

The California Commission on Health and Safety and Workers' Compensation



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

2016 Advisory Board Annual Report

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2016 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 2016, WOSHTEP has served about 14,900 workers and about 1,850 employers, through close to 9,465 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 2016 are described in the following pages, including an Appendix.

Overview of WOSHTEP Activities

2016 Accomplishments

In 2016, key accomplishments include:

- Convening a strategic planning retreat to determine the strategic goals for WOSHTEP. Staff from the three WOSHTEP resource centers, and staff from the Commission on Health and Safety and Workers' Compensation and the Department of Industrial Relations attended the day-long meeting. A major focus of the retreat was on strategies for targeting the program's activities and a review of the approaches, given the changing world of work.
- Conducting 16 three-day Worker Occupational Safety and Health (WOSH) Specialist training sessions in Northern, Central, and Southern California, reaching work leaders in diverse industries and occupations.

- Conducting 15 Awareness Sessions and Presentations to educate vulnerable working populations and community-based organizations about occupational safety and health.
- 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 2016.
- Disseminating Injury and Illness Prevention Program (IIPP) training materials for general industry, small businesses, and agriculture.
 - Model Injury and Illness Prevention Program Training Program for Small Businesses, to assist small business owners and managers throughout California to reduce work-related injuries and illnesses by effectively developing and implementing their IIPPs. The program includes a half-day interactive training session and materials, such as an IIPP guide and template, tools, factsheets, and a safety brochure.

In addition, each workshop participant receives 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.

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 Occupational Health Branch. In addition to English, materials have also been developed in Spanish, Chinese, and Vietnamese.

- This year, LOHP adapted the IIPP training program to make it relevant to staffing agencies that place workers in secondary workplaces. The goal of the training is to prepare these employers to better protect their temporary employees and come into compliance with Cal/OSHA's IIPP standard as it applies to dual-employer situations. To date, three IIPP classes have been held specifically for staffing agencies with a total of 88 individuals in attendance. As part of this project, LOHP worked with Cal/OSHA Consultation Service to develop an IIPP template specifically to help staffing agencies

understand their responsibilities under the IIPP standard as well as those of the host employers. These classes are conducted by trainers from LOHP and Cal/OSHA Consultation Service.

- 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.

All the above materials are available on the CHSWC website.

<http://www.dir.ca.gov/chswc/WOSHTEP/iipp/>

Past Accomplishments

Accomplishments from 2003 to 2015 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:

http://www.dir.ca.gov/chswc/WOSHTEP/WOSHTEP_ListOfPublications.pdf

II. Background and Purpose of WOSHTEP

Background

California serves as 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 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 where 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 and workers 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

CHSWC and DIR	
Christine Baker Director, Department of Industrial Relations	
Eduardo Enz Executive Officer, CHSWC	
Irina Nemirovsky Research Program Specialist III	Chellah Yanga Staff Services Manager I
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Kelsie Scruggs Research Analyst

Resource Center Labor Occupational Safety and Health Program (LOSH), UCLA
Linda Delp Director
Deogracia Cornelio Associate Director of Education
Hector Flores Bilingual Educator/Coordinator
Flor Vasquez WOSHTEP Administrative Specialist

Resource Center Western Center for Agricultural Health and Safety, UC Davis	
Marc Schenker Center Director	Stephen A. McCurdy MD, MPH Outreach and Education Director
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 audience.
- Prepare an Annual Report evaluating the use and impact of WOSHTEP.

The members of the Advisory Board are:

**WOSHTEP Advisory Board
Members**

Laura Boatman
State Building & Construction Trades Council

Cindy Delgado
Maticris Management

Marti Fisher
California Chamber of Commerce

Scott Hauge
Small Business California

Amber Novey
Laborers-Employers Cooperation and Education
Trust

Marissa Nuncio
Garment Workers Center

Zacil Pech
Garment Workers Center

Tom Rankin
President Retired California Labor
Federation (AFL-CIO)

Dorothy Rothrock
California Manufacturers Technology Association
(CMTA)

Guadalupe Sandoval
California Farm Labor Contractor Board

Mitch Seaman
California Labor Federation (AFL-CIO)

Jeremy Smith
State Building & Construction Trades Council

Betty Jo Toccoli
California Small Business Association

Christina Vasquez
Union of Needletrades, Industrial and Textile
Employees (UNITE HERE!)

