



The RSSP Safety Program is the IIPP

Managers' IIPP To-Do list:

Events requiring immediate attention:

- *Employee injury accident*, –1) get medical help as needed, 2) if the injury is serious, call EH&S at 642-3073 and Bill Crowel at 643-6074. 3) investigate, and complete an IIPP Incident/Injury Report, 4) prepare and submit the Workers Comp form. Remove, repair or report the hazard or cause associated with the accident. Document your actions on the IIPP Hazard Correction Report.
- *Newly hired employee* – conduct IIPP orientation (use the RSSP Safety Video or CD) and begin unit specific training during the first 10 days on the job. Call the RSSP Safety Office for guidance.
- *Introducing a new product, equipment or procedure* – use product MSDS or manufacturers operating instructions for job specific hazards and product safe handling requirements. If changed, re-train employees and document the training with a sign-in sheet.
- *Un-announced Cal-OSHA inspector wants to look around?* – Ask the inspector to wait. Call EH&S at 642-3073 and Bill Crowel at 643-6074.

Short on time? Invest in planning for the next semester. Here is a list of IIPP actions that you can schedule up to a year in advance. Using Oracle Calendar Daily Notes or Events will get it on the calendar.

- Schedule your Chemical Inventory (CI). Compare the CI to Material Safety Data Sheet (MSDS) records, order MSDS's if missing and conduct employee Hazard Communication (MSDS) training as needed.
- Schedule Building Emergency Plan training and conduct an evacuation exercise. Work with the Building Coordinator and your Safety Committee to pick a date and assign tasks. Use a sign-in sheet.
- Schedule employee safety performance discussions, include complying with work rules, safe work practices, reporting hazards, and participation for Safety Committee members.
- Schedule monthly unit or staff meeting for the same day and time every month. Include a safety topic discussion or specific training as a regular feature of the meeting. Always discuss recent accidents and ways to prevent re-occurrence. Use a sign-in sheet to document attendance. Ask your safety committee representative to give a report.
- Schedule Safety Inspections for periods of slower activity.

Useful IIPP Hints and How-To's

1. *Do you need to provide site specific or on-the-job training?* Borrow other qualified supervisors and experts from within our department to provide the training. Make a copy of the training plan so next time you won't be starting from square one. Better yet, start a managers and supervisors target team to develop position, task and hazard specific training. Still stuck? Call Bill Crowel at 643-6074 for a resource referral.
2. *Keep blank IIPP report forms with the worker's compensation report forms.* Complete Injury Accident report within 24 hours. Train supervisory, administrative and lead employees to begin completing the reports including collecting facts and witness statements. In the event of fatality or serious injury, report it by calling EH&S at 642-3073 or Bill Crowel at 643-6074. Serious injury is defined as fatality, amputation, disfigurement, maiming or a hospital stay over 24 hours.

3. *Inspect all work sites for conditions, supplies, equipment and practices.* Share the load – use fresh eyes by inviting others to inspect with you. Who? Your Unit’s safety Committee representative, or an employee who would benefit from a growth experience, or the RSSP Safety Coordinator. Check chemical labels for easy reading and clear instructions.
4. *Set the example: influence others to work safely.* Recognize that employees will do what you do, not what you say. Let them see you following the rules and demonstrating safe work practices. Your attention and quick response to hazard or other unsafe condition will have a positive effect throughout your unit. Provide copies of your documentation to your Director and the Safety Coordinator.
5. *Consult your resource, the RSSP Safety Coordinator.* Unclear about which form to use? Are you baffled by a hazard? Hit a slippery problem? Need a meeting topic or expert training? Call Bill Crowel at 643-6074 or e-mail a wdcrowel@berkeley.edu.

Management Tools for Implementing IIPP and Safety Requirements

What can you do to make it easier to enforce health and safety policies, rules and requirements and to hold employees accountable for their safety performance?

- Maintain records of individual employees’ safety training in their personnel file.
- Clearly inform employees of conditions that constitute safety infractions. Distribute a memo or informational letter.
- Consistently implement, support and enforce your IIPP safety program.
- Use the same tools and techniques to motivate good safety performance as you use to motivate any other performance.
- Create a performance standard for safe work practices. Include safety awareness and behavior on performance evaluations, use the standard statement from the job description.
- Document critical events, training, near misses and risk-taking behaviors.

What are your options for responding to employee violations of health and safety rules?

- Assess the situation and respond. Avoiding or failing to respond is not an option.
 1. Counsel the employee on the desired or needed behavior. Explain what it looks like.
 2. Give the employee a written reminder of your expectations of their safety performance. Consult with Human Resources on the format. Call Judy Ross at 642-2314.
 3. Arrange retraining for the employee.
 4. Start a formal work behaviors change program, such as coaching or a performance track. Consult with Human resources on this step. Call Lance Page at 642-5898.
 5. Start disciplinary or corrective action. Consult with Human Resources. Call Judy Ross at 642-2314.
- Assess the effectiveness of your response. Our goal is to obtain successful results.

How do you decide what action is appropriate?

- Determine employee knowledge of the safety performance expectation violated and examine the circumstances of the violation. You may need to do a performance evaluation or an IIPP safety program review for your unit. Both Human Resources and the Safety Coordinator can assist you with this.
- Determine how you can change the employee’s behavior without damaging the integrity of the program.
- Consider the severity of the hazard, as well as the training and work history of the employee. A violation that immediately threatens life or health requires a very different response from a violation that does not.