

INJURY AND ILLNESS PREVENTION PROGRAM REQUIREMENTS

The California Injury and Illness Prevention Program (IIPP) has 7 basic requirements. These are listed below. You must choose how you will develop your safety program by selecting at least one of the options described in each. Check off (✓) the options which apply to your company.

✓ REQUIREMENT ONE:

Identify The Person(s) Responsible For Safety Program Implementation

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✓ REQUIREMENT TWO:

Ensure That Employees Comply With Safe And Healthy Work Practices

Substantial Compliance with this provision for employees who follow safe and healthful work practices includes:

- Employee Recognition
- Training and Retraining Programs
- Disciplinary Actions
- Any Other Means that Ensures Compliance

✓ REQUIREMENT THREE:

SEE SECTION (C), ON THE NEXT PAGE

Communicate With Affected Employees On Safety And Health Matters And Encourage Them To Inform You Of Hazards At Your Company, Without Fear Of Reprisal

Substantial Compliance with this provision, in a form readily understandable to all affected employees on matters that relate to safety and health, includes:

- Meetings
- Training Programs
- Posting
- Written Communications
- A System of Anonymous Notification By Employees About Hazards
- Labor/Management Safety and Health Committees: See Section (c) below
- Any Other Means that Ensures Communication

✓ REQUIREMENT FOUR:

Develop Procedures Of Identifying And Evaluating Workplace Hazards.

Substantial Compliance with this provision includes

procedures for periodic and scheduled inspections to identify unsafe conditions and work practices when:

- Your Program is First Established
- You Are Made Aware of a New or Previously Unrecognized Hazards
- You Introduce New Substances, Processes, Procedures, or Equipment into Your Workplace that Represents a Safety and Health Hazard

✓ REQUIREMENT FIVE:

Describe Your Company's Procedure To Investigate Occupational Injuries And Illnesses

✓ REQUIREMENT SIX:

Correct Unsafe Or Unhealthy Conditions, Work Practices And Work Procedures In A Timely Manner.

Prioritize Recommendations Based On Hazard Severity:

Substantial Compliance with this provision includes correction:

- When the Hazard is Observed or Discovered
- When It Is Imminent And Can't Be Immediately Abated Without Endangering Employees and/or Property:
- Remove All Exposed Personnel Except Those Necessary To Correct The Existing Condition
- Provide Those Employees With The Necessary Safeguards To Correct The Condition

✓ REQUIREMENT SEVEN:

Provide Safety Training And Instruction:

Substantial Compliance with this provision includes training:

- When You First Establish Your Program
- To All New Employees
- For Employees Assigned to New Job Assignments or Cross Trained
- When New Substances, Processes, Procedures or Equipment Introduced Which Represents a New Hazard are Introduced
- For New or Previously Unrecognized Hazards
- To Supervisors to Familiarize Them With The Safety and Health Hazards To Which Employees, Under their Immediate Direction and Control, May Be Exposed

Define Safety Topics Which Require Retraining and When:

In addition, your company must maintain documentation of its safety activities. Your company must:

(B) DOCUMENT THE FOLLOWING: Keep Records for 1 Year

- Periodic And Scheduled Inspections And Corrective Action Taken
 - Person Conducting the Inspection
 - Unsafe conditions and work practices identified
 - Action taken to correct the identified unsafe conditions
 - Action taken to correct the identified unsafe work practices
- Safety And Health Training For Each Employee.
 - Employee Name
 - Training Dates
 - Type Of Training
 - Trainer's Name

The communication requirement is further defined as follows:

(C) WHEN LABOR/MANAGEMENT SAFETY COMMITTEES ARE USED TO COMPLY WITH THE COMMUNICATION REQUIREMENT:

Substantial Compliance with this provision includes:

- Meet Regularly and At A Minimum, Each Quarter
 - Investigate And Inspect Any Hazardous Condition(s) Communicated To Committee Members And Develop Remedial Solutions
 - Submit Recommendations To Evaluate Employee Suggestions
- Prepare Records Of Safety/Health Issues Discussed At Meetings and Make Them Available to Affected Employees
 - Verify Abatement Action Taken To Address OSHA Citations
- Review Results of Periodic, Scheduled Safety Inspections
- Investigate Occupational Injuries and their causes, Illness, Exposures to Hazardous Substances; And Submit Suggestions To Management to Prevent Recurrence

EMPLOYEE QUIZ:

- 1. DESCRIBE YOUR COMPANY'S INJURY AND ILLNESS PREVENTION PLAN.**
- 2. DISCUSS YOUR COMPANY'S PROCURE FOR INVESTIGATING OCCUPATIONAL INJURIES AND ILLNESSES**