



Helping to make your workplace a safe place
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ISSUE HIGHLIGHTS:

Injury & Illness Prevention

Last year 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 into 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.

Taking risks is a part of running a business, particularly for small business owners. You take risks in product development, marketing, and advertising in order to stay competitive. Some risks are just not worth the gamble. One of these is risking the safety and health of those who work for you.

Whether you need to develop a written IIPP or improve your existing IIPP, you have resources at your fingertips.

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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 workplace policies and procedures and the work activities your employees actually perform.

Visit the "Resources" tab of our web site. Click on "Develop Your Own IIPP"

Information for this article was attained from the State of California Department of Industrial Relations



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Preventing and Reducing Costly Injuries and Illnesses

An effective IIPP can reduce or prevent costly injuries and illness in your workplace. Besides the trauma to the workplace of experiencing an employee injury or illness there are effects on the injured employee(s) and their families. Injured employees may experience pain and suffering, lose their salary, and miss opportunities for future job advancement.

Also, injuries and illness increase the cost of doing business. These direct costs to the workplace can include medical treatment, higher worker's compensation insurance premiums, indemnity, and litigation.

On average, costs per injury can add up to more than \$50,000.00 for a back injury, \$62,000.00 for a slip and fall injury, and \$40,000.00 for a Carpal Tunnel or Repetitive Motion Injury. These costs do not include additional indirect costs associated with injuries and illnesses such as lost productivity, re-training, hiring new employees, administrative time, repair and replacement of equipment, etc.

What an IIPP Is and How It Works

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
2. Compliance
3. Communication
4. Hazard Assessment
5. Accident/Exposure Investigation
6. Hazard Correction
7. Training and Instruction
8. Recordkeeping

To be effective your IIPP must:

- Fully involve all employees, supervisors, and management
- Identify the specific workplace hazards employees are exposed to
- Correct identified hazards in an appropriate and timely manner
- Provide effective training

**Remember that an effective IIPP is not just a paper program.
For your IIPP to be effective you must fully put it into practice in your workplace**

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 start up 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.

Controlling Losses: If you would like to reduce the costs and risks associated with workplace injuries and illnesses, you need to address safety and health right along with production. Setting up an Injury and Illness Prevention Program helps you do this. In developing the program, you identify what has to be done to promote the safety and health of your employees and worksite, and you outline policies and procedures to achieve your safety and health goals.

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