

TDI

Safety @ Work
Division of Workers' Compensation



Injury and Illness Prevention Plan Guide

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Preface

An effective injury and illness prevention plan can help create a safe work environment, improve productivity, lower business costs, and boost profits. A low injury record can also help to lower your workers' compensation insurance premiums.

Each workplace incident can affect profit margins in two ways:

- **Direct costs**, such as paying for workers' compensation benefits and medical costs.
- **Indirect costs**, such as:
 - o Direct time loss: time lost by those injured, other employees, and supervisors.
 - o Indirect time loss: time lost hiring and training new employees, preparing reports, attending hearings, or rescheduling production.
 - o Unexpected costs: failure to fill orders, and loss of customers and employee goodwill.

This guide aims to give you the ideas and tools to make injury and illness prevention a part of your standard operating procedures.

Plan guide

This guide goes over the basics of an injury and illness prevention plan that employers should use to manage workplace safety and health issues. A good plan includes:

- Management commitment.
- Recordkeeping and reporting.
- Safety analysis.
- Training.
- Inspections.
- Incident reporting and investigation.
- Plan review.

The guide explains how to develop and use each part. It also includes suggested policy. Employers can use the checklist on page 14 to review the parts of the plan.

Management commitment

A good prevention plan starts with management's commitment and support. When managers show interest in providing a safe workplace, employees are likely to do the same.

Goals

Employers should create clear safety goals, so their prevention plans are more likely to work. Goals should be clear, realistic, and easy to measure. For example, if your company has had a lot of injuries, a realistic goal that you can measure might be to reduce these incidents by 25% during the next year. One method to ensure success is using the **SMART model** when developing goals:

- **S**pecific.
- **M**easurable
- **A**chievable.
- **R**elevant.
- **T**ime-bound.

Participation

Management should show its support by taking safety actions like:

- Putting out a written safety policy statement.
- Allowing enough staff, time, and money for the plan and for safety.
- Assigning responsibility and authority for using and enforcing the injury and illness prevention plan.
- Following safety rules themselves.
- Responding right away to incident prevention suggestions, investigations, or complaints.
- Going to safety training and meetings.

Written safety policy

A prevention plan should include a written safety policy statement that shows that the company is committed to a safe and healthy workplace. Management should sign the statement and keep it where employees can see it.

Recordkeeping and reporting

Keeping good records is an important part of your injury and illness prevention plan. These records help you manage safety, meet legal requirements, and keep your workplace safer.

Why keep injury and illness records?

Accurate records help you see where injuries and illnesses happen in your workplace. This helps you find ways to prevent them in the future.

OSHA recordkeeping requirements

The Occupational Safety and Health Administration (OSHA) requires employers in high-hazard industries with more than 10 employees at any time during the last calendar year (including short-term or contract employees) to keep records of all incidents in the workplace that result in a death, illness, or injury that results in:

- Medical treatment beyond first aid.
- Loss of consciousness.
- Restricted work or motion.
- Days away from work.
- Job transfer.

For each incident that meets these rules, you must fill out:

- **OSHA Form 300:** Log of Work-Related Injuries and Illnesses.
- **OSHA Form 301:** Injury and Illness Incident Report (or a similar equivalent).

Note: *The DWC Form-001 (Employer's First Report of Injury or Illness) does not meet OSHA's recordkeeping requirements.*

Who is exempt?

Two classes of employers are partially exempt from routinely keeping OSHA injury and illness records:

- Employers with **10 or fewer employees** at any time during the calendar year.
- Employers in low-hazard industries (as classified by NAICS). See OSHA's list in [Non-Mandatory Appendix A to Subpart B of 29 CFR 1904](#).

Even if you are exempt:

- All Texas employers must keep injury records under 28 Texas Administrative Code §120.1.
- You must keep records if OSHA or the Bureau of Labor Statistics (BLS) asks for injury and illness data.
- Injury and illness records may also be needed for legal cases.

Records to keep

If you have 11 or more employees, you must keep records of serious work-related injuries and illnesses using:

- **OSHA Form 300** – Log of Work-Related Injuries and Illnesses.
- **OSHA Form 301** – Injury and Illness Incident Report.

Each year, even if there were no injuries or illnesses, you must fill out and post:

- **OSHA Form 300A** – Summary of Work-Related Injuries and Illnesses.

You can use your own forms if they include all the information OSHA requires, are easy to read, and follow OSHA's instructions.

If you have workers' compensation coverage, you must keep injury and illness records for your employees. OSHA Form 300 meets this requirement and is available at [osha.gov](https://www.osha.gov).

Employers should also keep these records:

- Employee medical records related to hearing conservation and respiratory protection programs.
- Operating permits.
- Permits for confined spaces.
- Safety inspections.
- Safety meeting minutes.
- Safety training attendance.
- Emergency response drills.
- Incident investigations.
- Exposures to hazardous substances or harmful chemicals.

Reporting requirements

Reporting to OSHA

All employers covered by the Occupational Safety and Health (OSH) Act must meet OSHA standards for reporting severe injuries and illnesses.

Event	When to report
Work-related fatality.	Within eight hours of learning about it.
Fatality that happens within 30 days of a work-related incident.	Within eight hours of learning about it.
Inpatient hospitalization, loss of a limb or other body part, or eye loss that happens within 24 hours of a work-related accident.	Within 24 hours of learning about it.

Ways employers may report to OSHA:

- Call the nearest OSHA area office during normal business hours.
- Call the OSHA 24-hour hotline at **1-800-321-6742 (OSHA)**.
- Report at any time through OSHA's online reporting tool at [osha.gov](https://www.osha.gov).

Employers will need to give their company name, the name of the affected employee(s), location, time of the incident, a brief description of the incident, and a contact person and phone number where they can be reached.

Reporting to Texas Department of Insurance, Division of Workers' Compensation (DWC)

In addition to any OSHA forms you are required to keep, most Texas employers must report any death, on the job injury that results in more than one lost workday, or any occupational diseases they know about to the Texas Department of Insurance, Division of Workers' Compensation (DWC).

Who must report	What to file	When to file
Employers with workers' compensation insurance .	DWC Form-001 (Employer's First Report of Injury or Illness) – Used to report any work-related injury, illness, or death involving an employee.	File with your workers' compensation insurance carrier and provide a copy to the injured employee (or their representative) no later than the eighth day after the employee's first day of absence from work due to the injury, after you receive notice of an occupational disease, or immediately if an employee dies. Do not send this form to DWC unless specifically requested
Employers without workers' compensation insurance (non-subscribers) and with five or more employees not exempt from coverage, or employers with insurance if an employee has waived coverage.	DWC Form-007 (Employer's Report of Noncovered Employee's Work-Related Injury or Illness) – Used to report any work-related injury, illness, or death for employees not covered by workers' comp.	File with DWC no later than the seventh day of the month following the month in which a work-related death occurred, an employee was absent from work for more than one day due to injury, or the employer learned of a work-related illness. If no reportable incidents occurred during a month, no report is required for that month.

Note: *If an employee who has waived coverage is injured or becomes ill, the employer must report it using DWC Form-007.*

Management responsibilities

Management must decide what records will be kept, who will maintain the records, where the records will be stored, and for how long the records will be kept. Unless otherwise required by law, it is recommended to keep records for **at least five years**.

