

Injury and Illness Prevention Program

This Injury and Illness Prevention Program must be reviewed and updated regularly to ensure all contents remain applicable.

Program Requirements

The requirements for establishing, implementing and maintaining an effective written *Injury and Illness Prevention Program* consist of the following eight elements:

- Responsibility.
- Compliance.
- Communication.
- Hazard Assessment.
- Accident/Exposure Investigation.
- Hazard Correction.
- Training and Instruction.
- Recordkeeping.

Proper use of this model program requires the IIP Program administrator of your practice to:

- Carefully review the requirements for each of the eight IIP Program elements found in this model program.
- Fill in the appropriate blank spaces.
- Check those items that are applicable to your workplace.

The recordkeeping section requires that the IIP Program administrator select and implement the category appropriate for your establishment.

Sample forms for hazard assessment and correction, accident or exposure investigation, worker training, and worker instruction are provided with this model program.

Responsibility

The IIP Program administrator also serves as the Safety Compliance Administrator (SCA) at:

Name of Business: _____

The person responsible for these duties is: _____

The person with the authority and the responsibility for implementing and maintaining this IIP Program is: _____

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.

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 Program.
- 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 workers about occupational safety and health in a form readily understandable by all. Our communication system encourages workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes 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.

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed 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 workplace.
3. When new, previously unidentified hazards are recognized.
4. When occupational injuries and illnesses occur.
5. Whenever workplace conditions warrant an inspection.
6. When we hire or reassign permanent or temporary employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.

Injury and Illness Investigations

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Visiting the scene as soon as possible.
2. Interviewing injured workers and witnesses.
3. Examining the workplace for factors associated with the accident or exposure.
4. Determining the cause of the accident or exposure.
5. Taking corrective action to prevent the accident or exposure from reoccurring.
6. 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.
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 all necessary protection.

Training and Instruction

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

1. When the IIP Program is first established.
2. To all new employees.
3. To all workers given new job assignments for which training was 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 who have workers under their immediate direction and control that may be exposed.
7. To all employees with respect to hazards specific to the employee's job assignment.

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

1. Implementation and maintenance of the IIP 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, and promptly cleaning up of spills.
6. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment, and electrical panels.
7. Proper reporting of hazards and accidents to supervisors.
8. Hazard communication, including worker awareness of potential chemical hazards and proper labeling of containers.
9. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they may become contaminated.

Recordkeeping

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

_____ **Category 1**

Our workplace has ten or more workers and maintains the following written records to help effectively implement our IIP 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 actions taken to correct the identified unsafe conditions and work practices.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers.

Inspection records and training documentation will be maintained for a minimum of three years.

_____ **Category 2.**

Our establishment has fewer than ten employees, including managers and supervisors. We have taken the following steps to implement and maintain our IIP Program:

1. Written records of hazard assessment inspections.
2. Written documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained for a minimum of three years.

Hazard Assessment and Correction Record

Date of Inspection:	Person Conducting Inspection:
Unsafe Condition or Work Practice:	
Corrective Action Taken:	

Date of Inspection:	Person Conducting Inspection:
Unsafe Condition or Work Practice:	
Corrective Action Taken:	

Date of Inspection:	Person Conducting Inspection:
Unsafe Condition or Work Practice:	
Corrective Action Taken:	

Date of Inspection:	Person Conducting Inspection:
Unsafe Condition or Work Practice:	
Corrective Action Taken:	

Worker Training and Instruction Record

Worker's Name	Training Dates	Type of Training	Trainers