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I. Executive Summary

The WOSHTEP Advisory Board is submitting its eleventh 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.

From its inception in 2003 through 2014, WOSHTEP has served about 13,000 workers and about 1,400 employers, through close to 8,350 hours of instruction. In addition, participants in WOSHTEP trainings often provide training and resources to workers at their workplaces, thereby significantly broadening the program’s reach. To date, WOSHTEP has offered health and safety information and/or training to numerous industries including: janitorial; construction; small manufacturers; corrections and rehabilitation; food service or restaurants; health care; telecommunications; agriculture; transportation; and 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 around California.

WOSHTEP activities in 2014 are described below, in the following pages, and in the Appendix to this report.

Overview of WOSHTEP Activities

2014 Accomplishments

In 2014, key accomplishments included:

- Conducted 11 three-day Worker Occupational Safety and Health (WOSH) Specialist trainings in Northern, Central and Southern California, reaching worker leaders in diverse industries and occupations.

- Conducted Awareness Sessions to educate vulnerable working populations and community-based organizations about occupational safety and health.

- Continued to develop the WOSHTEP statewide trainers network through partnerships, community events and targeted outreach.
• Conducted 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 2014.

• Disseminated Injury and Illness Prevention Program training materials for general industry, small businesses and agriculture.
  
  o Taking Action for Safety and Health, an Injury and Illness Prevention Training Program for General Industry, has been developed to help employers and employees across industries throughout California in their efforts to reduce work-related injuries and illnesses by effectively developing and implementing their Injury and Illness Prevention Programs (IIPPs).

  The program includes: a one-day interactive training program targeting staff responsible for creating or implementing IIPPs; and materials which include an IIPP guide and template, a resource list, tools and factsheets.
  http://www.dir.ca.gov/chswc/WOSHTEP/iipp/

  o Model Injury and Illness Prevention Program Training Program for Small Businesses, to assist small business owners and managers throughout California in their efforts 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 including an IIPP guide and template, tools, factsheets and a safety brochure.

  In addition, each participant at the workshop receives a copy of the generic small business trainings resource packet developed for WOSHTEP. Several copies of the materials for the janitorial industry and the restaurant industry, also developed for WOSHTEP, are brought to the workshop for owners and managers from these industries.

  Training activities and materials 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.
  http://www.dir.ca.gov/chswc/WOSHTEP/iipp/

  Model Injury and Illness Prevention Program Training Program for Agriculture to assist small agricultural business owners and managers throughout California in their efforts to reduce work-related injuries and illnesses by effectively developing and implementing their IIPPs. The program includes a one-day interactive training
A program targeting staff responsible for creating or implementing IIPPs; and materials which include an IIPP guide and template, a resource list and tools.  
http://www.dir.ca.gov/chswc/WOSHTEP/iipp/

Past Accomplishments

Accomplishments for 2003 through 2013 are described in the WOSHTEP Annual Reports for those years and are available at:  
http://www.dir.ca.gov/chswc/WOSHTEP.html

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 the Commission on Health and Safety and Workers’ Compensation (CHSWC).

Pursuant to Labor Code Section 6354.7(a), insurance carriers who 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 provides a subcontract to 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 of employees and their representatives who can then take a leadership role in promoting health and safety in the workplace. 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 are experiencing 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 groups of workers.

- 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 serving on a health and safety committee or serving as designated safety representatives.

- Provide resources and materials that help owners and managers of small businesses 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 development of 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 inquiries and complaints by employers:

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 solution 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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Labor-Management Advisory Board

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

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

Members of the Advisory Board are as follows:
WOSHTEP Advisory Board

**Members**

Laura Boatman  
State Building & Construction Trades Council

Marti Fisher  
California Chamber of Commerce

Simmi Gandhi  
Garment Workers Center

Scott Hauge  
Small Business California

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United Food and Commercial Workers Union (UFCW)  
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Dorothy Rothrock  
California Manufacturers Technology Association (CMTA)

Jeremy Smith  
State Building & Construction Trades Council

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

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Cindy Delgado  
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Chubb Group of Insurance Companies

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John McDowell  
LA Trade Technical College

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Chris Smith  
Zenith Insurance

Bob Snyder  
Liberty Mutual Insurance Group

John Stassi  
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Dave Strickland  
Zurich Insurance

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Louis Therrien  
AIG

Ed Walters  
QBE North America
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 consisting 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 have been printed in three languages, English, Spanish and Chinese, and are updated regularly.

