



*Safety
First*

Model Injury and Illness Prevention Program





Injury and Illness Prevention Program

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INTRODUCTION

The purpose of this manual is to assist with the development of an Injury and Illness Prevention Program.

Cal/OSHA Title 8, CCR Section 3203 requires every California employer to provide and maintain an effective Injury and Illness Prevention Program (IIPP). The IIPP must include these elements:

1. **Safety Policy and Responsibility** - A written safety policy statement that governs the company's decision making on matters concerning employee safety and health. Within the statement identify the person responsible for coordinating the Injury and Illness Prevention Program.
2. **Compliance Procedure** – Explain how employees will be disciplined when they fail to follow safety and health rules and procedures.
3. **Communication** – This section describes how safety issues will be communicated to employees and how often.
4. **Hazard Assessment** – Describe the process used to identify and eliminate or control hazardous conditions or unsafe work practices.
5. **Accident Investigations** – Explain the procedures for investigating an accident and how corrective actions will be administered to ensure they are implemented to prevent recurrence.
6. **Training and Instruction** – This section describes how new or transferred employees will be trained to the safety and health aspects of a given job, as well as whenever new substances, processes, procedures or equipment are introduced into the workplace.
7. **Recordkeeping** – Provide a description of the administrative procedures for the maintenance of records, as evidence of safety activities. *See Recordkeeping Exceptions on Page 4.*
8. **Employee Acknowledgement** - A statement the employee signs acknowledging understanding of their responsibility to comply with safety rules and that they received job specific training.

As you develop your Injury and Illness Prevention Program, keep this in mind:

- Keep it simple, concise and easy to read.
- Make certain that all required elements are included in the program.
- Ensure the program safety rules and training materials are specific to your company's operations, processes and equipment.
- Remember to review your program annually and make changes, if necessary.
- Update the program if you have any changes in your processes or operations.
- To be judged effective, the policies, procedures and activities outlined in the program must be fulfilled as written, and documentation maintained as evidence for at least 5 years.

If you want assistance creating your IIP Program, call 888-472-9001 or e-mail our Safety and Health Department at safety@preferredworkcomp.com.

DISCLAIMER

This manual should not be construed as representing or warranting that the use of any or all of the information contained will result in compliance with the laws presented in Senate Bill 198 or related Cal/OSHA regulations.

*You **MUST** tailor your Injury and Illness Prevention Program to meet your business' specific safety needs. At a minimum, your completed program must be used as outlined for this program to be considered effective. Failure to do so could result in penalties should your business be inspected by Cal/OSHA. Additional information related to having an effective Injury and Illness Prevention Program is available at: <http://www.dir.ca.gov/title8/3203.html>.*

Small Employer Recordkeeping Exceptions

If you employ **fewer than 10 employees** there are less stringent recordkeeping and training requirements. Specifically the exceptions are:

Training

You can give oral instruction to an employee on the general and specific safety rules that apply to the employee's job assignment(s).

Document the instruction given on a training log, showing the specific jobs an employee is trained to perform. Show the employee's name, date of training, type of training, and trainer's name.

Training records of employees who work for less than one year can be given to the employee when employment terminates, or you must retain the records for 1 year after termination.

Inspections

Records of inspections may be discarded after identified hazards are corrected.

If you employ **Fewer than 20 employees** and are not on the list of high hazard industries established by the Department of Industrial Relations (see list below), and have a workers compensation experience modification rate of **1.10 or less**, then written documentation of your Injury and Illness Prevention Program may be limited to:

- Written documentation identifying the person responsible for implementing the program
- Written documents of inspections that identify unsafe conditions and work practices
- Written documentation of training and instruction given to employee

2012 – 2013 HIGHEST HAZARD INDUSTRY LIST

NAICS* Industry Group / Activity	NAICS* Industry Group / Activity
Healthcare	Construction
623 Nursing and residential care facilities	23813 Framing contractors
Manufacturing	23814 Masonry contractors
3114 Fruit and vegetable preserving and specialty food manufacturing	23819 Other foundation, structure, and building exterior contractors
3115 Dairy product manufacturing	Transportation and Warehousing
312 Beverage and tobacco product manufacturing	481 Air Transportation
3211 Sawmills and wood preservation	492 Couriers and messengers
3259 Other chemical product and preparation manufacturing	493 Warehousing and storage
3262 Rubber product manufacturing	Wholesale Trade
3273 Cement and concrete product manufacturing	4244 Grocery and related product merchant wholesalers
3312 Steel product manufacturing from purchased steel	Retail Trade
332323 Ornamental and architectural metal work manufacturing	452 General merchandise stores
3363 Motor vehicle parts manufacturing	Utilities
3366 Ship and boat building	5622 Waste treatment and disposal
3372 Office furniture (including fixtures) manufacturing	

*North American Industry Classification System – go to <http://www.census.gov/eos/www/naics/> to find your industry classification

Preceding pages can be omitted from the final version of your Injury and Illness Prevention Program. The italicized instructions at the top of each section should be deleted.

