

Personal Safety

1. Personal Safety

1.1 Personal Safety

Personal Safety



This section of the training contains information on the following programs:

- Injury and Illness Prevention Program (IIPP)
- Ergonomics
- Security
- Personal Protective Equipment (PPE)
- Notifications - Right to Access Exposure Records

1 of 30. | You've completed 0% of the lesson.

2. Injury & Illness

2.1 Injury & Illness Prevention Program (IIPP)

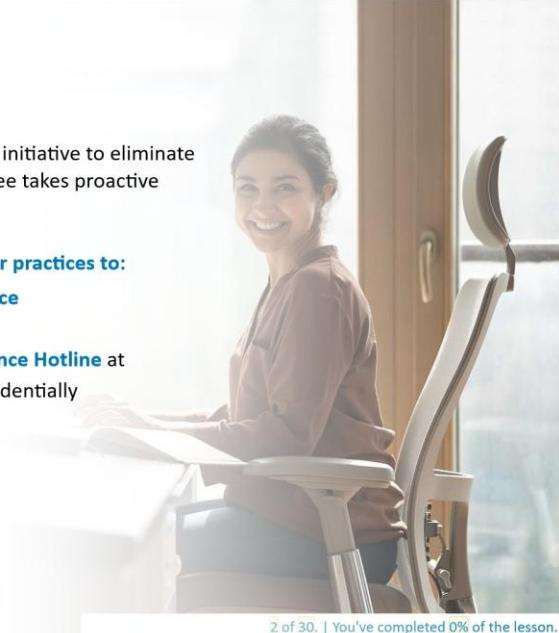
Injury & Illness Prevention Program (IIPP)

Workplace Safety

The Workplace Safety (WPS) program is a Kaiser Permanente initiative to eliminate workplace injuries by fostering a culture where every employee takes proactive responsibility for safety.

Employees and physicians should report unsafe conditions or practices to:

- An immediate [supervisor](#) or to the [EH&S or WPS Office](#)
- A member of the [Safety Committee](#)
- The hotline established at your facility or [KP Compliance Hotline](#) at 1-888-774-9100 to report hazards anonymously/confidentially



2 of 30. | You've completed 0% of the lesson.

2.2 All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

Click on each button.



NOTE: If you are uncomfortable reporting an issue to your supervisor, you may report it to another manager or supervisor, who must then document the event.

[Report Immediately](#) [Illness](#) [Treatment](#)

3 of 30. | You've completed 0% of the lesson.

Report Immediately (Slide Layer)

All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

Click on each button.



Employees and physicians, **without fear of reprisal**, must **immediately notify** their supervisor of a work-related injury, illness, or incident (including exposure to infectious diseases or unsafe working condition).

NOTE: If you are uncomfortable reporting an issue to your supervisor, you may report it to another manager or supervisor, who must then document the event.

[Report Immediately](#)

[Illness](#)

[Treatment](#)

3 of 30. | You've completed 0% of the lesson.

Illness (Slide Layer)

All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

Click on each button.



If you are too ill to report an injury, illness, or incident, your labor representative or manager/supervisor should report it.

NOTE: If you are uncomfortable reporting an issue to your supervisor, you may report it to another manager or supervisor, who must then document the event.

[Report Immediately](#)

[Illness](#)

[Treatment](#)

3 of 30. | You've completed 0% of the lesson.

Treatment (Slide Layer)

All Occupational Injuries, Illnesses, and Incidents Must be Reported to Your Supervisor

Click on each button.



Your supervisor will direct you to the appropriate department for treatment. For injuries that you and/or your supervisor believe are 'emergent', go to the Emergency Department.

NOTE: If you are uncomfortable reporting an issue to your supervisor, you may report it to another manager or supervisor, who must then document the event.

[Report Immediately](#)

[Illness](#)

[Treatment](#)

3 of 30. | You've completed 0% of the lesson.

2.3 Reporting of Serious Reportable Adverse Events (SRAEs)

Reporting of Serious Reportable Adverse Events (SRAEs)

The following type of injuries are considered **SRAEs** and have additional requirements for reporting.

- Fatality
- Inpatient hospitalization
- Loss of consciousness
- Amputation or avulsion
- Burn, second degree or worse
- Compound fracture or multiple fractures
- Chemical exposure that requires medical treatment
- Electrocution or electric shock resulting in serious injury
- Significant laceration requiring sutures or similar treatment
- More than one person requiring medical treatment is injured in the same incident
- Off for more than seven consecutive scheduled shifts as a result of a work-related incident

The **regional/market WPS lead or designee** must complete the WPS SRAE initial notification form and submit to the regional president **within 24 hours of determining the incident is a WPS SRAE**.

