
Loss Control Bulletin # 65

Reasons to develop and implement written safety programs include:

- The health and welfare of your employees
- Reducing insurance costs by lowering your experience modification factor
- Reducing indirect costs not covered by insurance
- Cal/OSHA requirements

Do you have the following programs in writing? Are the activities documented?

Injury and Illness Prevention Program (IIPP) (CA Standard 3203) - A written program designed to help the employer provide better workplace protection for employees is required to include:

- | | |
|--|--|
| <input type="checkbox"/> Responsibility | <input type="checkbox"/> Accident/exposure investigation |
| <input type="checkbox"/> Compliance | <input type="checkbox"/> Hazard Correction |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Training and instruction |
| <input type="checkbox"/> Hazard assessment | <input type="checkbox"/> Recordkeeping |

Resources include: a sample Injury & Illness Prevention Program from Republic Indemnity (RICA) at <http://employee.republicindemnity.com/wps/portal/public> or Cal-OSHA's "Guide to Developing your Workplace Injury & Injury Prevention Program" at www.dir.ca.gov/dosh/dosh_publications/iipp.html

Control of hazardous energy for the cleaning, repairing, servicing, and adjusting prime movers, machinery and equipment, including lockout tagout (CA Standard 3314) – All energy sources must be disengaged and locked before cleaning, repairing, servicing, setting-up and adjusting equipment. Key elements of a written lock out procedure include:

- | | |
|--|--|
| <input type="checkbox"/> Job objectives and equipment involved | <input type="checkbox"/> Steps for applying lockout/tagout |
| <input type="checkbox"/> Detailed energy sources for each machine and lockout procedures | <input type="checkbox"/> Steps for restarting |
| <input type="checkbox"/> Steps for shutting down and securing the machinery | <input type="checkbox"/> Employees authorized to perform lockout |
| <input type="checkbox"/> Steps to verify lockout effectiveness | <input type="checkbox"/> Annual compliance audit |
| | <input type="checkbox"/> Documented training |

Resources include: Loss Control Bulletin #9 – Lockout/Tagout/Blockout and Lockout, Tagout, Blockout Program at <http://employee.republicindemnity.com/wps/portal/public> or Cal-OSHA's Lockout/Blockout at www.dir.ca.gov/DOSH/puborder.asp

Emergency Preparedness Plan (CA Standard 3220) – Every employer is required to have a plan specific to their operations with the basic elements:

- | | |
|--|---|
| <input type="checkbox"/> Alarm system | <input type="checkbox"/> Emergency lighting |
| <input type="checkbox"/> Evacuation plan | <input type="checkbox"/> Employee Training |

Resources include: Republic Indemnity LC Bulletin #49, Emergency Preparedness Plan and Emergency Preparedness Program at <http://employee.republicindemnity.com/wps/portal/public>

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety.

© Copyright 2010 by Republic Indemnity Company of America All rights reserved. –

Updated: February 1, 2010

Loss Control Bulletin # 65

- Hazardous Materials Communication Program (HAZCOM) (CA Standard 5194)** - Employers must inform, protect, equip and train employees on chemicals utilized in the workplace and document these activities. Key elements include:
- Inventory of hazardous chemicals utilized
 - Plans and procedures for operations involving their use
 - Labeling container contents, including degree of hazard and safe handling and use.
 - MSDS – material safety data sheets can be obtained from suppliers
 - Training – how to read MSDS, instructions on labels, proper use of PPE, how to use, first aid
 - Records of above items

Resources include: Republic Indemnity LC Bulletin #16 Hazardous Materials Communication Bulletin and Program at <http://employee.republicindemnity.com/wps/portal/public> or Cal-OSHA's Guide to California Hazard Communication Regulation at www.dir.ca.gov/DOSH/puborder.asp

- Hearing Conservation Program (CA Standard 5095 - 5100)** – Employers are responsible for reducing and/or controlling excessive noise exposures. If the exposure exceeds 85 dBA - TWA, a written program should be developed to include:
- Monitoring
 - Audiometric testing
 - Evaluation of audiogram
 - Hearing Protectors
 - Training Program
 - Recordkeeping

