

RISK MANAGEMENT
SAFETY AND
LOSS CONTROL

**THIS MONTH'S
SAFETY
EMPHASIS IS
INJURY AND
ILLNESS
PREVENTION
PROGRAM**

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Risky Business

SAFETY & LOSS CONTROL NEWS — JUNE 2021

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More Than Just a Program

An Injury and Illness Prevention Program (IIPP) is a written safety program required by Title 8 of the California Code of Regulations, §3203. The regulations require employers to develop and implement an effective program to improve safety in the workplace. While simple in concept, an IIPP is more than just another written compliance program. When implemented correctly, it is one of the most effective ways to reduce injuries in the workplace. IIPPs can increase employee ownership in health and safety processes and procedures, increase morale and productivity, and reduce costs associated with workplace injuries. The key to an effective IIPP is full buy-in at all levels, with all employees holding safety as a priority. When safety is a priority for all employees, injuries can be prevented before they occur.

~Kayvan Vafa



A Step in the Wright Direction

by Norman Wright

The history of safety runs parallel to the history of humanity. Initially, it followed the survival of the fittest; the safest lived, those that chose unsafe practices did not. Early humans tried to do things that did not get them killed. Looking back over the path we have traveled, we find many milestones marking the way toward safety, all bearing witness to the same purpose: conserving life. Those who used metal helmets and chain mail survived over those with boiled leather armaments in battles. As the social order of civilization

changed and became more complex, safety was compelled to change; chain mail and metal helmets were no longer the solutions.

Over my career, I have been asked on several occasions, **“What is Safety?”** When I was younger, I never really thought much about it. I had a rote answer, a cast-in-stone definition. Now I realized that the answer is not that easy. If you can answer this question quickly and succinctly, then you have not thought about it! Safety is different things for different people. However it may be reached, the ultimate safety goal is to preserve our

(SEE WRIGHT PAGE 2)

Safety is a temporary moment when physical harm is low.

Wright Direction *continued...*



work force's health, life, and bodily integrity.

If safety is about trying to memorize sections of the labor laws to dominate and rule others, then we have lost sight of the goal. If safety is a power trip to bully others to 'keep them safe for their own good,' we have lost sight of the goal. Safety

should NOT be about these things. When we put learning, people, relationships, respect, and living first, then we might get to the heart of safety.

Safety doesn't happen in your hands; it happens between your ears. It must be a state of mind. Safety is about living and learning. When addressing hazards in the workplace, I prefer to talk about relative risk and what can be done to preserve the health, life, and bodily integrity of our workforce.

With the onset of the industrial revolution, changes took place at a faster pace than the individual approach to safety could keep up.

Unions were able to affect changes, helping create safer work environments until the government could take steps to protect their workforces.

In 1970, Richard Nixon signed the Occupational Safety and Health Act (29USC654) and created the Occupational Safety and Health Administration (OSHA). Its goal is "to ensure safe and healthful working conditions for workers by setting and enforcing standards and by providing training, outreach, education, and assistance." An overarching principle of the Act is in its General Duty Clause:

29 USC 654

(a) Each employer

(1) shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees;

(2) shall comply with occupational safety and health standards promulgated under this Act.

(b) Each employee shall comply with occupational safety and health standards and all rules, regulations, and orders issued pursuant to this Act, which are applicable to his own actions and conduct.

This is the basic format for improving workplace environments where

(SEE WRIGHT DIRECTION PAGE 4)



AVOID THE 3-C'S

Here are places where COVID-19 spreads more easily:

1

Crowded Places
with many people nearby

2

Close-Contact Settings
especially where people have close range conversations

3

Confined & Enclosed Spaces
with poor ventilation

1
2
3

Even as restrictions are lifted, consider where you are going and stay safe by avoiding the 3-C's

Keys to a Successful IIPP

In order for an Injury and Illness Prevention Program (IIPP) to be effective, all levels of employees must be involved in the program. Providing a method for employees to voice safety concerns and including them in hazard assessments are great ways to foster inclusion. When employees are encouraged to identify and report unsafe behaviors, conditions, and equipment, management can better identify improvement opportunities to increase workplace safety. In addition to communication and employee involvement, the following are key aspects to implementing a successful IIPP:



Management Leadership	Employee Participation	Thorough Hazard Assessments, Implementation of Mitigation Measures
Diverse Safety Committees	Thorough Training	Program Evaluation and Updates

