**Illness and Injury Prevention**

**1002.1   PURPOSE AND SCOPE**

﻿﻿﻿﻿﻿﻿The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for employees.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures and policies.

**1002.2   POLICY**

An illness and injury prevention plan should be established and maintained to provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. The established plan should comply with all laws and regulations related to occupational safety.

**1002.3   ILLNESS AND INJURY PREVENTION PLAN**

﻿﻿﻿﻿﻿﻿﻿﻿﻿An illness and injury prevention plan should be developed to include:

1. Workplace safety and health training programs.
2. Regularly scheduled safety meetings.
3. Posted or distributed safety information.
4. A system for employees to anonymously inform management about workplace hazards.
5. Establishment of a safety and health committee that will:
6. Meet regularly.
7. Prepare a written record of safety and health committee meetings.
8. Review the results of periodic scheduled inspections.
9. Review investigations of accidents and exposures.
10. Make suggestions to supervisors for the prevention of future incidents.
11. Review investigations of alleged hazardous conditions.
12. Submit recommendations to assist in the evaluation of employee safety suggestions.
13. Assess the effectiveness of efforts made to meet applicable standards.
14. Establishing a process to ensure illnesses and injuries are reported as required under state law

**1002.4   RESPONSIBILITIES**

﻿﻿﻿﻿﻿﻿An employee should be designated to be responsible for:

1. Managing and implementing a plan to reduce the incidence of employee illness and injury.
2. Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and employees. This system shall include:
3. New employee orientation that includes a discussion of safety and health policies and procedures.
4. Regular employee review of the illness and injury prevention plan.
5. Ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees.
6. Taking reasonable steps to ensure that all employees comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:
7. Informing employees of the illness and injury prevention guidelines.
8. Recognizing employees who perform safe work practices.
9. Ensuring that the employee evaluation process includes employee safety performance.
10. Ensuring compliance with any applicable safety standards such as rules related to:
11. Communicable diseases
12. Personal Protective Equipment (PPE)
13. Emergency Action Plan*.*
14. Walking-working surfaces
15. Making available a form to document inspections, unsafe conditions, or unsafe work practices, and actions taken to correct unsafe conditions and work practices.
16. Making available a form to document individual incidents or accidents.
17. Making available a form to document the safety and health training of each employee. This form will include the employee’s name or other identifier, training dates, type of training, and training providers.
18. Conducting and documenting a regular review of the illness and injury prevention plan.

**1002.5   SUPERVISOR RESPONSIBILITIES**

Supervisor responsibilities include but are not limited to:

1. Ensuring employee compliance with illness and injury prevention guidelines and answering questions from employees about this policy.
2. Training, counseling, instructing, or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate.
3. Establishing and maintaining communication with employees on health and safety issues. This is essential for an injury-free, productive workplace.
4. Completing an submitting required forms and reports relating to illness and injury prevention.
5. Notifying the appropriate supervisor when:
6. New substances, processes, procedures, or equipment that present potential new hazards are introduced into the work environment.
7. New, previously unidentified hazards are recognized.
8. Occupational illnesses and injuries occur.
9. New and/or permanent or intermittent employees are hired or reassigned to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
10. Workplace conditions warrant an inspection.

**1002.6   HAZARDS**

All employees should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices, or procedures in a timely manner. Employees should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering employees or property, supervisors should protect or remove all exposed employees from the area or item, except those necessary to correct the existing condition.

Employees who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the appropriate personnel to take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

**1002.7   INSPECTIONS**

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

Supervisors should ensure that the appropriate documentation is completed for each inspection.

1002.7.1   EQUIPMENT

Employees are charged with daily inspections of their assigned equipment or work environment, as applicable, including any assigned PPE, prior to beginning their workday. Employees should complete the appropriate form if an unsafe condition cannot be immediately corrected. Employees should forward this form to their supervisors.

