

Injury and Illness Prevention *Plan & Instructions*

To comply with applicable OSHA standards, businesses are required to have a written plan on how to prevent occupational injuries and illnesses.

You will want to designate knowledgeable personnel on the oversight of an injury and illness prevention plan in your company.

Within this section, there is a Sample Injury and Illness Prevention Plan for you to develop after you have gathered key individuals to maintain responsibility in development, implementation and training of the plan.

How to comply with OSHA standards

- **General** – Within Occupational Safety and Health Administration's [Docket No. C-02] are Safety and Health Program Management Guidelines or Issuance of Voluntary Guidelines for use by employers to prevent occupational injuries and illnesses. The language in these guidelines is general so that it may be broadly applied in general industry regardless of the size, nature, or complexity of operations. Within this section you will find an ***Injury and Illness Prevention Plan*** which is provided to assist your resort in developing their procedures so they meet the requirements of OSHA standard 1910.
- **Written Safety and Health Guidance** – It is strongly urged that safety and health programs be supported by written guidance in all cases. "Communication of authority, responsibility, and accountability to various parties must be written to prevent confusion and uncertainty" "The program will be understood better and managers can be held accountable more readily, if the specific elements of the employer's program are set forth clearly in writing" "[A] truly effective safety program can [not] be maintained unless it is reduced to writing. Understandings and practices are too easily confused [considering] cultural differences, personnel retirements, transfers, etc." This point is reinforced by OSHA's experience that almost all of the worksites observed to have excellent safety and health programs have written guidance covering such issues as policies, practices, procedures, emergency plans, posted signs, and performance objectives.

OSHA has noticed, however, that some businesses, usually small ones with less complex operations and/or potential hazards, effectively communicate policies and procedures orally and through example. It is not obvious at what level of complexity, or at what size of operation, written guidance becomes necessary, nor which particular processes within various operations require it.

For these reasons, OSHA has retained in the final guidelines the language providing to flexibility in the use of written guidance but has added information on the benefits of written guidance.

- **Discipline** - OSHA refers to enforcement of safe work procedures through a clearly communicated disciplinary system where necessary to the control or prevention of

hazards. OSHA views this reference to enforcement through a disciplinary procedure as an indispensable piece of a whole approach to safety and health protection. Based on OSHA's experience and in light of the record, the Agency concludes that there is little possibility of effective safety and health protection without carefully designed rules for safe and healthful practices that cover all personnel, from the site manager to the hourly employees. Since those most involved with activity which could expose them to hazards are often the hourly employees, it makes good sense to involve them in the establishment of safe work practices and safe work rules. Once these work practices are established and those who are expected to follow them understand why it is important to follow them, it is OSHA's experience that there is little need to utilize a corrective disciplinary system to ensure that they are followed.

- **Recordkeeping** – It is recommended in the keeping of injury records

SAMPLE

INJURY AND ILLNESS PREVENTION PLAN

FOR

COMPANY NAME
ADDRESS

Prepared by:	
<i>Contact Name</i>	
<i>Title</i>	
<i>Phone Number:</i>	
Last Revision Date:	

Signature

Date

To comply with applicable OSHA or CAL/OSHA standards, the following written INJURY AND ILLNESS PREVENTION Plan is to be implemented for personnel of:

Company Name
Address

Management Policy Statement

To All Employees:

It is the policy of **(Company Name)** to achieve the greatest practical degree of freedom from incidents and to ensure that every employee is provided safe, healthful, and pleasant working conditions free from recognized hazards.

(Company Name) has instituted an **Injury and Illness Prevention Plan** and with your help, will succeed in providing safe, healthful, and pleasant working conditions. Everyone stands to benefit. The cooperation of all people in our organization is expected. The results will be worth the effort.

Safety Committee Members:

List Names & Titles

Responsibility

The Injury and Illness Prevention Plan (IIPP) administrator, **(Name & Title)** has the authority and the responsibility for implementing and maintaining this IIPP for **(Company Name)**.

All managers and supervisors are responsible for implementing and maintaining the IIP Plan in their work areas and for answering employee's questions about the IIP Plan

Location of Plan

The Injury and Illness Prevention plan is being available in the "**CAL/OSHA WRITTEN PLAN's BINDER**" found in the following locations: **(Locations)**

Upon request, a copy of the plan can be obtained from either:

(List Names & Titles)

Compliance

Safety Committee Members:

In effectively executing their safety responsibilities, the Safety Committee Members will:

- 1) Familiarize themselves with the safety program and ensure its effective implementation.
- 2) Be aware of all safety considerations when introducing a new process, procedure, machine, or material to the workplace.
- 3) Give maximum support to all programs and committees whose function is to promote safety and good health.
- 4) Actively participate on safety committees as required.
- 5) Review accidents/incidents to ensure that proper reports are completed and appropriate action is taken to prevent repetition.
- 6) Inspect work areas on a continual basis to detect unsafe conditions and work practices. *(It is recommended to develop a more formal monthly inspection using a written form; such as, a Safety Inspection Report. Also have the Safety Committee Members meet on a regular basis to discuss Safety Inspection reports.)*

Supervisors:

Our supervisors are the foundation of the safety program. Their responsibilities are to:

- 1) Familiarize themselves with company safety policies, programs and procedures.
- 2) Provide complete safety training to employees prior to the assignment of duties.
- 3) Consistently and fairly enforce all company safety rules.
- 4) Investigate injuries to determine cause, then take action to prevent repetition. Fill out all the appropriate reports and distribute them accordingly.
- 5) See that all injuries, no matter how minor, are treated immediately and referred to **(List Names and Titles)** to ensure prompt reporting to the insurance carrier and to Vacation Resorts International.

- 6) Recognize workers who perform safe and healthful work practices.
- 7) Discipline workers for failure to comply with safe and healthful work practices.

Employees:

Employee responsibilities for safety include the following:

- 1) Adhere to all safety procedures/equipment as required.
- 2) Wear appropriate safety equipment as required and provided by **(Company Name)**.
- 3) Maintain equipment in good condition, with all safety guards in place when in operation.
- 4) Report all injuries, no matter how minor, immediately to a supervisor.
- 5) Encourage co-workers to work safely.
- 6) Report unsafe acts and conditions to your supervisor.

Communication

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. For this purpose **(Company Name)** conducts *OSHA Safety Classes on a quarterly basis. (state classes and times according to your company's policies)* These classes are mandatory for all staff. Every new employee will also go through the *Introductory OSHA Class* during their first month of employment. These classes are held in English and Spanish respectively. **Record keeping log** of staff participation, dates and training provided is located in **(Location)**.

OSHA posters are displayed in English in **(location)** and in Spanish in **(location)**.

Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. All staff can also anonymously inform management about workplace hazards by using the suggestion box located in **(location)**.

Hazard Assessment

Formal inspections will be made monthly to identify and evaluate workplace hazards. The inspections will be performed by a member from the (**Company Name**) safety committee.

In addition to the monthly inspection, periodic inspections are performed according to the schedule below, as well as continual observations made by supervisors and managers.

- When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.

Accident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses.
- Examine the workplace for factors associated with the accident.
- Determine the cause of the accident.
- Take corrective action to prevent the accident from happen again.
- Record the findings and actions taken by using (*use forms familiar with your company e.g., the "Manager's Report of Incident" and "Supervisor's Accident Investigation Report".*)

Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures will be corrected immediately. Hazards will be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering worker(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition will be provided with the necessary protection.

Recordkeeping

(**Company Name**) has (**number of employees**). We have taken the following steps to implement and maintain our **IIP Plan**.

- Records of hazard assessment inspections (*use form familiar to your company; e.g.: Safety Inspection Report*), including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified, and the action taken to correct the identified unsafe conditions and work practices, are recorded on the "Safety Inspection Report" hazard assessment and correction form: and
- Documentation of safety and health training for each employee, including the employee's name, training dates, type of training, and training providers, is recorded and kept in the executive office.

