



Workplace Safety 101 4.7.2026

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Our Presenters

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Benefits of Workplace Safety

- ✓ Reduced accidents and injuries
- ✓ Reduced claims costs
- ✓ Reduced operational costs
- ✓ Increased job satisfaction
- ✓ Increased productivity
- ✓ Lower absenteeism
- ✓ Improved health and wellbeing
- ✓ Improved worker confidence and retention

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The First Step – Building Your IIPP

Injury and Illness Prevention Program (IIPP)

Title 8 of the California Code of Regulations (T8CCR) Section 3203

requires **every** employer to develop and implement an effective IIPP.



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Required Elements of an IIPP

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Accident/Exposure Investigation
6. Hazard Correction
7. Training and Instruction
8. Employee Access to IIPP
9. Recordkeeping



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Elements of an Effective IIPP

- ✓ Fully involve all employees, supervisors, and management
- ✓ Identify the specific workplace hazards employees are exposed to
- ✓ Correct identified hazards in an appropriate and timely manner
- ✓ Provide effective training



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State Fund's IIPP BuilderSM

Available to ALL California employers free of charge



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#1 - Responsibility

Identify who's in charge

- Management responsibilities
- Safety manager or safety lead

Management must lead by example



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#2 - Compliance

- Clear safety procedures for each occupation in the workplace
- Regulatory compliance
- Positive employee recognition for safe and healthful work practices
- Disciplinary procedures for employees failing to follow safety rules

Clearly define responsibilities and accountability for supervisors to monitor for compliance



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#3 - Communication

- Instill your safety culture through regular, clear and consistent communication
- Tips for developing your safety culture
 - Safety committees
 - Monthly safety meetings
 - Involve employee interaction

State Fund's Monthly Safety Meeting Topics

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#4 - Hazard Assessment

- Conduct hazard inspections regularly and often
- Involve your employees, they know the job better than anyone else
- Audit how your employees perform the job
- Conduct a Job Safety Analysis – JSA
- Train your managers and supervisors to mitigate hazards

State Fund's Job Hazard Analysis Guide

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Hierarchy of Hazard Controls



WORKPLACE HAZARD CONTROL

ELIMINATION
SUBSTITUTION
ENGINEERING CONTROLS
ADMINISTRATIVE CONTROLS
PPE

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#6 – Hazard Correction

Implement control measures to eliminate or reduce hazards

- **Engineering controls** - hazard removal
- **Administrative controls** - policies and procedures
- **Personal Protective Equipment (PPE)**

Cal/OSHA hazardous substances labeling & handling regulations

Cal/OSHA Hazard Communication Standard



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**State Fund's
Online Safety
UniversitySM**

**Free Safety Training for
State Fund Policyholders**
Occupational safety training with access to an easy-to-use learning management dashboard

**Safety Support Unit - (800)
675-2667**
SafetySupport@scif.com

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**Work Safety
Safety Procedures**

#8 – Employee Access to Your IIPP
Cal/OSHA requires that all employees have access to a copy of your written IIPP

- Printed or electronic copy
- Through your company server or website

Provide a written copy to your employee within 5 business days after receiving their request.

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#9 – Recordkeeping and Reporting

- ✓ Accident investigation records
- ✓ Cal/OSHA Forms 300, 300A & 301
- ✓ Serious injuries and fatalities
- ✓ Corrective or disciplinary actions
- ✓ Safety inspection records
- ✓ Training recommendations or changes
- ✓ Safety meeting records
- ✓ Employee safety training records
- ✓ Applicable operating permits
- ✓ Hazardous substances records

Brief Guide to Recordkeeping Requirements

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Build Your Safety Culture

Your **safety culture** communicates to frontline workers that **they are valued** and **engages them** in the process of improving workplace safety.

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Measure Your Safety Program

- ✓ Set specific safety goals
- ✓ Track key safety indicators
- ✓ Create action items to correct breakdowns in safety procedures



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State Fund Safety Services

Emphasis on hazard mitigation and improving safety culture

- Communication
- Hazard identification
- Measuring safety
- Regulatory information

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State Fund Safety Services

Our Industry-Leading Safety Professionals

- Onsite Loss Prevention Services
- Ergonomics
- Industrial Hygiene



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