinforce this message include:

1. Soliciting their ideas for improving safety;
2. Forming committees that address different aspects of illness and injury prevention; and
3. Offering safety training.

Use this form to solicit employees' ideas for improving safety:

EMPLOYEE SAFETY INFORMATION FORM

_____ thanks you for helping us improve safety and prevent workplace injuries and illnesses. Please complete this form to suggest ideas or report an unsafe workplace condition or practice.

Please describe what _____ can do to improve safety:

Please describe any unsafe workplace condition or practice:

What do you think are the causes or other contributing factors to this unsafe condition or practice?

Has this matter been reported to the area supervisor? YES NO

Employee Name (optional)



Follow these guidelines to set up an Accident Prevention Committee:

ACCIDENT PREVENTION COMMITTEE

This committee consists of the Safety Manager and selected supervisors and employees.

The Safety Manager chairs the committee, which meets every month. Minutes of each meeting should be provided to each member and posted in conspicuous locations for employee review.

The committee will:

1. Review accident trends, analyze records and reports, and take appropriate action to increase safety and prevent accidents.
2. Ensure all safety activities are implemented effectively, including:
 - a. Safety inspections.
 - b. Accident investigations resulting in injury, illness, equipment damage or exposure to hazardous substances.
 - c. Monthly department safety meetings.
 - d. On-time completion of actions taken to improve safety.
3. Review recommendations submitted by managers, supervisors and employees and assist with solutions.
4. Conduct independent inspection of work areas, equipment and hand tools.
5. Notify senior management of any safety issues that the committee cannot resolve on its own.



Follow these guidelines to run Department Safety Meetings:

DEPARTMENT SAFETY MEETINGS

Department safety meetings are brief huddles where supervisors create and maintain employee safety awareness and solve safety-related problems. During these 5-10 minute meetings, employees discuss the dangers posed by specific types of machinery, tools, equipment and materials.

Here's how to run an effective meeting:

1. Hold the meeting at the beginning of the work shift, just after lunch or after a break.
2. Choose a specific topic relating to health and safety. If you notice oil spills on the floor that aren't cleaned promptly, explore why. If an accident or near-accident occurred on the job, talk about it. What happened? Where? How can it be prevented in the future?
3. Choose a narrow topic. You can't cover "Hand Tool Safety" in a 5-10 minute meeting, but you can address "Safe Use of Hand-Held Grinders."

TRAINING AND SAFETY RULES

Have all employees read the General Safety Rules and the Job-Specific Safety Rules that apply to them. When they've finished reading all the safety rules, discuss the importance of the rules with them and answer their questions. Finally, have them sign the Employee Training Log. Submit the signed form to Human Resources for inclusion in the employee's personnel file. This way, an employee's subsequent failure to follow a safety rule or procedure can trigger disciplinary action consistent with your company's personnel policies and procedures.



Give this list of General Safety Rules to your employees, discuss it with them and have them read it:

GENERAL SAFETY RULES

_____ strives to provide a safe, healthful work environment. But safety begins with YOU.

You are responsible for reporting any hazards to your supervisor immediately and following safe work procedures. Beware: Any violation of safety rules will result in disciplinary action. The following list of safety rules is not complete. Your manager will provide you with additional information and training as necessary.

1. Report all accidents to your supervisor.
2. Report all unsafe or broken tools or equipment to your supervisor.
3. Don't take chances.
4. Observe all warning signs, safety bulletins and posters.
5. Avoid ALL horseplay and never distract another worker.
6. Use protective clothing and equipment such as goggles, safety glasses, guards and other protective equipment. It is mandatory that you use this equipment when required.
7. Report any safety hazard immediately to your supervisor.
8. To lift heavy objects, squat down, keep your back straight and use the leg muscles when lifting. Do not attempt to lift any object heavier than you can handle.
9. When using sharp-edged tools, cut away from your body.
10. Before starting work, tuck in loose clothing.
11. Keep the floors, aisles and passageways clear of stock, materials, scrap, tools, oil and equipment. You are responsible for keeping your work area clean and organized.
12. Do not undertake a job that appears to be unsafe.
13. Report any fire immediately to a manager or supervisor.
14. Do not block access to fire-fighting equipment, fire sprinklers or fire exits.
15. Learn the location of all fire exits and fire extinguishers. In case of fire, turn off all electrical equipment and walk quietly to the nearest exit. Follow your manager's direction.



