PRESENTER'S GUIDE

"I2P2: INJURY AND ILLNESS PREVENTION PROGRAMS"

Part of the General Safety Series

Quality Safety and Health Products, for Today... and Tomorrow

OUTLINE OF MAJOR PROGRAM POINTS

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The following outline summarizes the major points of information presented in the program. The outline can be used to review the program before conducting a classroom session, as well as in preparing to lead a class discussion about the program.

- **Every day 12 workers die on the job, and more than 10,000 workers suffer serious job-related injuries.**
  — The real tragedy is that most of these incidents could be prevented.

- **Employers and employees can work together to find and fix the hazards in their workplace, before people get sick, injured or killed.**
  — The process begins when a company decides to strengthen its safety culture by adopting an Injury and Illness Prevention Program, known within OSHA as "I2P2".

- **The systematic approach to safety that I2P2 uses can significantly reduce the number and severity of workplace accidents.**
  — Your participation is key to making the process work.

- **The tool for reducing occupational illnesses and injuries that we're calling "I2P2" sometimes goes by different names. These include:**
  — "Accident Prevention Program".
  — "Safety and Health Management System".
  — "Loss Control Program".
  — And others.

- **All of these refer to an official, long-term, written program that a company implements to improve safety on the job.**
  — It's not wishful thinking.
  — "I2P2" means taking organized action, and making changes that matter.

- **Is having an I2P2 a realistic goal for an organization? Does it make practical and financial sense? And will it work?**
    — The answer to all those questions is a resounding "yes!".

- **All safety programs include identification, evaluation and prevention or control of hazards in the workplace.**
    — But I2P2 organizes these processes, making them more effective over the short and long term, resulting in significantly fewer accidents, injuries and illnesses.

- **In addition to reducing the human cost of these types of incidents, I2P2 helps a company meet OSHA's current health and safety standards.**

- **These benefits make good business sense, too. For example:**
    — Businesses pay out more than $200 million dollars a day in Workers Compensation costs, and another $200 million in healthcare costs.
    — With I2P2, a company can significantly reduce these financial impacts of workplace accidents.
    — That money can then be used in other ways, such as increasing benefits or growing the business and creating additional jobs.

- **Other positive results from implementing an I2P2 include:**
    — Fewer lost wages due to illness or injury.
    — Greater productivity, with higher quality.
    — Increased job satisfaction.

- **The principles behind I2P2 can deliver these results for any company, regardless of its size or type of business.**

- **Workplace safety is everybody's business.**
    — Creating an effective Injury and Illness Prevention Program requires teamwork, a commitment from all of the "players"… management, supervisors and employees.

- **Management starts by creating a written I2P2 "mission statement", as well as policies for strengthening the health and safety culture in the organization.**

- **The basis of an effective I2P2 should include:**
  — Clear goals, and the steps that must be taken to achieve them.
  — The names of the people who are responsible for implementing and maintaining the program.
  — Procedures for assigning and communicating everyone's roles and responsibilities to participants.
  — Sufficient resources to get the program going… and keep it running.

- **I2P2 requires management to provide leadership, but at the same time involve employees in the implementation of the program, such as inviting workers to join the Safety Committee.**

- **Your facility's Injury and Illness Prevention Program will also ask you to help in very specific ways, because no one knows your job better than you do.**
  — Your knowledge can be key to determining why incidents occur and how to prevent them.

- **So you will be asked about:**
  — The hazards you encounter at work.
  — The "near misses" and accidents you may have experienced.
  — The injuries or illnesses you may have suffered as a result.

- **You can help I2P2 reach its goals when you follow the safe work procedures that are developed to reduce or control those hazards.**
  — You will be involved in the ongoing review and improvement of the program, as well.

- **This sharing of information throughout an organization is the foundation of an effective I2P2 implementation.**

- **People sometimes worry that "straight talk" about safety and work practices can get them in trouble if it reflects poorly on other employees.**
    - — Management's commitment to I2P2 includes protecting your right to participate in the program without fear of retaliation or penalty.
    - — Everyone in your facility must work together to make the workplace safer.

- **If you're going to solve a problem, you first have to know that the problem exists. Then you need to make sure you understand it.**
    - — This is what makes "hazard identification and assessment" so important to I2P2.
    - — It's how you discover and learn about the risks you want to eliminate.

- **Conducting a workplace inspection is often the first step.**
    - — It's basically a tour of the facility that focuses on potential hazards.

- **The inspection starts by looking for general problems, such as a leaky roof, damaged or uneven flooring, or insufficient lighting.**
    - — It moves on to an examination of equipment and tools, and possibly a review of the ergonomics of each job, including how individual workstations are organized.

- **The hazard identification process can also include interviewing employees.**
    - — This is your opportunity to provide useful information about the risks that you encounter on the job.
    - — It's also a chance to provide feedback about how specific company policies and procedures actually affect employee safety.

- **One way useful information can be developed is by looking closely at just how accidents and "near misses" happen.**
    - Accident investigations are conducted to determine the real underlying causes of these events… because sometimes they're more complicated than you might think.
    - Then, by incorporating the policies and procedures addressing those specific hazards into an I2P2, you can prevent similar accidents from happening in the future.

- **The same type of thing is done with work-related illnesses.**
    - Finding out what made employees sick yesterday enables the program to help keep them healthy tomorrow.

- **In I2P2, hazard identification and assessment isn't a one-time event.**
    - It's an ongoing process, because workplaces are always changing.
    - Whenever something in a facility is altered, new equipment is installed, or different processes are brought on line, you have the possibility of a fresh set of hazards.
    - So you have to stay alert.

