

ANNUAL SAFETY TRAINING – 2014

Module # 8

INJURY ILLNESS PREVENTION PROGRAM

The Injury Illness Prevention Program assists in the effort to maintain a safe and healthy work environment for all employees. All employees are responsible for following all safe work practices, guidelines, and procedures. Employees need to know the hazards in the work environment and the procedures in place designed to protect them against any and all work place hazards. Employees are responsible for complying with applicable occupational health standards, rules, regulations, and safety orders issued. The policies and procedures implemented are designed to keep all employees safe in the work environment and comply with all OSHA and local regulatory guidelines. Most safety related policies and procedures can be found in the Environmental Health & Safety Manual; however, please ask your Manager / Supervisor or your EHS Safety Specialist if you need more information on safety policies or procedures.



Employees are required to report all accidents/incidents immediately to their manager/supervisor and the EHS Safety Specialist. The EHS Specialist and or the Department Manager/Supervisor will investigate the cause of the accident, the severity, and any unsafe condition or behavior that may have contributed to the accident/incident. When treatment is necessary, the injured worker will be provided medical attention immediately. The Manager/Safety Specialist should begin all appropriate documentation immediately. If the employee requires emergency medical attention due to a life threatening injury, 911 shall be called immediately.

All new employees shall receive safety training during their initial orientation (NEOP) and department specific training upon entering into a new department / area for working assignments. Additionally, employees shall participate in annual refresher training specific to the department/area they work in.

You can help prevent injuries and accidents by being aware of your surroundings at all times, reporting any unsafe working conditions or equipment immediately to you supervisor and or EHS. These collaborative efforts will dramatically impact the ability to reduce and eliminate injuries. Engaging in unsafe behaviors and failure to follow safety policies and procedures could lead to disciplinary action. We are all responsible for our own safety; please join in efforts to make the work environment safer.

Slips, trips and falls remain high on the list of occupational injuries. Low traction and the wrong footwear on a slippery surface are a direct cause of slips and falls. In normal walking, two types of slips occur. The first of these occurs as the heel of the forward foot contacts the walking surface. Then, the front foot slips forward, and the person falls backward.

The second type of fall occurs when the rear foot slips backward. The force to move forward is on the sole of the rear foot. As the rear heel is lifted and the force moves forward to the front the sole, the foot slips back and the person falls.



Traction is the force that allows you to walk without slipping. Traction can be measured as the "coefficient of friction." A higher coefficient of friction means more friction and, therefore, more traction.

To prevent slips and falls a high coefficient of friction (COF) between the shoe and walking surface is needed. A COF of 0.40 to 0.50 or more is needed for excellent traction. **Shoes with soft rubber soles and heels with rubber cleats provide a high coefficient of friction (COF) and more traction.**

Manage Risks to Prevent Falls

- Monitor housekeeping to ensure that floors and walking surfaces are dry and clear of debris. Take immediate corrective actions when necessary.
- Provide adequate lighting

Trips and Falls occur when the front foot strikes an object and is suddenly stopped, throwing the upper body forward and off balance.



Employee Behaviors to Reduce Your Risk of Falls

- Choose shoes with rubber soles and cleats when a significant portion of the job is performed standing or walking.
- Adjust your walking stride and pace to match the walking surface and task. Slow down and take baby steps on wet and smooth surfaces.
- Use handrails on stairs.
- Avoid standing on chairs or inappropriate items to reach up high.
- Avoid carrying oversized objects that block vision, especially on stairs.
- Make wide turns at corners.
- In inclement weather, slow down and adjust footwear to react to the change in traction.
- Watch where you are headed.
- Be cautious and always pay close attention to the task at hand.

Report all injuries and near-miss incidents to help prevent the recurrence of similar injuries.
