



**pennsylvania**

DEPARTMENT OF PUBLIC WELFARE

# Department of Public Welfare Accident and Illness Prevention Program Manual

## H. Accident and Illness Prevention Program Orientation and Training

By Direction of:

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Bureau of Human Resources

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Effective Date: *Immediately*

### Implementing Instructions:

This policy replaces AIPP H. Accident and Illness Prevention Program Orientation and Training issued on July 22, 2009 in its entirety.

Please share this information with your local Safety Coordinator/Manager, and other local supervisors/managers as appropriate.

### Comments and Questions Regarding This Manual Section Should Be Directed To:

The Bureau of Human Resources, Division of Employee Relations and Workplace Support, Workplace Support Section, Employee Safety Coordinator at (717) 783-9916.

### A. Policy

This program establishes criteria for occupational safety and health training within the Department of Public Welfare (DPW). The program includes the topics to be covered, frequency of coverage, and who needs which topics as they relate to employees' positions. New hire orientation and safety training will enhance employees' knowledge, skills, attitudes, and motivations regarding health and safety requirements in all work environments. Not only does DPW coordinate training to meet regulatory requirements, it uses all available resources to actively seek out hazards and train employees on how to protect themselves from recognized threats.

### B. Responsibilities

1. **Supervisors** will ensure employees are educated on worksite or hazard specific safety procedures by utilizing various methods such as safety talks, hands-on training, pre-work meetings, and post-inspection reviews.

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2. **Safety Managers/Coordinators and Supervisors** of all centers/hospitals and offices shall ensure that employees receive safety instructions and training as follows:
  - a. During the orientation for new employees of departmental safety policies and job safety;
  - b. on the job training, as appropriate;
  - c. when the injury frequency rate is on the rise; and,
  - d. other specific required initial and annual training as specified in subsequent sections of this manual.
3. **Safety Managers/Coordinators** will continue to review, update, and create new safety training programs when applicable and/or needed.
4. **Employees** will acquire knowledge and comply with all DPW safety training requirements at all times. Additionally, when uncertainty arises they will seek answers from management and/or offer suggestions to help correct problems and future training.

**C. Training Programs**

Employees receive periodic and as-needed safety training on a continual basis to refresh and/or to enhance their knowledge, skills, attitudes and motivations concerning safety policies and procedures. The safety training provided to existing employees is based on several factors including DPW/Commonwealth policy, types of operations or work environments, and hazard exposure. Workplace safety inspections, employee safety suggestions, accident investigations, injury analysis, and program evaluations are also used to aid in the determination of training needs and effectiveness of the training provided.

Please refer to Attachment 1 for a Training Matrix that will indicate the safety training required for each position and the frequency of the training. There may be other facility specific training that can be added to this matrix.

**D. New Employee Safety Orientation**

The first line supervisor is the manager closest to the work operation and to the employee performing the work. It is the supervisor who plans the work, assigns the work, and determines when the work is completed satisfactorily. The supervisor, in coordination with the Safety Manager/Coordinator when appropriate, shall conduct the job safety orientation for the new employee prior to assigning the new employee to the job. Each supervisor shall emphasize the Department's concern toward safety. No job or work is so urgent or important that time cannot be taken to perform it safely.

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Every supervisor shall meet with each of their employees to:

1. Review the Department safety program regarding the employee's new job.
2. Emphasize the importance of immediately reporting to the supervisor any accident/injury exposure occurring on the job.
3. Emphasize the importance of reporting to the supervisor dangerous working conditions detected.
4. Explain conditions under which employees may be certified to operate Department vehicles or equipment.
5. Review the employee responsibilities and procedures to be followed when an employee is injured on duty.
6. Explain to employees the reasons for safety precautions and the dangers of disregarding them.
7. Ensure that employees receive the appropriate Right-To-Know (R2K) training.
8. Explain and discuss the importance of safety education and the practice of safety as a vital part of every job.
9. Review the emergency evacuation procedures and emergency exits.
10. Impress upon all employees that it is their duty to exercise the utmost precaution and to plan all work operations as to prevent accidents. When employees disregard instructions or take chances, they place themselves and others in a position liable to injury. All employees are to be educated in job safety and on health and safety on the job. If employees show a disregard for safety measures, the last resort is to take appropriate disciplinary action for the disregarding of safety regulations and policies.

