

ACCIDENT PREVENTION PROGRAM RESPONSIBILITIES 1702

(November 1991)

The purpose of this section is to identify the responsibilities that must be fulfilled to meet safety program goals.

MANAGERS' RESPONSIBILITIES

1702.1

(No. 45 August 2003)

To meet their responsibilities within the safety program, region and unit chiefs must:

- Establish, publish, and implement policies for the reduction of accidents and work related injuries and illnesses, and for returning injured employees to work as soon as it is medically feasible.
- Identify the specific person or persons having the authority and responsibility for implementing the administrative unit's injury/illness prevention program.
- Allocate funds, time, and other resources needed to achieve accident prevention goals.
- Provide managers, supervisors, and employees with training on identification of risks and hazards in the workplace and implementation of corrective actions.
- Appoint incident safety officers and regional and unit safety coordinators.
- Encourage and recognize employees who develop safety devices and safe practices for the area in which they work.
- Maintain a prompt reporting system for work related injuries or illnesses.
- Encourage employees to achieve safety program goals. Set a good example by following all safety rules, regulations, and policies.
- Actively support programs designed to reduce the incidence of work related injury, illness, and property damage.
- Respond in a timely and effective manner to employee reports of unsafe practices ([IIPP-8 Employee Safety Suggestion and Unsafe Practice Report](#)).
- Consider attitudes and compliance with safety programs in performance appraisals.

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- Act promptly to investigate and report on work related accidents, injuries, and illnesses. Identify the causes and initiate actions to prevent recurrences.
- Establish and use an employee-by-employee system for documenting all safety training.

SUPERVISORS' RESPONSIBILITIES

1702.2

(No. 45 August 2003)

To meet their responsibilities within the department's safety program, supervisors must:

- Encourage employees to achieve safety program goals. Set a good example by following all safety rules, regulations, and policies.
- Include safety training or instruction with other training of employees. Provide intensive safety training and educational materials where special problems exist.
- Document the safety training provided.
- Introduce newly-hired employees to the safety program and safe work practices.
- Actively support programs designed to reduce the incidence of work related injury, illness, and property damage.
- Keep informed of existing safety standards and practices, and encourage employees to suggest improvements. Comply with CCR, Title 8 safety orders.
- Prepare safety work plans for project activities.
- Inspect the work of employees regularly for conformance with safe work practices. Provide positive recognition when employees perform their work in a safe manner. Conversely, correct the actions of employees who perform their work in an unsafe manner.
- Inspect work areas and equipment regularly for conformance with safety standards. Reduce or eliminate hazards, or report them to proper authorities with recommended actions.
- Consider attitudes and compliance with safety programs in performance appraisals.

- See that necessary safety clothing and equipment are available and used for hazardous work.
- Suggest safety features in plans for new facilities and equipment or for modernization of older facilities. Inspect facilities for compliance with safety requirements.
- Act promptly on employee reports of unsafe practices ([IIPP-8](#)).
- Act promptly to obtain appropriate medical care for occupational injuries and illness.
- Act promptly to investigate and report on work related accidents, injuries, and illnesses. Identify the causes and initiate actions to prevent recurrences.
- Distribute or post printed safety material furnished for that purpose.
- Initiate appropriate corrective action for failure to comply with safety requirements.

EMPLOYEES' RESPONSIBILITIES

1702.3

(No. 45 August 2003)

To meet their responsibilities within the department's safety program, employees must:

- Cooperate with managers, supervisors, and other employees to achieve safety goals.
- Take every opportunity to learn, develop, and practice safe working habits.
- Understand and comply with all safety rules and regulations.
- Anticipate the need for, acquire, and use safety devices and personal protective equipment.
- Stay physically fit and mentally alert to accomplish work without injury.
- Stay informed about common and newly recognized hazards in the work environment.
- Include safety considerations in planning, carrying out, and inspecting work.

- Watch for potential safety hazards and correct them if possible. If unable to correct them, employees must report them to the proper manager or supervisor (utilizing form [IIPP-8](#)).
- Inform work group members of conditions which may be unsafe or work practices that could cause accidents.
- Continuously evaluate the safety of personal work habits. Try to recognize emotional reactions that contribute to unsafe practices.
- Keep supervisors informed of any limitations that interfere with the safe performance of assigned work.
- Understand and recognize the elements of danger and risk involved in any work.
- Report all work related accidents, injuries, and illnesses to supervisors immediately.
- Employees should be familiar with and use the safety communication process as outlined in [\(Section 1704\)](#), Safety Communications, and also be aware of their rights as explained on the CAL-OSHA poster titled, "[SAFETY AND HEALTH PROTECTION ON THE JOB](#)", which is posted at all CAL FIRE facilities.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)