Ex-Officio Members

Christine Baker
Department of Industrial Relations

Gail Bateson
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John Stassi
Food Insurance Managers

Dave Strickland
Zurich Insurance

Juliann Sum
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Louis Therrien
AIG

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QBE North America

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SCIF

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 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 2016, WOSH specialist training courses were conducted in Northern, Central, and Southern California, as described in the Advisory Board Annual Reports for 2004 through 2015 and in this report for 2016. To date, about 4,040 WOSH Specialists have been trained in Northern, Central, and Southern California.

In 2016, 16 WOSH specialist courses were conducted. See the Appendix to this report for descriptions of 2016 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 2015 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 Training-of-Trainers (TOT) curricula and offered the first two WOSH specialist TOT courses in April and July 2005, TOT courses in 2006 through 2015 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. Network trainers from Northern, Central, and Southern California have been recruiting for participants and delivering WOSH specialist course modules in English and Spanish. 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 mail 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 wide range of accomplishments since the program's inception. Key accomplishments are listed in the WOSHTEP Annual Reports for 2003 through 2015 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 and interest in the WOSH specialist course.

Awareness Sessions and Presentations for 2004 to 2015 are described in the Annual Reports for those years. To date, Awareness Sessions have reached about 13, 660 participants.

See the Appendix to this report for detailed descriptions of 2016 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 section 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. We continue to promote the Case Study Guide at our training and encourage its use.

In 2016, training using these materials was offered.

In addition, a [factsheet](#) addressing the hazards of applying spray polyurethane foam insulation, a common task aimed at increasing energy efficiency, was developed. 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.

Restaurant Supervisor Safety Training Program

In partnership with the State 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 and in print.

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 2016, 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, and 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 2016, 20 general small business workshops were held, reaching 423 owners or managers of over 240 small businesses. The [training guide](#) for all industries is being distributed during the Small Business IIPP trainings, 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 flip side 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 2016 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 trainings, 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](#). Training sessions for over 75 dairy industry owners and managers have been conducted to date as of 2016.

<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 model 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 project has been guided by an advisory committee that includes representatives from DIR, CHSWC, Cal/OSHA Consultation Services, State Compensation Insurance Fund, California Department of Public Health's Occupational Health Branch, Small Business California, 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 trainings developed are conducted in partnership with consultants from Cal/OSHA Consultation Service and/or loss prevention specialists from State Compensation Insurance 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 Compensation Insurance 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 2016, LOHP conducted nine training sessions statewide in Northern California, for 234 participants. Between 2012 and 2016, 875 participants have attended the IIPP half-day 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 trainings were completed to assess 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 previously 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 Program Small Businesses 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.

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.

The project includes:

- A full-day interactive training program targeting staff from large businesses and government agencies who are responsible for developing and implementing their IPPs.
- Training materials, including a generic model IPP 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. The general industry materials are now being distributed during the half-day training sessions. Prior to the decision to offer only the half-day class, 86 participants from 75 employers received the day-long training.

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

In October 2014, LOHP adapted its national general industry IPP training program and taught portions of the class to garment industry union representatives and complaint handlers in Bangladesh. The materials were translated into Bangali 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 2012, 375 workers under age 24 died from work-related injuries, including 29 deaths of youth under age 18. From 1998 to 2007, young workers treated in U.S. hospital injury departments suffered an annual average of 795,000 nonfatal injuries. The occupational injury rate for young workers treated in emergency rooms was approximately twice the rate of 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 additional 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 2016,

100 teams (a total of 388 youth) from communities throughout California have participated in 17 Academies. In addition, from 2006 to 2016, 75 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 (91 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, or 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 2016, 6 teams (24 youths) attended the YWLA held January 28-30 at UC Berkeley, with 4-5 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. Five teams successfully conducted activities in their communities to promote safe jobs for youth, reaching over 2,200 youths and adults. These activities included staffing information booths at school and community fairs (including the North West Fest in Los Angeles involving 150 schools); conducting participatory workshops at school and in the community for other students; developing materials, including a Facebook page, a Prezi presentation, a street survey video and information booth displays; and conducting a survey with fellow high school students as an awareness-raising activity and to create the street survey video.

As a result of the 17 Academies held from 2005 to 2016, a network of youth who can help promote workplace health and safety in their communities has been developed. One Academy is planned for January 26-28, 2017, 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 teaching 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 about 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 the Laborer's Union 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. 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 Central Valley Resource Center staff have recruited participants and conducted WOSH specialist training and YWLAs, 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 for 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 20 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 2015. 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 the WOSHTEP training, 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 tracks and train all trainers, WOSH specialists, course information, and certificates awarded. WOSHTEP staff tracks program participants and creating reports that will facilitate evaluation of the program.

