

The California Commission on Health and Safety and Workers' Compensation



Worker Occupational Safety and Health Training and Education Program (WOSHTEP)

2017 Advisory Board Annual Report

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2017 ADVISORY BOARD ANNUAL REPORT

Worker Occupational Safety and Health Training and Education Program (WOSHTEP)

I. Executive Summary

The WOSHTEP Advisory Board is submitting its thirteenth Annual Report in compliance with its mandate in Labor Code section 6354.7 to prepare an annual written report evaluating the use and impact of the programs developed for WOSHTEP.

Between its inception in 2003 and 2017, WOSHTEP has served more than 24,095 workers and over 2,257 small business employers, providing tens of thousands of hours of instruction. In addition, participants in WOSHTEP training sessions often provide training and resources to workers at their workplace, thereby significantly broadening the program's reach. To date, WOSHTEP has offered health and safety information or training in numerous industries, including janitorial services, construction, small manufacturers, corrections and rehabilitation, food service or restaurants, health care, telecommunications, agriculture, transportation, cities, and schools.

WOSHTEP has developed partnerships with a number of unions, community organizations, business associations, and government agencies to reach worker leaders and employers throughout California.

WOSHTEP activities in 2017 are described in the following pages, including in the Appendix.

Overview of WOSHTEP Activities

2017 Accomplishments

In 2017, key accomplishments include:

- Conducting 14 three-day Worker Occupational Safety and Health (WOSH) Specialist training sessions in Northern, Central, and Southern California, reaching 236 worker leaders in diverse industries and occupations.
- Conducting 54 Awareness Sessions and Presentations to educate vulnerable working populations and community-based organizations about occupational safety and health. In 2017, a total of 1,059 workers were reached through Awareness classes and presentations.
- Continuing to develop the WOSHTEP statewide trainer network using partnerships, community events, and targeted outreach.

- Conducting a statewide Young Worker Leadership Academy. Academy participants conducted health and safety activities in their schools and communities during Safe Jobs for Youth Month, May 2017.
- Conducting 11 half-day trainings for small business owners and managers (including two specifically for growers and farm labor contractors) on how to write and implement an effective Injury and Illness Prevention Program. This training has also been adapted for staffing agencies. As part of these trainings, which are conducted with Cal/OSHA Consultation Service consultants, the following materials are disseminated:
 - A guidebook and IIPP template as well as tools and factsheets to aid with implementation of the workplace's Injury and Illness Prevention Program.
 - A copy of the generic small business training resource packet developed for WOSHTEP. Several copies of the materials for the janitorial industry and the restaurant industry, also developed for WOSHTEP, are made available at the workshop for owners and managers from these industries.
 - Model Injury and Illness Prevention Program Training Program for Agriculture to assist small agricultural business owners and managers throughout California to reduce work-related injuries and illnesses by effectively developing and implementing their IIPPs. The program includes a one-day interactive training program targeting staff responsible for creating or implementing IIPPs, and materials such as an IIPP guide and template, a resource list, and tools.

The training activities and materials for the Small Business Injury and Illness Prevention Program project were developed in partnership with the California Department of Industrial Relations, Cal/OSHA Consultation, State Compensation Insurance Fund, Small Business California, California Small Business Association, and the California Department of Public Health's Occupational Health Branch. In addition to English, materials have also been developed in Spanish, Chinese, and Vietnamese. All of the above materials are available on the CHSWC website. <http://www.dir.ca.gov/chswc/WOSHTEP/iipp/>

Past Accomplishments

Accomplishments from 2003 to 2016 are described in the WOSHTEP Annual Reports for those years and are available at:

<http://www.dir.ca.gov/chswc/WOSHTEP.html#1/>

A summary of WOSHTEP publications is available at:

II. Background and Purpose of WOSHTEP

Background

California is a national leader in worker protection and injury and illness prevention through the implementation of Labor Code section 6354.7, effective January 1, 2003. This provision includes the creation of a Workers' Occupational Safety and Health Education Fund (WOSHEF) administered by CHSWC.

Pursuant to Labor Code section 6354.7(a), insurance carriers that are authorized to write workers' compensation insurance in California are assessed \$100 or .0286 percent of paid workers' compensation indemnity amounts, whichever is greater, for claims reported for the previous calendar year to the Workers' Compensation Insurance Rating Bureau (WCIRB). This assessment is then deposited into the WOSHEF. CHSWC uses these funds each year to develop and implement WOSHTEP through interagency agreements with the Labor Occupational Health Program (LOHP) at the University of California (UC), Berkeley, and the Labor Occupational Safety and Health Program (LOSH) at the University of California, Los Angeles (UCLA). LOHP subcontracts with the University of California, Davis, Western Center for Agricultural Health and Safety (WCAHS) to operate WOSHTEP's Central Valley Resource Center.

CHSWC administers interagency agreements with LOHP at UC Berkeley and LOSH at UCLA to design and carry out needs assessments with key constituencies, develop curricula, conduct training, operate a resource library of health and safety resource materials, and build a statewide network of trainers.

Purpose and Objectives

The purpose of WOSHTEP is to promote workplace health and safety programs. WOSHTEP focuses on developing injury and illness prevention skills among employees and their representatives, who can then take a leadership role in promoting workplace health and safety. This program is being delivered through a statewide network of training providers.

CHSWC's mandate for WOSHTEP is to:

- Develop and provide a core curriculum addressing competencies for effective participation in workplace injury and illness prevention programs and on joint labor-management health and safety committees.
- Develop and provide additional training for any and all of the following categories:

- Industries on the high hazard list.
 - Hazards that result in significant worker injuries, illness, or compensation costs.
 - Industries or trades in which workers experience numerous or significant injuries or illnesses.
- Provide health and safety training to occupational groups with special needs, such as those who do not speak English as their first language, workers with limited literacy, young workers, and other traditionally underserved industries or worker groups.
 - Give priority to training workers who can take a leadership role and are able to train other workers or who have significant health and safety responsibilities, such as those either serving on a health and safety committee or serving as designated safety representatives.
 - Provide resources and materials that help small business owners and managers involve their employees in injury and illness prevention efforts.
 - Operate one or more libraries and distribution systems of occupational health and safety training materials.
 - Establish a labor-management Advisory Board to assist with developing the program and outreach to key constituencies.
 - Prepare an Annual Report evaluating the use and impact of WOSHTEP.
 - Establish and maintain WOSHTEP and an insurance loss control services coordinator to respond to employer inquiries and complaints:

The loss control services coordinator in CHSWC informs employers of the availability of loss control consultation services, responds to their questions, and investigates complaints about the services provided by their insurer. If an employer and an insurer are unable to agree on a response to a complaint, the loss control services coordinator will investigate and recommend action necessary to bring the loss control program into compliance. Ongoing outreach efforts are being made to reach California employers to let them know what services are available to them from their workers' compensation insurance carrier.