**1002.8   INVESTIGATIONS**

Any employee sustaining any work-related illness or injury, as well as any employee who is involved in any work-related accident or hazardous substance exposure, shall report such event as soon as practicable to a supervisor. Employees observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

1. A visit to the accident scene as soon as possible.
2. An interview of the injured employee and witnesses.
3. An examination of the workplace for factors associated with the accident/exposure.
4. Determination of the cause of the accident/exposure.
5. Corrective action to prevent the accident/exposure from reoccurring.
6. Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report a work-related injury, as may be required under state workers’ compensation laws, in conjunction with this investigation to avoid duplication and ensure timely reporting.

**1002.9   TRAINING**

Employees, including supervisors, should be provided with training on general and job-specific workplace safety and health practices. Training should be provided:

1. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
2. To all employees with respect to hazards specific to each employee’s job assignment.
3. To all employees given new job assignments for which training has not previously been provided.
4. Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
5. Whenever a new or previously unrecognized hazard is identified.

1002.9.1   TRAINING TOPICS

Training topics should include, as applicable:

1. Reporting unsafe conditions, work practices, and injuries, and informing a supervisor when additional instruction is needed.
2. Use of appropriate clothing, including gloves and footwear.
3. Use of respiratory equipment.
4. Availability of toilet, hand-washing, and drinking-water facilities.
5. Provisions for medical services and first aid.
6. Handling of bloodborne pathogens and other biological hazards.
7. Prevention of heat and cold stress.
8. Identification and handling of hazardous materials, including chemical hazards to which employees could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
9. Mitigation of physical hazards.
10. Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
11. Back exercises/stretches and proper lifting techniques.
12. Avoidance of slips and falls.
13. Good housekeeping and fire prevention.
14. Other job-specific safety concerns.

**1002.10   RECORDS**

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

**IMPLEMENTATION GUIDANCE**

***The following information is provided to assist you and should be deleted before the policy is issued to agency personnel.***

**Illness and Injury Prevention**

This policy is being provided to contribute to the ongoing discussions and actions regarding COVID-19 (coronavirus disease 2019).

This policy is intended as a starting point for local governments and agencies preparing policies for dealing with reducing illnesses and injuries in the workplace. This is a national-level policy and does not include applicable state or local requirements.

Lexipol is not your agency's policy maker. Your agency is responsible for reviewing, customizing, and adopting any version of this policy for your agency. Neither the policy nor any information provided should be considered to contain legal advice or opinions. You should contact your legal counsel to obtain legal advice.

This policy establishes an ongoing and effective plan to reduce the incidence of injury and illness for employees. It specifically applies to illnesses and injuries that result in lost time beyond the date of the incident or that require medical treatment beyond first aid.

This policy provides the essential framework plan for the reduction of illness and injury, but it may be supplemented by additional procedures and policies.

This policy contains guidelines consistent with the federal Occupational Safety and Health Administration (OSHA) regulations. These regulations may not apply to all employees in your state. Regardless, you should implement and maintain an effective plan to reduce the incidence of illness and injury. If you do not already have such a program in place, now would be a good time to do so. Workplace safety divisions are useful resources that may review your operations at no cost and may not penalize you if corrective action is needed or recommended. We suggest that you consult this resource to identify any additional provisions they recommend for your workplace to include in this policy.

Review of any supplemental procedures or safety efforts should be made to ensure there is no conflict with this policy, as those take precedence.

**CUSTOMIZATION**

You should customize this policy to meet your agency’s practice, paying particular attention to the following sections:

**ILLNESS AND INJURY PREVENTION PLAN** An employee should be designated to develop the illness and injury plan to minimally include the specific requirements set forth in this section.

**RESPONSIBILITIES** An employee should be designated as responsible for the management and implementation of the illness and injury plan.

**RESPONSIBILITIES** and **HAZARDS** Checklists or forms to document hazards and corrective actions are included here. We have used generic terms for such documents. You should replace these terms with the specific checklist and form names, if applicable