



Helping to make your workplace a safe place
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ISSUE HIGHLIGHTS:

Injury & Illness Prevention

It has been a number of years since we addressed the importance of developing a written Injury & Illness Prevention Program (IIPP). We feel some subjects are worth revisiting and this is one subject that falls in to that category.

Employers in California are **required** to have an effective written Injury and Illness Prevention Program. The benefits of an *effective* IIPP include improved workplace safety and health, better morale, increased productivity, and reduced costs of doing business.

Whether you need to develop a written IIPP or improve your existing IIPP, we are here to assist.

See full article at right and continued on page 2

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What is an IIPP and How Does It Work?

The Injury and Illness Prevention Program (IIPP) is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP. An effective IIPP improves the safety and health in your workplace and reduces costs by good management and employee involvement. The 8 required Injury and Illness Prevention Program elements are:

1. **Responsibility** – designate a program administrator. This person will be responsible for implementing & maintaining the IIPP.
2. **Compliance** - All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Develop & personalize your own system of ensuring that all workers comply.
3. **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. Your communication system should encourage all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.
4. **Hazard Assessment** - Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer
5. **Accident/Exposure Investigation** – Establish and follow procedures for investigating workplace accidents and hazardous substance exposures include:
6. **Hazard Correction** - Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards.
7. **Training and Instruction** - All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices
8. **Recordkeeping** – establish and follow a recordkeeping policy. Several factors will help determine the best policy for your business. Please see our website for more information.



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How to Create Your Written IIPP

- Step 1 - What Have You Already Been Doing for Safety?**
- Step 2 - Review the Guide to Developing Your Workplace IIPP**
- Step 3 - Answer the IIPP Questions**

Step 1 - What Have You Already Been Doing for Safety?

To answer this question, gather up information on your current safety rules, policies, and practices. Use this information to answer the IIPP questions to create or improve your written IIPP.

Once you have gathered information on your current rules, policies, and practices you can develop an IIPP that is:

- Specific to your workplace
- Addresses all of the 8 required elements
- Specifies how you will put your program into practice

Step 2 - Review the Guide to Developing Your Workplace IIPP

Visit the "Resources" tab of our web site. Click on the "HERE" link for full details.

Step 3 - Answer the IIPP Questions

To produce a complete written IIPP which is geared to your workplace, you must fully answer all the IIPP questions. Your answers must be specific to your work place policies and procedures and the work activities your employees actually perform. By fully involving all employees, supervisors, and management, you can easily identify specific workplace hazards employees are exposed to. This will enable you to correct any problem areas in an appropriate and timely manner.

Are you ready to complete your IIPP? We've made it easy. Visit our website, www.AutomotiveSafetyAssociation.com Click on the "Resources" tab of our website and select "Develop Your Own IIPP"

References: MySafetyPoint Technical Bulletin

Accidents Cost Money

Safety organizations, states, small business owners and major corporations alike now realize that the actual cost of a lost workday injury is substantial. For every dollar you spend on the direct costs of a worker's injury or illness, you will spend much more to cover the indirect and hidden costs. Consider what one lost workday injury would cost you in terms of:

- Productive time lost by an injured employee
- Productive time lost by employees and supervisors attending the accident victim
- Clean up and startup of operations interrupted by the accident
- Time to hire or to retrain other individuals to replace the injured worker until his/her return
- Time and cost for repair or replacement of any damaged equipment or materials
- Cost of continuing all or part of the employee's wages, in addition to compensation
- Reduced morale among your employees, and perhaps lower efficiency and increased workers' compensation insurance rates
- Cost of completing paperwork generated by the incident.

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