Safety analysis

A safety analysis helps you focus on the work areas that are the greatest threat to your employees' health and safety. By finding these trends and studying data you can help to reduce workplace incidents. To do a safety analysis, you should write down the following:

- Who (by job title) is responsible for doing the analysis?
- What type of analysis will be used?
- How often will you do the analysis (such as quarterly, semiannually, or annually)?
- What data will you analyze?

A simple safety analysis can help reduce mistakes that can cause injuries or lower profits. These are two recommended analyses:

- **Trend analysis.**
- **Job safety analysis (JSA).**

Trend analyses

A trend analysis works by revealing negative trends that can be turned into positive ones by focusing your prevention efforts. This is done by reviewing statistical data found while running your incident prevention plan.

For example, injury data can help you see what types of injuries happen and how often they happen. Investigation data can show causes of injuries, like improper lifting. Inspection data can reveal ongoing problem areas or risks, like broken or defective lifting equipment that means employees have to lift heavy objects themselves.

Doing a trend analysis:

1. Choose the data to analyze (like injury data).
2. Decide what time period the analysis will cover (like a month, quarter, or half year).
3. Look for patterns in the data. Examples: three of four incidents resulted in a back injury; all injuries happened in the same work area; 75% of injuries involved the same work activities; or repeat hazards were found during inspections.
4. Come up with corrective measures to stop the negative trends.

The trend analysis may show the need for more training, new procedures, or engineering controls to get rid of the problem(s).

Job safety analysis (JSA)

Through a JSA (also known as a job hazard analysis, or JHA), you can identify hazards linked to a task and take steps to protect employees from the hazards. OSHA offers [guidance](#) for doing a step-by-step analysis.

During a JSA, you should analyze *quality control*, *production*, and *safety* so you can discover job hazards and find a better way for employees to safely do their jobs. One way might be to use items that control or reduce job hazards, like machine guards. Another solution might be to change job procedures to lower the risk of hazards, like using a different technique to pile materials more safely.

Be sure to check the OSHA standards for your industry before doing a JSA. By including OSHA requirements in your JSA, you can be sure to meet federal safety and health standards.

Doing a trend analysis:

1. Choose a job to analyze. Do JSAs for all jobs in your workplace, but starting with jobs in which people are often or severely injured, are more likely to be injured, or in which a simple human error could result in a severe injury. Also put toward the top of the list jobs that are new to your business or have changed, and complex jobs that require written instructions.
2. Break the job down into steps.
 - o Choose a competent person (someone OSHA defines as capable and authorized to identify and correct existing and predictable workplace hazards) to observe the employee.
 - o Explain the purpose of the JSA.
 - o Have the competent person watch the employee as he or she does the job.
 - o Record each step the employee takes to do the job (on a form similar to the sample in Appendix B, Attachment 9).
 - o Review the JSA with the employee and ask for comments.
3. Identify the job's hazards and potential injuries, including:
 - o Having any kind of contact that causes injury.
 - o Getting caught in or between objects.
 - o Slipping or tripping.
 - o Straining, pushing, pulling, reaching, twisting, or lifting.
 - o Exposure to hazardous gases, fumes, mists, dusts, noise, or radiation.
4. Identify ways to remove the hazards and prevent potential injuries and illnesses.
 - o Find a new way to do the job.
 - o Change the job's physical conditions that create hazards.
 - o Reduce the need for the job or how often it needs to be done.
5. Review the JSA. Do this if you have an incident, but also review JSAs on a regular basis to keep them current and working well to prevent injuries. Even if a job has not changed, you might discover new hazards during a follow-up review that you didn't find in your first analysis.

Training

Employee training is an essential part of your Injury and Illness Prevention Plan

Why training matters

Employee training is a useful tool for preventing incidents. Through training, employees become more aware of safety and learn to recognize and eliminate hazards. Statistics show that unsafe acts—not unsafe conditions—cause most incidents. Training workers on how to avoid hazards and how to report and correct unsafe working conditions helps keep your workplace safe.

Some [OSHA standards](#) require training for certain employees, hazards, and job tasks. (See Appendix A of this guide for a list of these requirements).

When to train

A strong safety culture starts from day one.

- **New employees** should be trained as soon as possible.
- **Current employees** should receive regular refresher training.
- **Training reminders** help reinforce safety awareness over time.

Who needs training?

Everyone.

- **New employees** need orientation to start safely and understand your safety procedures.
- **Current employees** benefit from regular updates, especially when tasks, equipment, or processes change.
- **Employees in new or changing roles** need retraining to stay safe.
- **Supervisors** need special training in safety management, including how to analyze jobs for unsafe acts and conditions.

What to include in safety training

Orientation for new employees

Use orientation to instill safe habits and explain key procedures:

- Discuss the company's safety policy and commitment to a safe, healthy workplace.
- Provide a copy of the company's safety rules and procedures; answer any questions.
- Explain the Injury and Illness Prevention Plan.
- Issue required PPE and demonstrate proper use and maintenance.

(continued)

- Train employees on specific hazards related to their jobs. (Use a JSA to prepare.)
- Tour the facility, pointing out job-related areas and tasks.

Job instruction

Teach employees how to perform tasks safely and efficiently by:

- Analyzing the task and its hazards.
- Putting employees at ease before starting.
- Demonstrating each step of the task clearly and safely.
- Watching them perform the task and having them explain it back to you.
- Following up to observe performance and correct mistakes over time.

Ongoing training for current employees

Regular training helps maintain a strong safety culture:

- Offer briefings, videos, and topic-based discussions.
- Review changes in process, tasks, or equipment.
- Alert employees to new hazards or safety procedures.
- Reinforce actions to correct hazards and prevent incidents.
- Choose training topics based on:
 - o Recent incidents or near misses.
 - o Seasonal conditions.
 - o Specific settings, jobs, or equipment.
- Keep training sessions short and focused.
- Encourage employee feedback and participation in improving safety.
- Send regular reminders to reinforce key safety messages.

Planning your training program

Your Injury and Illness Prevention Plan should clearly state:

- **Who** (by job title) is responsible for training new employees?
- **How often** will all employees receive training?
- **What topics** will the training cover?

Recap: Seven steps to training

Step 1 - Decide if training is needed.

Before training, decide whether other steps would work better. For example, is putting guards on equipment more useful than training employees to keep their hands away from dangerous parts?

Step 2 - Identify training topics.

Once you have decided that training is needed, decide what hazards employees are exposed to.

Step 3 - Name your goals and objectives.

Decide what you want employees to gain from the training and how you will measure the results.

Step 4 - Develop learning activities.

Choose and design the activities that will help the trainee(s) meet the objective.

Step 5 - Conduct the training.

Choose whatever training method you have decided will work best, and do the training.

Step 6 - Judge training effectiveness.

Make sure the training has done what it was supposed to do.

Step 7 - Improve the training.

Review the training program and make any changes needed. New equipment, procedures, and found hazards can change your training program needs. The program should include training on ways to protect employees by controlling hazards.

Inspections

A safety inspection program is a good way to find unsafe workplace conditions and acts, and to identify the conditions or tasks that could cause serious injury.