Give this list of Job-Specific Safety Rules to your employees, discuss it with them and have them read it:

JOB-SPECIFIC SAFETY RULES

Each job comes with its own hazards and safety rules. For example, we have listed safety rules that apply to employees who:

- a) Use tools and machines;
- b) Operate vehicles and equipment; and
- c) Climb ladders.

Your job may consist of other potentially risky activities, from working above or below ground to handling hazardous materials. You may need to create your own job-specific safety rules based on the unique nature of your job.

A. TOOLS AND MACHINES

1. Use safe hand tools only. Worn or defective tools should always be replaced or tagged out of service until repaired.
2. Use the correct tool for the job. Think about doing the job the safest way before you start work.
3. Keep tools clean and free from defects. Make sure hammers, chisels and other striking tools are free of mushroomed or burred heads.
4. Use safety glasses, goggles or face shields while working with grinders, buffers, saws or any activity exposing you to possible eye injury.
5. Wear helmets or well-fitted face shields when engaged in electric arc welding and cutting, hydrogen welding and similar operations.
6. Focus on the job! Do not distract any employee operating a machine or tool. And if someone starts talking to you, discontinue your work and stop the machine when you respond. **SAFE OPERATION OF EQUIPMENT REQUIRES CONCENTRATION.**



B. EQUIPMENT AND VEHICLE SAFETY

1. Use safety chains at all times when towing equipment on the highway.
2. Exercise safety precautions at all times while operating vehicles and equipment.
3. Never smoke when fueling vehicles or when using flammable or combustible materials.
4. Never fuel vehicles while engine is running.
5. Avoid smoking or open flames within 25 feet of fueling operations.
6. Release radiator pressure by slowly loosening cap or cooling the radiator with water before you remove the cap completely.
7. Wear seat belts at all times.
8. Check the rear of your vehicle before backing up.
9. Drive defensively and maintain safe speed for current road conditions.
10. Obey road signs and laws at all times.
11. Check vehicles before each shift, including fuel, tires, oil, battery, turn signals, lights, brakes and safety equipment, windshield wipers and washers.
12. Secure vehicles against accidental starting or movement when you leave them unattended.
13. Keep vehicles clean of trash and litter. Stow all tools and equipment so they're properly guarded and securely fastened when transported with personnel.
14. Never allow unauthorized personnel to ride on equipment.
15. Never start a vehicle by crossing the solenoid and starter connections.

C. LADDERS

1. Use a ladder with the correct type of safety feet for the surface.
2. Check the ladder for weak or damaged rails and loose or broken rungs. Do not use a makeshift ladder.
3. Face the ladder and use both hands when climbing up or down.
4. Stay within safe limits of balance and never shift a ladder while your weight is on it.
5. Avoid metal ladders when working on or near electrical equipment.
6. Ensure that your hands and the bottoms of your shoes are free from dirt and grease before climbing a ladder.
7. Discard wooden ladders if side rails or steps are broken. Do not paint or repair them.



After employees have read the General Safety Rules and the Job-Specific Safety Rules and you've discussed the rules with them, give them this form to sign:

EMPLOYEE TRAINING LOG

I have read the complete list of safety rules, and I fully understand all of them. I agree to abide by them while working for _____.

By initialing on the lines below, I acknowledge that I have read the rules and I promise to follow all of them:

_____ General Safety Rules

_____ Tools and Machines

_____ Equipment and Vehicle Safety

_____ Ladders

Employee's Signature: _____ Date: _____

Employer's Signature: _____ Date: _____



Give this sheet to supervisors:

HAZARD IDENTIFICATION & INSPECTION

You should inspect your employees' work area thoroughly every month to identify and correct problems or unsafe work practices before an accident occurs. As part of this monthly inspection, you should:

- take immediate action to fix any unsafe condition or activity; or
- take steps to correct unsafe conditions if you cannot fix them immediately (such as promptly completing a work order or notifying a repair technician).

Always write a report of the hazard and what steps you've taken to address it--and give it to the Safety Manager.

If you identify an imminent hazard that cannot be eliminated without endangering employees and/or property, then evacuate all exposed employees except those needed to fix the problem.

Make sure the remaining employees use appropriate gear and other safeguards when removing the hazard.