General Safety Practices and Operations Code

1. All employees shall follow safe practices, render every possible aid to safe operations, and report all unsafe work conditions or practices.
2. Work shall be well planned and supervised to prevent injuries.
3. All employees shall be given accident prevention instructions.
4. Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary for the safe conduct of work.
5. All unsafe, unhealthy or hazardous conditions/places shall be immediately placed "Off Limits", "Out of Order", etc., and then promptly removed or corrected.
6. No one shall knowingly be permitted or required to work with an impaired ability or alertness caused by fatigue, illness or other factors, such that the employee or others may be exposed to accidents or injury.
7. No one will be allowed on the job while under the influence of intoxicating liquor or drugs.
8. Horseplay, scuffling, and other acts which have or tend to have an adverse influence on the safety or well being of employees is prohibited.
9. Employees shall not handle or tamper with any tools, equipment, machinery or facilities not within the scope of their duties and/or without proper training on said equipment.
10. All injuries **MUST** be reported promptly to the Supervisor, so that arrangements can be made for first aid or medical treatment.
11. Raising or moving of heavy objects is only to be performed by authorized staff. Currently, only maintenance staff as well as house men staff are authorized and trained to move or raise heavy objects. When lifting objects use the large

muscles of the legs, not the smaller muscles of the back. Your back should remain straight. **DO NOT** attempt to lift heavy objects by yourself.

12. Know where you are and how you are going to get there. Look before you move. In other words: Plan your work, then work your plan. Watch out for others, they may not be aware of what you are doing.
13. Loose or frayed clothing, dangling neck ties, finger rings, etc., should not be worn near moving machinery or other sources of entanglement.
14. USE COMMON SENSE. If you do not know, do not do it.
15. Missing guards, broken equipment, burned out lights, etc., in need of maintenance must be reported to the supervisor and corrected or moved from service.
16. All "First Aid" kits shall be kept current and available for emergencies. **Locations: (List Locations)**
17. All "Fire Extinguishers" shall be properly mounted, free of obstructions and checked regularly by Management and Supervisors, this in addition to the formal monthly inspection.
18. Employees should be instructed on fire extinguishers operations and the type of fires they can be used on.
19. Food or liquids spilled on the floors must be cleaned up at once.
20. New employees will be given the "OSHA Introductory Class, **name your company's class:**" during their 1st month of employment.
21. Good housekeeping is a **MUST**. Materials, work in progress and finished products are to be kept in a neat and orderly manner. Aisles are to be kept clear at all times.
22. All electrical equipment should be properly grounded. Frayed electrical cords or broken plugs must be reported to your supervisor immediately and cease the use of such damaged equipment.
23. Drawers, chairs, boxes and tables are not to be used for climbing. Step stools are provided for every housekeeper and are being kept in the storage room on every floor.
24. Do not leave desk or cabinet doors opened. When working in a file cabinet, open only one drawer at a time.
25. **Emergency telephone numbers** are listed (**location**).

Disciplinary Procedures

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the (**Company Name**) Disciplinary Procedure as follows:

- 1) **FIRST VIOLATION** – A verbal warning will be issued. Re-training will be conducted and the employee will sign the retraining certification. Both will be put in the personnel file.
- 2) **SECOND VIOLATION** – A written warning will be issued. Re-training will be conducted, the employee will sign the retraining certification and the trainer will sign a verification form when the employee physically demonstrates the proper procedure.
- 3) **THIRD VIOLATION** – Documented conference with General Manager. Additional training if necessary
- 4) **FOURTH VIOLATION** – A written warning will be issued and the employee will be suspended for a time certain without pay.
- 5) **FIFTH VIOLATION** – Termination.

Supervisors will be subject to disciplinary action for the following reasons:

1. Repeated safety violation by their department employees.
2. Failure to provide adequate training prior to job assignment.
3. Failure to report accidents and provide medical attention to employees injured at work.
4. Failure to control unsafe working conditions or work practices.
5. Failure to maintain good housekeeping standards and cleanliness in their department.

Supervisors who fail to maintain high standards of safety within their departments will be disciplined according to the above procedure.