

Injury and Illness Prevention Program

Responsibility

The Injury and Illness Prevention (IIP) Program administrator,

Program Administrator

has the authority and the responsibility for implementing and maintaining this IIP Program for

Establishment Name

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program 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 system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our IIP Programs
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with 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 or reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures

___Review of our IIP Program

___Training programs

___Regularly scheduled safety meetings

___Posted or distributed safety information

___A system for workers to anonymously inform management about workplace hazards

___Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
3. When new, previously unidentified hazards are recognized
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection

Accident/Exposure Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses
2. Examining the workplace for factors associated with the accident/exposure
3. Determining the cause of the accident/exposure
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken

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:

1. When observed or discovered; and
2. When an imminent hazard exists which 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. Workers who are required to correct the hazardous condition shall be provided with the necessary protection

Training and Instruction

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

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through construction industry occupational safety and health training program approved by Ca/OSHA;
3. To all workers given a new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment

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

1. Implementation and maintenance of the IPP Program
2. Emergency action and fire prevention plan
3. Provisions for medical services and first aid including emergency procedures
4. Prevention of musculoskeletal disorders, including proper lifting techniques

5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, promptly cleaning up spills
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels
8. Proper reporting of hazards and accidents to supervisors
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated

Recordkeeping

We have checked one of the following categories as our recordkeeping policy.

___ Category 1. Our establishment has twenty or more workers or has a workers' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IPP Program:

1. 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
2. Documentation of safety and health training for each worker, including the workers' name or other identifier, training dates, type(s) of training and training providers are recorded on a worker training and instruction form

Inspection records and training documentation will be maintained according to the following checked scheduled:

___ For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

___ Since we have less than ten workers, including managers and supervisors, we only maintain inspection records until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties

___ Category 2. Our establishment has few than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training for each worker

Inspection records and training documentation will be maintained according to the following checked schedule:

___ For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

___ Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties

___ Category 3. We are a local government entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

Hazard Assessment and Correction Record

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Hazard Assessment and Correction Record

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Hazard Assessment and Correction Record

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Accident/Exposure Investigation Report

Date & Time of Accident:

Location:

Accident Description:

Workers Involved:

Prevention Action Recommendations:

Corrective Actions Taken:

Managers Responsible:

Date Completed:
