

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

The Worker Occupational Safety and Health Training and Education Program (WOSHTEP) is a statewide effort aimed at reducing job-related injuries and illnesses among California workers. Particular emphasis is placed on reaching employers and workers in industries with significant injuries, illnesses, and workers' compensation costs. Focus is also on groups with special needs, such as workers and employers who do not speak English as their first language, those with limited literacy, those in traditionally underserved industries or occupations, those in small businesses, and young people just entering the workforce.

WOSHTEP provides illness and injury prevention training and health and safety information in the following areas:

- Worker Occupational Safety and Health (WOSH) Specialist Training
- Small Business Resources
- Young Worker Health and Safety Programs
- Resource Centers in Northern, Central and Southern California

The WOSHTEP brochure, available in English and Spanish, provides an overview of the program. It can be found at:

<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/WOSHTEP%20Brochures.English.2009.06.09.pdf>  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/WOSHTEP%20Brochures.Spanish.2009.pdf>

General information about WOSHTEP and WOSTHEP materials are available on the Commission on Health and Safety and Workers' Compensation website at: <http://www.dir.ca.gov/chswc/woshstep.html>.

## Worker Occupational Safety and Health (WOSH) Specialist Training

### WORKER OCCUPATIONAL SAFETY AND HEALTH (WOSH) SPECIALIST TRAINING

One of the goals of WOSHTEP is to train California workers to be Worker Occupational Safety and Health (WOSH) Specialists. After completing the WOSH Specialist training, WOSH Specialists take a leadership role in promoting health and safety in their own workplaces. At work, a WOSH Specialist may:

- Assist with employers' injury and illness prevention program
- Help identify hazards
- Help investigate the underlying causes of injuries
- Help find and implement solutions to health and safety problems
- Serve as a health and safety resource to others
- Support the successful return to work of injured co-workers

### WOSH Specialist Core Modules

- Module 1: Promoting Effective Safety Programs
- Module 2: Identifying Hazards in the Workplace
- Module 3: Controlling Hazards in the Workplace
- Module 4: Health and Safety Rights and Responsibilities

- Module 5: Workers' Compensation and Return-to-Work Programs
- Module 6: Resources and Strategies for Taking Action

### Supplemental Modules

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

WOSH Specialist materials listed above are available to participants in the WOSH Specialist trainings offered statewide.

### Awareness Materials

- Preventing Workplace Injuries and Illnesses – Awareness Session – English and Spanish -- with Training Cards in English and Spanish  
<http://www.dir.ca.gov/chswc/WOSHTEP/Awareness/AwarenessModuleEnglish.pdf>  
<http://www.dir.ca.gov/chswc/WOSHTEP/Awareness/AwarenessModuleSpanish.pdf>  
<http://www.dir.ca.gov/chswc/WOSHTEP/Awareness/CardsEnglish.pdf>  
<http://www.dir.ca.gov/chswc/WOSHTEP/Awareness/CardsSpanish.pdf>

### WOSH Specialist Newsletters

- Regular updates for WOSH Specialists as well as feature stories about Specialist successes in a wide range of workplaces -- Spring and Fall each year in English and Spanish

## WOSH Specialist Course: Related Materials

- NISH Occupational Health and Safety course flier  
A three-day course, adapted from the WOSH Specialist Course, offered to NISH-affiliated Community Rehabilitation Programs that serve and employ individuals with disabilities.  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/NISHGenericFlier.pdf>

## Outdoor and Indoor Heat Illness Prevention Programs

### Outdoor Heat Illness Prevention Program

- Heat Hazards in Agriculture, A Guide For Employers To Carry Out Tailgate Training for Workers   
[English version](#) - [Spanish version](#)

## Indoor Heat Illness Prevention Program

### Excessive Heat at Work: How to Prevent Indoor Heat Illness

- Participant Handouts – [English version](#)
- Checklist – [English version](#)
- Participant Handouts – [Spanish version](#)
- Checklist – [Spanish version](#)

## Injury and Illness Prevention Program (IIPP) Resources

### For General Industry:

- [“Taking Action for Safety and Health: A Guide to Developing Your Workplace Injury and Illness Program”](#)  Version
- [Injury and Illness Prevention Program Template](#)  Version
- [Resource List: Taking Action for Safety and Health](#)  Version

### For Small Business:

- [“Taking Action for Safety and Health: A Guide to Developing Your Workplace Injury and Illness Prevention Program”](#)  Version
- [Injury and Illness Prevention Program Template](#)  Version
- [Resource List: Taking Action for Safety and Health](#)  Version

Small Business materials are available in Spanish, Chinese and Vietnamese. They can be found at: <http://www.dir.ca.gov/chswc/WOSHTEP/iipp/>