A good safety inspection program names a person who understands the safety and health rules for each workplace to do inspections and come up with. These rules include OSHA standards 29 Code of Federal Regulations (CFR) 1910 for general industry and 29 CFR 1926 for construction; American National Standards Institute standards; and National Fire Protection Association codes and standards. It is important to remember that governmental regulations are only the basic requirements. Employers should aim to go beyond those standards to be sure to meet company safety goals.

Components of a safety inspection program

1. Plan Inspections.

- o Identify who will conduct inspections.
- o Determine how often inspections will occur.

- o Decide how inspections will be recorded.
- o Specify who reviews reports and corrective actions.

2. Schedule Inspections.

- o Stick to a regular schedule (weekly, monthly, or quarterly).
- o Conduct additional inspections when new risks arise (e.g., increased production, new equipment, changes in tasks, or crowded work areas).

3. What to Inspect.

- o Assess the conditions in which each employee works.
- o Focus on areas with past incidents or likely risks.
- o Use records to identify hazardous locations or recurring issues.
- o Use an inspection form or checklist to identify problem areas.

Inspect for unsafe acts such as:

- Not using PPE.
- Bypassing guards or safety devices.
- Using the wrong or faulty tools or equipment.
- Lifting incorrectly.
- Operating equipment at unsafe speeds.
- Improper material stacking.
- Using equipment without proper training or authorization.

Inspect for unsafe conditions such as:

- Damaged or slippery floors.
- Blocked aisles.
- Unguarded machinery.
- Poor housekeeping.
- Inadequate lighting.
- Unsafe material storage.
- Non-compliant electrical systems.
- Unsafe ladders or stairways.
- Improper chemical or flammable material storage.
- Poorly maintained vehicles or equipment.
- Blocked exit routes.
- Non-functional ventilation, fire detection/suppression, or security systems.
- Inspect any other conditions relevant to your organization's safety.

Documenting inspections

- **Keep copies** of all inspection forms or checklists.
- **Maintain lists** of corrective actions taken.

You can use DWC's free, downloadable [publications](#):

- **General Industry Self-Inspection Checklist** ([English/Spanish](#)).
- **Construction Safety Inspection Checklist** ([English/Spanish](#)).

Incident reporting and investigation

Incident reporting

This part of an injury and illness prevention plan looks at how employees go about reporting incidents to their employers. It also looks at the process for investigating incidents to find their root cause(s) to avoid future incidents.

- Encourage employees to report all incidents, injuries, and near-misses (close calls).
- Specify how and to whom incidents are reported (e.g., supervisor, shop chief, foreperson).
- Comply with federal and state reporting requirements for certain injuries and illnesses.

Incident investigation

During your investigation, focus on finding the incident's cause instead of blaming any one person. This lets you focus on fixing problem areas and keeping incidents from happening again.

- Use root-cause analysis to determine:
 - o What happened?
 - o How did it happen?
 - o Why did it happen?
 - o Who was involved?
 - o What was the end result (like a fatality, injury, illness, or property damage)?
 - o What needs to be corrected?
- Use tools such as brainstorming, checklists, and timelines.
- Minor incidents and near misses should also be investigated, as addressing their causes can prevent more serious events.

Investigation steps

Follow these steps when investigating an incident:

1. Check the site and get the facts before anything is moved or changed.
2. If the incident results in an employee injury or illness, talk about it with the victim as soon as possible after the person receives first aid or medical treatment.

3. Interview witnesses and the people involved in the incident. Have them describe what happened, and the surrounding conditions and circumstances. Record their accounts.
4. Gather all facts, no matter how small, to help you find the incident's real cause. Try not to jump to conclusions. Reviewing documents like maintenance logs can help.
5. Look at what systems were in place that could have led to why the incident happened.

Use a standard form to cover all parts of your investigation. (See Appendix B, Attachment 5 for the *Supervisor Report of Employee Injury*.)

When and who should investigate?

- Begin investigations as soon as possible at the site of the incident.
- Employers should set guidelines and appoint responsible individuals for investigations. The owner or company head should decide who does the investigation.

Corrective actions and follow-up

Develop a plan to control or eliminate the cause of incidents and prevent recurrence. Take corrective actions like:

- Changing tasks to remove hazards.
- Installing equipment changes or guards.
- Requesting appropriate devices.
- Retraining employees if necessary.
- Updating policies or practices.
- Following up to ensure corrective actions are effective.

Plan review

This part of the illness and injury prevention plan will keep it current, efficient, and effective. It is a chance to fine-tune the plan.

- Choose a responsible person(s) and how often to do the review (at least once a year).
- Thoroughly review each part of the plan.
- Make sure any new equipment, process, or operations are added to the appropriate parts of your plan.
- Check your existing equipment procedures and operations to make sure your guidelines are meeting your safety needs.
- Document the results of your review and give them to management for change approvals.
- Adjust the plan as needed, and train all affected employees about the changes.

Resources

Where to find help

DWC offers a variety of programs and services, including:

- **Free help with OSHA compliance.**
Occupational Safety and Health Consultation (OSHCON) Program
800-252-7031, Option 2
OSHCON@tdi.texas.gov
www.txoshcon.com
- **Free and low-cost OSHA-authorized workplace safety and health training.**
DWC Workplace Safety Training Instruction
800-252-7031, Option 2
SafetyTraining@tdi.texas.gov
www.txsafetyatwork.com
- **Free workplace safety and health publications and videos.**
DWC Resource Center
512-804-4620
ResourceCenter@tdi.texas.gov
www.txsafetyatwork.com
- **Safety violation hotline.**
800-452-9595
safetyhotline@tdi.texas.gov
www.txsafetyatwork.com

For more information about DWC-Workplace Safety, contact healthsafety@tdi.texas.gov or 800-252-7031, option 2.

DWC Claims and Customer Service	800-252-7031, option 1	N/A	tdi.texas.gov/wc
American National Standards Institute	202-293-8020	info@ansi.org	ansi.org
National Fire Protection Association	800-344-3555	N/A	nfpa.org
National Institutes of Occupational Safety and Health	800-CDC-INFO (800-232-4636)	N/A	cdc.org/niosh
Occupational Safety and Health Administration	800-321-OSHA (6742)	N/A	osha.gov
Texas Commission on Environmental Quality	512-239-1000	ac@tceq.texas.gov	tceq.texas.gov
Texas Department of State Health Services	888-963-7111	customer.service@dshs.texas.gov	dshs.texas.gov

If you have workers' compensation insurance coverage in Texas, your insurance company should provide **accident prevention services** to you, based on the nature of your operations, at no additional cost. These services include:

- Surveys of your sites and operations.
- Recommendations to help you control exposures.
- Consultations to give you advice on injury and illness prevention plans.
- Analysis of incident causes and trends.
- Training aids, programs, and materials to help control exposures.
- Industrial hygiene services.
- Industrial health services.

You should be able to find out how to get in touch with your insurance company's loss control department on its information page (an additional page in the workers' compensation policy) or on the front of your workers' compensation insurance policy. If you have questions, contact DWC at 800-252-7031, option 2, or at APS@tdi.texas.gov.

Required posters

A variety of laws require employers to display posters in the workplace. You can get these posters for free from the following state or federal agencies.

