**Injury and Illness Prevention Program (IIPP)**

**1. Management Commitment and Assignment of Responsibilities**

This section identifies the person or persons with the authority and responsibility for implementing and maintaining the IIPP. This individual(s) must have the full support of management to ensure the program is effective.

**Policy Statement:** It is the policy of [*Your Company Name*] to provide a safe and healthful work environment for all employees. Our goal is to prevent all workplace injuries and illnesses. To achieve this, we have developed and will implement this Injury and Illness Prevention Program. All managers, supervisors, and employees are responsible for following safe work practices and for a safe workplace.

**IIPP Administrator:**

* **Name:** [*Name of IIPP Administrator*]
* **Title:** [*Title*]
* **Responsibilities:**
  + Implementing and maintaining the IIPP.
  + Ensuring regular inspections are conducted.
  + Investigating all workplace injuries and illnesses.
  + Ensuring all employees receive the required safety training.
  + Ensuring timely correction of identified hazards.

**2. Compliance**

This element describes how the company will ensure all employees follow safety rules and procedures.

**Procedures for Ensuring Compliance:**

* **Communication:** Safety rules and procedures will be communicated to all employees.
* **Training:** Employees will receive training on safe work practices for their specific job tasks.
* **Enforcement:**
  + All employees, including managers and supervisors, are required to comply with the company's safety rules.
  + Failure to comply may result in disciplinary action, as outlined in the employee handbook.
* **Recognition:** The company will consider a system for recognizing employees who follow safe work practices.

**3. Communication**

This section details how the company will communicate safety and health information to all employees in a way they can understand.

**Methods of Communication:**

* **Employee Training:** Initial and ongoing training on workplace hazards and safety procedures.
* **Safety Meetings:** Regular safety meetings or "tailgate" meetings to discuss hazards, safe work practices, and program updates. Records of these meetings, including topics and attendees, will be kept.
* **Hazard Reporting:** Employees are encouraged to report any unsafe conditions, work practices, or potential hazards to their supervisor without fear of reprisal. A system for anonymous reporting will also be available.
* **New Employee Orientation:** All new employees will be informed of the IIPP and their responsibilities as part of their initial orientation.

**4. Hazard Identification and Assessment**

This element requires the company to have a system for identifying and evaluating workplace hazards.

**Hazard Assessment Procedures:**

* **Scheduled Inspections:** Regular, scheduled inspections of all work areas will be conducted by a qualified person to identify and evaluate hazards.
* **Inspections will be performed:**
  + When the program is first established.
  + When new substances, processes, or equipment are introduced.
  + When new or previously unrecognized hazards are identified.
  + When an injury, illness, or exposure occurs.
* **Employee Involvement:** Employees are encouraged to participate in inspections and to report any hazards they observe.
* **Documentation:** All inspections will be documented, noting the hazard, the person who identified it, and the corrective action taken.

**5. Accident/Exposure Investigation**

This section describes the procedure for investigating workplace accidents, injuries, illnesses, and hazardous substance exposures. The goal is to determine the cause and prevent recurrence.

**Investigation Procedures:**

* **Immediate Action:** The supervisor of the injured employee will be notified immediately.
* **Conducting the Investigation:** A thorough investigation will be conducted by a qualified person, which includes:
  + Visiting the scene of the incident as soon as possible.
  + Interviewing the injured employee and any witnesses.
  + Examining the equipment, environment, and work procedures involved.
  + Determining the root cause(s) of the incident.
  + Developing corrective actions to prevent recurrence.
* **Documentation:** All investigations will be documented on an accident investigation form.

**6. Hazard Correction**

This element establishes a system for correcting unsafe conditions and work practices in a timely manner.

**Correction Procedures:**

* **Immediate Correction:** Unsafe conditions that can be corrected immediately without a major expense or effort will be corrected at the time they are discovered.
* **Hazard Priority:** Hazards will be corrected based on their severity.
* **Follow-Up:** The IIPP Administrator will ensure that all identified hazards are corrected in a timely manner.
* **Interim Controls:** If a hazard cannot be immediately corrected, interim controls will be implemented to protect employees until the hazard can be permanently addressed.

**7. Training and Instruction**

This ensures all employees, including supervisors, receive training and instruction on workplace safety and health.

**Training Program:**

* **New Employees:** All new employees will receive training on general safety practices and hazards specific to their job duties.
* **Job-Specific Training:** Employees will be trained on the hazards and safe work practices for each new job assignment.
* **Supervisors:** Supervisors will receive additional training to ensure they are competent in identifying hazards and implementing the IIPP.
* **Retraining:** Training will be repeated periodically as needed and when changes in work practices or equipment introduce new hazards.
* **Documentation:** Training records, including employee names, training dates, and topics covered, will be maintained.

**8. Recordkeeping**

This element outlines the types of records the company will keep to document its safety efforts.

**Recordkeeping Procedures:**

* **Retention:** Records will be kept for a minimum of one (1) year.
* **Records to Maintain:**
  + Records of scheduled and periodic inspections.
  + Documentation of safety and health training for each employee.
  + Records of all accidents and exposure investigations.
* **Location:** The IIPP and all associated records will be maintained at [*Location of IIPP and records, e.g., the main office, online portal*] and will be available for review by employees, their representatives, and Cal/OSHA.

*Note: You may place any additional items detailing your health & safety program below but, the above sections represent the minimum required items by the state of California via title 8 -* [*https://www.dir.ca.gov/title8/3203.html*](https://www.dir.ca.gov/title8/3203.html)