Project Team

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Resource Center Western Center for Agricultural Health and Safety, UC Davis	
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Heather Riden Manager	Teresa Andrews Education and Outreach Specialist

Labor-Management Advisory Board

A labor-management Advisory Board for WOSHTEP has been established, as mandated by legislation. Its role is to:

- Guide the development of curricula, teaching methods, and specific course materials about occupational safety and health.
- Assist in providing links to the target audience.
- Broaden partnerships with worker-based organizations, labor studies programs, and others that can reach the target audiences.
- Prepare an Annual Report evaluating the use and impact of WOSHTEP.

The members of the Advisory Board are:

**WOSHTEP Advisory Board
Members**

Veronica Alvarado
Warehouse Worker Resource Center

Laura Boatman
State Building & Construction Trades Council

Cindy Delgado
Maticris Management

Rick Fineman
ICW Group Insurance Companies

Marti Fisher
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Len Welsh
State Fund

III. WOSHTEP Components

WOSH Specialist Training Program

The WOSH Specialist training curriculum is intended to build knowledge and skills in many areas of injury and illness prevention. Participants in the WOSH Specialist training are required to successfully complete core training, which consists of six modules plus a minimum of three supplemental modules relevant to their workplace, in order to be recognized as WOSH Specialists and receive a certificate of completion. Materials are printed in English, Spanish, and Chinese and are updated regularly.

The 24-hour WOSH Specialist training sessions are offered statewide.

Core Curriculum

The core curriculum addresses competencies for effective participation in workplace injury and illness prevention programs and on joint labor-management health and safety committees. The core curriculum consists of the following modules:

- Promoting Effective Safety Programs
- Identifying Hazards in the Workplace
- Controlling Hazards in the Workplace
- Health and Safety Rights and Responsibilities
- Workers' Compensation and Return-to-Work Programs
- Taking Action

Supplemental Modules

Supplemental modules on the following topics have been developed to address the participants' needs:

- Bloodborne Pathogens
- Chemical Hazards and Hazard Communication
- Communicating Effectively about Workplace Health and Safety
- How Adults Learn Best: Sharing Health and Safety Information in the Workplace
- Preventing Musculoskeletal Disorders: Introduction to Ergonomics
- Workplace Health and Safety Committees
- Workplace Violence Prevention
- Workplace Emergency Preparedness

Additional topics will be considered for development as future needs are identified.

WOSH Specialist Training

Pilot training concluded in August 2004. During the remainder of 2004 and through 2017, 243 WOSH Specialist training courses (including the 4 pilot trainings) were conducted in Northern, Central, and Southern California, as described in the Advisory Board Annual Reports for 2004 through 2016 and in this report for 2017. To date, 4,561 WOSH Specialists have been trained in Northern, Central, and Southern California.

In 2017, 14 WOSH Specialist courses were conducted. See the Appendix to this report for descriptions of the 2017 WOSH Specialist training sessions.

WOSH Specialist Refresher Training

Refresher training sessions have been provided regularly since 2005 to WOSH Specialists who have attended a Specialist course. Refreshers have been held in English and Spanish, with some sessions involving simultaneous translation in Spanish and Chinese. Refresher training is held in a variety of settings to assist WOSH Specialists in carrying out activities they pursue in their workplace after completing the WOSH Specialist training. In these training sessions, WOSH Specialists discussed successes and challenges they faced in implementing injury and illness prevention practices learned during the WOSH Specialist course. Revised training materials and new health and safety resources are distributed, and updates on changes in workers' compensation laws and the Cal/OSHA Heat Stress standard are discussed.

To date, Refresher training sessions have been conducted for over 800 WOSH Specialists. Refresher training from 2005 to 2016 is described in the Annual Reports for those years. Refresher training sessions are offered on an as-needed basis.

Statewide Network of WOSH Specialist Course Trainers

To begin development of a statewide network of trainers in 2005, as mandated by the Labor Code, LOHP and LOSH developed a Training-of-Trainers (TOT) program and offered the first two WOSH Specialist TOT courses in April and July 2005. TOT courses in 2006 through 2016 are described in the Annual Reports for those years.

TOT courses are taught as needed. To date, over 160 WOSH Specialists from Northern, Central, and Southern California have been trained to be trainers. These "network trainers" from Northern, Central, and Southern California have been delivering WOSH Specialist course modules in English and Spanish since 2006. Outreach to identify network trainers is ongoing.

Follow-up with WOSH Specialists and Trainers

LOHP and LOSH have each developed a listserv and a group email list for Northern, Central, and Southern California WOSH Specialists and trainers. Through these listservs, WOSH Specialists and trainers are regularly invited to meetings and events that will supplement their knowledge of workplace health and safety and injury and illness prevention practices. In addition, LOHP and LOSH each publish and email newsletters in English and Spanish to update WOSH Specialists on actions that have been taken in the workplace and on upcoming courses or skill-building conferences and workshops. Articles are written by program staff, WOSH Specialists, and trainers. Efforts have been made to implement alternative ways to communicate with WOSH Specialists who do not have access to a computer and with those who do not speak English.

WOSH Specialist Accomplishments

WOSHTEP staff follow up with WOSH Specialists regularly to identify their accomplishments since completing the training. WOSH Specialists have reported a range of accomplishments since the program's inception. Key accomplishments are listed in the WOSHTEP Annual Reports for 2003 through 2016 and in this report.

Awareness Sessions and Presentations

LOHP, LOSH, and WCAHS have also conducted shorter Awareness Sessions, drawing on the WOSH Specialist curriculum, to help promote awareness of workplace health and safety issues and interest in the WOSH Specialist course. In 2017, 54 Awareness classes or Presentations were conducted, reaching 1,059 individuals.