- **DWC:** The following notices to employees about workers' compensation insurance coverage in Texas must be posted in the staff office (if possible) and in the workplace where each employee is likely to see it on a regular basis. These notices tell employees whether their employer has workers' compensation insurance, and how to file a claim if they are covered. The notices also tell employees about the Office of Injured Employee Counsel (OIEC). All the notices show information about the DWC Safety Violations Hotline for reporting unsafe workplaces.
 - o **Notice 5-Notice to Employees Concerning Workers' Compensation in Texas** for employers not covered by workers' compensation (non-subscribers).
 - o **Notice 6-Notice to Employees Concerning Workers' Compensation in Texas** for employers that are insured through a commercial insurance company or that are members of a self-insurance group under Texas Labor Code (TLC) Chapter 407, Subchapter A.
 - o **Notice 7-Notice to Employees Concerning Workers' Compensation in Texas** for employers that are certified self-insurers under TLC Chapter 407.
 - o **Notice 8-Required Workers' Compensation Coverage** for government construction projects.

Employers of law enforcement officers, firefighters, emergency medical service employees, paramedics, and correctional officers with certain types of employees must post:

- o **Notice 9-Notice Regarding Certain Work-Related Communicable Diseases and Eligibility for Workers' Compensation Benefits.**

Find these notices at tdi.texas.gov/forms/form20employer.html or by calling 800-252-7031, option 1.

- **Office of Injured Employee Counsel (OIEC):** All employers with workers' compensation must post a notice, about the OIEC Ombudsman Program in the staff office (if possible) in English, Spanish, and any other language that is common to the employer's employees. The notice should be posted in the workplace where each employee is likely to see the notice on a regular basis. You can get this notice at oiec.texas.gov or by calling 866-EZE-OIEC (866-393-6432).
- **OSHA:** All employers covered by OSHA must display the *OSHA Job Safety and Health: It's the Law* poster in their workplaces in a place where employees can easily see it. The poster tells employees their rights under the Occupational Safety and Health Act. OSHA requires that copies of the poster be at least 8.5" x 14" with 10-point type.

To get a copy of the OSHA poster:

- o Download or request a copy online from osha.gov.
- o Order a print copy by phone at 800-321-OSHA (6742) or 202-693-1888.
- **Other posters:** The Texas Workforce Commission provides information about and links to other state and federal required postings at twc.texas.gov/businesses/posters-workplace. Contact the governmental agencies that oversee your industry for other posting requirements. Get professional legal advice when in doubt about what you are required to do under the law.

OSHA-required written programs

OSHA rules require employers to have written programs for certain workplace hazards and exposures. The following list focuses on plans or programs that contain processes, policies, permissions, and other items that must be in written form. It does not include mandatory certifications or notices.

29 Code of Federal Regulations standard	Program
1910.38	Emergency Action Plans (oral plans are enough for employers with 10 or fewer employees)
1910.66	Emergency Action Plan for Each Kind of Working Platform Operation
1910.95	Occupational Noise Exposure (oil and gas well drilling and servicing are exempt)
1910.119	Process Safety Plan of Action — Highly Hazardous Chemicals
1910.120	Hazardous Waste — Normal Procedures and Emergency Response
1910.134	Respiratory Protection Program
1910.146	Confined Space Entry Procedures (General Industry)
1926 Subpart AA	Confined Space Entry Procedures (Construction)
1910.147	Lockout/Tagout Procedures
1910.156	Fire Brigade Procedures and Policies (do not apply to airport crash rescue or forest firefighting operations)
1910.272	Housekeeping Program (to reduce accumulated fugitive grain dust in grain facilities)
1910.1030	Bloodborne Pathogens Exposure Control Plan
1910.1200	Hazard Communication
1910.1450	Chemical Hygiene Plan for Hazardous Chemicals in Laboratories
1910 Subpart Z	Programs to lower employee exposure where permissible exposure limit is exceeded, emergency response programs for certain chemicals, and housekeeping programs for certain substances
1926.52	Hearing Conservation Program
1926.60	Emergency Response Plan for Methylenedianiline Exposure
1926.1101	Asbestos Removal Plan — requires a certified person with the plan
1926.1127	Cadmium Level Monitoring Plan and Emergency Response

Appendix A:

Injury and Illness Prevention Checklist

Find the fillable form on DWC's Free Safety and Health Publications web page in [English](#) or [Spanish](#) at tdi.texas.gov/wc/safety/videoresources/index.html. It covers these safety topics:

Management commitment and leadership

- Is there a current written policy statement provided?
- Is the policy statement signed by management?
- Are copies of the policy provided to new employees?
- Are individuals assigned responsibility for developing, implementing, and enforcing the incident-prevention plan?
- Are employee and supervisor responsibilities and authority assigned?
- Has management allocated sufficient resources for safety programs?
- Does management actively participate in safety initiatives and training?

Employee participation and communication

- Has a safety team been established to monitor the safety and health program?
- Is there an established procedure for handling employee safety and health complaints?
- Is there a system for employees to suggest safety improvements?
- Are employees involved in developing and reviewing safety procedures?
- Do employees participate in regularly scheduled safety meetings?
- Are safety signs and warnings posted where appropriate?

Hazard identification and assessment

- Has a job safety analysis been conducted for each job role?
- Is there a system for employees to report potential hazards?
- Are hazard assessments conducted for new processes or equipment?
- Are hazard assessments updated when processes or equipment change?
- Has an ergonomic assessment been conducted for all workstations?
- Is there a process for assessing chemical hazards before introducing new substances?
- Are noise levels assessed in potentially loud work areas?
- Is there a system in place to assess potential safety risks of new projects?

Inspections

- Are regular workplace safety inspections conducted?
 - Is there a schedule for inspecting facilities, equipment, and tools?
- (continued)

- Are ladders inspected before each use and periodically?
- Are vehicles inspected regularly for safety?
- Is personal protective equipment (PPE) inspected routinely?
- Are fire extinguishers and suppression systems inspected as required?
- Are emergency eyewash and shower stations inspected weekly?
- Is there a checklist used for conducting safety inspections?
- Are inspection records maintained and readily available?
- Is there a process to ensure inspection findings are addressed promptly?
- Are follow-up inspections conducted to verify corrective actions?
- Has a person been designated responsible for overseeing the inspection program?

Hazard prevention and control

- Is there a system in place to prioritize and address identified hazards?
- Are engineering controls implemented as the primary method of hazard control where feasible?
- Are administrative controls (such as job rotation or revised work procedures) used when engineering controls are not practical?
- Is appropriate PPE provided, maintained, and properly used?
- Are employees trained in the proper use and limitations of PPE?
- Is there a process for regularly reviewing and updating hazard control measures?
- Are changes in processes, equipment, or materials evaluated for potential new hazards?
- Is there a system for employees to report the need for maintenance or repairs related to safety?
- Are emergency shutdown procedures in place for hazardous equipment or processes?
- Is there a lockout/tagout program for controlling hazardous energy during maintenance?

Safety and health training

- Have new employees received orientation training?
- Does management provide resources for and participate in employee training?
- Have employees received and documented required OSHA training (as applicable) in:
 - o Work-area hazards?
 - o Emergency action plans?
 - o Fire prevention plans?
 - o Equipment operation for:
 - Powered platforms?
 - Equipment producing ionizing radiation?
 - Powered industrial trucks?

