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Sheriff

San Diego County

SHERIFF

LINE-UP TRAINING

IIPP - Injury and Illness Prevention Plan

Topic # 78

After discussing/reviewing the below training material in line-up (briefing), sworn staff shall sign off as completed in LMS. In the event a staff member is not present when this topic is discussed in line-up, they shall independently read, review, and complete the training.

By clicking "Yes" to "Have you completed this activity?" in LMS, you are attesting that you have viewed, read, and completed the training activity.

I. PURPOSE

The purpose of this training is to prevent work related injuries and illnesses, promote a safe working environment, and inform staff of their role in preventing work related incidents. This training is required according to CAL/OSHA standards and the records pertaining to this topic are subject to inspection.

For further information consult: CAL/OSHA users manual, Section 3203 of Title 8, CCR and www.dir.ca.gov/dosh,

II. DISCUSSION

A. TRAINING AND INSTRUCTION

1. Training is a big part of the Injury & Illness Prevention Program (IIPP). It allows employees to learn their job properly, brings new ideas to the work place, while reinforcing existing ideas, and puts the program into action.
2. Fewer work-related injuries and illnesses along with reduced stress and worry caused by exposure to hazards are a direct benefit of a good safety and health training program.
3. Each employee, including supervisors, shall have training and instruction on universal and specialized safety and health practices. They should be provided as follows:
 - a. When the IIPP is first established.
 - b. Before an employee goes on the job, whether a new hire, transfer, or receiving a new job assignment unless they will be performing the same tasks in the new job assignment.



- c. Annually.
 - d. Whenever a new substance, process, procedure or equipment is introduced to the work place, and whenever the employer receives notification of a new or previously unrecognized hazard.
 - e. To all workers with respect to hazards specific to each employee's job assignment.
4. Supervisors shall familiarize themselves, be knowledgeable, and be able to recognize safety and health hazards to which employees under their immediate direction and control may be exposed.
5. The countywide "General Safety and Health Training Program" includes the following topics:
 - a. Back Safety
 - b. Driving Standards
 - c. Electrical Safety
 - d. Emergency Action Plan
 - e. Defensive Driving
 - f. Ergonomics
 - g. Fire Safety
 - h. Office Safety
 - i. Security
 - j. Work place Violence
6. All employees must be trained in hazards that are unique to his or her job assignment. This training must occur before the employee is exposed to any hazard from working on that assigned job task.
7. Specialized training must be done if the employees are exposed or work with equipment that is not listed above in Section C. CAL/OSHA requires that specific training be done on the following subjects before being assigned to work with this equipment and on the basis listed:
 - a. Asbestos
 - b. Confined Space Entry
 - c. First Aid
 - d. Hearing Conservation
 - e. Hazard Communication
 - f. Industrial Truck (forklift)
 - g. Lockout/Tag out
 - h. Personal Protection Equipment
 - i. Respirator Use
 - j. Tuberculosis



8. Section 3203 of Title 8, CCR requires employers to provide a safe and healthy work place.
 - a. Employees must know about IIPP.
 - b. Employees must know who to contact about safety issues and concerns.

9. All training must be documented with training records including employees' name, ARJIS, training date, topic/type of training received. All employees should sign the training record.

10. All training records must be maintained for a period of three (3) years. All training records must be accessible to the CAL/OSHA inspector and to the Department of Human Resources, Loss Prevention Unit, for review.