Awareness Sessions and Presentations for 2004 to 2016 are described in the Annual Reports for those years. To date, Awareness Sessions and Presentations have reached over 19,530 workers.

See the Appendix to this report for detailed descriptions of 2017 Awareness Sessions and Presentations.

State Building & Construction Trades Council of California, AFL-CIO (SBCTC)

In 2008, efforts began with the SBCTC to assess the potential to adapt and incorporate WOSHTEP training into Apprenticeship Training Programs. Presentations and discussions were held with building trades representatives at meetings of the Los Angeles and California Apprenticeship Council. In addition, LOSH staff attended California Construction Academy conferences in Northern and Southern California, presenting a workshop on health and safety at the Southern California conference.

In 2009-10, LOSH prepared a building trades needs assessment report, "[Opportunities to Integrate Worker Health and Safety Education into Building Trades Apprenticeship Programs](#)," which summarized LOSH's activities, findings, and recommendations that resulted from the needs assessment. The report includes an overview with background information on the current conditions of worker health and safety in the construction industry. Apprenticeship and pre-apprenticeship programs are also described in this section. Assessment methods, findings, and recommendations are then detailed. The report concludes with next steps, including plans for pilot testing and disseminating adapted WOSHTEP materials and suggestions for areas of future exploration.

In 2011, LOHP and LOSH, in partnership with the SBCTC, completed and disseminated a [Construction Case Study Training Guide](#), based on the needs assessment report, with adapted WOSH Specialist curriculum materials. The Guide includes trade-specific health and safety case studies, including green job case studies, which can be incorporated into pre-apprenticeship and apprenticeship training on health and safety and on green jobs. WOSHTEP staff continue to promote the Case Study Guide at training sessions and encourage its use.

These materials are continuing to be promoted during training sessions and provided on an ongoing basis.

In addition, a [factsheet](#) was developed to address the hazards of applying spray polyurethane foam insulation, a common task aimed at increasing energy efficiency. The factsheet is for construction industry apprentices and contractors.

Small Business Health and Safety Resources for Training Employees

In 2005, WOSHTEP launched an effort to develop industry-specific training guides for employers to use to teach their employees essential health and safety skills. These training guides are introduced in two-hour training programs provided to owners and managers of small businesses in these industries. A generic training guide for general industry was also developed. See more details on these programs below.

Restaurant Supervisor Safety Training Program

In partnership with the State Compensation Insurance Fund, Cal/OSHA Consultation, and the California Restaurant Association (CRA), LOHP and LOSH completed the first set of health and safety resources for owners and managers of small restaurants in June 2005. Materials for the Restaurant Supervisor Safety Training Program include a training guide for two short training sessions and tip sheets on the most common restaurant hazards, which managers can use to tailor training to the specific hazards in their own restaurant. This training also includes information regarding training and supervising young workers. The [materials](#) are available in English, Spanish, and Korean.

In partnership with the Koreatown Immigrant Worker Alliance (KIWA), LOSH developed materials for training restaurant workers in hazard identification and control and injury prevention. The materials, which include a workbook in [English](#), [Spanish](#), and [Korean](#), were based on a needs assessment conducted by KIWA with restaurant owners in Los Angeles.

From November 2005 to 2017, 27 workshops were held, reaching over 293 owners or managers from over 183 restaurants or food-service programs. In addition, materials are being shared across the country. Oregon OSHA is posting the restaurant tip sheets on its website. Materials developed for the restaurant industry are now being distributed to the employers from restaurants attending the Small Business IIPP training, described below.

Small Business Safety Training Program for General Industry

In 2007, generic health and safety materials were developed and pilot-tested for small businesses across many industries. These materials include training activities that owners and managers of small businesses can conduct with their employees, as well as additional resources to help them. From 2007 to 2017, 20 general small business workshops on employee health and safety training were held, reaching 423 owners or managers of over 240 small businesses. The [training guide](#) for all industries is distributed during the Small Business IIPP training, described below.

In 2008, federal OSHA also funded the development of a [national version of the general Small Business Resources training packet](#), which is posted online and distributed by LOHP at training workshops with other state partners under an OSHA Susan B. Harwood Training Grant.

Janitorial Industry Safety Training Program

In 2008, LOHP developed a Small Business Safety Training Program for the janitorial industry. This project began with a needs assessment, which included interviews with seven janitorial employers about health and safety hazards and training needs. Employers identified English and Spanish as the primary languages spoken by janitors, as well as Chinese, Tagalog, and Arabic.

Training materials include activity sheets and discussion questions to spark conversation between management and employees. On the back of the activity sheet is a list of tips that both management and employees can use to improve health and safety at work. Training sessions were conducted from 2009 to 2017 for over 178 owners and managers in over 57 businesses in partnership with the Pacific Association of Building Service Contractors and the Independent Maintenance Contractors Association in both Northern and Southern California.

[Materials developed for the janitorial industry](#) are distributed to janitorial employers during the Small Business Injury and Illness Prevention Program training, described below.

Dairy Industry Safety Training Program

In 2008, WOSHTEP Central Valley Resource Center staff initiated the Dairy Industry Safety Training Program. Tip sheets on health and safety, activities, and a *fotonovela* on the proper handling of animals were developed in [English](#) and [Spanish](#). As of 2017, training sessions for over 75 dairy industry owners and managers have been conducted to date.

<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/DairyTrainingGuide.pdf>

http://www.dir.ca.gov/chswc/WOSHTEP/Publications/DairyTrainingGuide_Spanish.pdf

<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/DairySafetyFotonovela.pdf>

http://www.dir.ca.gov/chswc/WOSHTEP/Publications/DairySafetyFotonovela_Spanish.pdf

Injury and Illness Prevention Program for Small Businesses

In 2012, CHSWC and LOHP designed materials and a training program for small business owners and managers in general industry throughout California to help them reduce work-related injuries and illnesses and comply with Cal/OSHA's IIPP standard.