- **Any time you think there is the potential for a safety problem in your facility, you need to report your concerns to your supervisor or the I2P2 Safety Committee.**
    - When it comes to keeping your workplace safe, you are on the front lines!

- **Once your company has identified its workplace hazards, the next step in I2P2 is to eliminate them, or at least to find ways to control them so they don't cause accidents or injuries in the future.**

- **The hazard prevention and control process begins by determining which hazards to address first and how to deal with them.**
    — I2P2 requires that corrective measures are always implemented in an appropriate and timely manner, and the measures have to work.
    — If they don't work, the program requires that you keep trying until you find something that does.

- **As part of this process, the hazards and the steps that are being taken to control them must be discussed with the employees who are affected by them.**

- **However, those hazards placed further down on the "repair schedule" aren't allowed to disappear.**
    — I2P2 says workers must be protected from these lower priority hazards by using "interim controls", until the hazards can be addressed more fully.
    — An example of this would be using PPE until more permanent controls can be installed.

- **The types of controls that are used for reducing or eliminating hazards usually fall into three categories:**
    — Engineering controls.
    — Administrative controls.
    — Personal protective equipment (PPE).

- **Engineering controls are "hardware" solutions that are built into a plant design, piece of equipment or process, to make them safer. Examples include:**
    — Ventilation hoods to remove dangerous fumes.
    — Sound-dampening materials to reduce office noise.
    — Machine guards to protect equipment operators.

- **Administrative controls don't attack hazards directly. Instead, they reduce a worker's exposure to them through the use of safe work procedures. These can include:**
    — Rotating workers through different jobs to prevent repetitive-motion injuries.
    — Shortening work shifts so employees spend less time with hazardous materials.
    — Restricting worker access to areas where dangerous processes are used.

- **The third type of hazard control, personal protective equipment, is the last line of defense.**
    - You wear it to protect yourself when neither of the other two types of controls is available.

- **PPE can include:**
    - Gloves that protect against hot, sharp or abrasive surfaces.
    - Earmuffs that protect from loud noises.
    - Respirators that protect against hazardous atmospheres.

- **The implementation of engineering and administrative controls and the use of personal protective equipment are some of the changes I2P2 can make to improve workplace safety.**

- **Your company's safety culture can't be "exclusive" to a select few.**
    - Everyone has to be "invited", involved and in-the-know.
    - Effective education and training is critically important to I2P2, because they are what communicates the goals of safety culture.

- **Education and training also enable everyone in your facility to understand the role they play in I2P2, and how to carry it out.**

- **Keeping your workplace as accident-free as possible requires a continuous exchange of information.**
    - Information about workplace hazards flows into I2P2.
    - Solutions for how to handle the hazards flow out.

- **Education and training is how all of this knowledge is "distributed" among everyone in the company, so that they can work safer. Your I2P2 training will cover how to:**
    - Recognize hazards.
    - Let people know about any workplace safety and health concerns you may have.
    - Report work-related injuries and illnesses.
    - Reduce, control or eliminate specific hazards in your workplace.

- **Supervisors and managers will also receive training to improve their own safety skills, and to help them implement the I2P2 program more efficiently.**
    - New hires will receive I2P2 education as part of their orientation.
    - Refresher programs, as well as hazard awareness and new "safe work practice" training will be provided to various personnel as needed.

- **How can an organization make sure its safety program doesn't get stale?**
    - In business and industry, just like anywhere else, well-intentioned programs can frequently get off to a good start, but then run out of steam as the initial excitement and novelty wear off.
    - Even successful projects can stagnate after they reach their original goals.
    - That can't be allowed to happen with workplace safety, and I2P2 has an effective way to prevent it.

- **An I2P2 builds in a permanent, open-ended goal of continuous improvement, which keeps energy levels and focus strong. It does this by requiring:**
    - Continuous monitoring of the program and its performance.
    - An ongoing process of "review, re-assessment and upgrade".

- **The I2P2 self-review begins by asking two important questions:**
    - Has the program accomplished its specific goals?
    - Is the program being implemented the way it was designed to be?

- **The issue of implementation is critical, because even a well-thought out program can fall short if the people who are tasked with carrying it out drop the ball along the way.**
    - If a properly implemented program isn't meeting its goals, that may mean the design of the program needs improvement.

- **Who provides the answers to I2P2 evaluation questions?**
  — Everyone in the facility, from all levels and from all departments.

- **Again, "information sharing" is key.**
  — It helps to provide a clear picture of your I2P2 in action, so the organization can make an accurate assessment of its strengths and weakness.
  — This program assessment can then be used to set new goals and institute any changes that are needed to make your I2P2 work better, and to keep it running strong.

- **I2P2 ensures that safety culture, and its benefits, become permanent and vital elements in your organization.**

* * * SUMMARY * * *

- **I2P2 is a systematic, effective and long-term approach to decreasing on-the-job accidents and injuries.**

- **I2P2 not only helps avoid the costs associated with workplace accidents, but can also increase productivity, quality and job satisfaction.**

- **After identifying and assessing workplace hazards, I2P2 develops and implements solutions designed to reduce, control or eliminate those hazards.**

- **An effective I2P2 depends on the participation and commitment of people at all levels of an organization… management, supervisors and employees.**

- **I2P2 education and training strengthen a facility's safety culture by keeping people informed about their roles and responsibilities, and the safe work practices that are adopted.**

- **An effective I2P2 requires an ongoing review, critique and improvement of the program.**

- **While OSHA calls it I2P2, it doesn't really matter what you name it. What's important is what you do with it.**

- **I2P2 creates a safer workplace by uniting everyone in committing to an ongoing safety program… and that helps everyone to go home safe at the end of the day!**