



# Inyo County IIPP Overview

Injury and Illness Prevention Program

Aaron Holmberg, County Risk Manager

MBA, ARM, Authorized OSHA Outreach Trainer

February/March 2020

# Developing a Safety Culture

- ❖ Work Safely
- ❖ Report Problems
- ❖ Discover why accidents occur and prevent recurrence



# Our Safety Culture

- ❖ What did you do the last time you saw a hazard?
  - ✓ Regulatory Compliance
- ❖ Did it get fixed?
  - ✓ High Cost of Injuries
- ❖ Has it been a while?
  - ✓ Absenteeism/Productivity
- ❖ Are you discouraged?
  - ✓ Turnover
  - ✓ Employee Satisfaction



# The Solution

THIS MEANS YOU

## Individual Responsibility

### Safety for All

- ❖ Proactive and reactive  
hazard identification (“SEE IT”)
- ❖ Communication (“REPORT IT”)
- ❖ Repairs & Maintenance (“FIX IT”)
- ❖ Repeat

# Solution Side Effects

By enacting a mutual safety  
culture throughout the County

Better, safer facilities & processes

= Safer & Happier Employees

= Improved Productivity & Service

= Increased Retention & Attraction

= Happier Residents

# Roadmap = Injury and Illness Prevention Program

The 8-part IIPP is our solution roadmap.

The IIPP lays out how we can all work together effectively to enact the safety culture that will benefit us all.

Regulatory Requirements:

OSHA:

Workplace free of recognized hazards

Cal/OSHA (sec. 1509 and 3203):

Outcomes-based, written  
IIPP and Code of Safe Work Practices

Department of Public Health:

Additional regulations on hazardous materials  
training, storage, and disposal

# 8 Elements of the IIPP

*As required by Cal/OSHA*

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

# 1. Responsibility

Roles and responsibilities for Risk Manager, Department Heads/Supervisors, and all Employees are outlined in our IIPP.

Overall, everyone has a part in safety.

Regulation:

- ✓ Identify responsibility and authority for the program



## 2. Compliance

How do you make sure you work safely? Let's talk about how to do this.

We are increasing awareness and training opportunities. See your supervisor for guidance and direction.

Regulation

- ✓ System for ensuring that employees comply with safe and healthy work practices

# 3. Communication

We need to talk about safety - regularly and often. We need you. The Safety Committee can only do so much.

We have postings and written procedures, but have you seen them? Where can we improve?

There are anonymous reporting instructions at [inyocounty.us/iipp](http://inyocounty.us/iipp)

## Regulation

- ✓ Communication system that is readily understandable by all, encourages employees to inform employer about hazards without reprisal, training and meetings, and anonymous hazard reporting

# 4. Hazard Assessment

We have an annual comprehensive inspection and reporting process. DHs report that the reports have been very useful in improving safety.

New jobs and new duties may require new hazard assessments. Call Risk!

Is there room for improvement?

## Regulation

- ✓ Procedures for periodic inspections to identify and evaluate unsafe conditions and work practices

# 5. Investigations - accidents and near misses

Risk Management investigates all incidents. You must report all incidents and participate in investigations.

- ❖ Use Injury Hotline to report injuries and exposures, and Risk Management will follow-up with you and the supervisor to complete the rest of the paperwork and any other necessary research.
- ❖ Investigation helps avoid recurrence by determining causes, identify needed corrections, and document the process.
- ❖ THANKS FOR YOUR PARTICIPATION!

## Regulation

- ✓ Procedure for investigating injuries and illnesses

# 6. Hazard Correction

## See it, report it

- ❖ Inform supervisor and follow departmental protocol for filing work orders. DO NOT WRITE WHY SOMETHING MUST BE FIXED IN A WORK ORDER.
- ❖ URGENT? Call PW.
- ❖ If you do not put in a work order, we have no record of you reporting the problem.

Risk meets with folks throughout the County to assess, correct, and follow-up on hazards.

## Regulation

- ✓ Procedure for correcting unsafe or unhealthy conditions, work practices, and work procedures in a timely manner based on hazard severity.

# 7. Training

We have multiple sources and modes for training, and we are continuously trying to improve our training delivery methods. We train all employees on the IIPP and on how to work safely and what to do or not do in certain situations.

We educate all employees on the hazards they may face specific to their roles with the County and how to stay safe in the face of those hazards. If you have not had this training, see your supervisor.

## Regulation

- ✓ Provide training and instruction when the IIPP changes, to all new employees, new job assignments, new hazards, new substances

# 8. Recordkeeping

We have improved our record keeping by digitizing all our storage relevant to the IIPP.

Send all training and inspection records to Risk Management.

## Regulation

- ✓ As a California Governmental Entity, we are not required to keep inspection and training records.
- ✓ However, Risk Management elects to keep such records electronically for one to three years in order to benchmark improvements.

## Supervisors Should Know

1. YOU are the key to safety.
2. Safe and healthful work conditions are the utmost importance for a fully functional work environment.
3. You are responsible for being familiar with, and communicating to your employees, the hazards your employees may face, how to control those hazards, and how your employees can best comply with safe work practices.
4. How to communicate with investigators.
5. How to take corrective and preventative actions to protect your workers.



## Employees Should Know

1. Maintaining a high and safe level of service to our taxpayers depends on you!
2. You must comply with safe work procedures, get safety training as directed, and only use machinery/equipment when trained to do so safely.
3. You must promptly report hazards to your supervisor.
4. Call the Hotline (877.215.7285) and notify your supervisor ASAP if injured or exposed to a potentially infectious material.
5. Use and maintain personal protective equipment properly.

# Summary

We work together for development of a safety culture that will work for everyone. The result is better for everyone, but we need you. And you. And you. And you.

Know and communicate  
rules and procedures.  
Work safe!

Support reporting, investigations,  
and inspections

Get training and keep records

What now?

Let's work together.

What are some concerns  
you have at your site?