How to use this Policy Statement in your program: When the policy statement is finalized, provide each employee with a copy and give new employees a copy during the orientation process.

If this is a new program for the company then introduce the Injury and Illness Prevention Program at a brief safety meeting. Also, review the responsibilities of the safety coordinator and employees safety responsibilities.

Safety Policy Statement and Responsibility

It is the policy of _____ to consider injury and illness prevention
(Your company name here)
equally important as operations, customer service and administration.

The Injury and Illness Prevention Program outlines the company's policies and procedures to maintain a safe and healthy work environment for all employees. Responsibility for implementing the injury prevention program is assigned to _____,
(Insert safety coordinator name here.)

who will coordinate safety efforts and oversee the enforcement of all company safety policies, procedures and rules.

The prevention of injuries and property damage is an objective for all employees in the organization. Each manager/supervisor shall make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Each employee is responsible for following general safety rules and safe work practices at all times.

Any employee injury or illness that occurs on the job must be reported to management immediately.

(Insert signature of company Owner/Officer here.)

Manager and Supervisor Safety Responsibilities:

- Set the proper example for safe behavior and never act unsafely or violate a safety rule or an established safe work practice.
- Provide complete job safety training to new and transferred employees.
- Be continuously vigilant of unsafe conditions that could contribute to an injury and take corrective action to eliminate or control unsafe conditions or work practices immediately.
- Make certain all injuries, no matter how minor, are treated immediately.
- Report all employee injuries to the workers' compensation claims administrator for reporting to the company's workers' compensation insurance company.
- Make certain employees are furnished with the appropriate computer workstation equipment to prevent musculoskeletal injuries.
- Enforce corrective actions when employees fail to follow safety rules. Documentation of the employee's failure to comply with safe rules is essential to the safety program.

How to use this Compliance Policy: Share this element of the IIPP with all employees to ensure everyone understands that it is each individual's responsibility to follow safety rules and work practices, and that there are consequences for not adhering to safety rules. Check the Compliance Practices that will be used by your company.

Compliance

All employees will be trained in safe work practices when hired and when new substances, processes or equipment are introduced into the workplace.

If an employee is observed using unsafe work practices they will be retrained.

Employees are expected to follow safe work practices at all times. Our system of ensuring that all workers comply with these practices includes one or more of the following checked practices:

- _____ Informing workers of the provisions of our IIP Program.
- _____ Evaluating the safety performance of all workers.
- _____ Recognizing employees who perform safe and healthful work practices.
- _____ Providing training to workers whose safety performance is deficient.
- _____ Disciplining workers for failure to comply with safe and healthful work practices.

Management and the employee will agree on an appropriate length of time to correct unsafe behavior.

Management reserves the right to terminate any employee for a serious and willful violation of a safety practice such as using drugs or alcohol on the job, rendering a machine guard or safety switch inoperable, fighting, etc.

Instructions for safety communications: *This responsibility is normally shared within a business. The safety coordinator may provide topics on a regular basis to the owner, general manager or supervisors that can then be used at a brief safety meeting, handed out or posted in a conspicuous location..*

Communication can occur in a variety of ways: safety meetings, posters, handouts, paycheck stuffer or safety committee. Check the methods of communication your company will use.

Communication

Safety communication with employees will occur at the following times:

- _____ New worker orientation including a discussion of safety and health policies and procedures.
- _____ Review of our IIP Program.
- _____ Training programs.
- _____ Regularly scheduled safety meetings.
- _____ Posted or distributed safety information.
- _____ A system for workers to anonymously inform management about workplace hazards.
- _____ Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.*

Employees will be encouraged to report any unsafe conditions to the manager **without fear of reprisal**. Management review all safety and health suggestions and determine if an inspection, additional training, or other action is necessary. If action is needed to correct an unsafe condition or process, management will determine the appropriate corrective action, assign responsibility for correcting the condition or process and establish a target date for completion. The safety coordinators will follow-up to ensure the corrective action is completed by the target date.