Important Safety Training Dates for 2021

Most in-person training classes are still suspended, but there are plenty of safety training classes available online at Vector Solutions and the County's Intranet! We are also excited to present a new offering of classes via ZOOM meetings and hybrid combinations of online/skills demonstrations. Consider these safety and compliance classes:

General Coronavirus Training in Vector Solutions:

- Courses - Coronavirus 101 - What You Need to Know (Newest Version)
- Courses - Coronavirus 102 - Preparing Your Household
- Courses - Coronavirus 103 - Managing Stress and Anxiety
- Courses - Coronavirus 104 - Transitioning to a Remote Workforce
- Courses - Coronavirus 105 - Cleaning and Disinfecting Your Workplace
- CCC - COVID-19 Safety Training
- COVID-19 - Reporting Positive Results to Public Health
- Tailgate - CCC Emergency Evacuation Procedures during COVID-19

COVID-19 Training webinars at [COVID-19 Resources](#) on the County Intranet:

- COVID-19 Guidance Training: Non-SOS General Employees
- COVID-19 Guidance Training: SOS General Employees
- COVID-19 Training: AB 685 & Cal/OSHA Emergency Regulations
- COVID-19 Prevention Program - 03-23-2021
- COVID-19 Vaccination Webinar 02-02-2021

General Safety Training:

- CCC Injury and Illness Prevention Program (IIPP) Training
- CCC Wildfire Smoke Safety for Employees
- CCC Driver Safety Training
- CCC Office Ergonomics Awareness Training
- CCC Emergency Evacuation Procedures - All County
- CCC HSD 2020 Workplace Violence Prevention
- TAILGATE - Workplace violence
- TAILGATE - SHELTER IN PLACE PROCEDURES - VIOLENCE

Log into the Vector Solutions website at

www.targetsolutions.com/ccc for the full list of
ONLINE, ZOOM, and HYBRID classes available now!



IIPP - What's Required?

§3203, Injury and Illness Prevention Program (IIPP), requires that an IIPP contain certain information, processes and procedures. Each section plays an important role in creating an effective program, while also meeting regulatory compliance. There are eight sections of an IIPP that must be in place, which are discussed in greater detail below:

Responsibility

Identify the person or persons with authority and responsibility for implementing the Program

Compliance

Ensure employees comply with safe work practices such as employee recognition and disciplinary actions

Communication

Communicate with employees on safety matters and encourage them to report hazards in the workplace without fear of reprisal

Hazard Assessment

Identify and evaluate workplace hazards, periodic safety inspections to identify unsafe conditions and work practices

Accident Investigation

Investigate occupational injuries and illnesses to determine root causes and prevent further, similar accidents

Hazard Correction

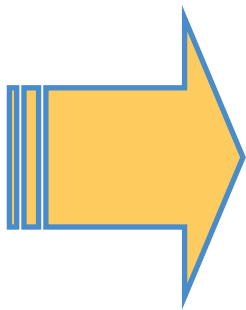
Correct unsafe conditions, work practices, and work procedures based on the severity of the hazard.

Training

Train employees on the IIPP. Train again when new processes or equipment are introduced and when new job duties are assigned

Recordkeeping

Keep records of employee training, safety inspections, and corrective actions and the IIPP itself.



All employees are encouraged to review their IIPP for additional information on each of these sections. All these sections combine to create a pro-active process to identify and correct hazards before they can cause injuries to employees. Every County employee plays a key role in identifying and eliminating hazards. An IIPP can only be effective when every employee holds safety as a top priority!