### For Agriculture:

- [Taking Action for Safety and Health: A Guide to Developing Your Workplace Injury and Illness Prevention Program for Agriculture](#)  Version -  En español
- [Injury and Illness Prevention Program Template](#)  Version -  En español
- Agriculture Tools:
  - [Investigation of Accidents, Injuries and Illnesses](#)  Version -  En español
  - [Hazard Assessment Checklist](#)  Version -  En español
  - [Hazard Correction Tracking Form](#)  Version -  En español
  - [Worker Training Record](#)  Version -  En español
  - [Employee Safety Orientation Checklist](#)  Version -  En español

## Small Business Resources

### SMALL BUSINESS RESOURCES TRAINING MATERIALS

#### General

- California Small Business Materials – English and Spanish  
<http://www.dir.ca.gov/chswc/SBMRhealthandsafety.htm>  
<http://www.dir.ca.gov/chswc/SBMRhealthandsafety.htm>
- National Small Business Materials – English  
[http://www.dir.ca.gov/chswc/WOSHTEP/Publications/SmallBusinessSafetyTraining\\_National.pdf](http://www.dir.ca.gov/chswc/WOSHTEP/Publications/SmallBusinessSafetyTraining_National.pdf)

#### Industry-Specific

- Restaurant Industry – English and Spanish  
<http://www.dir.ca.gov/chswc/SBMRMaterials.htm>
- Protecting the Safety and Health of Restaurant Workers: A Workbook for Employees – English and Spanish and Korean  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/RestaurantWorkbook.pdf>  
[http://www.dir.ca.gov/chswc/WOSHTEP/Publications/RestaurantTrainingGuide\\_Spanish.pdf](http://www.dir.ca.gov/chswc/WOSHTEP/Publications/RestaurantTrainingGuide_Spanish.pdf)  
[http://www.dir.ca.gov/chswc/WOSHTEP/Publications/RestaurantWorkbook\\_Korean.pdf](http://www.dir.ca.gov/chswc/WOSHTEP/Publications/RestaurantWorkbook_Korean.pdf)
- Janitorial Industry - English and Spanish  
[http://www.dir.ca.gov/chswc/WOSHTEP/SBMR\\_Janitorial.htm](http://www.dir.ca.gov/chswc/WOSHTEP/SBMR_Janitorial.htm)
- Dairy Industry – Training Guide and Fotonovela (Picture Book) -- English and Spanish  
<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/DairyTrainingGuide_Spanish.pdf)  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/DairySafetyFotonovela.pdf>  
[http://www.dir.ca.gov/chswc/WOSHTEP/Publications/DairySafetyFotonovela\\_Spanish.pdf](http://www.dir.ca.gov/chswc/WOSHTEP/Publications/DairySafetyFotonovela_Spanish.pdf)

## Young Worker Health and Safety Programs

### YOUNG WORKER HEALTH AND SAFETY PROGRAMS

WOSHTEP furthers efforts to provide necessary education and resources about health and safety requirements including employment rights so teens can be safe in the workplace. Programs include:

- Young Worker Leadership Academy (YWLA), a program designed to develop young workers into health and safety leaders at work and in their communities. Two or more Academies are held each year involving teams of youth from throughout the State. This Academy has become a national model with several states implementing youth academies based on the California YWLA.
- Safe Jobs for Youth Month, in May each year, during which teams of Academy graduates implement programs to promote young worker health and safety in their schools and communities.
- California Partnership for Young Worker Health and Safety, established by Assembly Bill 1599 in 2000, composed of agencies and organizations dealing with youth employment and education issues, as well as others who can play a role in educating and protecting young workers. Members represent educators, parents, employers, youth training programs, governmental agencies and others.

The purpose of the Partnership is to identify potential strategies to reduce injuries and illnesses among youth in the California workforce; foster awareness and skills in health and safety that will remain with youth throughout their working lives and allow them to take an active role in shaping safe work environments; and promote positive, healthy employment for youth.

Materials include:

- Summary of Young Worker Leadership Academies  
(Typically held in January in Berkeley, CA and February in Los Angeles)  
<http://www.youngworkers.org/ywacademy/ywacademy.html>
- "Teens Speak Out About Safety on the Job: Lessons Learned from the Young Worker Leadership Academy," A Guide to Create Young Worker Leadership Programs in other States and Localities  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/TeensSpeakOut.pdf>
- TEENS WORKING IN AGRICULTURE: Activities for High School ESL Classes, 2009 -- English  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/ESLCurriculumActivitiesBooklet.pdf>

## Outdoor and Indoor Heat Illness Prevention Materials

- Heat Hazards in Agriculture, A Guide For Employers To Carry Out Tailgate Training for Workers  
[English version](#) - [Spanish version](#)
- Excessive Heat at Work: How to Prevent Indoor Heat Illness
  - Participant Handouts – [English version](#)
  - Checklist – [English version](#)
  - Participant Handouts – [Spanish version](#)
  - Checklist – [Spanish version](#)