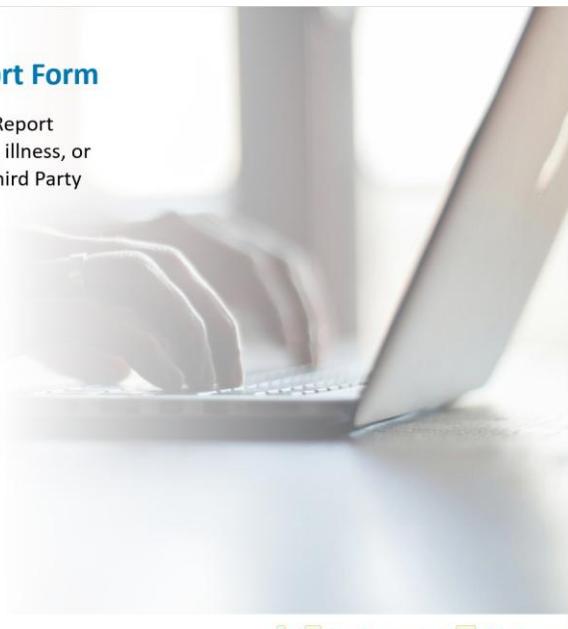


4 of 30. | You've completed 0% of the lesson.

2.4 Submitting Injury, Illness, or Incident Report Form

Submitting Injury, Illness, or Incident Report Form

Managers and Supervisors must submit a Supervisor's First Report (SFR) within 24 hours of learning about any workplace injury, illness, or incident. If the cause is unclear, still submit the SFR so KP's Third Party Administrator can assess it.



5 of 30. | You've completed 0% of the lesson.

2.5 Investigating Injuries, Illnesses, or Incidents

Investigating Injuries, Illnesses, or Incidents

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager / Supervisor



EH&S / WPS

6 of 30. | You've completed 0% of the lesson.

Employee (Slide Layer)

Investigating Injuries, Illnesses, or Incidents

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employees may be involved in the investigation in order to get their input in how to prevent the injury from occurring again.



Employee

Manager / Supervisor

EH&S / WPS

6 of 30. | You've completed 0% of the lesson.

Mgr/Supvr (Slide Layer)

Investigating Injuries, Illnesses, or Incidents

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors must investigate all reported workplace incidents to identify causes and develop solutions. Investigations should involve a cross-functional team, including the injured employee, witnesses, and subject matter experts, per regional policy.

Timeline:

- **Standard incidents:** Submit investigation and solutions within **7 days** of the SFR date.
- **WPS Serious Reportable Adverse Events:** Submit cause map and solutions to the National Incident Review Team within **60 days** of the initial submission.



Employee

Manager / Supervisor

EH&S / WPS

6 of 30. | You've completed 0% of the lesson.

EH&S/WPS (Slide Layer)

Investigating Injuries, Illnesses, or Incidents

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S/WPS department(s) review the submitted incident investigations and may provide additional suggestions in reducing incidents.



Employee

Manager / Supervisor

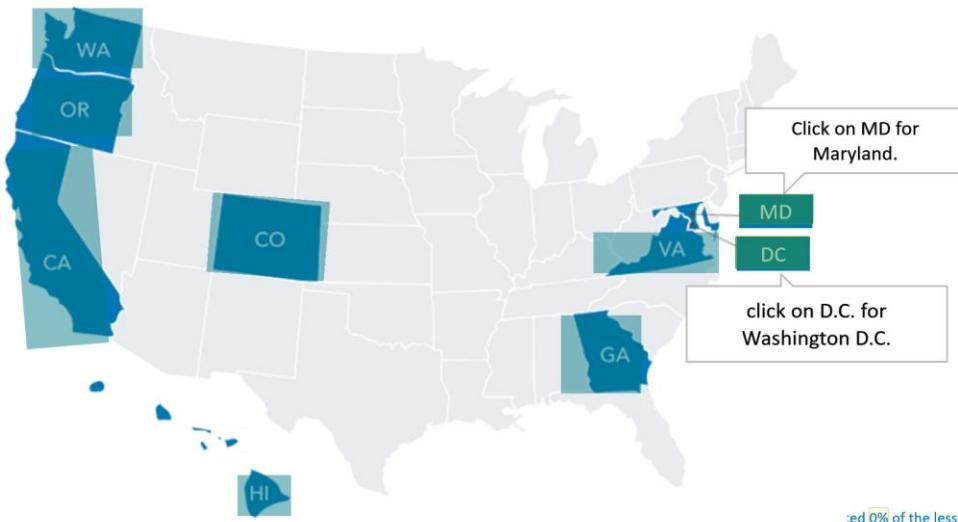
EH&S / WPS

6 of 30. | You've completed 0% of the lesson.