This effort has been guided by an advisory committee that includes representatives from DIR, CHSWC, Cal/OSHA Consultation Services, the State Compensation Insurance Fund (State Fund), the California Department of Public Health's Occupational Health Branch, Small Business California, the California Small Business Association, and LOHP. In addition to providing input on developing the project, the partners are also assisting with setting up training and conducting outreach to their constituents.

The training sessions developed are conducted in partnership with consultants from Cal/OSHA Consultation Service and/or loss prevention specialists from the State Fund. To prepare State Fund trainers to co-teach the class with LOHP and LOSH trainers, LOHP and Cal/OSHA Consultation Service trainers conducted a Training of Trainers (TOT) program in 2015 with the State Fund loss prevention specialists. Two TOT programs were held that year.

The Small Business IIPP training project includes:

- A half-day interactive training program targeting owners and managers from small businesses to assist them in creating and implementing their IIPPs. In 2017, WOSHTEP's LOHP staff conducted seven IIPP training sessions in Northern California, and WOSHTEP's LOSH staff conducted two IIPP training programs for a total of 186 participants. Between 2012 and 2017 1,136 owners/managers statewide have attended the IIPP half-day or day-long training.

- Training materials, including a generic model IIPP guide, template, and program tools, such as a factsheet on promoting employee involvement, a sample accident investigation form, and a hazard-identification checklist.
- All [materials created for this program](#) are available in English, Spanish, Chinese, and Vietnamese.

Registration and evaluation forms are routinely collected from the participants in the IIPP Small Business training. In 2014 a post-training survey was conducted with 79 respondents, 1 to 18 months after the training was completed to assess the impact of the project. In their evaluation, most trainees reported that they gained some or a lot of knowledge from the training. Nearly half the trainees reported that they remediated a hazard not addressed before the training. Over half developed or improved the IIPP after the training. Most responded that employee involvement in safety has improved since the training. One particular success highlighted in the evaluation of the training has been that the course is taught with a specialist from Cal/OSHA Consultation Services, who presents information and answers participants' questions. LOHP did a poster presentation at the American Public Health Association annual meeting in November 2014 on the evaluation results.

Injury and Illness Prevention Program for Agriculture

Training and materials from the IIPP for Small Businesses program have been adapted for agriculture. The half-day interactive training program targets owners and managers from small businesses in the agriculture industry. Training is offered on an ongoing basis. To date, 152 farm owners/managers or farm labor contractors have attended an IIPP class for agriculture, conducted by WCAHS at UC Davis.

Injury and Illness Prevention Programs for Large Employers in General Industry

In 2012, CHSWC and LOHP also designed a model training program to assist larger businesses throughout California to develop and implement their IIPPs. The design and materials for this program parallel those for the IIPP training program and materials for small businesses.

This project includes:

- A full-day interactive training program targeting staff from large businesses and government agencies who are responsible for developing and implementing their IIPPs.
- Training materials, including a generic model IIPP guide, template, and program tools, such as factsheets, a sample accident investigation form, and a hazard-identification checklist.

In FY 2014/15, CHSWC and LOHP, together with key partners from Cal/OSHA, the State Compensation Insurance Fund, small business associations, and others, prioritized WOSHTEP's outreach and training efforts to target businesses with 250 or fewer employees and to provide only the half-day training sessions. This decision was made partly because business owners and managers, even at large companies, found it hard to commit to a full day of training. Prior to the decision to offer only the half-day class, 86 participants from 75 employers received the day-long training.

The [general industry IIPP materials](#) are also being used in training sessions conducted nationally and internationally by LOHP. In 2012, LOHP created a national version of the IIPP materials, which have been used around the country.

In October 2014, LOHP adapted its national general industry IIPP training program and taught portions of the class to garment industry union representatives and complaint handlers in Bangladesh. The materials were translated into Bengali for this purpose.

Young Worker Health and Safety Programs

CHSWC believes strongly in the importance of educating young workers and keeping them safe as they enter the workforce. According to the National Institute for Occupational Safety and Health (NIOSH), in 2015, 403 workers under age 24 died from work-related injuries, including the death of 24 youths (under age 18). The occupational injury rate for young workers age 15-19 treated in emergency rooms was more than twice the rate of workers age 25 and over; for workers age 20-24, the rate was 1.73 times greater than for workers age 25 and over. A goal of the WOSHTEP Young Worker Health and Safety Program is to identify unique ways to effectively engage young workers as health and safety promoters at work, at their school, and in their community.

Young Worker Leadership Academy

In 2005, WOSHTEP funding helped support the first Young Worker Leadership Academy (YWLA), held in Anaheim, California. CHSWC co-sponsored this Academy with LOHP, LOSH, the California Center for Civic Participation, and the California Partnership for Young Worker Health and Safety. The goals of the YWLA are to teach youth about workplace health and safety and their rights on the job; help youth identify education, policy, and media strategies to prevent young people from getting hurt on the job; and provide a forum for these youth to plan specific actions they will take in their own communities to promote young worker safety during Safe Jobs for Youth Month in California in May each year.

Following the 2005 Leadership Academy's success, WOSHTEP funding supported two YWLAs each year through 2010, one in Northern California and one in Southern California, held at UC Berkeley in January and at UCLA in February. (See the Annual Reports for 2006-2010 for details.) Starting in 2011, one statewide

Academy has been held in Berkeley in February every year. From 2005 to 2017, 106 teams (a total of 412 youth) from communities throughout California have participated in 18 Academies. In addition, from 2006 to 2017, 81 YWLA graduates have returned to serve as youth mentors, helping to lead Academy activities and planning and conducting their own outreach activities afterward.

Almost all the YWLA teams (97 teams) have successfully conducted creative activities to promote health and safety among young workers in their communities, usually during Safe Jobs for Youth Month in May. Activities have included:

- Holding workshops at schools and in the community on health and safety hazards.
- Developing new materials, such as wallet cards, buttons, posters, art work and brochures for youth, and a training video for employers to use with young workers.
- Creating public awareness through school billboards and sponsoring a two-week-long school event with fun activities and young worker health and safety information.
- Media outreach, including being interviewed on a local Spanish-language radio station and developing and airing both radio and video public service announcements (PSAs).
- Policy development, including school board or school-level policies requiring that all youth seeking work permits be provided with information on young worker rights and responsibilities in the workplace, as well as requiring youth in two districts to pass a short quiz.

