



Injury and Illness Prevention Program

In the state of California, every employer with 10 or more employees, is required by law to have a written, effective Injury and Illness Prevention Program (IIPP).

There are 8 elements the written plan must address:

1. **Responsibility** – someone must be put in charge of the program. A specific person in the organization has been assigned the responsibility and authority for employee safety and the employees know who this person is.
2. **Compliance** – Procedures have been put in place for ensuring that all employees comply with safety rules that have been communicated to them.
3. **Communication** – A system, such as a health and safety committee, tailgate meetings, or suggestion boxes, for communicating with employees about safety and encouraging them to speak up about workplace hazards without fear of reprisal. All employees receive information about the safety program and safety issues related to their jobs – including chemicals they use or come in contact with.
4. **Hazard Assessment** – Scheduled inspections used to identify hazards are conducted, and job tasks are analyzed for potential safety and health risks.
5. **Accident investigation** – All accidents, injuries, illnesses, hazardous exposures and near misses (whereby an accident is narrowly avoided) are investigated. Information is analyzed for hazard identification and underlying problems.
6. **Hazard Correction** – Methodical steps are taken to eliminate or reduce hazards (elimination – remove the hazard; engineering controls – isolate people from the hazard; substitution – replace the hazard; administration – change the way the work is performed; Personal Protective Equipment)
7. **Training and Instruction** – Health and safety training is provided to all employees about the hazards in their job and the safety procedures that will protect them. It must be provided in a manner they understand.

Recordkeeping – For organizations with more than 10 employees, the IIPP must in writing and made available to all workers. Even if you have fewer than 10 employees, you must still have a program in place that you communicate to your employees. It is recommended that records be kept to document scheduled inspections, actions taken to correct problems, and types, dates and providers of training.

In order for the IIPP to be effective, the employer must show:

-) All employees, supervisors and management are fully involved
-) That all specific workplace hazards employees are exposed to are identified

This fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice

For additional information on this topic please contact ACWA JPIA Risk Control Department, Terry Lofing, Administrative Assistant (tlofing@acwajpia.com) or 800-231-5742



-) Identified hazards are corrected in an appropriate and timely manner
-) Training provided is effective (see [Cal-OSHA e-tool](#))

The IIPP includes procedures that must be put into practice. Part of the employer's responsibility is to control potential workplace hazards and correct hazardous conditions or practices as they occur or are recognized. The program includes a system for the employer to communicate with its employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.

The safety communications system, one of the elements of the IIPP, should be in a form readily understandable by all affected employees. The safety communication system may include:

- Ψ **Meetings**
- Ψ **Training programs**
- Ψ **Postings**
- Ψ **Written communications**
- Ψ **A system for anonymous notification by employees about hazards**
- Ψ **Labor/management safety and health committees**
- Ψ **Other means of ensuring communication with employees.**

An employee should never undertake a job that appears to be unsafe, and never perform a job until instructions are received on how to do it properly and safely. The goal of the IIPP is to ensure that worker safety and health are not compromised.

The IIPP must be reviewed and updated annually. The above information applies only to general industry.

For more information on this topic, please contact Alliant Risk Control Consulting at (949) 260-5042 or riskcontrol@alliant.com

Additional Resources:

Worker Occupational Safety and Health Training and Education Program (WOSHTEP) – training programs, resources, fact sheets (<http://www.dir.ca.gov/chswc/woshtep/iipp/>)

Safety Orientation Checklist

http://www.dir.ca.gov/chswc/woshtep/iipp/Materials/Tools_5_Safety_Orientation_Checklist-1030.pdf

Inspection Checklist http://www.dir.ca.gov/chswc/woshtep/iipp/Materials/Tools_2_Inspection_Checklist-1030.pdf

Hazard Correction Tracking Form

http://www.dir.ca.gov/chswc/woshtep/iipp/Materials/Tools_3_Hazard_Correction_Form-1030.pdf

Employee Training Record

http://www.dir.ca.gov/chswc/woshtep/iipp/Materials/Tools_4_Employee_Training_Record-1030.pdf

This fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice

For additional information on this topic please contact ACWA JPIA Risk Control Department, Terry Lofing, Administrative Assistant (tlofing@acwajpia.com) or 800-231-5742