2.6 OSHA Reporting Requirements for your State

OSHA Reporting Requirements for your State

Click on the state you work in to get state-specific OSHA reporting information. *If you work in Program Office, Shared Services or KPIT employee, select the state you work in.*



Completed 0% of the lesson.

2.7 CalOSHA

California OSHA (Cal/OSHA) Fatality and Serious Injury/ Illness Reporting Requirements

Serious injury/illness is defined as amputation, loss of an eye, inpatient hospitalization or serious degree of permanent disfigurement.

Within 8 hours:

All work-related fatalities or serious injury/illnesses must be reported to Cal/OSHA



2.8 CalOSHA What is your role in Reporting an Injury or Illness?

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager/Supervisor



EH&S

Employee (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employees (or designee if unable to report it themselves) are responsible for immediately informing their manager/supervisor of the event.

Do not report directly to Cal/OSHA.



Employee

Manager/Supervisor

EH&S

Mgr / Supvr (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors are responsible for immediately contacting their Environmental Health and Safety (EH&S) department of all work-related fatalities or serious injury/illnesses.

Even if you are unsure if it is work-related, report it to EH&S or WPS.

Do not report directly to Cal/OSHA.



Employee

Manager/Supervisor

EH&S

EH&S (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S department is required to report all work-related fatalities and serious injury/illnesses to Cal/OSHA within the regulatory required timeframe.

- If uncertain of the occupational cause of the fatality or serious injury/illness, report the fatality or serious injury/illness to Cal/OSHA.
- Document that you notified Cal/OSHA of a workplace fatality or serious injury/illness.
- Record and maintain documentation in a manner to protect the confidentiality of the injured or deceased employee.



Employee

Manager/Supervisor

EH&S

2.9 HIOSH What is your role in Reporting an Injury or Illness?

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager/Supervisor



EH&S / WPS

Employee (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employees (or designee if unable to report it themselves) are responsible for immediately informing their manager/supervisor of the event.

Do not report directly to HIOSH.



Employee

Manager/Supervisor

EH&S / WPS

Mgr / Supvr (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors are responsible for immediately contacting their Environmental Health and Safety (EH&S) / Workplace Safety (WPS) department of all work-related fatalities or serious injury/illnesses.

If uncertain of the occupational cause of the fatality or serious injury/illness, contact EH&S or WPS.

Do not report directly to HIOSH.



Employee

Manager/Supervisor

EH&S / WPS

EH&S / WPS (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S / WPS department(s) is required to report all work-related fatalities and serious injury/illnesses to HIOSH within the regulatory required timeframe.

- If uncertain of the occupational cause of the fatality or serious injury/illness, report the fatality or serious injury/illness to HIOSH.
- In addition, they are required to document their contact with HIOSH regarding a workplace fatality or serious injury/illness.
- Documentation must be recorded and maintained in such a manner to protect the confidentiality of the injured or deceased employee.



Employee

Manager/Supervisor

EH&S / WPS

2.10 Injury and Illness Prevention Plan

Injury and Illness Prevention Plan

Accessing the Injury and Illness Prevention Program (IIPP):

Employees and physicians can request the IIPP for their worksite by:

- Contacting their Supervisor or EH&S Department
- Accessing it via the KP Policy Library

Supervisor Responsibilities:

Supervisors must communicate relevant hazards and provide a printed copy of the IIPP upon request within 5 days, unless the employee agrees to receive it electronically.



2.11 Slips, Trips, and Falls

Slips, Trips, and Falls

Other common preventable injuries include those caused by slips, trips or falls.

Slips, trips, and falls can be prevented by:

Click on each button.

Removing Hazard

Taking personal responsibility for spills or tripping hazards. Wipe up any non-hazardous liquid spilled on the floor—don't wait for EVS/housekeeping. Don't store something on the floor where it will create a trip hazard.

Reporting Hazard

If you cannot eliminate the hazard from things like spilled liquids, items on the floor and other objects, notify the appropriate parties right away.

Wearing Proper Shoes

Many slips can be prevented by **wearing the proper shoes or shoe-covers**. Wear **enclosed** shoes or shoe covers with slip-resistant soles.



8 of 30. | You've completed 0% of the lesson.

2.12 Slips, Trips, and Falls Hazards

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Mats



Cabinets



Obstructions



Flooring



9 of 30. | You've completed 0% of the lesson.

Wet Floors (Slide Layer)

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Wet Floors



Mats



Cabinets



Obstructions



Flooring



Clean all spills immediately. Mark spills and wet areas with warning signs and barricades.

9 of 30. | You've completed 0% of the lesson.

Clutter (Slide Layer)

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Clutter



Mats



Cabinets



Obstructions



Flooring



Remove obstacles from walkways and always keep path of travel free of clutter.

9 of 30. | You've completed 0% of the lesson.

