

San Francisco Department of Public Health: Child Care Health Program
INJURY AND ILLNESS PREVENTION PROGRAM INITIAL TRAINING GUIDELINE

#	Topic item:	Tell what you will teach them.	Teach them:	Method:	Ask them what they learned.	Evaluate
1	A new safety program	A new way of learning, talking about, and keeping safe at work.				
2	What it is	<p>A system to identify hazards.</p> <p>A plan to monitor for hazards</p> <p>A method to protect yourself</p> <p>A means of communicating</p>	<p>Each worksite and task has unique hazards involved with it.</p> <p>All workstations will be inspected monthly for new hazards.</p> <p>Every person will know about the hazards of their task, job and worksite prior to doing the job.</p> <p>Every employee can talk about their safety by written suggestions or contributing at meetings. Every month there will be a safety topic for employees to consider.</p>	<p>Define & give examples.</p> <p>Pass out appropriate hazard ID & inspection sheet.</p> <p>Talk about hazard sheet.</p> <p>Discuss safety concerns and/or injuries.</p>	<p>Name two other tasks and the hazards involved.</p> <p>What would you look for in the workstation to lessen the hazards you mentioned?</p> <p>How can we make sure everyone has the correct information before doing a job?</p> <p>How can you give information about safety to your supervisor? Co-workers?</p>	
3	Why we have it.	<p>State Law 198</p> <p>Injured employees are missed.</p>	<p>Every employer must have an IIPP.</p> <p>Injuries interrupt the good work done with the children.</p> <p>Injuries cost us money which could be used for children or staff.</p>	<p>Offer incentive plan for workstations.</p>	<p>Will implementing this plan reduce employee injury and illness?</p>	

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		Administration is committed	Each Administrator has signed the IIPP and gives full support.	With 'O' injuries every 90 days.	How?	
4	Who regulates it.	Cal OSHA	Responsible for employment conditions in the State.		Could the agency be cited if we don't do this?	
5	Who it is for	All employees: Office, Food Service, Teaching, Sick Care, Health Services, Driver	You must understand the agency plan. You must be aware of the hazards of your specific job. You must protect yourself.	Review cover document. Review worksite hazard ID/Safe Work Practices.	Which worksite plan do you need to know?	
6	When it is in effect	Immediately and always	Each person is responsible for knowing the hazards, knowing how to protect themselves, and doing it. It is a shared responsibility to learn how to manage hazards in the workplace.	Pass out workstation "NO INJURY" Posters Mark '#' days	Who is responsible for keeping you safe?	
7	How it works	New employees Meeting Agendas	During orientation this plan will be given to them and their signatures will be required. Safety will be a required agenda item for every meeting. If there is discussion, confusion, conflict, or question, bring it up then.	Pass out signature sheets.	What does signing it mean? If safety is not on the agenda, who should bring it up?	

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		Re-training for: Change of workstation Change of work site Change of job New equipment or procedure	Hazards and protection in the new location Hazards and protection Hazards faced with these tasks This will be added to the plan and safe practices developed for it. All chemicals will have MSDS on file in the Health Care office.		Who should initiate this? Who should initiate this? Who should initiate this? Who should initiate this?	
		Monthly reminders: Bulletin Boards Check stuffers Agenda item at reg. meetings	We need suggestions for interesting ideas, topics and displays.	Collect ideas.	What messages could be useful for employees?	
		2-Way Communication: Suggestion Box Incentive awards	Put good stuff in. A possibility of earning REALLY good stuff!!!	Check stuffers Show watch earned as award.	Are you interested in incentive awards? What would be good ones?	
		Discipline for employees who do not follow the plan to keep themselves safe	Discipline can be up to and including termination.	Collect signatures.	What does this mean? How can we tell if employees do not keep themselves safe?	