

# **Employee Safety Training**

# "5 C's of Workplace Safety"

- Concern
- Consciousness
- Communication
- Commitment
- Common Sense

# Goals for Today's Training

- Increase employees' awareness regarding workplace safety and emergency preparedness
- Provide employees with tools to reduce risks of illness and injury in the workplace
- Inform employees of their rights and responsibilities regarding workplace safety
- Build community together
- Comply with regulatory mandates

# Agenda

## ■ Emergency Preparedness

- Emergency Action Plan/Emergency evacuation - earthquake, fire, other disasters

- Emergency supplies - office and personal
- Personal emergency data
- Emergency information/resources

## ■ General and Office Safety

- Overview of potential workplace hazards - prevention and correction (video)
- Injury and Illness Prevention Program (IIPP, AKA “I2P2” or “I<sup>2</sup>P<sup>2</sup>”)

# Emergency Preparedness

- **Emergency Action Plan/Emergency evacuation - earthquake, fire, other disasters**
- **Emergency supplies - office and personal**
- **Personal emergency data**
- **Emergency information/resources**

# General and Office Safety

- Overview of potential workplace hazards - prevention and correction (video)
- Injury and Illness Prevention Program (IIPP, AKA “I2P2” or “I<sup>2</sup>P<sup>2</sup>”)

# **Injury and Illness Prevention Program**

**The University of California, Santa Cruz has implemented a campus wide Injury and Illness Prevention Program (IIPP) to assure a safe and healthful work environment for its employees. The IIPP is the umbrella under which all employee health and safety programs are implemented.**

# IIPP Goals

- Provide a safe and healthful workplace for employees
- Reduce risk of disease, illness, injury and harmful exposures to the campus community
- Reduce worker's compensation claims and costs
- Improve employee morale and efficiency
- Comply with regulatory mandates

# Program Elements

- Assigns *responsibilities* for health and safety
- Establishes mechanisms for *hazard identification* and *hazard mitigation*
- Requires *workplace inspections* and *accident investigation*
- Requires *communication* of health and safety information
- Reaffirms *training* and *documentation* mandates

# **Rights - As an employee you have a right to:**

- **A safe workplace free from recognized hazards**
- **Receive training on hazards associated with your job**
- **Know how to control hazards of your job**
- **Report workplace hazards without fear of reprisal**

# **Roles & Responsibilities - Managers and Supervisors**

***Managers and Supervisors*** are expected to provide Environmental Health and Safety leadership and guidance within their departments

# **Managers and Supervisors should:**

- **Inform employees about specifics of the department's IIPP**
- **Provide safety training consistent with employee job duties**
- **Enforce safety rules and regulations within the department**
- **Provide a means to identify workplace hazards**
- **Maintain all EH&S documentation**

# **Roles & Responsibilities - All Employees**

***All employees* have a responsibility to maintain a safe and healthful work environment**

# **As an employee, you should:**

- **Follow safe work practices**
- **Be familiar with your departmental IIPP**
- **Know the potential health and safety hazards of your job and how to protect yourself**
- **Know how to report unsafe conditions**
- **Report any work-related injury or illness to your supervisor**
- **Know what to do in an emergency**

# **As an employee, you should:**

- **Correct unsafe conditions within your authority**
- **If you are unclear about your responsibilities ask your supervisor**

# **Roles & Responsibilities - Environmental Health & Safety**

***EH&S* has responsibility for monitoring compliance of the University's overall Injury and Illness Prevention Program to minimize or prevent occupational injuries and illnesses, and to protect the quality of the workplace and surrounding environment**

# EH&S:

- Advises the campus community of its responsibilities with respect to health and safety issues
- Recommends appropriate corrective actions and programs
- Implements new health and safety programs
- Serves as the liaison between UCSC and various external agencies and regulatory bodies

# Resources

- Your Supervisor
- EH&S
  - Web site - <http://ehs.ucsc.edu>
  - Telephone - 459-2553

# "5 C's of Workplace Safety"

- Concern
- Consciousness
- Communication
- Commitment
- Common Sense