YWLA teams have reached thousands of people, mainly youth, through these activities. They have also reached many low-wage, Spanish-speaking or immigrant families or community members with little awareness of U.S. workplace laws.

In 2017, 6 teams (24 youths) attended the YWLA held January 26-28 at UC Berkeley, with 6 YWLA graduates from earlier YWLAs returning as youth mentors to help lead activities. Youth mentors attended an additional youth mentor training workshop held several weeks before the Academy. All teams successfully conducted activities in their communities to promote safe jobs for youth, reaching over 1,833 youths and adults. These activities included staffing information booths at school and community fairs; reaching out to principals and superintendents as well as a Los Angeles-area assembly member; conducting participatory workshops at school and in the community for other students; developing materials, including a video, Jeopardy-style board game, and skits on safety.

As a result of the 18 Academies held from 2005 to 2017, a network of youth who can help promote workplace health and safety in their communities has been developed. One Academy is planned for February 1-3, 2018, at UC Berkeley.

Young Worker Leadership Academy Guide

With additional funding from the California Wellness Foundation, LOSH and LOHP developed a 64-page guide, "[Teens Speak Out for Safety on the Job: Lessons Learned from the Young Worker Leadership Academy](#)," to share the YWLA model with organizations in California as well as nationwide. This guide describes the YWLA process and includes all the teacher instructions, handouts, and other materials needed to set up an Academy. This model has been shared with organizations and agencies around the country through the national Young Worker Safety Resource Center. The guide has already been used by the Massachusetts Coalition for Occupational Safety and Health (MassCOSH) to conduct seven of its own Young Worker Leadership Academies since 2008.

Workers' Compensation

Carve-Out Program

Carve-Out Conference

CHSWC, with the assistance of LOHP and LOSH WOSHTEP staff, planned and conducted a statewide conference on workers' compensation carve-outs and the promotion of injury and illness prevention activities. The August 2007 conference, attended by approximately 200 people, included three workshops, as well as a presentation on how employers and unions who are either currently participating in a carve-out or considering establishing a carve-out can build injury and illness prevention activities into their program. Prevention activities that were promoted included establishing health and safety committees and conducting health and safety training and hazard investigations. Interest expressed in other roundtables and discussions with constituents since this conference indicate the need for another carve-out conference.

Carve-Out Materials for the WOSH Specialist Course

Materials necessary for teaching the WOSH Specialist course to unions and employees participating in a carve-out have been developed. The materials were also adapted for use in the construction industry. In 2007, the new materials were used in a WOSH Specialist course for members of labor unions who are participants in a workers' compensation carve-out.

Wellness Roundtable and Booklet

On July 16, 2008, CHSWC hosted a roundtable discussion called Workplace Wellness: How to Address Both Occupational and Lifestyle Issues on the Job.

Seventeen people attended the program, including three national experts on the subject. A number of recommendations, described in the 2008 and 2009 WOSHTEP Annual Reports, were made at the meeting and guided the development of materials and training programs.

In 2010, a wellness booklet, "[The Whole Worker: Integrating Wellness & Occupational Health and Safety Programs](#)," was developed by LOHP. The objectives of this booklet are to:

- Develop a general understanding of what constitutes an integrated approach to health promotion and occupational health and safety programs.
- Explore barriers to integration of workplace health promotion and workplace health and safety programs.
- Identify strategies for overcoming challenges to integration of programs.
- Identify resources for promoting programs that address worker health in a holistic fashion.

The booklet provides examples of specific wellness/health promotion programs that integrate wellness and occupational health and safety as well as resources on both areas of improving health in the workplace.

WOSHTEP Resource Centers

Resource Centers at LOHP, WCAHS, and LOSH continue to house and act as distribution systems of occupational safety and health training materials, including, but not limited to, all those developed by WOSHTEP. These centers provide information and technical assistance.

New health and safety materials are added to the WOSHTEP Resource Centers on an ongoing basis. These materials are identified by staff through attendance at meetings and conferences, as well as through literature searches and review of the weekly *Cal/OSHA Reporter*.

Central Valley Resource Center Development

In 2007, the University of California (UC), Davis, Western Center on Agricultural Health and Safety (WCAHS) was identified as an appropriate partner for extending WOSHTEP to the Central Valley. WOSHTEP staff were hired in 2008 and mentored by LOHP. WOSHTEP's Central Valley Resource Center staff have recruited participants and conducted WOSH Specialist training every year as well as conducted activities to promote heat stress prevention, and developed agriculture-related small business projects.

In 2008, the first agricultural industry to be selected for development of a targeted small business model was dairy. This selection was made at the suggestion of the

WOSHTEP Advisory Board and with the support of a researcher at UC Davis who could help develop and promote small business health and safety resources for the dairy industry. A *fotonovela* with basic information on how to handle and move cattle, a particularly hazardous activity, which is responsible for the majority of injuries among dairy workers, was developed and is part of the educational packet.

[The materials](#) were finalized in English and Spanish in 2010, and training programs began to be offered to dairy owners and managers in 2011.

Technical assistance on agricultural safety and health is provided on an ongoing basis and as requested. In 2014, the Spanish version of the booklet was provided to the Environmental and Occupational Health program of the Migrant Clinician Network so that it could print 700 copies for use in conducting educational sessions.

Multilingual Health and Safety Resource Guide

A Multilingual Health and Safety Resource Guide was developed for CHSWC by LOHP and is a free online resource for finding health and safety information in multiple languages. It consists of worker training materials, such as factsheets, checklists, and other resources that can be printed for distribution to employees participating in workplace IPPs.

The Multilingual Health and Safety Resource Guide covers a broad range of topics, including identifying and controlling hazards, legal rights and responsibilities, ergonomics, chemical hazards, and violence prevention. It also provides information on hazards in specific industries and occupations, including agriculture, construction, health care, and office work.