*The ten employee "rule" takes into consideration the total number of employees your company employed during the year. For example, if you have ten employees on the payroll, but you had two employees leave and they were replaced, then your business had 12 employees during the year.

How to implement Hazard Identification and Assessment: Inform current and new employees to whom they are to report an unsafe condition, process or procedure. Ensure you have a method in place for employees to anonymously report an unsafe condition.

Recordkeeping requirements vary depending on the number of workers employed by the business. These are described in the Small Employee IIP Program section found at the front of this document.

Hazard Identification & Assessment

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards.

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.
6. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the potential of the hazard to cause injury; hazards that are more serious will be given higher priority to correct.

When hazards cannot be immediately controlled or eliminated, then the action necessary for correction should be documented with a date established for completion.

A copy of the inspection report is to be sent to the Safety Coordinator who will maintain a log of incomplete items, which will be reviewed monthly. Any item that has not been corrected will be identified in the review and follow up will occur each month with the person responsible for correcting the hazard.

Imminent Hazards

Report all imminent hazards to your manager, supervisor or safety coordinator. Employees will be removed from the area where an imminent hazard exists, or protected from imminent hazards until they are corrected. When employees are exposed to a life threatening or serious hazard, which cannot be immediately eliminated or controlled without endangering them, all exposed employees will be removed from the area. Those needed to correct the situation will be provided with the necessary protection.

Implementing an Accident Investigation procedure: Accident investigation is a management responsibility. Ensure this is communicated during the introduction of the IIPP and when hiring a new manager or supervisor.

Recordkeeping requirements vary depending on the number of workers employed by the business. These are described in the Small Employee IIP Program section found at the front of this document.

Accident Investigation/Hazardous Substance Exposure

The employee's immediate supervisor or other management member will investigate any incident resulting in bodily injury or illness, exposure to hazardous substance, or property damage. Facts gathered from the investigation will be documented on the Accident Investigation Report form. A completed copy of the Accident Investigation form, along with suggested corrective actions, will be sent to the Safety Coordinator.

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from recurring; and
5. Recording the findings and actions taken.

Each manager will be responsible for ensuring unsafe conditions are corrected, and if necessary, employees are retrained to prevent recurrence of the accident.

***Training Employees:** Employee training must occur at time of hire, and when an employee is transferred to a new job or when new equipment or processes are introduced into the work environment. Documentation of training given to employees is a critical element of the IIP Program. This portion of the IIPP requires the most attention when creating the IIPP because training must be tailored to reflect the company's operations, equipment, processes and procedures.*

Training and Instruction

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

How to comply with the Recordkeeping requirement: Recordkeeping requirements vary depending on the number of workers employed by your business. These are described in the sections below. Select the "Category" that fits your business and delete the others.

Category 1: Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

Category 2: Our company has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers. are recorded on a worker training and instruction form.
3. Inspection records and training documentation will be maintained according to the following checked schedule:

_____ For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

Category 3. Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

_____ For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

_____ Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

Employee Acknowledgement

Obtaining an Employee Acknowledgement that you provided information about your IIP Program:
Include this acknowledgement statement in the employee version of the IIP Program. Have the employee sign the statement after all the listed activities below have been completed. Keep this in the employee's personnel file or in a "Safety" folder.

Provide all employees the following materials from the Injury and Illness Prevention Program:

- 1. Safety Policy Statement*
- 2. Compliance Statement*
- 3. Hazard Reporting Procedure*
- 4. Injury Reporting Procedure*
- 5. General Safety Rules*
- 6. Specific Safety Rules for the job(s)/task(s) the employee will perform*

I understand the company's safety rules. I agree to abide by these rules when performing my work tasks.

I will report any unsafe conditions I observe to my supervisor or manager or I will use the anonymous safety suggestion process.

I have received the Safety Orientation which includes instruction on General Safety Rules, back safety and proper lifting, hazard communication and specific training on the equipment/processes and operations I will perform.

I will immediately report any work injury I sustain to a supervisor or manager.

I understand that failure to fulfill these responsibilities may result in disciplinary action.

Employee's Signature _____

Date _____

Retain the signed acknowledgement in the employee's personnel file.



