



SDHRC provides the following guidelines in accordance with CalOSHA requirements for ongoing safety in the workplace.

1. Determine When to Provide the Training

In addition to new employee training, we recommend you provide training after an incident. Provide training when a process changes, such as when you install new equipment or move to a new site. You can also choose to provide refresher training annually.

2. Determine How to Provide the Training

You can choose the method you use to provide training. The training method depends on how complex the training must be, the number of employees you must train and your budget. Supervisors may need separate training. Please let us know your requirements, and we'll jump in to help.

Always document the training that employees receive to show your compliance with the IIPP and to prove that you are serious about ensuring workplace safety.

3. Create an Ongoing Safety Campaign

To meet your obligations, we recommend you conduct an ongoing campaign to remind employees of the importance of workplace safety.

The campaign might include the following:

- Periodic safety training
- Regular safety meetings
- Safety newsletters
- Safety contests, for which several vendors provide creative ideas and rewards.

Documenting training and training-related activities provides evidence in support of your IIPP. A campaign also builds team awareness and peer pressure to support safety standards. Top management must support injury prevention programs. Ensure that all employees know about these programs.

We also recommend that line supervisors should be held accountable for the incidents of job-related injuries, just as they are held accountable for production and quality objectives. Their performance evaluations should consider their work unit's safety performance. Supervisors should display a solid understanding of regular workplace inspections, hazard recognition, accident investigation, employee relations, motivational techniques, cost of accidents, and safety rules and procedures.

Another option is to establish a safety committee that consists of top management, line supervisors and production personnel. The safety committee discusses accidents, solutions, hazards and their corrections. The safety committee determines and focuses on priorities. Not all employers have enough employees to actually have a safety committee. An alternative is to appoint a "Safety Coordinator."

Management should make every effort to implement the solutions the committee and/or coordinator offers. In addition, adopt an incentive program to motivate all employees to improve safety performance.

#### 4. Perform Self-Inspections

We recommend that you perform your own inspections of your site, equipment, safety practices and safety documents.

- Internal inspections present the best defense against and preparation for inspections by outside agencies.
- Many OSHA standards require you to document periodic inspections for compliance.
- During an inspection, you can identify a potential hazard, find a broken guardrail or determine that your employees need refresher safety training.
- Inspections keep you familiar with your site, processes and operations so you can evaluate the efficiency and productivity of your workplace.