(continued)

- Multi- and single-piece rim wheel servicing?
 - Mechanical power presses?
- PPE including respiratory protection?
- Location and use of emergency equipment?
- Hazard communication including:
 - o Safety data sheets?
 - o Storage of flammable and combustible liquids.
 - o Explosive or blasting agents?
 - o Control of hazardous energy (lockout/tagout)?
- Hearing conservation?
- Permit-required confined spaces?
- Welding?
- Bloodborne pathogens?
- Do all employees receive refresher training on at least an annual basis?
- Have supervisors received instruction in incident investigation and hazard abatement?
- Have employees received required OSHA training as needed (list specific topics)?
- Has a responsible person been designated to conduct training?

Accident/incident investigation

- Have incident investigation guidelines been established?
- Are responsibilities assigned for all facets of the investigation process?
- Are all incidents and near misses investigated?
- Are incident investigation recommendations implemented?
- Are the personnel involved in the investigation process trained in investigation techniques and procedures?
- Has a responsible person been designated to conduct investigations?

Program evaluation and improvement

- Is your incident-prevention plan reviewed on at least an annual basis?
- Are results documented and shared with managers, supervisors, and employees?
- Are professional safety services or other sources used in revising or updating your safety program?
- Has a trend analysis been conducted?
- Are safety performance metrics tracked and reviewed regularly?
- Are there established safety goals, and is progress toward these goals monitored?

(continued)

Recordkeeping and documentation

- Are OSHA 300, 300A, and 301 forms maintained as required?
- Are procedures in place to maintain records and logs for:
 - Safety inspections?
 - Safety meeting minutes?
 - Incident investigations?
 - Emergency response drills?
- Are employee medical records current and per OSHA standards?
- Are records of employee exposure to hazardous substances or harmful physical agents maintained?
- Are employee training records maintained and available for review?
- Are records maintained for the time required by law?
- Are operating permits and records current?

Emergency preparedness and response

- Are emergency telephone numbers posted where they can readily be found?
- Is a first-aid kit available and adequately stocked?
- Are emergency evacuation routes identified and posted?
- Is there an emergency action plan in place?
- Are emergency drills conducted regularly?
- Is there a business continuity plan in place?

Contractor safety management

- Are contractors included in the safety program?
- Is there a process for evaluating contractor safety performance?
- Are contractor safety requirements clearly communicated?
- Is there a system to ensure contractors comply with site safety rules?

Specific hazard management programs

- Are there specific programs in place for hazards such as lockout/tagout, confined space entry, fall protection, etc.?
- Are these programs reviewed and updated regularly?
- Do employees receive specific training on these hazard management programs?

Behavior-based safety

- Is there a program in place to observe and reinforce safe behaviors?
- Are employees trained in behavior-based safety techniques?
- Is there a system for providing feedback on observed behaviors?

(continued)

Management of change

- Is there a process for evaluating how changes in processes, equipment, or materials affect safety?
- Are changes communicated effectively to all affected employees?
- Is training provided when significant changes are implemented?

Compliance with regulations

- Are OSHA posters and forms displayed in prominent locations?
- Are safety signs and warnings posted where appropriate?
- Is the safety program current for all employer operations and employee activities?
- Are industry-specific safety regulations being followed?

Appendix B:

Sample Injury and Illness Prevention Plan

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Goals and objectives

Goals

- To involve each employee in an effective way.
- To get rid of all known and possible hazards.
- To lower or get rid of work-related incidents that result in injury or illness within our company.
- To reduce losses from injury or illness in any employee or other person, or property damage from such incidents.
- To raise awareness of the overall safety of our operations at all facilities.
- To boost morale among employees because they know their work environment is safe.

Objectives

- An injury and illness prevention plan that works.
- Commitment to ongoing support from all levels of management and staff.
- Personal responsibility and accountability for the safety program.
- Having enough resources for the safety program.
- Having good communication about safety and health concerns among everyone in the organization.
- Keeping good records and reviewing them.
- Doing broad surveys and self-inspections on a regular basis.
- Having good measures in place for hazard identification, correction, and control.
- Having good safety orientation and training programs in place.
- Reviewing and updating the plan on a regular basis.

Every employee must be interested in the success of the safety program to achieve these goals. Employers shouldn't hesitate to carry out the objectives in the most effective way possible.

Authority and accountability

The **(Professional Title)** of this company is responsible for providing resources and guidance for developing and putting in place the injury and illness prevention plan.

The **(Professional Title)** may assign any part of the plan's work to an employee(s), but the **(Professional Title)** will be responsible for how well the plan works. The **(Professional Title)** may also approve or discipline those who violate policies, procedures, or rules.

The **(Professional Title(s))** must make sure all employees under their direction follow all organization safety and health policies, procedures, and rules. They are responsible for giving training and guidance to employees under their direction. The **(Professional Title(s))** may reprimand and recommend disciplinary actions against employees who violate the company's safety and health policies.

Employees will be held responsible for committing to the injury and illness prevention plan; following the plan's policies, procedures, and rules; and for being actively involved to help provide a safe and healthy workplace. Employees are encouraged to tell management about their safety and health concerns, so they can make plan changes needed to lower workplace exposure to injury.

Contractors that provide services for this company at any location must make sure all their employees follow this company's commitment to safety and health. **(Company)** will give the injury and illness prevention plan to all contractors to review.

Employee commitment and responsibility

This company sees the value of employee involvement in meeting the goals we have set for ourselves. Employees are expected to do their jobs in a way that is safe for themselves and those around them. All employees must follow this company's safety and health policies, procedures, and rules to continue being employed at this organization. Employees must also follow federal, state, and local safety and health regulations.

Employee involvement

The head of this company encourages and expects all employees' help and commitment in putting this injury and illness prevention plan in place. Employees are encouraged to provide feedback and express safety concerns about the prevention plan.

Departmental safety meetings

This company will make sure all employees meet on a regular basis to talk about safety and health issues, and to raise employee awareness of the injury and illness prevention plan. These meetings will help to keep employees active in workplace safety issues, and allow them to voice any concerns they may have. Meeting minutes will be kept on file.

Reporting hazards and unsafe conditions

Failing to report unsafe conditions may be considered as cause for losing your job. All employees must report workplace hazards and unsafe conditions to **(Professional Title)**. After a report is made, there will be immediate action to see if a hazard exists. If there is a hazard, the company will take prompt corrective action or put protections in place until the correction is done. The **(Professional Title)** will tell the reporting employee about the corrective action taken or the procedures used to find that no hazard existed. If practical, the company will share this information with all employees.

Documentation

The **(Professional Title)** will record all hazard reports and corrective measures. Management will review these documents and let employees review them.

Disciplinary policy

This company has made a disciplinary policy that applies to its injury and illness prevention plan. The policy will help enforce the rules and procedures for a safe and healthy working environment. The disciplinary policy applies to all employees.

Verbal warnings

Management or supervisors may put out verbal warnings to employees who break minor rules, violate safety rules, or safe work practices. Continued violations or verbal warnings will lead to more severe disciplinary action.

Written warnings

Management or supervisors may issue written warnings for:

- Repeated minor safety rule violations or failure to follow procedures.
- A single, serious violation of a rule or procedure that could have resulted in injury to an employee or property damage.