The 24-hour WOSH Specialist training is being presented 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 needs of the participants:

- 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 needs are identified in the future.

**WOSH Specialist Trainings**

Pilot training concluded in August of 2004. (See the 2004 WOSHTEP Annual Report for details on pilot trainings.) During the remainder of 2004 and through 2014, WOSH Specialist training courses were conducted in Northern, Central and Southern California as described in the Advisory Board Annual Reports for 2004 through 2013 and this report for 2014. To date, about 3,300 WOSH Specialists have been trained in Northern, Central and Southern California.

In 2014, 11 WOSH Specialist courses were conducted. See the Appendix of this report for descriptions of 2014 WOSH Specialist trainings.

**WOSH Specialist Refresher Trainings**

Refresher trainings have been provided each year 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 trainings are held in a variety of settings to assist WOSH Specialists in carrying out activities they chose to pursue in their workplaces after completion of the WOSH Specialist training. In these trainings, WOSH Specialists were able to discuss 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 trainings have been conducted for over 800 WOSH Specialists. Refresher trainings for 2005 through 2013 are described in the Annual Reports for those years. Refresher trainings are taught 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 curricula and offered the first two WOSH Specialist Training-of-Trainers courses in April and July 2005, which are described in the 2005 Annual Report. Training-of-Trainers courses in 2006 through 2013 are described in the Annual Reports for those years.

Training-of-Trainers 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 modules of the WOSH Specialist course in English or Spanish. Outreach to identify network trainers is ongoing.
Follow-up with WOSH Specialists and Trainers

LOHP and LOSH have each developed a listserv and an electronic 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 WOSH Specialists have taken in the workplace and on upcoming courses or skill-building conferences and workshops. Articles are written by program staff, WOSH Specialists, and WOSH trainers. Efforts have been made to implement alternative ways to communicate with those WOSH Specialists who do not have access to a computer and with those who do not speak English.

WOSH Specialist Accomplishments

WOSHTEP staff regularly follows up with WOSH Specialists to identify their accomplishments since attending the training. WOSH Specialists have reported a range of accomplishments since the inception of the program. Key accomplishments are listed in the WOSHTEP Annual Reports for 2003 through 2013 and 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 for 2004 through 2013 are described in the Annual Reports for those years. To date, Awareness Sessions have reached about 12,500 participants and approximately 700 employers.

See the Appendix of this report for detailed descriptions of 2014 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 Southern California and Northern California, presenting a workshop on health and safety at the Southern California conference. (See the 2008 Awareness Sessions and Presentations section in the 2008 Annual Report for details.)
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 resulting 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.

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

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 jobs case studies, which can be incorporated into pre-apprenticeship and apprenticeship training on health and safety and on green jobs.

In 2014, trainings using these materials have been offered.
http://www.dir.ca.gov/chswc/WOSHTEP/Publications/ConstructionCaseStudyTraining.pdf

In addition, a factsheet addressing the hazards of applying spray polyurethane foam insulation, a common task aimed at increasing energy efficiency, has been developed. The factsheet is for the construction industry apprentices and contractors.
http://www.dir.ca.gov/chswc/WOSHTEP/Publications/Spray_Polyurethane.pdf

Small Business Health and Safety Resources

Restaurant Supervisor Safety Training Program

In partnership with State Fund, Cal/OSHA Consultation, and the California Restaurant Association (CRA), LOHP and LOSH completed the first set of health and safety resources in June 2005 for owners and managers of small restaurants.

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 restaurants. This training also includes information regarding training and supervising young workers. The materials are available in English and Spanish, both online at http://www.dir.ca.gov/chswc/WOSHTEP/SBMRhealthandsafety.htm and in print.
In partnership with the Koreatown Immigrant Worker Alliance (KIWA), LOSH developed materials for training restaurant workers in hazard identification, hazard 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 through 2014, 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 their website. Materials developed for the restaurant industry are being distributed to the employers from restaurants attending the Small Business Injury and Illness Prevention Program trainings.