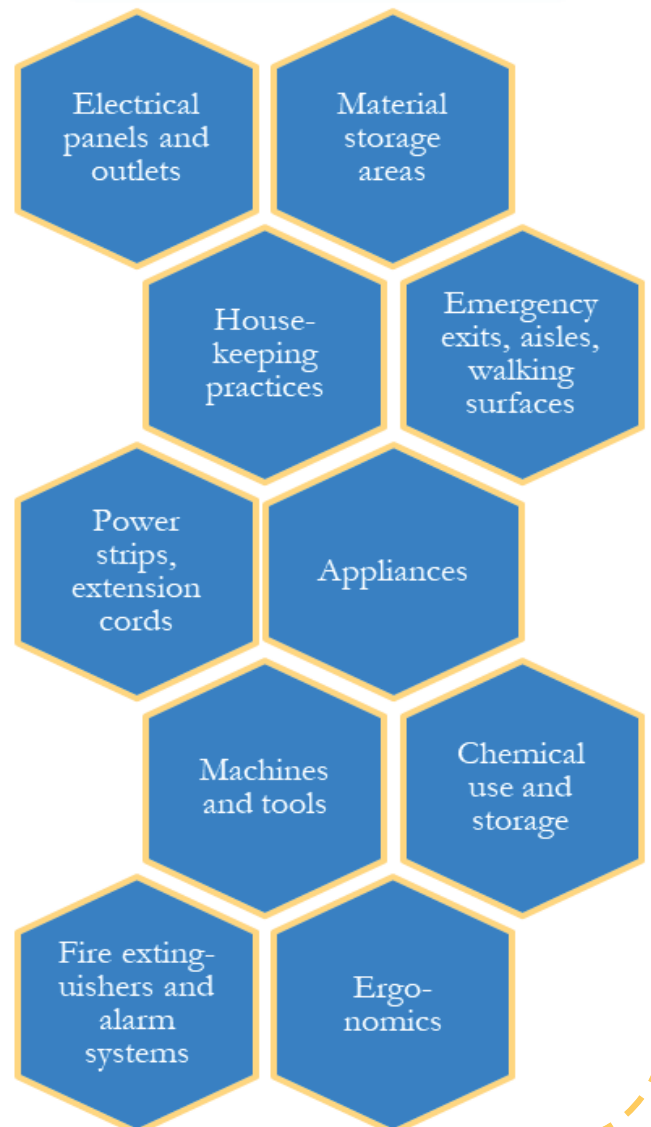
Safety Inspections

One of the key components of an effective IIPP is performing worksite safety inspections to identify hazards. By taking a proactive, instead of reactive approach to hazard identification, issues such as equipment failures and water leaks can be identified before they can cause injury to employees. These inspections can help prevent injuries such as slips and falls, jammed fingers, and falling items. Fire and electrical hazards, as well as potential deficiencies in emergency preparedness and evacuation readiness, can also be reviewed during these inspections. Safety inspections can also identify potential ergonomic risks associated with equipment and furniture setup. During safety inspections:



- ⇒ Focus on all aspects of the Facility, worker's tasks, and environments where employees work
- ⇒ Inspect any tools, equipment and the tasks being performed
- ⇒ Involve all levels of employees, especially those that are performing the work, to effectively identify all potential hazards associated with the task or work area
- ⇒ Ask employees performing the work or in the work environment questions to gather important information
- ⇒ Inspect all areas, from office environments to construction sites and facility structures
- ⇒ Use safety inspection checklists to provide guidance on inspection items
- ⇒ Set regular inspection schedules to stay ahead of hazards
- ⇒ Inform additional inspections when necessary, such as when new processes, procedures or equipment are introduced into the workplace

Examples of Inspection Items



Wright Direction *continued...*

exercise, or we lose sight of the goal. OSHA regulations should be viewed as one tool to help improve safety. Safety is a concept that includes all measures and practices taken to preserve individuals' life, health, and bodily integrity.

Safety starts with you. Safety starts with **me**. It is promoted and supported by management and labor. Everyone has a safety responsibility in the workplace.



Communicate Safety Concerns and Ideas

Communicating safety concerns and improvement ideas is a fundamental part of a successful IIPP. Talking with your supervisors and coworkers about safety can help the County find areas for improvement. If you have a question about tools, equipment, a chemical, or a process, ask your supervisor for clarification before proceeding. If you have a suggestion to improve a process or make equipment safer, speak up! Ask yourself: Is this the best tool for this task? Is this process as safe as it can be? What can be done to improve the task?

In addition to communicating improvement ideas and safety concerns, all accidents and near-misses must be reported to your supervisor. Investigating these incidents can lead to a safer workplace. The investigation process is not to find fault. Instead, it is designed to identify the causes of a near-miss or incident and learn from them to protect workers from similar hazards in the future. Promptly report unsafe acts or conditions to your supervisor; if you have a work-related injury or illness, report it and seek appropriate treatment.