Disciplinary leave

Supervisors may recommend and enforce disciplinary leave for the above reasons and for:

- Repeated violations or failure to follow safety rules or procedures.
- A single, serious violation of a rule or procedure that results in injury to an employee or property damage.

Termination

Supervisors may recommend firing any employee for repeated, serious violations in the above circumstances.

Documentation

The **(Professional Title)** will make a written report on each employee violation of company safety rules, regulations, or procedures. The report will state the type of violation and corrective action taken. Employees must read and sign the report saying that they understand the violation.

Recordkeeping and reporting

This company believes that good recordkeeping allows for reviewing, finding trends, and tracking the job performance of the injury and illness prevention plan.

The **(Professional Title)** will keep these records of all work-related injuries and illnesses for our employees or associates if required:

- OSHA 300 *Log of Work-Related Injuries and Illnesses* or equivalent
- OSHA 301 *Injury and Illness Incident Report* or equivalent
- OSHA 300A *Summary of Work-Related Injuries and Illnesses*
- DWC Form-001 *Employer's First Report of Injury or Illness*
- DWC Form-007 *Employer's Report of Non-covered Employee's Occupational Injury or Disease*
- Record of first aid or other non-recordable accidents or incidents.

The company will keep the OSHA 300 log or an equal record at each job site. The OSHA 301 (or a similar report) will be kept that shows a case number matching a case identifier on the OSHA 300 log and all related and required information. The records will be updated within seven calendar days after a recordable accident is reported. If an OSHA 300 log is not required and not kept, an injury record must be kept to satisfy DWC rule 28 Texas Administrative Code §120.1, Employer's Record of Injuries.

The OSHA 300A summary will be posted in an obvious location for employees to review no later than February 1 for the previous calendar year. It will stay in place until April 30.

All data on injuries or illnesses not needing medical treatment, or otherwise not recordable on the documents mentioned above, will be kept in writing. This includes data on first-aid treatment of any kind. Every January management will review all incidents to determine trends and corrective actions that are needed.

These records will be kept for at least five years, or as long as the law requires.

Safety analysis

The **(Professional Title)** of this company will analyze all records and documents related to the injury and illness prevention plan. This review will be done on a **(Frequency)** basis. It will focus on analyzing hazards and injuries, and recognizing trends.

A trend analysis will look at incidents and near misses that resulted in, or could involve, an injury, illness, or property damage. The analysis will also look at repeat hazards and violations needing correction to find out which part of the plan is failing by letting the hazard persist.

The **(Professional Title)** will give information and recommendations for ways to correct incident trends in their work areas. Employers will tell employees about these trends and hazard exposures as they are found. Employers will ask employees for their feedback on what methods they think would fix any negative trends found. Incident trends and ongoing hazards will be the focus of corrective actions and employee training. The **(Professional Title)** will follow up on corrective measures at each location until the cause of the hazard has been removed or controlled.

Employee training records will be reviewed each **(Month)** to make sure the company always has a training program that works. Employees will be interviewed from time to time to improve training and to help decide when to repeat or add to the information given.

Safety and health training

This company is committed to providing safety and health-related orientation and training to all employees. The **(Professional Title)** will put in place strong training programs. The programs are meant to teach employees about the company's safety and health procedures, rules, and work practices. This company's management will require all managers, supervisors, and employees to be involved. Executives will also help create the training programs through funding, staff, resources, and time.

Training program

Training sessions will be created by looking at criteria specific to our industry. This includes any hazards, data on incidents, and federal training requirements. Sessions will include:

- Hazards in the work area.
- Hazards of the job or task assignment.
- Emergency procedures.
- Personal protective equipment (PPE).
- Hazard communication (hazardous chemicals and materials).
- Training to use specific equipment.
- Employee reporting requirements.
- Incident investigation (for supervisors and other designated staff).
- Confined space entry;
- Lockout/tagout.
- Any other federally required training.

The training program will include new-employee or reassigned employee orientation, and regular refresher training. Employees will be taught about safe operating procedures for each assigned job or task. Employees should provide feedback on the training they receive.

Orientation program

The orientation training will be given to all new employees before they begin work, and to existing employees who are given new or different tasks or jobs. The orientation will include all required training programs and safety and health information about certain jobs and jobsites.

All new employees will be given a tour of the workplace and the chance to ask questions. New employees will not be allowed to start any new job or task until **(Professional Title)** sees that the employee has learned the basic required training and understands the information needed to safely do the task.

Ongoing training

All managers, supervisors, and employees must take part in an ongoing safety and health training program. The **(Professional Title)** will decide how often the training should happen, what it should include, and if it is meeting the required standard. Assessments and audits will be done on a regular basis to determine if the training is effective. These will mostly be informal questions and observations of employees and work areas. A written test or another formal survey may be needed.

All employees are required to retrain every 12 months. Employees need to show that they are capable and still know the required training before returning to their assigned job.

Documentation

All safety and health-related training given by this company will be documented and contain at least:

- The date of the training session.
- The training provider (**Person Doing Training and Affiliation, If Not an Employee of the Company**).
- The subject matter.
- The legible name of attendee(s) and supporting identification if needed or required.
- Attendees' signatures or acknowledgments that they attended.

All training records and documents will become a permanent part of each employee's record, and of the master record used to show that employees attended. The company will keep each person's training records for at least five years, or as required by law.

Safety or related meetings

The (**Professional Title(s)**) will keep accurate records of all documents related to the company's safety and health program. This will include meeting minutes, records, data from safety meetings, and other talks that could affect the company's injury and illness prevention plan.

The purpose of these records is to make sure decisions affecting this company's safety and health program are put in place, and that results are tracked.

The (**Professional Title**) will keep a record of:

- All documents related to the safety and health program.
- Management or other designated staff actions affecting the program.

These records will include:

- The name of the recorder.
- The date.
- A list of attendees.
- Details of the topics discussed.
- Actions or corrective steps recommended or taken.

The (**Professional Title**) will choose a person responsible for making a record of each meeting's minutes. During each meeting, the record of minutes for the previous meeting will be reviewed, discussed, and resolved. The document will be closed with an authorized signature.

Inspections

The (**Professional Title**) will keep and review the following records of all safety audits and inspections involving the company, its employees, or its facilities:

- Overall survey reports and records of corrective actions taken.
- Checklists of self-inspections and records of corrective actions taken.

Comprehensive surveys

(**Title/Organization**) will conduct an overall safety and health survey at each location on a regular basis. These audits can see where the company may not be following safety and health rules, and discover existing and potential hazards. The survey's findings will be discussed, and recommendations for corrective actions will be made.

(Title/Organization) will also go over the injury and illness prevention plan and recommend improvements for it. Management will review all reports.

When an outside professional does the survey, management will review and act on all findings and reports right away. All ways of fixing the problems named in the reports will be kept in writing, and a copy will be kept with the survey report. These records will also show the dates corrective actions were taken. All reports and related documents will be kept for the record and for review on a regular basis. Management will make sure corrective actions are taken.

Detailed checklists and surveys provided by experts (like insurance field safety representatives, local fire inspectors, or DWC) will be used for routine self-inspections. The checklists will be reviewed and evaluated on a regular basis to make sure all checklist items still apply.