**Small Business Safety Training Program Across Industries**

In 2007, general health and safety materials were developed and pilot-tested for small businesses across many industries. These materials include training activities which owners and managers of small businesses can conduct with their employees, as well as additional resources to help them understand how this training can help keep their business successful. From 2007 through 2014, 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.


In 2009 through 2014, outreach was also conducted through Small Business California and to over 220 Small Business Development Centers, SCORE chapters, local Chambers of Commerce, ethnic Chambers of Commerce, Human Resource Associations, business improvement districts and local merchant associations, and Green Business Certification Programs in Northern California. Over 50 organizations were contacted. The small business program has also joined the Emeryville, CA Chamber of Commerce Healthy City Initiative.

**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 that included interviews with seven janitorial employers about health and safety hazards and training needs. Employers identified English and Spanish as the primary languages spoken among janitors. Some employers also mentioned Chinese, Tagalog and Arabic.

Training materials include activity sheets and discussion questions to spark conversation between management and employees. 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. Trainings were conducted in 2009 through 2014 for over
178 owners and managers from 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. ([http://www.dir.ca.gov/chswc/WOSHTEP/SBMR_Janitorial.htm](http://www.dir.ca.gov/chswc/WOSHTEP/SBMR_Janitorial.htm))

Materials developed for the janitorial industry are being distributed to janitorial employers during the Small Business Injury and Illness Prevention Program trainings.

**Dairy Industry Safety Training Program**


Injury and Illness Prevention Programs for Large Employers in General Industry

Also in 2012, CHSWC and LOHP designed a model training program that assists larger businesses throughout California develop and implement their Injury and Illness Prevention Programs. Design and materials for this program parallel the IIPP training program and materials for small businesses.

The project includes:

- A full-day interactive training program targeting staff from businesses and government agencies with more than 50 employees who are responsible for developing and implementing their IIPPs. In 2014, LOHP is conducting training sessions statewide. Depending on available funding, the program will be made available more widely around the state. The training sessions are conducted by trainers from LOHP and Cal/OSHA Consultation Service.

- Adapted training materials, including a generic model IIPP guide, template and program tools including several factsheets; a sample accident investigation form; and a hazard-identification checklist.

The general industry IIPP materials and are being used in trainings conducted by LOHP 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 Bangla for this purpose.
Through 2014, close to 86 participants representing close to 75 employers have received training. (http://www.dir.ca.gov/chswc/WOSHTEP/iipp/)

In 2008, federal OSHA also funded the development of a national version of the general Small Business Resources packet, which is posted online on LOHP’s website (www.lohp.org) and distributed by LOHP at training workshops with other state partners under an OSHA Susan B. Harwood Training Grant. http://www.dir.ca.gov/chswc/WOSHTEP/Publications/SmallBusinessSafetyTraining_National.pdf.

Injury and Illness Prevention Program for Small Businesses

CHSWC and LOHP designed a model training program that assists small business owners and managers throughout California in their efforts to reduce work-related injuries and illnesses by effectively developing and implementing their Injury and Illness Prevention Programs.

This project is being guided by a partnership between DIR, CHSWC, Cal/OSHA Consultation Service, State Compensation Insurance Fund, California Department of Public Health’s Occupational Health Branch, Small Business California, and California Small Business Association. In addition to providing input on development of the project, the partners are also assisting with setting up trainings and conducting outreach to their constituents.

The project includes:
- A half-day interactive training program targeting owners and managers from small businesses with fewer than 50 employees to assist them in creating and implementing their IIPPs. In 2014, LOHP conducted nine training sessions statewide. Depending on available funding, the program will be made available more widely around the state. The training sessions are conducted by trainers from LOHP and Cal/OSHA Consultation Service.

- Adapted training materials, including a generic model IIPP guide, template and program tools including a factsheet on promoting employee involvement; a sample accident investigation form; and a hazard-identification checklist.