Accident Investigation Report

Employee Name(s): _____

Occupation: _____

Date of Accident: _____ Time of day: _____ AM PM

Type of Accident:	<input type="checkbox"/> Stuck by/Against	<input type="checkbox"/> Slip/Fall	<input type="checkbox"/> Lifting	<input type="checkbox"/> Trip	<input type="checkbox"/> Foreign body
Type Injury:	<input type="checkbox"/> Contact with <input type="checkbox"/> Sprain	<input type="checkbox"/> Caught On <input type="checkbox"/> Strain	<input type="checkbox"/> Caught In <input type="checkbox"/> Cut	<input type="checkbox"/> Caught between <input type="checkbox"/> Bruise	<input type="checkbox"/> Amputation
Body Part:	<input type="checkbox"/> Head, Face, Neck <input type="checkbox"/> Hand, Wrists <input type="checkbox"/> Internal	<input type="checkbox"/> Eye(s) <input type="checkbox"/> Finger <input type="checkbox"/> Other	<input type="checkbox"/> Back <input type="checkbox"/> Leg	<input type="checkbox"/> Trunk <input type="checkbox"/> Foot	<input type="checkbox"/> Arm <input type="checkbox"/> Ankle, Toe

Describe accident and identify who was involved and witnessed the event.

(What events led to the injury? Indicate location, equipment, hand tools, material and machinery involved.)

What will be done to prevent this incident from happening again?

Who is responsible for implementing the corrective action(s), what will corrective action include and when will it be completed?

Complt. Date: _____

Complt. Date: _____

Complt. Date: _____

Investigator's Name: _____ Date: _____

Management Reviewer: _____ Date: _____

Sample - Inspection Worksheet

Inspector: _____ **Date :** _____

This worksheet is provided as a guide to help you identify conditions or work practices that could contribute to employee injury. You may need to customize this inspection form to evaluate equipment, processes or substances used in your business that are not included in this worksheet.

Look for unsafe work practices and behaviors. Remember, 80% of all accidents are caused by employees doing something they shouldn't - failing to use correct tools, removing or not replacing guards, taking shortcuts, or failing to follow standard operating procedures.

Use the **Injury Probability** column to prioritize when items need to be corrected: L-low; M-moderate; H-high.

Indicate **Correction Action:** 1 - Correct immediately 2 - Correct within 48 hours
3 - Correct within 2 weeks 4 - Abatement plan

		Injury Probability	Corrective Action
Material Handling:			
Employees trained in proper lifting methods	<input type="checkbox"/>	_____	_____
Equipment provided for heavy or awkward loads	<input type="checkbox"/>	_____	_____
Rest breaks from repetitive motion tasks	<input type="checkbox"/>	_____	_____
Machinery and Equipment:			
Moving parts guarded	<input type="checkbox"/>	_____	_____
Electrical cords in good condition	<input type="checkbox"/>	_____	_____
Equipment grounded or double insulated	<input type="checkbox"/>	_____	_____
Hand Tools:			
Inspected before each use	<input type="checkbox"/>	_____	_____
Only used for intended purpose	<input type="checkbox"/>	_____	_____
Damaged tools repaired and replaced promptly	<input type="checkbox"/>	_____	_____
Employees aware of the hazards caused by faulty or damaged hand tools	<input type="checkbox"/>	_____	_____
Ladders:			
Proper type for intended use	<input type="checkbox"/>	_____	_____
Maintained in good condition	<input type="checkbox"/>	_____	_____
Ladders located where needed	<input type="checkbox"/>	_____	_____
Non-slip safety feet provided on ladders	<input type="checkbox"/>	_____	_____
Employees instructed to face ladder when ascending or descending	<input type="checkbox"/>	_____	_____
Employee prohibited from using ladders that are broken, damaged, etc.	<input type="checkbox"/>	_____	_____
Metal ladders clearly marked not to be used around electrical equipment	<input type="checkbox"/>	_____	_____
Ladder inspected for damage before and after use	<input type="checkbox"/>	_____	_____
Personal Protective Equipment:			
Equipment in use where needed	<input type="checkbox"/>	_____	_____
Properly stored and maintained	<input type="checkbox"/>	_____	_____
Employees trained in usage	<input type="checkbox"/>	_____	_____
Necessity of PPE formally evaluated	<input type="checkbox"/>	_____	_____
Fire Protection:			
Fire extinguishers serviced and accessible	<input type="checkbox"/>	_____	_____



Employees instructed in use of extinguishers _____
 Employees instructed in fire emergency procedures _____