Management will review the completed checklists, which will include the name of the person doing the survey and the date of inspection. Any error or conflict found during the survey will be reviewed as soon as possible. This review will be done throughout the workplace with input from supervisors and employees. The checklist will be kept along with other related data for review.

The hazards and recommendations in the surveys may be added to the self-inspection checklist. Area supervisors will request and help in the correction process.

Self-inspections

The **(Professional Title)** at each operating location will do **(Frequency)** safety and health self-inspections of the entire facility and equipment.

Management will allow employees enough time and resources to do ongoing, informal inspections of their work areas and tools. Employees must tell their supervisor right away if they find any possible exposures or weaknesses.

The **(Professional Title)** for each facility, work area, or location will create and keep an inspection checklist for the operation.

A separate checklist will be used for each self-inspection, and it will list:

- The specific location or area surveyed.
- The name and title of the inspector.
- The inspection date.
- Corrective action taken for found hazards or violations.

The **(Professional Title)** must tell employees about hazards that are a direct threat to a person or property.

Employees will also be told what actions will be taken to get rid of, correct, or control the hazards.

Management will review the inspection checklists, and other documents needed to take corrective actions, and make a timeline for eliminating each hazard.

The checklist will be a part of the inspection record, and will be updated on a regular basis to include hazards found during inspections. The checklist will also be used in trend analysis and recordkeeping.

Equipment inspection and maintenance

The **(Professional Title)** will keep the following records and data on equipment inspection and maintenance done at or with each facility for at least five years, or as required by law:

- Routine inspection and maintenance records.
- Documentation of services done by contract agreement.
- Documentation of repair and replacement of parts or equipment.

Accurate records of all routine inspection and maintenance procedures done on equipment at the facility will be kept. Those responsible for maintaining equipment and facilities will review these records on a regular basis to make sure the ongoing equipment maintenance program is working and meets inspection requirements.

Hazard identification, correction, and control

The (**Professional Title**) has put in place a program to detect, correct, and control hazards on an ongoing basis.

Hazard identification

Management is committed to, and will correct or control, all hazards found through any method of recognizing hazards. All detected hazards will receive a timely response.

Employee reporting is an effective way of noticing hazards. Employees will observe their work areas, tools, equipment, and processes on an ongoing, informal basis. Management will provide time and resources for them to record any possible hazards as the employee notices them. If an employee finds a possible hazard, he or she must tell a supervisor right away. Employees may report hazards verbally or by filling out a hazard report form kept in all work areas. (See sample *Employee Report of Safety Hazard* in Attachment 3.)

Employees have the right to file a complaint or ask for an OSHA inspection if they believe there is a serious hazard at their workplace, or that their employer is not following OSHA standard. Employees do not need to give their names when filing a complaint. Employees should file a complaint as soon as possible, because OSHA citations may only be given for existing violations or those that existed during the previous six months. Visit [osha.gov](https://www.osha-slc.gov) for complaint filing options.

Hazard correction

Whenever possible, this company will fix any hazards found at the workplace and get rid of the source of the hazard. This will include:

- Stopping use of or removing hazardous chemicals, materials, or substances from the workplace.
- Stopping use of or removing hazardous equipment until it is replaced or repaired.
- Training or disciplinary action to correct any unsafe acts or conditions.

Hazard control

When identified hazards can't be removed, this company will control the hazard by using engineering or administrative procedures, work practices, PPE, or any combination of these measures that works.

Engineering controls include:

- Isolating the hazard so an employee is not exposed to it.
- Guarding or moving a hazard so an employee is not exposed to it.
- Fixing and maintaining machinery and equipment.

Administrative procedures include:

- Written programs to put safe-work-practice guidelines in place.
- Having work rules and procedures.

Work practices include:

- Careful planning for doing each assigned job, duty, or task.
- Shortening the time employees are exposed to hazards.
- Following safety and health rules and procedures.

When giving out PPE, this company will tell the employee how to use it, and its requirements and limitations. Personal protective equipment will be the control of last resort.

Incident reporting and investigation

The (**Professional Title**) will keep and review records of all incident investigations, including:

- Incident investigation forms and supporting data, including photographs.
- Records of corrective actions taken or preventive measures put in place.

The (**Professional Title**) will use the proper incident investigation form to document all incidents that lead to injury or illness to a person, property damage, or the potential for either. An investigation to address all items in detail will be done as soon as possible after the incident. This information will be used to discover the causes, and to make a corrective action plan, which management will review and document.

The investigation is a fact-finding mission, and any employees involved in incidents will be interviewed to learn how they can be prevented from happening again.

Employee reporting

All employees and associates must report to their immediate supervisors:

- Incidents resulting in an injury or illness, no matter how minor (including first aid related cases).
- Incidents resulting in property or equipment damage, no matter how minor.
- Any near misses that could have resulted in an injury, illness, or property damage.

Employees must tell supervisors about incidents right after they happen. Employees may report hazards verbally or by filling out a hazard report form kept in all work areas. (See sample *Employee Report of Safety Hazard* in Attachment 3.)

Employer reporting

The (**Professional Title**) will report fatalities, injuries, or illnesses to local, state, and federal agencies as required.

Reporting to DWC

In most cases, Texas employers must report any death or on-the-job injury that results in more than one lost workday. Employers must also report to DWC any occupational diseases they know about.

Who should report	How to report	When to report
Employers with workers' compensation insurance coverage (or that are self-insured or part of a certified self-insurance employer group)*	File DWC Form-001, <i>Employer's First Report of Injury or Illness</i> with insurance carrier	No later than the eighth day after the employee's absence from work for more than one day due to the injury, or right away if the injury is a work-related disease or death
Employers without workers' compensation insurance coverage with five or more employees not exempt from workers' compensation coverage	File DWC Form-007, <i>Employer's Report of Non-covered Employee's Occupational Injury or Disease</i>	No later than the seventh day of the month following the injury resulting in an employee's absence from work for more than one day, work-related fatality, or employer's knowledge of an occupational illness

*Note: If an employee who has waived workers' compensation coverage is injured or ill, the employer must report the incident to DWC on DWC Form-007.

Reporting to OSHA

All employers covered by the OSH Act must follow OSHA requirements for reporting severe injuries and illnesses.

Event	When to report
Work-related fatality	Within eight hours of learning about it
Fatality that happens within 30 days of a work-related incident	Within eight hours of learning about it
Inpatient hospitalization, amputation, or eye loss that happens within 24 hours of a work-related incident	Within 24 hours of learning about it

Employers may report to OSHA by:

- Calling the nearest OSHA area office.
- Calling the OSHA 24-hour hotline at 1-800-321-6742 (OSHA).
- Reporting through OSHA's online reporting tool at [osha.gov](https://www.osha.gov).

Employers will need to give their company name, names of employee(s) affected, location and time of the incident, a brief description of the incident, a contact person, and a phone number.

Incident investigation

The **(Professional Title(s))** will be responsible for investigating incidents that happen in their areas or that affect employees under their supervision. When they are told about an incident or near miss, they will start an investigation to find out:

- How the accident or incident happened.
- Special conditions involved.
- Underlying, indirect, or related causes.
- Corrective actions or preventive measures and controls.