Through 2014, close to 195 participants representing close to 100 employers have received training. http://www.dir.ca.gov/chswc/WOSHTEP/iipp/

Injury and Illness Prevention Program for Agriculture

Training and materials from the IIPP Program Small Businesses has been adapted for Agriculture. The half-day interactive training program will target owners and managers from small businesses in the agriculture industry. Trainings will be offered on an ongoing basis. http://www.dir.ca.gov/chswc/WOSHTEP/iipp/
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 less than 24 years of age died from work-related injuries, including 29 deaths of youth less than 18 years of age. For the ten-year period 1998 to 2007, there was an annual average of 795,000 non-fatal injuries to young workers treated in U.S. hospital injury departments. The rate for emergency department-treated occupational injuries of young workers was approximately two times higher than among workers 25 years and older. 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 and/or in their schools and communities.

Young Worker Leadership Academy

In 2005, WOSHTEP funding helped support the first Young Worker Leadership Academy (YWLA) 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 help ensure that young people do not get 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 the UC Berkeley in January and at UCLA in February. (See the 2006 through 2010 Annual Reports for details). Starting in 2011, one statewide Academy has been held in Berkeley in February each year. From 2005 through 2014, 88 teams (a total of 340 youth) from communities throughout California have participated in 15 Academies. In addition, from 2006 through 2014, 66 YWLA graduates have returned to serve as youth mentors, helping to lead activities at the Academies and planning and conducting their own outreach activities afterward.

Almost all of the YWLA teams (81 teams) have successfully conducted creative activities to promote young workers health and safety 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 seeing work permits be provided 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 also have reached many low-wage, Spanish-speaking and/or immigrant families or community members with little awareness of U.S. workplace laws.

In 2014, 6 teams (24 youth) attended the YWLA held in January 30 to February 1 in Berkeley, with 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. Four teams successfully conducted activities in their communities to promote safe jobs for youth. These activities included: engaged, participatory workshops conducted by teens at school and in the community for other students; development of materials, including a short video and working with one school’s career center to have students applying for work permits watch a short PowerPoint presentation about workplace rights and job safety and then pass a quiz before receiving their permit.

As a result of the 15 Academies held from 2005 through 2014, a network of youth who can help promote workplace health and safety in their communities has been developed.

One Academy is planned for 2015 in January 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 put on 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 MassCOSH in Massachusetts to conduct seven of its own Young Worker Leadership Academies since 2008.

**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 promotion of injury and illness prevention activities. The conference, held in August 2007, was attended by close to 200 people. The conference included three workshops, as well as a presentation on ways 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 carve-out 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 that there is a 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 carve-out.

*Wellness Roundtable and Booklet*

On July 16, 2008, CHSWC hosted a roundtable discussion entitled, 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, came out of the meeting which 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 both wellness and occupational and health and safety, as well as resources on both areas of improving health in the workplace.

The booklet is available at: http://www.dir.ca.gov/chswc/WOSHTEP/Publications/WOSHTEP_TheWholeWorker.pdf

**WOSHTEP Resource Centers**

Resource Centers at LOHP, WCAHS and LOSH continue to house and act as distribution systems of occupational safety and health training material, including, but not limited to, all materials 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.

Currently, training handouts are being translated into Spanish and Chinese. In future years, the materials may be translated into other languages as needed and as funding allows.

**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 was hired in 2008 and mentored by LOHP. WOSHTEP Central Valley Resource Center staff has recruited participants and conducted WOSH Specialist trainings and YWLAs, conducted activities to promote prevention of heat stress, and developed an agricultural industry-related small business project.

In 2008, the dairy industry was selected to be the first agricultural industry for development of a targeted small business model. Selection of this industry 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 within the dairy industry, was developed. This *fotonovela* is part of the educational packet.


Technical assistance on agricultural safety and health is provided on an ongoing basis and as requested. In 2014, PDF files of the dairy materials were provided to the Environmental and Occupational Health for the Migrant Clinician Network so that they could print 700 copies of the Dairy booklet in Spanish for use in conducting educational sessions.

**Multilingual Health and Safety Resource Guide**

An electronic Multilingual Health and Safety Resource Guide was developed for CHSWC by LOHP. The Guide 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 to distribute to employees participating in injury and illness prevention programs in the workplace.