Resources in the Guide are available in over 23 different languages, including Spanish, Chinese, Arabic, Croatian, Haitian Creole, Hmong, Japanese, Khmer/Cambodian, Korean, Polish, Portuguese, Russian, Serbian, Swahili, Tagalog, Thai, and Vietnamese. The Multilingual Health and Safety Resource Guide is updated regularly, most recently in 2017. The Guide is available at:

<http://www.dir.ca.gov/CHSWC/MultilingualGuide/MultilingualGuideMain.html> and at <http://lohp.org/library/multilingual-guide/>

Websites

Information about WOSHTEP can be found in the [WOSHTEP section](#) of the Commission's website. The website promotes public access to and awareness of WOSHTEP and products developed for the program. These materials include a WOSHTEP brochure, materials developed for WOSHTEP trainings, and a multilingual health and safety resource guide. In addition, LOHP, WCAHS, and LOSH maintain linked websites, www.lohp.org, <http://agcenter.ucdavis.edu>, and <http://www.losh.ucla.edu>, with information on WOSHTEP and health and safety resources.

Database and Evaluation

CHSWC, LOHP, and LOSH track data from all trainings. The WOSHTEP staff tracks program participants and creates reports that will facilitate evaluation of the program.

About five years after the inception of the program, an independent evaluation consultant designed and tested a comprehensive evaluation plan for two elements of WOSHTEP: the WOSH Specialist course and the Small Business Restaurant Supervisor Safety Training workshop. The evaluations are described in the 2008 and 2009 WOSHTEP Annual Reports. Evaluation results indicate that both programs have had a positive impact on workers and employers.

Since that time, the WOSHTEP team has been conducting course evaluations after each of the WOSH Specialist training sessions. The feedback from the course evaluations has been very positive. Staff also conduct follow-up surveys with Specialists once or twice a year to assess whether they have been able to take positive actions in their workplace. The WOSHTEP team collects anecdotal information through these surveys on steps being taken to improve health and safety as well as challenges faced. These stories are often presented in Resource Center newsletters.

Industries and Occupations Served by WOSHTEP to Date

To date, WOSHTEP has provided health and safety information or training to numerous industries, including janitorial, construction, small manufacturers, corrections and rehabilitation, health care, telecommunications, food service or restaurants, laundry, agriculture, transportation, schools, refineries, warehousing, garment work, meat packing, recycling, and state and local government.

National Outreach

WOSHTEP is gaining national recognition through CHSWC, LOHP, and LOSH presentations at national and state conferences, such as the International Association of Industrial Accident Boards and Commissions (IAIABC), the National Institute for Occupational Safety and Health (NIOSH), the American Society of Safety Professionals, the American Public Health Association, the National Council for Occupational Safety and Health, and the Annual Conference of the California Community Health Workers Network, as well as through articles written for publications such as the *IAIABC Journal*, *Public Health Reports*, the Bureau of National Affairs SafetyNet monthly newsletter, *New Solutions: A Journal of Environmental and Occupational Health Policy*, and the quarterly magazine for Foodservice Consultants Society International (FCSI).

APPENDIX

2017 WOSH Specialist Training, Refresher Training, Injury and Illness Prevention Training, and Awareness Sessions and Presentations

2017 WOSH Specialist Training

- A WOSH Specialist course was taught for an open enrollment audience in Burlingame, CA, by two LOHP trainers on January 11 and 12 and February 1, 2017. In English for 25 graduates.
- A WOSH Specialist course was taught for CA state-certified residential childcare providers February 11 and 18, March 4 and 11, and April 15, 2017, in Los Angeles, CA, by two LOSH trainers in Spanish for 12 graduates.
- A WOSH Specialist course was taught for California Prison inmate-workers in Soledad, CA, by WOSH Specialist partner Prison Industries Authority on March 27-30, 2017. In English for 28 graduates.
- A WOSH Specialist course was taught for an open enrollment audience at Los Angeles Trade Tech College by two LOSH trainers on April 22 and 29 and May 13, 2017. In English for 22 graduates.
- A WOSH Specialist course was taught for an open enrollment audience in Vacaville, CA, by two LOHP trainers on May 2-4. In English for 13 graduates.
- A WOSH Specialist course was taught for an open enrollment audience in Contra Costa by one LOHP trainer and two network trainers on June 1, 8, and 15, 2017. In English for 23 graduates.
- A WOSH Specialist course was taught for community health promoters at Esperanza Community Housing Corp., in Los Angeles, CA, by two LOSH trainers on June 19, 21, and 28, 2017. In Spanish for 19 graduates.
- A WOSH Specialist course was taught for SEIU 721 members including clerical staff and CNAs from Los Angeles and Orange County community health clinics and hospices. Taught in Los Angeles, CA by two LOSH trainers on July 14, 21, and 28, 2017. In Spanish for 8 graduates.
- A WOSH Specialist course was taught for California Prison inmate-workers in Soledad, CA, by WOSH Specialist partner Prison Industries Authority on July 10-13, 17-18, 2017. In English for 8 graduates.
- A WOSH Specialist course was taught for CA Prison Industries Authority inmate-workers at Soledad, CA by WOSH Specialist partner Prison Industries Authority on September 11-14, 18, and 19, 2017. In English for 14 graduates.

- A WOSH Specialist course was taught for an open-enrollment audience at the UFCW Local 770 worker center in Huntington Park, CA, on October 10, 17, and 24, 2017. In Spanish for 17 graduates.
- A WOSH Specialist course was taught for CA Prison Industries Authority inmate-workers at Soledad, CA by WOSH Specialist partner Prison Industries Authority on October 30 and 31 and November 2, 2017 for 18 graduates.
- A WOSH Specialist Course for Tesla workers was taught in Fremont, CA by two LOHP trainers on October 28-29 and November 12, 2017, for 11 graduates.
- A WOSH Specialist course was taught by LOHP trainers for an open enrollment audience on December 12, 13, and 14, 2017, in Sacramento for 18 graduates.

2017 Refresher Training

Refresher Training sessions are offered on an as-needed basis.

- A Refresher session for WOSH Specialists was completed by LOSH trainers on September 14, 2017. In English and Spanish for 12 participants.