Cords (Slide Layer)

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Cords



Mats



Cabinets



Obstructions



Flooring



Avoid having exposed cords on floor.
Cover cords and cables that cross
walkways and roll/hang cords on
equipment.

9 of 30. | You've completed 0% of the lesson.

Stairs (Slide Layer)

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Stairs



Mats



Cabinets



Obstructions



Flooring



Always use handrails when walking up and
down the stairs.

9 of 30. | You've completed 0% of the lesson.

Mats (Slide Layer)

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Mats



Mats



Cabinets



Obstructions



Flooring



Secure mats and rugs that do not lay flat by taping them down.

9 of 30. | You've completed 0% of the lesson.

Cabinets (Slide Layer)

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Cabinets



Mats



Cabinets



Obstructions



Flooring



Always close file cabinet or storage drawers.

9 of 30. | You've completed 0% of the lesson.

Obstructions (Slide Layer)

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Obstructions



Mats



Cabinets



Obstructions



Flooring



Never carry or push loads that block your vision.

9 of 30. | You've completed 0% of the lesson.

Flooring (Slide Layer)

Slips, Trips, and Falls Hazards

Click each image.

Wet Floors



Cords



Clutter



Stairs



Flooring



Mats



Cabinets



Obstructions



Flooring



Identify uneven or broken flooring. Immediately report flooring issues to be fixed.

9 of 30. | You've completed 0% of the lesson.

2.13 Workplace Safety – Slips, Trips, and Falls

Workplace Safety – Slips, Trips, and Falls

Remember the three Cs whenever you see a slips, trips and falls hazards:

- **Convey** the issue to those around you.
- **Contain** the issue by blocking off the area.
- **Communicate** the issue to a manager to get hazard fixed.



10 of 30. | You've completed 0% of the lesson.

2.14 WISHA

Washington OSHA (WISHA) Fatality and Serious Injury/ Illness Reporting Requirements

Serious injury/illness is defined as an amputation, loss of an eye, or inpatient hospitalization.

Within 8 hours:

All work-related fatalities and inpatient hospitalizations must be reported to WISHA.

Within 24 hours:

All other serious injury/illnesses must be reported to WISHA.



2.15 WISHA What is your role in Reporting an Injury or Illness?

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager / Supervisor



EH&S / WPS

Employee (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employees (or designee if unable to report it themselves) are responsible for immediately informing their manager/supervisor of the event.

Do not report directly to WISHA.



Employee

Manager / Supervisor

EH&S / WPS

Mgr / Supvr (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors are responsible for immediately contacting their Environmental Health and Safety (EH&S) / Workplace Safety (WPS) department of all work-related fatalities or serious injury/illnesses.

If uncertain of the occupational cause of the fatality or serious injury/illness, contact EH&S or WPS.

Do not report directly to WISHA.



Employee

Manager / Supervisor

EH&S / WPS

EH&S / WPS (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S / WPS department is required to report all work-related fatalities and serious injury/illnesses to WISHA within the regulatory required timeframe.

- If uncertain of the occupational cause of the fatality or serious injury/illness, report the fatality or serious injury/illness to WISHA.
- In addition, they are required to document their contact with WISHA regarding a workplace fatality or serious injury/illness.
- Documentation must be recorded and maintained in such a manner to protect the confidentiality of the injured or deceased employee.



Employee

Manager / Supervisor

EH&S / WPS

2.16 OR-OSHA What is your role in Reporting an Injury or Illness?

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.



Employee



Manager/Supervisor



EH&S / WPS

Employee (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Employees (or designee if unable to report it themselves) are responsible for immediately informing their manager/supervisor of the event.

Do not report directly to OR-OSHA.



Employee

Manager/Supervisor

EH&S / WPS

Mgr / Supvr (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

Managers and supervisors are responsible for immediately contacting their Environmental Health and Safety (EH&S) / Workplace Safety (WPS) department of all work-related fatalities or serious injury/illnesses.

If uncertain of the occupational cause of the fatality or serious injury/illness, contact EH&S or WPS.

Do not report directly to OR-OSHA.



Employee

Manager/Supervisor

EH&S / WPS

EH&S / WPS (Slide Layer)

What is your Role in OSHA Reporting?

Click on each button to understand their role in the reporting process. Must click all three employee types to proceed.

EH&S / WPS department is required to report all work-related fatalities and serious injury/illnesses to OR-OSHA within the regulatory required timeframe.

- If uncertain of the occupational cause of the fatality or serious injury/illness, report the fatality or serious injury/illness to OR-OSHA.
- In addition, they are required to document their contact with OR-OSHA regarding a workplace fatality or serious injury/illness.
- Documentation must be recorded and maintained in such a manner to protect the confidentiality of the injured or deceased employee.



Employee

Manager/Supervisor

EH&S / WPS