Most accidents result when someone fails to follow safety procedures and rules. Such unsafe acts usually occur quickly, for short periods of time. When you see an unsafe act, alert the employee immediately. Explain what you observed and how it could cause injury. Then show the employee the correct way of doing the job and ask for a demonstration to confirm understanding.



Give this Inspection Report checklist to supervisors:

INSPECTION REPORT CHECKLIST

Please use this checklist to identify safety issues that may need attention. Inspect each of the following:

- Housekeeping
- Material handling methods and hazards
- Electrical hazards (open switches and boxes, machine grounding, defective wiring, etc.)
- Uncluttered aisles, work space and overhead clearances
- Maintenance of equipment, furnishings and facilities
- Physical condition of floors, platforms, stairs, railings and steel shelving
- Hand tools (condition, properly stored, ground, etc.)
- Lighting in work, storage and toilet areas
- Ventilation of work, storage and toilet areas
- Fire hazards and protective devices
- Ladders and portable steps
- Chemical hazards and protective equipment
- Overhead equipment and doors to ensure that tracks and pulleys are working properly
- First-aid kits, eye wash stations, supplies and equipment



Give this Hazard Removal form to supervisors:

HAZARD REMOVAL FORM

As a result of your inspection, you may identify hazardous conditions. The next step is to work with your employees and the Safety Manager to eliminate these hazards. Use this form to record actions taken to correct hazards.

Please complete the following:

On (date) _____, an inspection of (describe specific work area) _____
exposed the following hazard:

To remove this hazard, the following action steps will be taken:

The deadline for removing this hazard is (date).

The hazard has been successfully removed as of (date).

Supervisor's Signature: _____ Date: _____



Give this sheet to supervisors:

REPORTING AN ACCIDENT

Upon first learning of an injury, illness or major equipment breakdown, you should investigate what happened, complete an Accident Report and give a copy to the Safety Manager. Investigate and complete an Accident Report for all incidents that result in injury, first aid or doctor treatment.

The purpose of an accident investigation is to prevent similar accidents, not to place blame. But if the injured employee or someone else contributed to the accident by failing to follow safety rules, then disciplinary action may be appropriate.

The following procedures will help you perform a successful investigation:

1. Visit the accident scene as soon as possible while facts are fresh and before witnesses forget important details.
2. If possible, interview the injured worker at the scene of the accident and “walk” him or her through a reenactment.
3. Conduct all interviews in private. Interview witnesses one at a time. Talk with anyone who has knowledge of the equipment or circumstances contributing to an accident, even if they did not witness it firsthand.
4. Interview witnesses and have them complete the Accident Report.
5. Document details graphically. For some incidents, you may need to preserve the scene by cordoning the area until the investigation ends; otherwise, use sketches, diagrams and photos and take measurements when appropriate.
6. Focus on causes and hazards. Describe what happened, how it happened and why it happened. Determine the cause(s) of the accident.
7. Include a plan for preventing similar accidents in the future. Corrective actions usually involve employee training or retraining, changing processes or procedures, correcting unsafe conditions, or a combination of the above.
8. If a third party or defective product contributed to the accident, save any evidence. It could lead to the recovery of claim costs.



Give this form to the Safety Manager:

HOW TO PROMOTE SAFETY

Although safety promotion does not guarantee accidents will be prevented, it achieves the next best thing by increasing employee safety awareness. Help managers and supervisors promote safe workplace practices by:

1. Screening safety films to assist in educational training. Contact Zenith for more information.
2. Conducting safety training sessions.
3. Acquainting families of employees with (Company Name's) accident prevention program by sending them a letter at home explaining the program and its goals.
4. Distributing safety pamphlets and handbooks to employees.
5. Placing safety posters in each department.
6. Posting a safety board in each department showing number of days worked without lost time to injury.
7. Asking a Zenith representative to conduct periodic free safety inspections and accident investigations.

RECORDKEEPING REMINDERS

1. You should maintain safety records/reports, including:
2. Occupational Injury & Illness Log
3. Supervisor's Report of Injury - Accident Report
4. Hazard Inspection Report Checklist and Hazard Removal Form
5. Employee Safety Training Record
6. Employee Medical and Exposure Records
7. Hazard Communication Program
8. Material Safety Data Sheets
9. Injury and Illness Prevention Program Manual