From 2006 to 2008, 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.

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

2016 WOSH Specialist Training, Refresher Training, Injury and Illness Prevention Training, and Awareness Sessions and Presentations

2016 WOSH Specialist Training

- A WOSH Specialist course was taught for screen printing and embroidery workers at Manhattan Stitching Company in Buena Park, CA, by three LOSH trainers on November 19 and December 3, 2015; January 14 and 21, 2016; February 4 and 11, 2017. In Spanish for 17 graduates.
- A WOSH Specialist course was taught for an open enrollment audience in Clovis, CA, by one LOHP trainer and one WCAHS trainer on January 19, 20, and 21, 2016. In English for 26 graduates.
- A WOSH Specialist course was taught for an open enrollment audience in Fairfield, CA, by two LOHP trainers on January 27, February 3 and 10, 2016. In English for 29 graduates.
- A WOSH Specialist course was taught for an open enrollment audience in Chico, CA, by two LOHP trainers on February 23, 24 and 25, 2016. In English for 32 graduates.
- A WOSH Specialist course was taught for California Prison Inmates in Soledad, CA, by WOSH Specialist partner Prison Industries Authority on April 11, 12, 13 and 14, 2016. In English for 21 graduates.
- A WOSH Specialist course was taught for an open enrollment audience at Los Angeles Trade Tech College by two LOSH trainers on April 23, April 30, and May 7, 2016. In English for 35 graduates.
- A WOSH Specialist course was taught for union members in Oakland, CA, by three LOHP trainers on April 26, 27 and May 10, 2016. In English for 23 graduates.
- A WOSH Specialist course was taught for an open enrollment audience in Martinez, CA, by two LOHP trainers and two Contra Costa County network partners on May 26, June 2 and June 9. In English for 29 graduates.
- A WOSH Specialist course was taught for California Prison Inmates in Soledad, CA, by WOSH Specialist partner Prison Industries Authority on June 6, 7, 8 and 9, 2016. In English for 20 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 13, 15, and 17, 2016. In Spanish for 11 graduates.
- A WOSH Specialist course was taught for California Prison Inmates in Soledad, CA, by WOSH Specialist partner Prison Industries Authority on September 12, 13, 14, and 15, 2016. In English for 18 graduates.

- A WOSH Specialist course was taught for an open enrollment audience in Modesto, CA, by two LOHP trainers and one WCAHS trainer on September 27, 29, and 29, 2016. In English for 18 graduates.
- A WOSH Specialist course was taught for CA Prison Inmates at Soledad, CA by WOSH Specialist partner Prison Industries Authority on October 10, 11, 12 and 13, 2016. In English for 18 graduates.
- A WOSH Specialist course was taught for City of Pasadena personnel on October 11, 18, and 25, 2016 in Pasadena, CA by two LOSH trainers in English for 14 graduates.
- A WOSH Specialist course was taught for Folsom State Prison, Folsom, CA on October 18 – 25, 2016 in Folsom, CA. In English for 10 graduates.
- A WOSH Specialist course is confirmed for ILWU Local 26 members on November 18, December 2, and 16, 2016 in Los Angeles, CA. In English for 23 graduates.

2016 Refresher Training

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

- A Refresher training for WOSH Specialists/community health promoters was completed by LOSH trainers on August 31, 2016. In Spanish for 5 participants.

2016 Injury and Illness Prevention Program Training for Small Business and Large Businesses in General Industry

IIPP Training for Small Business

- IIPP training course for Staffing Agencies was offered in Oakland, CA, on May 3, 2016. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant for temporary agencies and employers that use temporary workers. In English for 33 participants.
- IIPP training course for Small Business was offered in Pleasanton, CA, on May 9, 2016. The four-hour session was conducted by one LOHP trainer and a State Compensation Insurance Fund representative for an open enrollment audience. In English for 29 participants.
- IIPP training course for Small Business was offered in Stockton, CA, on May 17, 2016. The four-hour session was conducted by one LOHP trainer and a State Compensation Insurance Fund representative for an open enrollment audience. In English for 27 participants.
- IIPP training course for Small Business was offered in Pleasanton, CA, on May 31, 2016. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant for roofing and other trades working at heights. In English for 25 participants.
- IIPP training course for Staffing Agencies was offered in Ontario, CA, on September 22, 2016. The four-hour session was conducted by LOHP and a