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 a number of 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. Training handouts are currently being translated into Spanish and Chinese and will be translated into other languages in future years, as needed and as funding allows.


**Websites**

Information about WOSHTEP can be found in the WOSHTEP section, [http://www.dir.ca.gov/chswc/woshtep.html](http://www.dir.ca.gov/chswc/woshtep.html), of the Commission’s website at
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 trainings, and a multilingual health and safety resource guide. In addition, LOHP, WCAHS and LOSH maintain linked websites, [www.lohp.org](http://www.lohp.org), [http://agcenter.ucdavis.edu/](http://agcenter.ucdavis.edu/) and [www.losh.ucla.edu](http://www.losh.ucla.edu), with information on WOSHTEP and health and safety resources.

**Database and Evaluation**

CHSWC maintains a database of all trainers, WOSH Specialists, course information, and certificates awarded. The database assists CHSWC staff in tracking participants in the program and creating reports that will facilitate evaluation of the program.

In 2006 and through 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 and/or training to numerous industries including: janitorial; construction; small manufacturers; corrections and rehabilitation; health care; telecommunications; food service or restaurant; laundry; agriculture; transportation; schools; refineries; warehousing; garment; 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, and 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

2014 WOSH Specialist Trainings, Refresher Trainings, Injury and Illness Prevention Trainings, and Awareness Sessions and Presentations

WOSH Specialist Trainings

- A WOSH Specialist course was taught for California Prison Inmates at Soledad, CA, by WOSH Specialist partners, Prison Industries Authority supervisors, on January 13, 14, 15 and 16, 2014. In English for 7 graduates.

- A WOSH Specialist course was taught for Metropolitan State Hospital Health and Safety Committee in Norwalk, CA, by three LOSH trainers on January 15, 16, and 17, 2014. In English for 20 graduates.

- A WOSH Specialist course was taught for California Prison Inmates at Soledad, CA, by WOSH Specialist partners, Prison Industries Authority supervisors, on February 10, 11, 12 and 13, 2014. In English for 9 graduates.

- A WOSH Specialist course was taught for union members, predominantly from BART and Kaiser Permanente, in Oakland, CA, by two LOHP trainers on February 11, 12 and 13, 2014. In English for 23 graduates.

- A WOSH Specialist course was taught for an open enrollment audience in Fairfield, CA, by two LOHP trainers on February 26, March 5 and 12, 2014. In English for 17 graduates.

- A WOSH Specialist course was taught for an open enrollment audience in Fresno, CA, by two LOHP trainers on March 10, 11 and 12, 2014. In English for 29 graduates.

- A WOSH Specialist course was taught for IDEPSCA Health and Safety Committee in Los Angeles, CA, by four LOSH trainers on March 17, 18, 24 and 25, 2014. In Spanish for 18 graduates.

- A WOSH Specialist course was taught for California Prison Inmates at Soledad, CA, by WOSH Specialist partners, Prison Industries Authority supervisors, on March 24, 25, 26 and 27, 2014. In English for 12 graduates.
- A WOSH Specialist course was taught for an open enrollment audience in Martinez, CA, by one LOHP trainer and two Contra Costa County WOSH network trainers on June 4, 11 and 18, 2014. In English for 36 graduates.

- A WOSH Specialist course was taught for the California Prison Authority in Soledad, CA, by WOSH Specialist partners, Prison Industries Authority supervisors, on August 25, 26 27 and 28, 2014. In English for 17 graduates.

- A WOSH Specialist course was taught for Esperanza Community Housing Corporation Health Promoters in Los Angeles, CA, by four LOSH trainers on August 22, 29, September 5 and 12, 2014. In Spanish for 12 graduates.

### 2014 Refresher Trainings

Refresher Trainings are offered on an as-needed basis. No Refresher Trainings were offered in 2014.

### 2014 Injury and Illness Prevention Program Trainings for Small Business and Large Businesses in General Industry

#### IIPP Trainings for Small Business

- An IIPP training for Small Business course was taught in Oakland, CA, on January 22, 2014. The four-hour session was conducted by two LOHP trainers and a Cal/OSHA consultant for an open enrollment audience. In English for 21 participants.