Benefits of an Effective IIPP

The primary benefit of an Injury and Illness Prevention Program (IIPP) is that it helps prevent injuries before they occur. Injuries are not only painful and costly, but can also have lasting impacts on an employee's quality of life. Some key benefits an IIPP provides County employees includes:

<p>An IIPP helps ensure that safety is the foundation for a long, active, and enjoyable life both at work and at home</p>	<p>Provides means for employees to communicate their safety concerns and improvement ideas to employers through meetings, safety committees, and suggestion boxes</p>	<p>Teaches employees best management practices, skills in identifying hazards, and abilities to keep themselves and other employees safe at work</p>	<p>Increases employee morale and confidence that employers hold their safety as a top priority</p>
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County Departments also benefit from an effective IIPP. Each Department/Division's IIPP creates a sustainable format to reduce injuries, control workplace hazards, and continuously improve processes over the long term. The IIPP should be a living, breathing document that changes as the employee job tasks, tools, and materials change. This process helps ensure that each Department is maximizing the effectiveness of their IIPP. County Department benefits of an effective IIP include:



- Departments achieve regulatory compliance when they fully implement a Cal/OSHA -compliant IIPP
- Assists Departments in identifying hazards specific to their operations before they can cause injury to employees
- The department runs more efficiently when all employees are present and in good health, and not absent due to workplace injuries

For an IIPP to be effective, it must be tailored to the hazards specific to each Department's operations. Hazards can vary greatly from Department to Department, and one size certainly does not fit all. Obtaining input directly from employees is one of the best ways to identify, prioritize, and take action to eliminate hazards they encounter before they can cause harm to employees. Encourage employee communication!

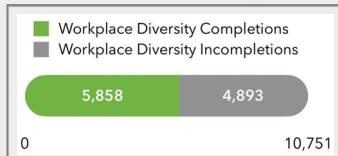


TRAINING TIME

...is *all* the time!

Compliance Trainings

Workplace Diversity*



*Based on Vector Solutions data from May 20, 2018 - May 20, 2021

Upcoming Trainings (2021)

VSPOC Training (for VSPOCs only)

- ♦ Wednesday, June 23rd
from 10-11 AM
- ♦ Thursday, June 24th
from 10-11 AM
- ♦ Tuesday, June 29th
from 2-3 PM
- ♦ Wednesday, June 30th
from 2-3 PM

Training Time Resources

- ♦ [Inclusion Starts with I](#)
- ♦ [Too Quick to Judge](#)
- ♦ [Before You Judge Someone](#)

Workplace Diversity: A Compliance Training



Have you taken the Workplace Diversity training? Designed to promote awareness, encourage acceptance, provide strategies to create an accepting work environment, and highlight the steps to take when discrimination occurs in the workplace, the one-hour Workplace Diversity training must be completed once every three years by every Contra Costa County employee.

The origin of this training traces back to 1973. Exhausted from a pattern of employment discrimination—against women and racial and ethnic minorities—a class action suit was formed against Contra Costa County. Women and racial and ethnic minorities noted their frequent placement in lower-paying positions that presented few, if any, opportunities for advancement. With a 1975 consent decree, the court mandated that the County ensure that the percentage of women and minorities in each job classification and department reflected the quantities of qualified women and minorities in the County's population. In addition to this, the decree "called for the correction of any imbalances through changes to the county's hiring, recruitment and separation practices."¹ Between 1975 and 2012, *significant* strides were made by the County to meet the requirements of the consent decree, increasing the number of women in the workforce from

57 to 66 percent, and the number of minorities from 14 to 51 percent.¹ Paralleling these improvements, the court found that the County had also "developed and implemented policies and laws that promote diversity and prevent discrimination in a broader range than encompassed by the decree."¹ One such impactful action step was the 1991 Board Order that stated that Contra Costa County employees must be trained on Workplace Diversity, making the training mandatory. In response to this progress, the court lifted the consent decree in 2012. However, County employees are still required to take the Workplace Diversity training due to the 1991 Board Order. It is critical that this training be completed, not only for the important knowledge that it provides, but also to ensure that our workforce remains in compliance for this training.

Training Unit Contacts

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If you have not taken the Workplace Diversity training, you can assign the training to yourself and complete it by clicking on the “Workplace Diversity” link in the left-hand column of this article. You will be redirected to Vector Solutions and prompted to log in. After logging in, click on the link in the left-hand column of this article again. The Workplace Diversity training page on Vector Solutions will appear and, upon clicking on “Launch Course,” the training will begin. The training is self-paced, meaning that your progress will be saved if you choose to complete the training in more than one sitting. If you need to navigate back to the training, log in to Vector Solutions and click on “My Assignments” in the left-hand column of the home page. Click on your Workplace Diversity training, and you will be able to continue from your previous stopping point.