## Safety, Health, and Wellness Resources and Publications

### SAFETY, HEALTH, AND WELLNESS RESOURCES AND PUBLICATIONS

- Spray Polyurethane Foam (SPF) and Hazards When Applying Factsheet, September 2013  
[http://www.dir.ca.gov/chswc/WOSHTEP/Publications/Spray\\_Polyurethane.pdf](http://www.dir.ca.gov/chswc/WOSHTEP/Publications/Spray_Polyurethane.pdf)
- WOSHTEP NEEDS ASSESSMENT REPORT: Opportunities to Integrate Worker Health and Safety Education into Building Trades Apprenticeship Programs, March 2010  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/ApprenticeshipNeedsAssessment.pdf>
- Construction Case Study Guide, January 2012  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/ConstructionCaseStudyTraining.pdf>
- Motor Vehicle Safety Programs Fact Sheet – English  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/MotorVehicleSafety.pdf>
- Summary of July 16, 2008 Workplace Wellness Roundtable  
[http://www.dir.ca.gov/chswc/Reports/CHSWC\\_SummaryWorkplaceWellnessRoundtable.pdf](http://www.dir.ca.gov/chswc/Reports/CHSWC_SummaryWorkplaceWellnessRoundtable.pdf)
- The Whole Worker: Integrating Wellness & Occupational Health and Safety Programs  
[http://www.dir.ca.gov/chswc/WOSHTEP/Publications/WOSHTEP\\_TheWholeWorker.pdf](http://www.dir.ca.gov/chswc/WOSHTEP/Publications/WOSHTEP_TheWholeWorker.pdf)

## Resource Centers and Multilingual Health and Safety Resource Guide

### STATEWIDE HEALTH AND SAFETY RESOURCE CENTERS

Resource Centers provide access to:

- Printed and online materials on occupational safety and health
- Technical and research assistance
- Referrals to state and local agencies

### MULTILINGUAL HEALTH AND SAFETY RESOURCE GUIDE

This Guide is a collection of links to worker training materials such as fact sheets, checklists, and other educational resources that are available online and can be printed to distribute to workers participating in workplace injury and illness prevention programs. Materials are available in over 25 languages.

- Multilingual Health and Safety Resources: Worker Training Materials on the Web (6<sup>th</sup> edition) 2013.  
[http://lohp.org/wp-content/uploads/2013/11/multilingual\\_guide\\_6th\\_edition\\_2013.pdf](http://lohp.org/wp-content/uploads/2013/11/multilingual_guide_6th_edition_2013.pdf)

## Annual Reports

### ANNUAL REPORTS

- WOSHTEP – 2014 Advisory Board Annual Report  
[http://www.dir.ca.gov/chswc/Reports/2014/WOSHTEP\\_AdvisoryBoardAnnualReport2014.pdf](http://www.dir.ca.gov/chswc/Reports/2014/WOSHTEP_AdvisoryBoardAnnualReport2014.pdf)
- WOSHTEP – 2013 Advisory Board Annual Report  
[http://www.dir.ca.gov/chswc/Reports/2013/WOSHTEP\\_AdvisoryBoardAnnualReport2013.pdf](http://www.dir.ca.gov/chswc/Reports/2013/WOSHTEP_AdvisoryBoardAnnualReport2013.pdf)
- WOSHTEP – 2012 Advisory Board Annual Report  
[http://www.dir.ca.gov/chswc/Reports/2012/WOSHTEP\\_AdvisoryBoardAnnualReport2012.pdf](http://www.dir.ca.gov/chswc/Reports/2012/WOSHTEP_AdvisoryBoardAnnualReport2012.pdf)
- WOSHTEP - 2011 Advisory Board Annual Report  
[http://www.dir.ca.gov/chswc/Reports/2011/WOSHTEP\\_AdvisoryBoardAnnualReport2011.pdf](http://www.dir.ca.gov/chswc/Reports/2011/WOSHTEP_AdvisoryBoardAnnualReport2011.pdf)
- WOSHTEP - 2010 Advisory Board Annual Report  
[http://www.dir.ca.gov/chswc/Reports/2010/WOSHTEP\\_AdvisoryBoardAnnualReport2010.pdf](http://www.dir.ca.gov/chswc/Reports/2010/WOSHTEP_AdvisoryBoardAnnualReport2010.pdf)
- WOSHTEP - 2009 Advisory Board Annual Report  
<http://www.dir.ca.gov/Chswc/Reports/WOSHTEP-2009AdvBrdAnnualReport.pdf>
- WOSHTEP - 2008 Advisory Board Annual Report  
<http://www.dir.ca.gov/Chswc/Reports/WOSHTEP-2008AdvBrdAnnualReport.pdf>
- WOSHTEP - 2007 Advisory Board Annual Report  
[http://www.dir.ca.gov/Chswc/Reports/WOSHTEP\\_AnnualReport2007.pdf](http://www.dir.ca.gov/Chswc/Reports/WOSHTEP_AnnualReport2007.pdf)
- WOSHTEP - 2006 Advisory Board Annual Report  
<http://www.dir.ca.gov/CHSWC/Reports/WOSHTEP-2006AdvBrdAnnualReport.pdf>
- WOSHTEP - 2005 Advisory Board Annual Report  
<http://www.dir.ca.gov/CHSWC/Reports/WOSHTEP-2005AdvBrdAnnualReport.pdf>
- WOSHTEP - 2004 Advisory Board Annual Report  
<http://www.dir.ca.gov/CHSWC/WOSHTEPReportNov2004.pdf>