Incidents that affect multiple supervisors – when an employee of one department is injured in another – will be investigated together. The supervisor of the area where the incident happened will be in charge of the investigation.

Documentation

All investigators' activities and findings will be recorded for review. Incident investigation documents will record at least:

- Date and time of incident.
- Name of person involved, job title, and assigned work area.
- Date of birth, gender, and length of service.
- Location of incident.
- Nature of injury or illness.
- How severe the injury or illness is.
- Name of the person doing the investigation.
- Name of the employee's direct supervisor.
- Job assignment or duties being done at time of incident.

- Special conditions or barriers related to the incident.
- Incident details.
- Injury and body part(s) affected.
- Description of any equipment affected or involved.
- Names and comments of witnesses.
- Direct cause.
- Indirect, underlying, or contributing factors (including fault or failure in safety and health program elements).
- Corrective action or preventive measures taken (including safety and health program adjustments).

Plan review

The (**Professional Title**) or other designated person will review all parts of the injury and illness prevention plan on a (**Frequency**) basis to see how well it is working. The person will ask for information from area supervisors and employees to decide how well each part is working, and then make adjustments based on that information.

Close attention will be given to areas that show that part of the plan that failed, or that have introduced new processes or equipment. The corrective measures will be taken to make the injury and illness prevention plan as useful as it can be. Records will be used to find trends and weak points in the plan, and to track changes that led to improvements.

Attachment 1: Management commitment policy statement

The president and management of (**Company Name**) are committed to providing a safe and healthy workplace for all of our employees, and for others who may work in, visit, or enter our facilities. It is our policy to operate in a way that best protects each employee or other person whom our operations might affect.

We will try our best to provide a workplace that is free from any known or possible hazard.

We are aware that a safety and health program's success depends on support from everyone in the company.

This company's management is committed to providing all the resources needed to promote and put in place the Injury and Illness Prevention Plan.

This company will create ways to ask for and receive comments, information, and help from employees about safety and health.

This company will follow all federal, state, and local safety and health rules and laws.

Company management will set an example of commitment to safety and health.

This policy applies to all employees and other people affected by or associated in any way with this business.

President _____ Date _____

Attachment 2: Employee acceptance of safety program

The undersigned employee acknowledges receiving and understanding the contents of the **(Company Name)** safety program, either by reading the contents or having a supervisor give an explanation. Following all stated company policies, including safety policy, is a condition of continued employment with this company.

Signature _____ Date _____

Attachment 3: Employee report of safety hazard

Hazard location:

Date hazard seen:

Day of week hazard seen:

Time hazard seen:

Hazard description:

Recommendation:

Employee's signature

Attachment 4: Employee report of injury

Instructions: Use this form to report all work-related injuries, illnesses, or near-miss events that could have caused an injury or illness – no matter how minor. Complete this form as soon as possible and give it to a supervisor for further action.

I am reporting a work-related: ☐ **Injury** ☐ **Illness** ☐ **Near miss**

I have told my supervisor about this injury or near miss: ☐ **Yes** ☐ **No**

Employee's name:

Employee's job title:

Supervisor's name:

Date of injury or near miss:

Time of injury or near miss:

Name(s) of witnesses (if any):

Where did the incident happen?

What were you doing at the time?

Describe, step by step, what led up to the injury or near miss.

What could have been done to prevent this incident?

What parts of your body were injured? If a near miss, how could you have been hurt?

Has this part of your body been injured before? ☐ **Yes** ☐ **No**

Did you see a doctor about this injury or illness? If yes, whom did you see and when? What is the doctor's phone number?

Employee's signature

Supervisor's signature

Attachment 5: Supervisor report of employee injury

Injured employee's name:

Date of report:

Employee's job title:

Employee's age:

Total number of employee's injuries to date:

Date employed:

Does previous injury record show that any type of injury happened more than once?

Date and time of injury:

Where injury or exposure happened (worksite location and address):

Was report to supervisor or first aid delayed?

Reason for delay:

What was the nature of the injury? Was the employee doing his or her regular job at the time of the injury?

What part of the body was injured or exposed? Describe in detail:

Supervisor's comments on cause of injury:

Was there lost time from this injury?

Lost time began:

Return-to-work date or expected date:

Supervisor's signature

Date

Attachment 6: Supervisor report of incident investigation

Injured employee's name:

Date of report:

Employee's job title:

Employee's age:

Date and time of injury:

Where injury or exposure happened (worksite location and address):

Names of all witnesses:

What was the nature of the injury?

Describe in full how the accident happened. Was the employee doing his or her regular job? What was employee doing before the event? What equipment and tools were being used?

Were safety measures in place and used? If not, what was wrong?

Did the injured or ill employee go to the doctor or hospital? What is the doctor or hospital's name?

What caused the event? What are the results of your root-cause analysis to: 1) find out the basic, underlying reason(s) why the incident happened, 2) correct system failures, and 3) keep the same or a similar incident from happening again? **Visit [osha.gov](https://www.osha.gov) for guidance about how to find out an incident's root cause(s).**

What preventive actions are recommended to keep the incident from recurring?

Supervisor's signature

Date

Attachment 7: Training attendee list

Date of training: _____

Program title: _____

Trainer: _____

These personnel attended the training listed above:

Name:

Signature:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Topics discussed:

Annual review incident prevention plan

Review date: _____

New exposure identified: _____

Action taken: _____

Reviewed by: _____

Attachment 8: Inspection schedule

What is this form for?

The Inspection Schedule helps you plan and keep track of regular safety inspections at your workplace. Regular inspections are important to find and fix hazards before someone gets hurt. This form shows when and where inspections should happen, who is responsible, and when they are done.

Instructions: Fill in each row with the area to be inspected, the kind of inspection (like monthly, quarterly, or special), the name of the person who will do the inspection, and the scheduled and completed dates. Use the notes section for anything that needs to be fixed or checked again.

Area/ location	Type of inspection	Person responsible	Date scheduled	Date completed	Notes/Follow-up actions

Attachment 9: Written program schedule

What is this form for?

The Written Program Schedule helps you keep track of all the safety programs your workplace needs to have in writing (like Emergency Action Plans, Hazard Communication, etc.). This form helps make sure each program is reviewed and updated regularly, so your safety rules stay current and useful.

Instructions: List each written safety program your workplace uses. Write down who is in charge of it, the last time it was checked or updated, when it should be checked again, and if any changes are needed. Use the notes section to explain what was changed or needs attention.

Program name	Person responsible	Last review date	Next review date	Changes needed? (Y/N)	Notes/Follow-up actions

Attachment 10: Specialized training schedule

What is this form for?

The Specialized Training Schedule helps you plan and track special safety training for employees. Some jobs or tasks need extra training (like using certain equipment, handling chemicals, or working in confined spaces). This form helps make sure everyone gets the training they need to stay safe.

Instructions: For each special training topic, list who needs the training, who will give the training, and when it is planned and completed. Use the notes section for any follow-up, like retraining or extra help needed.

Training topic	Who needs training	Trainer name	Date scheduled	Date completed	Notes/Follow-up

Attachment 11: Sample job hazard analysis

Job title:

Job location:

Analyst:

Date:

Task number:

Task description:

Hazard type:

Hazard description:

Hazard controls:

Rationale or comment:



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