Running into issues with Vector Solutions? Ask your department’s Vector Solutions Point of Contact (VSPOC) for assistance. Each VSPOC is equipped with the knowledge and resources to troubleshoot common Vector Solutions issues and answer frequently asked questions. If you continue to experience **access** difficulties, please contact our Vector Solutions Support Team at vectorsolutions@riskm.cccounty.us. If you experience **technical** difficulties (e.g., browser issues), please contact your department’s designated IT personnel.

[1Hiring Diversification in Contra Costa Is Up to Par](#)

Building a Safety Culture

Independent research shows that developing strong safety cultures has the single greatest impact on accident reduction of any safety process. It is for this reason that developing these cultures should be top priority for all County managers, supervisors and employees. Safety cultures consist of shared beliefs, practices, and attitudes toward safety that exist at the County. The creation and improvement of a safety culture is influenced by various factors, including:

Management and employee attitudes, priorities, responsibilities and accountability

Department policies and procedures

Actions or lack of action to correct unsafe behaviors

Employee training and motivation, and involvement or 'buy-in' to safety at the workplace

Building a strong safety culture takes time. It involves a series of continuous evaluation and process improvement steps. Commitment across all levels is the hallmark of a true safety culture, and safety becomes an integral part of daily operations. Tips from the Occupational Safety and Health Administration to continue building a strong safety culture are shown to the right.

Define safety responsibilities: Do this for each level within your organization. This should include policies, goals and plans for the safety culture

Share your safety vision: Everyone should be in the same boat when establishing goals and objectives for their safety culture

Enforce accountability: Create a process that holds everyone accountable for being visibly involved, especially managers and supervisors, the leaders for positive change

Provide multiple options: Provide different options for employees to bring their concerns or issues. There should be a chain of command to make sure supervisors are held accountable for being responsive

Report, report, report: Educate employees on the importance of reporting injuries, first aids and near misses. Prepare for an increase in incidents if currently there is under-reporting, which will eventually level off

Rebuild the investigation system: Evaluating the incident investigation system is critical to make sure investigations are conducted in an effective manner. This should help get to the root cause of accidents and incidents

Build trust: When things start to change in the workplace, it is important to keep the water calm. Building trust will help everyone work together to see improvements

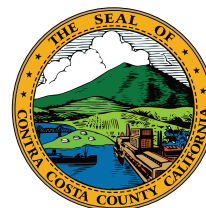
June is National Safety Month!

National Safety Month 2021

an nsc program

Each year, the National Safety Council (NSC) recognizes June as National Safety Month, an annual observance to help keep each other safe at work and in our personal lives. NSC emphasizes a different weekly safety topics to promote safety education and involvement:

Each year, the National Safety Council (NSC) recognizes June as National



RISK MANAGEMENT
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Safety Newsletter E-mail:

Norman.Wright@riskm.cccounty.us

Dedicated to
preventing
injuries and
illnesses.

**CONTACT
US!**

Prevent Incidents
Before They Start

Identifying risks and taking proactive safety measures to reduce hazard exposure on important topics from ergonomics to chemical management is crucial to creating a safe workplace.

Address Ongoing
COVID-19 Safety
Concerns

As the pandemic continues, employers play an important role in the return to physical workspaces, building trust around vaccines, mental health and so much more.

It's Vital to Feel
Safe on the Job

Being able to be one's self at work without fear of retaliation is necessary for an inclusive safety culture. Leading organizations focus not only on physical safety, but psychological safety as well.

Advance Your
Safety Journey

Safety is all about continuous improvement. Whether organizationally or individually, NSC can help provide guidance for your path forward.

Keep an eye out for weekly emails throughout June that will provide additional information on each topic. Learn more about National Safety Month and sign up for free materials by visiting <https://www.nsc.org/workplace/national-safety-month>



Check the Vector Solutions and Risk Management intranet pages for a list of Cal/OSHA program and training requirements. Contact Risk Management at RiskMSafety@riskm.cccounty.us for information and assistance in program development or delivering these trainings to affected staff.