## News Articles and Related Publications

### BROCHURE, NEWS ARTICLES AND RELATED PUBLICATIONS

- WOSHTEP Brochure -- English and Spanish  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/WOSHTEP%20Brochures.English.2009.06.09.pdf>  
<http://www.dir.ca.gov/chswc/WOSHTEP/Publications/WOSHTEP%20Brochures.Spanish.2009.pdf>
- California's Worker Occupational Safety and Health Training and Education Program: A model for other states. IAIABC Journal, 2005  
<http://www.dir.ca.gov/CHSWC/WOSHTEP/Publications/IAIABC-Article-2005.pdf>
- California group trains workplace health, safety leaders." SafetyNet, Bureau of National Affairs, Inc., No. 23, Washington, D.C. 2005  
<http://www.dir.ca.gov/CHSWC/WOSHTEP/Publications/SafetyNetArticle-No23.pdf>
- Youth discuss policy and plan action at leadership academy." Bridges, Center for Occupational & Environmental Health (COEH), University of California, Berkeley, Fall 2005  
<http://www.dir.ca.gov/CHSWC/WOSHTEP/Publications/COEH-Article-Fall2005.pdf>

## For More Information on WOSHTEP and the Resource Centers

### Commission on Health and Safety and Workers' Compensation



State of California  
Department of Industrial Relations  
Commission on Health and Safety and Workers' Compensation  
1515 Clay St., 17<sup>th</sup> Floor  
Oakland CA 94612  
Telephone number (510) 622-3959  
Fax number (510) 622-3265  
[CHSWC@dir.ca.gov](mailto:CHSWC@dir.ca.gov)  
[www.dir.ca.gov/chswc](http://www.dir.ca.gov/chswc) and [www.dir.ca.gov/chswc/woshtep.html](http://www.dir.ca.gov/chswc/woshtep.html)

### WOSHTEP Northern California Resource Center



Labor Occupational Health Program (LOHP)  
University of California, Berkeley  
2223 Fulton Street, 4th Floor  
Berkeley, CA 94720-5120  
Telephone number (510) 643-4335  
Fax number (510) 643-5698  
Karen Andrews at [andrews2@berkeley.edu](mailto:andrews2@berkeley.edu)  
[www.lohp.org](http://www.lohp.org)

For assistance in Spanish, please call Joselyn Delgado, (510) 643-8483  
Para asistencia en Espanol, favor de llamar a Joselyn Delgado, (510) 643-8483

### WOSHTEP Southern California Resource Center



Labor Occupational Safety and Health Program (LOSH)  
University of California, Los Angeles  
10945 LeConte Avenue  
Box 951478  
Los Angeles, CA 90095-1478  
Phone number (310) 794-5965  
Fax number (310) 796-6403  
Deogracia Cornelio at [dcornelio@irle.ucla.edu](mailto:dcornelio@irle.ucla.edu)  
[www.losh.ucla.edu](http://www.losh.ucla.edu)

For assistance in Spanish, please call Fernando Tapia, (310) 794-5971  
Para asistencia en Espanol, favor de llamar a Fernando Tapia, (310) 794-5971

### WOSHTEP Central Valley Resource Center



Western Center for Agricultural Health and Safety (WCAHS)  
University of California, Davis  
One Shields Avenue  
Davis, CA 95616  
Phone number (530) 752-4050;  
Fax number (530) 752-5047  
Teresa Andrews at [terandrews@ucdavis.edu](mailto:terandrews@ucdavis.edu)  
[agcenter.ucdavis.edu](http://agcenter.ucdavis.edu)

For assistance in Spanish, please call Teresa Andrews, (530) 754-8678  
Para asistencia en Espanol, favor de llamar a Teresa Andrews, (530) 754-8678