Fire Protection: (continued)

Employees aware of the fire hazards of the materials
 And processes to which they are exposed _____

Electrical:

At least 30" clearance around control panels _____
 Extension cords in good repair _____
 Portable electrical tools and equipment grounded or
 double insulated _____

Hazardous Substances Communication:

List of hazardous substances used in the workplace _____
 Employee training program for hazardous substances
 in place at the workplace _____
 Written Hazard Communication Program in place and
 Employees trained in "Right To Know" _____

Transporting Employees and Materials

Employees who operate vehicles have operator's licenses _____
 System in place to qualify drivers MVR _____
 Formal fleet safety program in effect _____
 Instruction on safe transport of employees and
 equipment _____

Computer Workstations:

Operators take periodic breaks from computer _____
 Operators sit up straight and well back in chair _____
 Feet flat on floor or on footrest _____
 Keyboard position keeps wrists straight _____
 Top of monitor at eye level _____

Ergonomics

Sufficient rest breaks to relieve stress and fatigue _____
 Tools, instruments and machinery shaped, positioned
 and handled so tasks can be done comfortably _____
 Minimal prolonged raising of arms _____
 Work done using the larger muscles of the body _____
 Work done without twisting or overly bending the
 lower back. _____

Housekeeping:

Walkways and aisles clear of obstructions _____
 Employee work areas clean and orderly _____
 Restrooms are clean and orderly _____
 Spilled material and liquids cleaned up immediately _____
 Covered metal waste can used for oily soaked waste _____

Injury Probability

Corrective Action

IIP Program Orientation for Managers and Supervisors

Introduction to the Injury and Illness Prevention Program – Supervisors are key figures responsible for establishment and success of your Injury and Illness Prevention Program

- Review of the OSHA Standard requiring the IIP Program (<http://www.dir.ca.gov/title8/3203.html>)
- Review of the program elements and how their responsibilities relate to these activities.
 - Safety Policy and Manager/Supervisor Responsibilities
 - Compliance
 - Communication
 - Hazard Identification
 - Accident Investigation
 - Training and Instruction
 - Recordkeeping
- Review the General Safety Rules and Specific Safety Rules for the various operations/processes/procedures/equipment used in the business.

General Safety Rules

1. Employees shall report all unsafe conditions and equipment to a supervisor or safety coordinator.
2. Employees shall immediately report all injuries and illnesses to a supervisor or safety coordinator.
3. All exits shall be kept unblocked, well lighted and unlocked during work hours.
4. In the event of a fire, sound the alarm and evacuate the building.
5. Upon hearing a fire alarm, stop work and proceed to the nearest exit. Gather at the designated location outside the building.
6. Keep stairways clear at all time. Areas under stairways that are exit routes should not be used to store combustibles.
7. Do not store materials and equipment against doors or exits or fire extinguisher stations.
8. Keep aisles clear at all times
9. Maintain work areas in a neat, orderly manner. Throw trash and refuse into proper waste containers.
10. Wipe up all spills promptly.
11. All cords crossing into walk areas must be taped down or inserted through rubber protectors to prevent tripping hazards.
12. Never stack unstable material on top of file cabinets or other high places.
13. Never leave desk or cabinet drawers open. Use care when opening and closing drawers to avoid pinching fingers.
14. Do not leave keys in file cabinet locks.
15. Do not open more than one file cabinet drawer at a time, particularly the top two drawers on tall cabinets.
16. Always use the correct lifting technique. Never attempt to lift or push an object that is heavy. Get assistance from a fellow employee to move a heavy object or get a material handling aid like a dolly or forklift.
17. When carrying objects don't obstruct your vision and watch for obstructions or loose material.
18. Plug all electrical equipment into appropriate wall receptacles or into an extension of only one cord of similar size and capacity.
19. Three pronged plugs should be used where needed to ensure continuity of ground.
20. Keep appliances such as coffee pots or microwave ovens in working order and inspect them for signs of wear, heat or frayed cords.
21. Fans used in work areas should be guarded and guards must not allow fingers to be inserted through the mesh into the fan blades.
22. Use equipment such as scissors or staplers for their intended purposes only, do not misuse them as hammers, pry bars, or screwdrivers. Misuse can cause damage to the equipment and possible injury to the user.
23. Store cleaning supplies away from edible items.
24. Keep solutions that may be poisonous or not intended for consumption in well-labeled containers.