

*Safety
First*

Model Injury and Illness Prevention Program



Injury and Illness Prevention Program

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INTRODUCTION

The purpose of this manual is to assist with the development of an Injury and Illness Prevention Program.

Cal/OSHA Title 8, CCR Section 3203 requires every California employer to provide and maintain an effective Injury and Illness Prevention Program (IIPP). The IIPP must include these elements:

1. **Safety Policy and Responsibility** - A written safety policy statement that governs the company's decision making on matters concerning employee safety and health. Within the statement identify the person responsible for coordinating the Injury and Illness Prevention Program.
2. **Compliance Procedure** – Explain how employees will be disciplined when they fail to follow safety and health rules and procedures.
3. **Communication** – This section describes how safety issues will be communicated to employees and how often.
4. **Hazard Assessment** – Describe the process used to identify and eliminate or control hazardous conditions or unsafe work practices.
5. **Accident Investigations** – Explain the procedures for investigating an accident and how corrective actions will be administered to ensure they are implemented to prevent recurrence.
6. **Training and Instruction** – This section describes how new or transferred employees will be trained to the safety and health aspects of a given job, as well as whenever new substances, processes, procedures or equipment are introduced into the workplace.
7. **Recordkeeping** – Provide a description of the administrative procedures for the maintenance of records, as evidence of safety activities. *See Recordkeeping Exceptions on Page 4.*
8. **Employee Acknowledgement** - A statement the employee signs acknowledging understanding of their responsibility to comply with safety rules and that they received job specific training.

As you develop your Injury and Illness Prevention Program, keep this in mind:

- Keep it simple, concise and easy to read.
- Make certain that all required elements are included in the program.
- Ensure the program safety rules and training materials are specific to your company's operations, processes and equipment.
- Remember to review your program annually and make changes, if necessary.
- Update the program if you have any changes in your processes or operations.
- To be judged effective, the policies, procedures and activities outlined in the program must be fulfilled as written, and documentation maintained as evidence for at least 5 years.

If you want assistance creating your IIP Program, call 888-472-9001 or e-mail our Safety and Health Department at safety@preferredworkcomp.com.

DISCLAIMER

This manual should not be construed as representing or warranting that the use of any or all of the information contained will result in compliance with the laws presented in Senate Bill 198 or related Cal/OSHA regulations.

*You **MUST** tailor your Injury and Illness Prevention Program to meet your business' specific safety needs. At a minimum, your completed program must be used as outlined for this program to be considered effective. Failure to do so could result in penalties should your business be inspected by Cal/OSHA. Additional information related to having an effective Injury and Illness Prevention Program is available at: <http://www.dir.ca.gov/title8/3203.html>.*

