**Injury and Illness Prevention Program**

**Instructions**

The following sample program is provided to assist you with the preparation and implementation of a truly effective IIPP. We have also developed a department IIPP supplement to help customize department operations.

Please note all eight sections included in the sample program are required by the regulation, <https://www.dir.ca.gov/title8/3203.html>, and you will need to modify and customize several areas within the program. The information needed will be indicated by BLUE TEXT. We strongly recommend you complete a department IIPP supplement for each department to outline specific department processes and procedures.

**Name of Entity**

**Injury and Illness Prevention Program**

**Date**

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# Policy

We have established this written Injury and Illness Prevention Program (IIPP) in accordance with Title 8, California Code of Regulations, Section 3203, of the General Industry Safety Orders. All employees are required to comply with our safety and health policies and practices. This includes employees at every level and in all positions.

This IIPP includes the following elements:

* Responsibility and Authority
* Compliance
* Communication
* Hazard Assessment
* Accident Investigation
* Hazard Correction
* Training and Instruction
* Record Keeping

# Responsibility and Authority

NAME OF PERSON/ OR JOB TITLE is the designated IIPP Administrator and has the authority and responsibility for implementing and maintaining this IIPP.

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the IIPP. Employees are responsible for understanding and following the requirements of the IIPP and for asking questions when direction is unclear.

The department IIPP supplements provide department-specific information and additional direction. A copy of our IIPP is available from each manager and supervisor. Employees, or a designated representative, will be provided access to the IIPP in a reasonable time, place and manner, but no later than five business days of a request to their manager or supervisor.  Access will include a printed copy of the IIPP for their department or if the employee agrees, unobstructed access to the document through our intranet website **<add location of electronic IIPP documents>.**

# Compliance

All employees, including managers and supervisors, are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

The system to ensure all employees comply with these practices includes the following:

* Informing employees of the requirements within our IIPP in a readily understandable language
* Training all employees on general safety policies, rules, and work practices
* Recognizing employees who perform safe and healthful work practices
* Providing additional training to employees whose safety performance is deficient
* Disciplining employees for failure to comply with safe and healthful work practices

The department IIPP supplements outline department-specific compliance requirements.

# Communication

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. Employees can report workplace hazards anonymously by ENTER SPECIFIC INSTRUCTIONS.

Our communication system includes:

* New employee orientation including a discussion of safety and health policies and procedures
* Review of our IIPP
* Safety training programs
* Regularly scheduled safety meetings
* Posted or distributed safety information
* A safety committee that includes employee participation from each department (*Safety committees are optional. Remove this bullet if you do not plan to have a safety committee in place.*)

Additional details are outlined in the department IIPP supplements.

# Hazard Assessment

Periodic inspections will be conducted to evaluate physical hazards, use of hazardous materials, and safe work practices. The periodic inspection schedule and the responsibility for conducting the inspections are included in the department IIPP supplements.

In addition to the department periodic inspection schedule, inspections will be conducted as required in the following situations:

* When we initially established our IIPP;
* When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace;
* When new, previously unidentified hazards are recognized;
* When occupational injuries and illnesses occur; and
* Whenever workplace conditions warrant an inspection

# Hazard Correction

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be corrected in a timely manner based on the severity of the hazards. When an imminent hazard exists that cannot be immediately corrected, the exposed employees will be removed from the immediate hazard except those needed to correct the condition and to address security issues. Employees who are required to correct the hazardous condition will be provided with the necessary protection.

# Accident/Incident Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

* Interviewing injured employees and witnesses;
* Examining the workplace for factors associated with the accident/exposure;
* Determining the cause of the accident/exposure;
* Taking corrective action to prevent the accident/exposure from reoccurring; and
* Recording the findings and actions taken.

Department-specific investigation and reporting procedures are located in the department IIPP supplements.

# Training and Instruction

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on all health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

* The IIPP is first established
* New employees are hired
* Employees are reassigned to a new area or task with no prior training
* New substances, operations, or equipment are introduced

Department-specific training procedures are located in the department IIPP supplements.