Resources include: Republic Indemnity LC Bulletin #15, Noise Control and the sample RICA Hearing Conservation Program <http://employee.republicindemnity.com/wps/portal/public>

- Ergonomics Program (CA Standard 5110)** – A program is needed if at least two employees in the same job are diagnosed with a repetitive motion injury within 12 months. Key elements include:
- Worksite evaluation
 - Control measures
 - Employee training

Resources include: Republic Indemnity LC Bulletin #21C– Ergonomics Standard Title 8, General Industry Safety and Ergonomic Program at <http://employee.republicindemnity.com/wps/portal/public>

- Heat Illness (CA Standard 3395)** – Employers with outdoor workers must control their risk of exposure to heat illness by providing the following:
- Water
 - Shade
 - Training

Resources include: Republic Indemnity LC Bulletin #51 – Heat Illness Prevention and Heat Illness Prevention Program at <http://employee.republicindemnity.com/wps/portal/public> or Cal-OSHA's Employer Sample Procedures for Heat Illness Prevention at www.dir.ca.gov/DOSH/puborder.asp

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety.

Loss Control Bulletin # 65

- Forklift Training Program (CA Standard 3649 - 3669)** Employers who employ powered industrial truck operators (forklift truck operators) are responsible for ensuring that each operator has been trained and evaluated and found competent to operate the vehicle safely. Program elements include:

<input type="checkbox"/> Formal Instruction	<input type="checkbox"/> Certification of the Operator's Competence
<input type="checkbox"/> Practical Training	<input type="checkbox"/> Periodic Evaluation (at least every 3 years)
<input type="checkbox"/> Evaluation of the Operator's Skills	<input type="checkbox"/> Refresher Training and Evaluation

Resources include: Republic Indemnity LC Bulletin #41 – Forklift Operator Training and the sample RICA Forklift Training Program. <http://employee.republicindemnity.com/wps/portal/public>

- Fleet Safety Program (General Duty Clause)** – Employers with a significant number of employees driving on company business or any commercial drivers should have a written program that includes:

<input type="checkbox"/> Safety Policy	<input type="checkbox"/> Safety Rules
<input type="checkbox"/> Driver Qualifications	<input type="checkbox"/> Preventive Maintenance
<input type="checkbox"/> Driver Supervision	<input type="checkbox"/> Accident Review

Resources include: Republic Indemnity LC Bulletin #3 – Safe Driving Control Measures and the sample RICA Fleet Safety Program for Commercial Drivers <http://employee.republicindemnity.com/wps/portal/public>

- Respiratory Protection Program (CA Standard 5144 - 5155)** – Employers with a chemical exposure and employees utilizing respirators must have a written respiratory protection program that includes:

<input type="checkbox"/> Respirator Selection	<input type="checkbox"/> Maintenance & Care of Respirators
<input type="checkbox"/> Medical Evaluations	<input type="checkbox"/> Breathing Air Quality & Use
<input type="checkbox"/> Fit Testing	<input type="checkbox"/> Training & Information
<input type="checkbox"/> Use of Respirators	<input type="checkbox"/> Program Evaluation

Resources include: Republic Indemnity LC Bulletin #12, Respiratory Protection Program and the sample RICA Respiratory Protection Program <http://employee.republicindemnity.com/wps/portal/public> or Cal-OSHA's Respiratory Protection in the Workplace at www.dir.ca.gov/DOSH/puborder.asp

- Process Safety Management (PSM) (CA Standard 5189)** – Requirements for preventing or minimizing catastrophic releases of toxic, reactive, flammable or explosive chemicals. Applies to processes with chemicals above the specified threshold quantities listed in the standard or flammable liquids or gases on site over 10,000 pounds, except for hydrocarbon fuels solely for workplace consumption or flammable liquids kept in atmospheric tanks or transferred which are kept below their normal boiling point. Does not apply to retail, oil or gas well drilling or servicing operations, or contractors such as janitors, food services, laundry, delivery or other supply services. Contractor provisions only apply if working near a covered process. Key requirements include:

<input type="checkbox"/> Initial Assessment	<input type="checkbox"/> Written Documentation
<input type="checkbox"/> Training	<input type="checkbox"/> PPE
<input type="checkbox"/> Recordkeeping	<input type="checkbox"/> Reviewing

Resources include: OSHA's Process Safety Management at <http://www.osha.gov/Publications/osha3132.pdf>

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety.