- Cal/OSHA consultant for temporary agencies and employers that use temporary workers. In English for 33 participants.
- IIPP training course for Small Business was offered in Oroville, CA, on October 11, 2016. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant for an open enrollment audience. In English for 22 participants. IIPP training course for Small Business was offered in Sonoma, CA, on October 19, 2016. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant for an open enrollment audience in English for 18 participants.
 - IIPP training course for Small Business was offered in Fresno, CA on October 25, 2016. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant for an open enrollment audience. In English for 25 participants.
 - IIPP training course for Staffing Agencies was offered in Sacramento, CA, on December 15, 2016. The four-hour session was conducted by LOHP and a Cal/OSHA consultant for temporary agencies and employers that use temporary workers. In English for 22 participants.

2016 Awareness Sessions and Presentations

- An Awareness Session was conducted at San Francisco City College's Labor Educators Curriculum Exchange in San Francisco, CA, on January 31, 2016. The one-hour session was conducted by one LOHP trainer. The topic was hazard identification and participants used the hazard-mapping activity. In English for 40 union members and labor educators.
- An Awareness Session was conducted at SEIU USWW in Los Angeles, CA, on February 18, 2016. The four-hour session was conducted by two LOSH trainers. The topic was hazard identification. In Spanish for 8 union members.
- An Awareness Session was conducted at Machinist Union Office in Burlingame, CA, on March 9, 2016. The two-hour session was conducted by one LOHP trainer. The topics were Cal/OSHA and OSHA rights, how to identify hazards and the hierarchy of controls, and OSH rights. In English for 15 vocational education students in the culinary program.
- An Awareness Session was conducted at San Francisco City College's culinary class in San Francisco, CA, on April 4, 2016. The one-hour session was conducted by one LOHP trainer. The topics were restaurant safety, hierarchy of controls, and OSH rights. In English for 15 vocational education students in the culinary program.
- An Awareness Session was conducted at UCSF's Occupational Health Nursing class in San Francisco, CA, on April 25, 2016. The two-hour session was conducted by one LOHP trainer. The topics were ergonomics, hazard communications, and effective training. In English for 9 occupational health nursing and medical students.
- An Awareness Session was conducted at the Eastside Stories Conference at Roosevelt High School in Los Angeles, CA, on June 4, 2016. The one-

- hour session was conducted by two LOSH trainers. The topic was young worker rights and participants used the “Are You a Working Teen?” smartphone app/game. In English for 12 students.
- A second Awareness Session was conducted at the Eastside Stories Conference at Roosevelt High School in Los Angeles, CA, on June 4, 2016. The one-hour session was conducted by two LOSH trainers. The topic was young worker rights and participants used the “Are You a Working Teen?” smartphone app/game. In English for 10 students.
 - An Awareness Session was conducted at Filoli Gardens in San Mateo County on June 15, 2016. The 4-hour session on identifying hazards, controlling hazards and ergonomics was conducted for 32 landscapers and gardeners.
 - An Awareness Session was conducted at the Teamsters office in Modesto, CA, on June 16, 2016. The two-hour session was conducted by one LOHP trainer. The topics were Cal/OSHA and OSHA rights and how to identify and control hazards. in Spanish for 13 workers.
 - An Awareness Session was conducted at Cypress Mandela Training Center in Oakland, CA on June 21, 2016. The 4-hour session on Workers’ Rights and Hazard Communications ‘GHS was conducted for 26 pre-apprentice construction students.
 - An Awareness Session was conducted at San Francisco City College in San Francisco, CA, on July 9, 2016. The one-hour session was conducted by one LOHP trainer. The topic was taking action for occupational safety and health. In English for 30 union and community labor educators.
 - An Awareness Session was conducted for ReJOYce in Jesus Ministries in Los Angeles, CA, on July 12, 2016. The four-hour session was conducted by two LOSH trainers. The topic was hazard identification. In English for 13 ReJOYce teachers and administrative staff.
 - An Awareness session was conducted at AC Transit Maintenance Division in Oakland, CA on October 11, 2016. The 2-hour session on Hazard Communication/GHS was conducted for 30 ATU Local 192 members.
 - An Awareness Session was conducted on October 28, 2016, 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 workplace violence prevention. In Spanish for 83 community health promoters.
 - An Awareness Session was conducted at Cypress Mandela Training Center in Oakland, CA on November 1, 2016. The 4-hour session on Workers’ Rights and Hazard Communication/GHS was conducted for 26 pre-apprentice construction students.