# Record Keeping

All the following IIPP documentation is maintained for three years:

* Safety training for each employee, including the employee's name, training dates, type of training, and training providers
* Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
* Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
* Safety committee meeting minutes *(REMOVE IF YOU DO NOT PLAN TO HAVE A SAFETY COMMITTEE)*
* Annual program reviews

NAME OF DEPARTMENT IIPP Supplement

**Responsibilities**

The department manager has the overall authority and responsibility for ensuring the department IIPP supplement is effectively implemented throughout departmental operations. Supervisors have program oversight for operations under their direct supervision and control.

**Compliance**

The following department methods are used to reinforce employee compliance with safety work practices and procedures:

* Distribution of department policies and procedures
  + ENTER THE NAME AND/OR LOCATION OF THE DEPARTMENT DOCUMENTS
* Communicating IIPP responsibilities with all employees
* Employee training programs
* Recognizing employees who perform safe work practices
* Disciplinary process outlined in Enter Name Of Document.

**Communication**

Effective communications with employees have been established using the following methods:

|  |  |
| --- | --- |
| Department safety committee  Staff meetings every 00 days  Tailgate meetings every 00 days  Specific policies/procedures  Department hazard assessment  Employee safety training | Safety newsletter, handouts  Employee safety recognition  Material safety data sheets  Posters and warning labels  Other  (LIST) |

Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. The Hazardous/Unsafe Condition Report form (see Attachment A) is located at ENTER LOCATION. Forms should be submitted to ENTER NAME/TITLE**.**

**Hazard Assessment and Correction**

Periodic Workplace Inspections

Inspections are conducted at the following department facilities or workplaces:

|  |  |
| --- | --- |
| **Facilities and Workplaces** | **Frequency** |
|  |  |
|  |  |
|  |  |
|  |  |

Department inspection forms are located at ENTER LOCATION**.**

Corrective Action

Supervisors will document corrective actions, including projected and actual completion dates. If an imminent hazard exists, work in the area must cease, and the manager must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. NAME INDIVIDUAL(S) DESIGNATED TO DETERMINE APPROPRIATE ACTION FOR IMMINENT HAZARDS.

**Accident Investigation**

Employeeswill immediately notify their supervisor when an injury or illness occurs on the job. Supervisors will promptly investigate all accidents, injuries, occupational illnesses, and near-miss incidents to determine the cause of the incident. Appropriate corrective actions will be implemented promptly to mitigate the hazards identified during the investigation.

The Accident Report for Workers’ Compensation and the Supervisor’s Report of Injury form will be completed and a copy retained. The forms are located at ENTER LOCATION. OUTLINE ADDITIONAL DEPARTMENT PROCEDURES, IF REQUIRED.

**Note:** Serious occupational injuries and illnesses must be reported to Cal/OSHA within eight hours after they have become known to the supervisor. This includes, but is not limited to, permanent disfigurement or hospitalization. Cal/OSHA notification will be the responsibility of NAME OF RESPONSIBLE DEPARTMENT/PERSON.

**Training and Instruction**

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the supervisor and ENTER NAME(S) OF OTHER INDIVIDUALS, IF APPLICABLE.

General and department specific safety training requirements are located at ENTER LOCATION OF TRAINING REQUIREMENTS/MATRIX.

**Record Keeping and Documentation**

The following documents are located at ENTER DEPARTMENT RECORDS LOCATION and will be maintained within the **Department IIPP Records** for at least the three years.

* Department Hazard Assessment
* Employee Hazard Report Forms
* Inspection Reports
* Accident Investigation Forms
* Hazard Correction Reports
* Employee Safety Training Requirements and Attendance Records

**Attachment A**

**Hazardous/Unsafe Condition Report**

Person conducting inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area(s) inspected:

Were any unsafe conditions or work practices identified?  Yes  No

If yes, please describe:

What action(s) have been taken to correct the unsafe conditions or work practices identified?