- An IIPP training for Small Business course was taught in Santa Ana, CA, on February 19, 2014. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant with two UCLA trainers observing for an open enrollment audience. In English for 33 participants.

- An IIPP training for Small Business course was taught in Monterey Park, CA, on April 1, 2014. The four-hour session was conducted by two LOSH trainers and a Cal/OSHA consultant with one LOHP trainer observing for an open enrollment audience. In English for 42 participants.

- An IIPP training for Small Business course was taught in Vacaville, CA, on April 15, 2014. The four-hour session was conducted by two LOHP trainers and a Cal/OSHA consultant for an open enrollment audience. In English for 15 participants.
• An IIPP training for Small Business course was taught in Stockton, CA, on April 23, 2014. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant for an open enrollment audience. In English for 16 participants.

• An IIPP training for Small Business course was taught in Pleasanton, CA, on April 30, 2014. 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.

• An IIPP training for Small Business course was taught in Redding, CA, on May 13, 2014. The four-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant for an open enrollment audience. In English for 17 participants.

• An IIPP training for Small Business course was taught in Fresno, CA, on June 3, 2014. 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.

• An IIPP for Small Business course was taught in San Diego, CA, on September 18, 2014. The four-hour session was conducted by two LOSH trainers and one Cal/OSHA Consultation Representative for an open enrollment audience. In English for 12 participants.

IIPP Trainings for Large Businesses in General Industry

• An IIPP training for General Industry course was taught in Santa Ana, CA, on February 20, 2014. The eight-hour session was conducted by one LOHP trainer and a Cal/OSHA consultant with UCLA trainers observing for an open enrollment audience. In English for 21 participants.
2014 Awareness Sessions and Presentations

- An Awareness Session was conducted at the Young Worker Leadership Academy in Berkeley, CA, on January 30, 31 and February 1, 2014. Three 45-minute sessions were conducted by three LOHP trainers as part of the academy. The topics were Hazard Identification and Control, Worker Rights, and Action Planning. In English for 24 participants.

- An Awareness Session was conducted at the Graton Day Labor Center in Graton, CA, on February 12, 2014. The one-hour session was conducted by one LOHP trainer for Day Laborers. The topic was Green Cleaning. In English for 12 participants.

- A Presentation was conducted at the Airport Labor Coalition in Burlingame, CA, on February 20, 2014. The 1.5-hour session was conducted by one LOHP trainer for Labor Representatives. The topic was WOSHTEP Overview. In English for 8 participants.

- An Awareness Session was conducted at the Hazardous Waste Program Refresher in Richmond, CA, on March 6, 2014. The 1.5-hour session was conducted by one LOHP trainer for electroplating workers. The topic was Cal/OSHA Rights and Responsibilities. In Spanish for 14 participants.

- An Awareness Session was conducted at the 24-hour HazWoper course in Richmond, CA, on April 1, 2014. The two-hour session was conducted by one LOHP trainer. The topic was the Hazard Communication module. In English for 19 participants.

- An Awareness Session was conducted at the Graton Day Labor Center in Graton, CA, on April 9, 2014. The one-hour session was conducted by one LOHP trainer for day-laborers. The topic was Effective Communication. In Spanish for 19 participants.

- An Awareness Session was conducted in Portland, Oregon, on April 9, 2014. The eight-hour session was conducted by one LOHP trainer for high school transition teachers and employers of people with disabilities. The topic was Health and Safety for workers with disabilities. In English for 15 participants.

- An Awareness Session was conducted in Salinas, CA, on April 10, 2014. The four-hour session was conducted by a WCAHS trainer to safety officers and managers. The topic was heat illness prevention. In English for 12 participants.
• An Awareness Session was conducted at the ILWU Local 6 Offices in Oakland, CA, for Recycling Workers on April 25, 2014. The eight-hour session was conducted by one LOHP trainer. In Spanish for 24 participants.

• An Awareness Session was conducted for the parents of the Miguel Contreras Foundation student members in Los Angeles, CA, on April 29, 2014. The 1.5-hour course was conducted by a LOSH trainer. Topics included how to identify root causes, identify, categorize and control hazards and rights under Cal/OSHA. In English for 16 participants.

