

# Injury and Illness Prevention Program (IIPP)

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## INTRODUCTION

This document constitutes the \_\_\_\_\_ Injury and Illness Prevention Program (IIPP), which meets the written program requirements of Cal/OSHA Standard (8 CCR§3203). Title 8 of the California Code of Regulations §3203 requires certain California employers to develop, enforce and maintain a written IIPP.

## RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, \_\_\_\_\_ has the authority and the responsibility for implementing and maintaining this IIPP for \_\_\_\_\_. Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

## COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our systems of ensuring that all workers comply with these practices include the following requirements:

- Inform workers of the provisions of our Injury and Illness Prevention Program (IIPP);
- Provide training to workers whose safety performance is deficient; and
- Discipline workers for failure to comply with safe and healthful work practices (based on our organization's disciplinary procedures).
- Please provide further information if needed:

Optional Best Practices:

- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.

## COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIPP.
- Training programs.
- Regularly scheduled safety meetings.
- Management/Employee Safety Committee.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace: **[list your workplace areas and/or locations that will be regularly inspected]**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Periodic inspections are performed according to the following schedule:

- When we initially established our Injury and Illness Prevention Program (IIPP);
- When new substances, processes, procedures, or equipment, which present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection; and,
- On a \_\_\_\_\_ basis.
- Please provide further information if needed:

## ACCIDENT/EXPOSURE INVESTIGATIONS

Accidents will be investigated by \_\_\_\_\_ as soon as feasibly possible. Procedures for investigating workplace accidents and hazardous substance exposures will include:

- Interviewing injured workers 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.
- Please provide further information if needed:

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition; and
- Workers who are required to correct hazardous conditions shall be provided with the necessary protection.
- Please provide further information if needed:

## TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instructions on general and job-specific safety and health practices. Training and instruction are provided:

- When the Injury and Illness Prevention Program (IIPP) is first established;
- To all new workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever the company is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed;
- To all workers with respect to hazards specific to each employee's job assignment; and,
- On a \_\_\_\_\_ basis.
- Please provide further information if needed:

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that can adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Please provide further information if needed:

## RECORDKEEPING

Keep workplace safety records:

- Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and maintained at for at least for one year.
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers. Records will be maintained for one year except for training records of employees who have worked for at least one year, which are provided to the employee upon termination of employment.
- Please provide further information if needed:

## EMPLOYEE ACCESS TO THE IIPP

Our employees – or their designated representatives – have the right to examine and receive a copy of our IIPP. This will be accomplished by:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
  - Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
  - One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).