2017 Injury and Illness Prevention Program Training for Small Business and Large Businesses in General Industry

IIPP Training for Small Business

- An IIPP training course for Small Business was offered in San Francisco, CA, on February 7, 2017. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA Consultation specialist in partnership with State Compensation Insurance Fund (State Fund) for an open enrollment audience. In English for 23 participants.
- An IIPP training course for Small Business was offered in Sacramento, CA, on March 9, 2017. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA Consultation specialist in partnership with the State Fund for an open enrollment audience. In English for 23 participants.
- An IIPP training course for Small Business was offered in Pleasanton, CA, on April 4, 2017. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA Consultation specialist in partnership with the State Fund for an open enrollment audience. In English for 20 participants.
- An IIPP training course for Small Business was offered in Monterey Park, CA, on June 13, 2017. The four-hour session was conducted by one LOSH trainer, a State Fund representative, and a Cal/OSHA Consultation representative for an open enrollment audience. In English for 27 participants.
- An IIPP training course for Small Business was offered in Santa Ana, CA, on August 16, 2017. The four-hour session was conducted by one LOSH

- trainer, a State Fund representative, and a Cal/OSHA Consultation representative for an open enrollment audience. In English for 21 participants.
- An IIPP training course for Small Business was offered in Fresno, CA, on September 13, 2017. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA Consultation specialist in partnership with the State Fund for an open enrollment audience. In English for 26 participants.
 - An IIPP training course for Small Business was offered in Redding, CA, on October 11, 2017. The four-hour session was conducted by one LOHP trainer, a Cal/OSHA Consultation specialist, and a State Fund loss prevention representative for an open enrollment audience. In English for 19 participants.
 - An IIPP training course for Small Business was offered in Stockton, CA, on October 16, 2017. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA Consultation specialist, in partnership with a State Fund loss prevention representative for an open enrollment audience. In English for 20 participants.
 - An IIPP training course for Small Business was offered in Stockton, CA, on Nov 1, 2017. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA Consultation specialist, in partnership with a State Fund loss prevention representative for an open enrollment audience. In English for 11 participants.

IIPP Training for Small Business in Agriculture

To better serve the needs and availability of staff working in agriculture, the Western Center for Agricultural Health and Safety at UC Davis adapted the standard IIPP presentation for agriculture and reduced the length of the class from four hours to 90 minutes. During the training session, WCAHS trainers provide an overview of the Cal/OSHA IIPP standard and discussed why it is important to conduct effective and timely investigations of occupational injuries and illnesses. Trainees also worked in teams to discuss challenges and potential solutions to conduct hazard assessment and control as well as the challenges and solutions to use participatory methods to train workers and involve them in health and safety planning.

- Training was conducted during the AgSafe conference in Monterey, CA, on March 2 for safety officers, HR staff, farm labor contractors, and small growers. Fifty staff members were taught in English and 35 in Spanish.
- Another training session was conducted in Spanish on April 6, in Salinas, CA, for 12 farm labor contractors.

2017 Awareness Sessions and Presentations

- An Awareness Session was conducted at Healthy Kids, Happy Faces in Los Angeles, CA, on February 2, 2017. The two-hour session was conducted by

- one LOSH trainer. The topics were hazard identification, workers' rights and responsibilities, and workplace violence prevention. In Spanish for 25 state-certified residential child-care providers.
- An Awareness Session was conducted at the Cypress Mandela Training Center in Oakland, CA, on February 21, 2017. The two-hour session was conducted by one LOHP trainer. The topics were chemical hazards and hazard communication and health and safety rights and responsibilities. In English for 28 students.
 - An Awareness Session was conducted at the Mujeres Unidas y Activas Office in Oakland, CA, on February 22, 2017. The two-and-a-half-hour session was conducted by one LOHP trainer. The topics were green cleaning and ergonomics. In Spanish for 30 domestic workers.
 - An Awareness Session was conducted at the Mujeres Unidas y Activas Office in Oakland, CA, on March 14, 2017. The two-and-a-half-hour session was conducted by one LOHP trainer. The topics were green cleaning and ergonomics. In Spanish for 30 domestic workers.
 - An Awareness Session was conducted on March 18, 2017, by WCAHS staff in Woodland, CA, for 18 health promotoras. The training was 1.5-hours long, during which participants learned about the general protections workers have under Cal/OSHA, workers' compensation, and wage and hour laws. Participants learned about each of the DIR agencies and participated in interactive team activities to expand their knowledge using the booklet "[All Workers Have Rights in California](#)" published by the DIR.
 - An Awareness Webinar was filmed at the LOHP office for distribution to National Domestic Worker Association members nationwide on April 24, 2017. The one-hour webinar was conducted by one LOHP trainer. The topics were how chemicals affect the body, the hazards of common cleaning supplies, and safer alternatives and how to convince clients to use safer alternatives. In Spanish for approximately 50 domestic workers in the network of the National Domestic Workers Alliance.
 - An Awareness Session was conducted on May 4, 2017, by WCAHS staff in Winters, CA, for 24 health *promotoras* (*community health workers*). The training session lasted 1.5-hours, during which participants learned about the general protection workers have under Cal/OSHA, workers' compensation, and wage and hour laws. Participants learned about each of the DIR agencies and participated in interactive team activities to expand their knowledge using the booklet "All Workers Have Rights in California" published by the DIR.
 - An Awareness Session was conducted at the OYE Conference at La Canada College in Redwood City, CA, on May 6, 2017. The 1.25-hour session was conducted by one LOHP trainer. The topics were health and safety and other labor rights, taking action. In English and Spanish for 12 youth.
 - An Awareness Session was conducted at UCSF's Nursing Program in San Francisco, CA, on May 8, 2017. The two-hour session was conducted by one LOHP trainer. The topics were training on ergonomics and on Hazard

