

ACCIDENT & ILLNESS PREVENTION PROGRAM ELEMENTS

NOTE: The term *Accident & Illness Prevention Program* is synonymous with the terms *Safety and Health Program* and *Loss Control (Prevention) Program*.

Required Accident & Illness Prevention Program Elements

These elements must be contained within the Accident & Illness Prevention Program developed, implemented and monitored by the self-insured employer. If “**other**” worksite specific procedures are used, the employer must describe the procedures using an attached sheet identified as Item 5.p. Elements 5 (a) thru 5 (n) are considered mandatory by the Pennsylvania Bureau of Workers' Compensation, while the procedures and activities described in 5.o., (1.throught10.) are applicable only on an individual employer basis. The following definitions apply to the specific program elements:

a. **Safety Program Policy Statement:** A written statement regarding the Accident & Illness Prevention Program that contains the employers philosophy regarding accident and illness prevention. The Safety Program Policy Statement is the foundation for all program activities. This statement is signed by a Chief Executive Officer and is communicated to all employees within the organization.

b. **Safety Program Coordinator Designated:** Individual(s) appointed by the employer to coordinate the functions of the Accident & Illness Prevention Program by location or on a corporate basis. Assignment of the Safety Program Coordinator should be documented and made part of the designated individuals duties and responsibilities.

c. **Safety Program Responsibility Assignments:** Assignment of Accident & Illness Prevention Program responsibilities, as they pertain to employees and staff, (includes contracted providers retained and responsible for certain program elements). The individual, position and/or title of the position, and the assignment of individual or position responsibilities should be documented.

d. **Hazard Identification Methods:** A written procedure for the conduct of hazard identification, control assessments and for providing recommendations or suggestions for the purpose of eliminating or reducing occupational incidents (accident, injuries, illnesses and near misses). Activities may include, but not be limited to: providing solutions, explanations, resources, reference materials and referrals.

e. **Industrial/Occupational Health Services:** A written policy that provides for services that include an initial consultation concerning the physical, mental and emotional well-being of employees in relation to their job and work environment. These consultations *may* produce recommendations designed to identify, control, and/or eliminate health hazards.

f. **Industrial Hygiene Services:** A written policy providing for services that include surveys and consultations concerning suspected chemical, physical or biological exposures. These surveys and consultations *may* produce recommendations designed to control and/or prevent identified exposures.

g. **Accident and Illness Prevention Program Training:** Documented training of employees which enable the organization and its employees to enhance knowledge skills, attitudes and motivations concerning health and safety procedures relating to operations, processes and specific work environments. Included (if applicable) is training for management/labor safety committee members regarding their roles and responsibilities.

h. **Emergency Action Plan:** A written plan designed to provide a quick and pre-planned response to emergencies, or unexpected (disastrous) events that include, but are not limited to, fires, floods, gas leaks, and ordered evacuation. The plan must include an accountability procedure once evacuation has occurred.

i. **Employee Safety Suggestion Program:** A documented program whereby employees can offer recommendations that are expected to improve the overall Accident & Illness Prevention Program or improve related operating conditions.

j. **Employee Involvement Methods:** A documented program which describes how employees are able to participate in Accident & Illness Prevention Program projects and activities, including assumption of certain program responsibilities, either on an assigned or voluntary basis.

k. **Safety Rules and Enforcement Procedure:** A written document that provides for enforcement of safety rules and regulations pertaining to the workplace, safe job performance behaviors and practices. Rules may be a result of legislative mandates and/or policies developed by the employer for specific site and task applications(s).

l. **Accident Investigation and Reporting:** A written procedure explaining and providing for the timely investigation of accidents, analysis of causes(s), completion of required reporting and recording, and a system for monitoring this information.

m. **Availability of First-Aid & CPR:** A written program explaining how immediate care to an injured or suddenly ill employee is to be provided. This program includes on-site services, as well as those provided by the medical community.

n. **Program Evaluation Methods:** Documentation of the method(s) used for assuring the quality of the Accident & Illness Prevention Program. Different than effective measures, this element would involve actual review and critique of the program for the purpose of determining the strength and weaknesses of it's elements, as well as program areas that may require revision.

o. **Program Goals and Objectives:** A documented procedure explaining how Accident & Illness Prevention Program goals and objectives are set. A Goal may be a 25% reduction in the number of recordable injuries (OSHA definition) during a specific period; while an objective could be the improvement of manual material handling tasks.

p. **Work Environment Procedures Relating To:**

1. ***Electrical and Machine Guarding:*** Systems, programs, procedures, hardware and equipment installed upon, around, over or near any machine or electrical installation to eliminate accidental contact by any person with the hazardous mechanical and/or electrical components.

2. ***Personal Protective Equipment:*** Devices and apparel worn by the employee to protect against hazards in the work environment.

3. ***Hearing Conservation Program:*** A program established to reduce or eliminate, if possible, the level of noise in the work environment to safe levels through engineering controls, administrative control and/or personal protective equipment.

4. ***Vision Conservation Program:*** A program established to reduce or eliminate, any physical or environmental hazards to employees' eyes. Methods may include personal protective equipment (safety glasses, goggles, and face shields), point of operation equipment guards, non-hazardous tools, proper illumination and other similar engineering controls.

5. ***Lock-Out/Tag-Out Program:*** A program consisting of an energy control procedure and employee training to ensure that a machine or equipment is isolated or inoperative (locked out) before servicing or maintenance takes place, thus protecting the employee from the unexpected startup or energizing of machinery or equipment.

6. ***Hazardous Material and Waste Program:*** A program that identifies and controls the receipt, use, storage and disposal of hazardous chemicals and products containing hazardous chemicals. Included is the development of a chemical inventory(HSSF), procurement of material safety data sheets (MSDS), training for employees in identifying hazardous materials, understanding possible exposures and routes of entry of the chemical into the body, knowledge of the signs and symptoms of overexposure and recommended first-aid procedures, if overexposure occur. This also includes the provisions of the Pennsylvania Worker and Community Right to Know Act, Pennsylvania Law 743, Number 159 for non-manufacturing employers. Right to Know information must be posted in a prominent location.

7. ***Confined Space Entry Program:*** A program of procedures and requirements to follow when entering, for any reason, any area that has limited openings for entry and exit that would make escape difficult in an emergency, has a lack of ventilation, contains known and potential hazards and is not intended or designed for continuous human occupancy.

8. ***Fire Prevention & Protection Program:*** A program of procedures and requirements for the prevention and control of fires and their related cause factors. This program also includes methods for responding to fires should they occur, employee evacuation procedures and other applicable techniques for protecting life and property.

9. ***Bloodborne Pathogens Exposure Control:*** A program of requirements for protecting employees against the hazards related to exposure to blood or other potentially infectious body fluids. This also includes employee training and a procedure for implementing an immediate response should an exposure incident occur.

10. ***Pre-Operational Process Review:*** A review of plans, drawings, diagrams and specifications for processes, equipment and machinery, prior to their use and introduction into the workplace. This review is for the purpose of identifying and correcting hazardous conditions.

11. ***Substance Abuse Awareness & Prevention:*** A program that provides for the education of employees about the dangers associated with substance abuse.