• An Awareness Session was conducted in Burlingame, CA, for Airport Workers from SFO and STO, including Shop Stewards from IAM 1781, on May 14, 2014. The 1.5-hour session was conducted by one LOHP trainer. The topic was hazard identification. In English for approximately 12 participants.

• An Awareness Session hosted by CalTrans was conducted in Sacramento, CA, on June 9, 2014. The one-hour session was conducted by a WCAHS trainer for supervisors in road repair construction. The topic was heat illness prevention In English for 45 participants.

• An Awareness Session was conducted in Burlingame, CA, for members of IAM Local 1781 on June 11, 2014. The 1.5-hour session was conducted by one LOHP trainer. The topic was Ergonomics. In English for 9 participants.

• An Awareness Session was conducted for OCAPICA in Orange County, CA, on June 24, 2014. The six-hour course was conducted by two LOSH trainers. Topics included how to identify root causes and control hazards, and rights under Cal/OSHA. In English for 10 participants.

• An Awareness Session was conducted for the Mexican Consulate on July 8, 2014, in Sacramento, CA. The one-hour session and one-hour of one-on-one discussions were conducted by a WCAHS trainer. The topic was heat illness prevention. In Spanish for 120 people.

• An Awareness Session was conducted in Burlingame, CA, for Airport Workers from SFO and STO, including Shop Stewards from IAM 1781, on July 9, 2014. The 1.5-hour session was conducted by one LOHP trainer. The topic was Cal/OSHA. In English for 12 participants.

• An Awareness Session was conducted for the “Safe Jobs Save Lives” Worker Health and Safety conference in Los Angeles, CA, on July 25, 2014. The two-hour course was conducted by a LOSH trainer. Topics included how to work effectively with Cal/OSHA and learn through actual complaint case studies. In English for 18 participants.
- An Awareness Session was conducted for the “Safe Jobs Save Lives” Worker Health and Safety conference in Los Angeles, CA, on July 25, 2014. The two-hour course was conducted by a LOSH trainer. Topics included how to create a safe working environment for young workers and know your rights component. In English for 16 participants.

- An Awareness Session was conducted for the “Safe Jobs Save Lives” Worker Health and Safety conference in Los Angeles, CA, on July 25, 2014. The two-hour course was conducted by a LOSH trainer. Topics included how to identify symptoms of heat illness, prevention, emergency procedures and rights under Cal/OSHA. In Spanish for 15 participants.

- An Awareness Session was conducted for the “Safe Jobs Save Lives” Worker Health and Safety conference in Los Angeles, CA, on July 25, 2014. The two-hour course was conducted by a LOSH trainer. Topics included how to identify signs of workplace violence in different types of industries and rights under Cal/OSHA. In English for 8 participants.

- An Awareness Session was conducted for the “Safe Jobs Save Lives” Worker Health and Safety conference in Los Angeles, CA, on July 25, 2014. The two-hour course was conducted by a LOSH trainer. Topics included an effective health and safety committees. In English for 18 participants.

- An Awareness Session was conducted for the Mexican Consulate in Sacramento, CA, on July 30, 2014. The one-half hour presentation and one and one-half hour one-on-one discussions were conducted by a WCAHS trainer. The topic was heat illness. In Spanish for 90 people.

- A Presentation was conducted in Sacramento, CA, for the Week of Occupational Health at the Mexican Consulate on August 28, 2014. The 30-minute presentation was made by a WCAHS trainer. The topic was heat illness prevention. In Spanish for 80 people.

- An Awareness Session was conducted for KIWA in Los Angeles, CA, on September 24, 2014. The 1.5-hour course was conducted by two LOSH trainers. Topics included how to identify hazards and effects on the body through risk maps and body mapping. In Spanish for 10 participants.

- Two Awareness Sessions were conducted in Oakland, CA, for University of California employees as part of AFSCME’s Leadership Conference, on July 26, 2014. The two-hour sessions were conducted by one LOHP trainer. The topic was Cal/OSHA. In English for 13 and 22 participants, respectively.

- An Awareness Session was conducted by WCAHS for the Mexican Consulate in Sacramento, CA, on August 13, 2014. The one-half hour presentation on heat illness. In Spanish for 70 participants.