- Communication Safety Data Sheets (Haz Com SDSs). In English for 8 nursing students.
- An Awareness Session was conducted at the Warehouse Workers' Resource Center in Ontario, CA, on May 15, 2017. The four-hour session was conducted by one LOSH trainer. The topic was indoor heat illness prevention. In English for 12 participants
 - An Awareness Session was conducted at the Eastside Stories Conference at Roosevelt High School in Los Angeles, CA, on May 20, 2017. The one-hour session was conducted by one LOSH trainer. The topic was young worker rights and participants used the "Are You a Working Teen?" smartphone app/game. In English for 24 students.
 - A second Awareness Session was conducted at the Eastside Stories Conference at Roosevelt High School in Los Angeles, CA, on May 20, 2017. The one-hour session was conducted by one LOSH trainer. The topic was young worker rights and participants used the "Are You a Working Teen?" smartphone app/game. In English for 14 students.
 - An Awareness Session was conducted on June 15, 2017 in Hughson, CA by a Western Center for Agricultural Health and Safety trainer. The one and a half hour presentation was on heat illness prevention to an audience of 48 farmworkers.
 - An Awareness Session was conducted at the Cypress Mandela Training Center in Oakland, CA, on June 27, 2017. The two-hour session was conducted by one LOHP trainer. The topic were chemical hazards and hazard communication and health and safety rights and responsibilities. In English for 41 students.
 - An Awareness Session was conducted at Strategic Initiatives for a Just Economy (SAJE) in Los Angeles, CA, on June 29, 2017. The six-hour session was conducted by two LOSH trainers. The topics were hazard identification/controls, introduction to ergonomics, workers' rights and responsibilities, and the IIPP. In English for 11 participants.
 - An Awareness Session was conducted on July 6, 2017 in Calaveras, CA by a Western Center for Agricultural Health and Safety trainer. The two hour presentation was on pesticide safety to an audience of 15 farmworkers.
 - An Awareness Session was conducted at UFCW 770's worker center in Huntington Park, CA, on July 11, 2017. The two-hour session was conducted by one LOSH trainer and two Occupational Health Internship Program interns. The topics were hazard identification including hazard and body mapping. In Spanish for 15 participants.
 - An Awareness Session was conducted on July 22, 2017 in Sacramento, CA by a Western Center for Agricultural Health and Safety trainer. The one hour presentation was on heat illness prevention to an audience of 11 workers.
 - An Awareness Session was conducted at the Warehouse Workers' Resource Center (WWRC) in Ontario, CA, on July 26, 2017. The two-hour session was conducted by one LOSH trainer and two WWRC staff. The topic was heat illness prevention. In Spanish for 15 participants.

- An Awareness Session was conducted at the Richard Family Park Community Center in Los Angeles, CA, on July 28, 2017. The two-hour session was conducted by one LOSH trainer and one heat illness prevention (HIP)-trained community member. The topic was heat illness prevention. In Spanish for 16 participants.
- An Awareness Session was conducted at the University of California's Center for Occupational and Environmental Health on August 17, 2017. The 1.5-hour session was conducted by one LOHP trainer. The topic was effective health and safety training for employees. In English for 12 participants.
- An Awareness Session was conducted at the Richmond Field Station in Richmond, CA, on August 17, 2017. The one-hour session was conducted by one LOHP trainer. The topic was training on occupational health and safety. In Spanish for 10 participants.
- An Awareness Session was conducted at TRUST South LA in Los Angeles, CA, on August 18, 2017. The two-hour session was conducted by one LOSH trainer and one HIP-trained community member. The topic was heat illness prevention. In Spanish for 14 participants.
- An Awareness Session was conducted at the Holy Cross Cemetery in Colma, CA, on August 23, 2017. The two-hour session was conducted by one LOHP trainer. The topic was training on occupational health and safety. In English for 20 cemetery workers.
- An Awareness Session was conducted at the SEIU USWW Office in Oakland, CA, on September 11, 2017. The two-hour session was conducted by one LOHP trainer. The topic was protection against sexual harassment. In English for 20 janitors.
- An Awareness Session was conducted on September 21, 2017 in Hughson, CA by a Western Center for Agricultural Health and Safety trainer. The two hour presentation was on pesticide safety to an audience of 78 farmworkers.
- An Awareness Session was conducted at the Our Work, Our Power Young Worker Summit in Los Angeles, CA, on September 23, 2017. The four-hour session was conducted by one LOSH trainer, one SoCalCOSH trainer, and two UCLA Labor Center representatives. The topic was young worker rights, and participants used the "Are You a Working Teen?" smartphone app/game. In English for 27 students.
- An Awareness Session was conducted at Pico Union Housing Corporation in Los Angeles, CA on October 4, 2017. The one and a half hour session was conducted by one LOSH trainer. The topic was heat illness prevention. In Spanish for 11 participants.
- An Awareness Session was conducted on October 7, 2017, at the annual Vision y Compromiso Statewide Community Health Promoters Conference in Ontario, CA. The two-hour workshop was conducted by two LOSH trainers. The topic was ergonomics. In Spanish for 16 community health promoters.

- An Awareness Session was conducted at the Plum Bar in Oakland, CA on October 9, 2017. The hour-and-a-half session was conducted by one LOHP trainer. The topic was training on occupational health and safety. In English for 15 janitors.
- A general health and safety Awareness Session was conducted for 9 restaurant workers on October 17, 2017 at the Restaurant Opportunities Center in Oakland, CA. The hour-and-a-half session was conducted by one LOHP trainer.
- A general health and safety Awareness Session was conducted for 8 restaurant workers on October 30, 2017 at the Restaurant Opportunities Center in Oakland, CA. The hour-and-a-half session was conducted by one LOHP trainer.
- A general health and safety Awareness Session was conducted at the Machinist Union Local 1781 offices in Burlingame, CA, on November 8, 2017. The hour-and-a-half session was conducted by one LOHP trainer for 18 workers.
- A general health and safety Awareness Session was conducted at the Vision y Compromiso promotora conference in Berkeley, CA on November 18, 2017 for 16 workers. The hour-and-a-half session was conducted by one LOHP trainer in English.
- A general health and safety Awareness Session was conducted at the Vision y Compromiso promotora conference in Berkeley, CA on November 18, 2017 for 11 workers. The hour-and-a-half session was conducted by one LOHP trainer in Spanish.
- Brief Awareness Sessions were conducted by Western Center for Agricultural Health and Safety staff at the Mexican consulate in Sacramento. The presentations were made in the *Ventanilla*, which is a space in the waiting area in which brief presentations are conducted for the public while waiting to receive consular services. After the presentations, staff set up an information table, and people come to the table to receive further information about specific issues. The educational materials used at these events are brochures published by DIR on Cal/OSHA, the Division of Workers' Compensation, and the Division of Labor Standards Enforcement (workers' rights), and the heat illness materials developed by LOHP for the heat illness prevention campaign conducted a few years ago. From May to September 2017, WCAHS staff conducted 19 presentations, reaching 327 people.