General new employee safety orientation, at minimum, should include the above information and the following areas:

1. Safety Policy Statement (*AIPP- A*)
2. Safety Coordinator and/or Safety Committee contact information (*AIPP-B*)
3. Substance Abuse Awareness and Prevention Policies (*AIPP-P.9*)
4. General safety rules, employees responsibilities, & enforcement methods (*AIPP-L*)
5. Employee assistance programs (SEAP), Wellness Programs (*AIPP-G*)
6. Emergency Notification & Evacuation Procedures (*AIPP-I*)
7. PA Workers and Community Right to Know (*AIPP-P.6.a*)
8. Bloodborne Pathogens and Hepatitis B vaccinations (*AIPP-P.10*)
9. Employee Safety Suggestion Program (*AIPP-J*)
10. Injury and accidents reporting (*AIPP- O & M*)
11. First Aid/CPR Providers, First Aid Kits, and Medical Emergency Procedures
12. List of designated Health Care Providers
13. Worker's Compensation Information and Rights
14. Sexual Harassment Awareness and Prevention
15. Workplace Violence Policy and Incident Reporting (MD205.33) (*AIPP-L.3*)

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16. Any Job Specific Safety Training within their job duties (*AIPP – P.1 through P.12*)

New hire safety orientation for those at management levels should also receive information on the following areas:

1. Americans with Disabilities Act (ADA)
2. Employee Performance Management
3. SEAP for Supervisors
4. Sexual Harassment Awareness and Prevention for Managers
5. Labor Relations
6. Absence Management
7. Supervisory Development
8. Workplace Violence Prevention
9. Any Job Specific Safety Training Needed within their department or area.

The most current New Hire Orientation Checklist is located on the Commonwealth website "Employee Self Service". This checklist is divided into two parts. Part I is designated for the Agency HR Office and Part II is designated for the supervisor of the new employee. This checklist does not have quick links to the forms needed like the previously mentioned checklist but it is more comprehensive and the preferred method of tracking training. This checklist also covers the general safety topics needed and allows for more job-specific safety training topics. The link is located below:

<https://erc.enwisen.com/Hr/CofPA/Posts/91d71c3a-feb3-40d6-9b82-3d6628f5084e.pdf>

### **E. Job and Area Analysis**

To properly instruct job safety, the job(s) must be studied. Identifying hazards and stressing safe procedures are part of a job and area analysis to ensure safe workplace practices.

Analyses are to be initiated by the supervisor responsible for the job and/or area as appropriate, with input from affected employees with consultation and technical assistance from an assigned Safety Manager/Coordinator.

Job Analysis:

1. Break each job down to its basic steps.
2. Analyze each step to identify potential accidents and hazards.
3. Minimize the potential for accident occurrence through established preventive measures in the form of safe work rules and practices, workplace engineering controls, and personal protective equipment, as applicable.

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**Area Analysis:**

1. Survey all hospital/center/office structures, facilities, and where appropriate, grounds.
2. Identify each potential hazard due to the natural design, unattended repair, or the unsafe placement of movable items.
3. Control each identified hazard through removal of clutter, corrective construction or repair where possible, and establishment of preventive measures in the form of rules and safety workplace practices. Avoidance procedures must be established when none of the above actions are possible.

**F. Program Review**

The Safety Coordinator and/or supervisors will review training records on an annual basis to determine if additional training is needed and/or required. The content of training programs and any feedback received from employees is given careful consideration. Suggestions for improvements to safety and health programs are always welcome when they can make the training more effective.

**G. Recordkeeping**

All training records, including attendance rosters and curriculums, are maintained for a minimum of three years. The records should be on kept on file by the facility safety coordinator and area supervisor.

Records for on-line courses offered by DPW shall also be kept on file within the safety departments. It is recommended that the on-line system is checked monthly for employee's participation and for the results of the training courses.

**H. References**

- DPW Human Resource Manual 7124
- DPW Accident and Illness Prevention Program (AIPP)
- <http://infoweb.dpw.state.pa.us>

**I. Attachments**

- Attachment 1 – Safety Training Matrix
- Attachment 2 – Training Log

## Attachment 1 – Safety Training Matrix

= Required     
  = Required if Applicable     
 RAN = Refresh as Needed

Administrative	Maintenance/ Facilities	Safety Committee Members	Safety Management/ HR Staff	Security/ Emergency Response	Supervisors/ Management	Direct Care Staff	Mandatory	Frequency	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES	Initial	Director Support covered in New Hire					
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	Initial	Basic Compliance, set up through OA
<input checked="" type="checkbox"/>	YES	Initial	Basic Safety covering wide range of topics						
<input checked="" type="checkbox"/>	YES	Initial, (RAN)	Must have before completing Inspections						
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO	As Needed	Awareness and Recognition of IH Hazards					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO	As Needed	Knowledge of Health Services offered					
<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO	Initial, (RAN)	Covered in New Hire Training					
<input checked="" type="checkbox"/>	YES	Annually							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES	Annually						
<input checked="" type="checkbox"/>	YES	Annually							
<input checked="" type="checkbox"/>	YES	Annually							
<input checked="" type="checkbox"/>	YES	Annually							
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES	Initial, (RAN)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES	Annually						
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NO	Annually	See Element O for more specifics.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NO	Annually	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	Annually	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES	Annually	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	Annually	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	Annually	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YES	Annually	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	YES	Annually						