© Copyright 2010 by Republic Indemnity Company of America All rights reserved. –

Updated: February 1, 2010

Loss Control Bulletin # 65

- Confined Space Entry (CA Standard 5157)** – Requirements for practices and procedures to protect employees from the hazards of entry into permit-required confined spaces. Permit required confined space means either: contains or has a potential to contain a hazardous atmosphere, contains a material that has the potential for engulfing an entrant, has an internal configuration such that an entrant could be trapped or asphyxiated, or contains any other recognized serious safety or health hazard. Does not apply to agriculture, construction or shipyard employment. Requirements include:
- | | |
|--|--|
| <input type="checkbox"/> Initial Assessment | <input type="checkbox"/> PPE |
| <input type="checkbox"/> Training | <input type="checkbox"/> Employee Notification |
| <input type="checkbox"/> Recordkeeping | <input type="checkbox"/> Reviewing |
| <input type="checkbox"/> Written Documentation | <input type="checkbox"/> Other Requirements |
| <input type="checkbox"/> Posting | |

Resources include: Confined Space Program at <http://employee.republicindemnity.com/wps/portal/public> and Cal-OSHA's Is it Safe to Enter a Confined Space? at www.dir.ca.gov/DOSH/puborder.asp

- Fall Protection (CA Standards 1670, 1671.1, 1671.2)** – Multiple fall protection standards reflect the level of fall hazard for various activities. Personal fall protection systems, including guardrails, safety nets, personal fall restraints, personal fall arrest systems and positioning systems may be required. If a fall protection system is required but cannot be used because the system creates a greater hazard or is impractical, a fall protection plan (FPP) must be implemented. A controlled access zone (CAZ) must be established and maintained. Key elements of an FPP include:
- | | |
|--|--|
| <input type="checkbox"/> Preparation by a qualified person | <input type="checkbox"/> Identify competent person |
| <input type="checkbox"/> Developed for a specific site | <input type="checkbox"/> Identify CAZ |
| <input type="checkbox"/> Be updated | <input type="checkbox"/> Identify employees allowed in CAZ |
| <input type="checkbox"/> Document why other systems unfeasible | <input type="checkbox"/> Be implemented and supervised |

Resources include: Cal-OSHA's Pocket Guide for the Construction Industry at www.dir.ca.gov/DOSH/puborder.asp

- Bloodborne Pathogens (CA Standard 5193)** – Employers with employees exposed to blood or other infectious materials must establish, implement and maintain an effective Exposure Control Plan, including annual review, which is available to employees and includes:
- | | |
|--|--|
| <input type="checkbox"/> Exposure Determination | <input type="checkbox"/> Sharps Type Incident Evaluation |
| <input type="checkbox"/> Schedule & Method Implementation | <input type="checkbox"/> Engineering Controls Procedure |
| <input type="checkbox"/> Incident Circumstances Evaluation | <input type="checkbox"/> Patient Safety Procedure |
| <input type="checkbox"/> Sharps Injury Log | <input type="checkbox"/> Program Update procedure |

Resources include: Bloodborne Pathogens Program at <http://employee.republicindemnity.com/wps/portal/public> and Cal-OSHA's A Best Practices Approach for Reducing Bloodborne Pathogens Exposure and also Exposure Control Plan at www.dir.ca.gov/DOSH/puborder.asp

The guidelines provided in this bulletin are only intended to provide an overview of some of the more important steps that can be taken by management to establish a safe workplace. The guidelines are not considered exhaustive of all measures and controls that can be implemented by management to address all potential loss or injury producing causes. Ultimately it is the responsibility of management to take the necessary steps to provide for employee and customer safety.

© Copyright 2010 by Republic Indemnity Company of America All rights reserved. –

Updated: February 1, 2010

