



HEALTH & SAFETY ACCIDENT & ILLNESS PREVENTION PROGRAM DEFINITIONS

The definitions apply to the Accident & Illness Prevention Program:

1. **Safety Policy Statement:** A written statement regarding the Accident & Illness Prevention Policy that contains the Self-Insured Employer's philosophy regarding accident and illness prevention. The statement should be signed by a Chief Executive Officer and is communicated to all employees.
2. **Designated A&IP Program Coordinator:** An individual(s) appointed by the employer to coordinate the provision of the Accident & Illness Prevention Program, by location or on a company wide basis. Assignment of the Safety Program Coordinator must be documented and made part of the designated individual's duties and responsibilities.
3. **Assignment of responsibilities for developing, implementing and evaluating the A&IP Program:** Assignment of Accident & Illness Prevention Program responsibilities as they pertain to employees and staff, (includes contracted providers retained and responsible for certain program elements). The individual, position and/or title of the position, and the assignment of the individual or position responsibilities must be documented.
4. **Program Goals and Objectives:** A documented procedure explaining how Accident & Illness Prevention Program goal(s) and objectives(s) are set. Example: a goal may be a 25 percent reduction in the number of recordable injuries (OSHA definition) during a specific period: while an objective could be the improvement of safety procedures related to a task or operation. Looking for a statistical (number) goal and the methods used to achieve that statistical goal.
5. **Methods for identifying and evaluating hazards and developing corrective actions for their mitigation:** Written procedures for identifying hazards, evaluating hazards and developing corrective actions for their mitigation. The purpose being to eliminate or reduce occupational accidents, injuries and illnesses. Activities may include, but not be limited to: providing solutions, explanations, resources, reference materials and referrals.
6. **Industrial Hygiene Surveys:** Surveys required by the nature of the individual self-insured employer's workplace and worksite environments. These surveys may include suspected chemical, physical or biological exposures and produce recommendations designed to control and/or prevent identified exposures.
7. **Industrial Health Services:** Written policy providing for industrial health services required by the nature of the individual self-insured employer's workplace environment. These services should address the physical, mental and social well-being of employees in relation to their workplace environment. These results of these services may produce recommendations designed to identify, control and/or eliminate health hazards.
8. **A&IP Orientation and Training:** A&IP orientation and training for the purpose of enhancing employees' knowledge, skills, attitudes and motivations concerning health and safety requirements relating to operations, processes and specific work environments.
9. **Regularly Reviewed and Updated Emergency Action Plan:** A written plan designed to provide a quick and pre-planned response to emergency events that include, but are not limited to: fires, floods, and gas

leaks. The plan must include procedures for employee safety and accountability during unexpected emergency conditions.

10. **Employee A&IP suggestion and Communication Programs:** A documented procedure describing the process whereby employees can offer suggestions and communicate their concerns related to employee A&IP.
11. **A&IP Program Employee Involvement:** Documentation of method(s) whereby employees have the opportunity to participate in Accident & Illness Prevention Program projects and activities, including assumption of certain Program responsibilities, either on an assigned or voluntary basis.
12. **Established Safety Rules and Methods for their Enforcement:** Written safety rules and enforcement procedures that provides for a safe workplace environment and employee job performance.
13. **Methods for Accident Investigation, Reporting and Recordkeeping:** A written procedure explaining and providing for the timely investigation of accidents, completion of required reporting and recording and recordkeeping. Information resulting from accident investigation, reporting and records may be used to prevent future employee risk, exposure and accidents.
14. **Availability of First Aid & CPR and Other Emergency Treatments:** Documentation explaining how prompt availability of first aid and CPR and other emergency treatments are provided for injured or suddenly ill employees. These treatments include on site services as well as those provided by the medical community.
15. **Method(s) for Determining and Evaluating A&IP Program Effectiveness** (Must Complete Item 5).

Protocol or Standard Operating Procedures when applicable to the Workplace and Workplace Environments for:

- I. **Electrical and Machine Safeguarding:** Systems, programs, procedures, hardware and equipment installed upon, around, over or near any machine or electrical installation to eliminate accidental contact by any person with the hazardous mechanical or electrical components.
- II. **Personal Protective Equipment:** Devices and apparel worn by the employee to protect against hazards in the work environment.
- III. **Hearing and Sight Conservation:** Programs established to reduce or eliminate, if possible, the level of noise in the work environment to safe levels through engineering controls, administrative control and/or personal protective equipment and any physical or environmental hazards to employees' eyes. Methods may include personal protective equipment (safety glasses, goggles and face shields), point of operation equipment guards, non-hazardous tools, proper illumination and other similar engineering controls.
- IV. **Lock-out/Tag-out Procedures:** Procedures developed and consisting of a control procedure and employee training to ensure that machines, equipment or piping are isolated, de-energized, and complete inoperative (locked out) before servicing or maintenance is performed. This procedure should also protect employees from the unexpected machine startup, release of unsafe liquid or gas or contact with electrical sources.
- V. **Hazardous Material Handling, Storage and Disposal:** A procedure that identifies and controls the receipt, handling, storage and disposal of hazardous chemicals and products containing hazardous chemicals. Included is the development of a chemical inventory, procurement of

material safety data sheets (SDS), training for employees in identifying hazardous materials, understanding possible exposures and routes of entry of the chemical into the body, knowledge of the signs and symptoms of overexposure and recommended first-aid procedures.

- VI. **Confined Space Entry Procedure:** A procedure to follow when entering, for any reason, any area that has limited openings for entry and exit that would make escape difficult in an emergency, has a lack of ventilation, contains known and potential hazards and is not intended or designed for continuous human occupancy.
- VII. **Fire Prevention and Control Practices:** Documented practices for the prevention and control of fires and their related cause factors. These practices also include methods for responding to fires should they occur, employee evacuation procedures and other applicable techniques for protecting life.
- VIII. **Substance Abuse Awareness and Prevention Policies and Programs:** These policies and programs must include the employer's methods that are implemented to inform employees of the hazards associated with the use of, or being under the influence of alcohol or other controlled substances in the workplace.
- IX. **Control of Exposure to Blood borne Pathogens:** A program of requirements for protecting employees against the hazards related to exposure to blood or other potentially infectious body fluids. This also includes employee training and a procedure for implementing an immediate response should an exposure incident occur.
- X. **Pre-Operational Process Review:** A review of plans, drawings, diagrams and specifications for processes, equipment and machinery, prior to their use and introduction into the workplace. This review is for the purpose of identifying and correcting hazardous conditions.
- XI. **Other protocols** determined to be necessary for the protection of employees from injury and illness while in the employer's employment based on the type(s) of operations(s)

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program