**(Company Name)**

**Injury & Illness Prevention Program**

Every California employer must establish, implement and maintain a written Injury & Illness Prevention Program (IIPP) and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written IIPP are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203).

The following is the written IIPP for (Company Name).

**I. Responsibility & Company Safety Policy**

* The IIPP administrator is (Insert Administrator’s Name or Title), who will have the authority and responsibility for implementing and maintaining the provisions of this program.
* All supervisors will be responsible and accountable for making the company’s IIPP an integral part of their regular management functions.
* All employees are responsible for working safely, accepting and following policies and procedures for preventing injuries and illnesses, reporting unsafe acts and conditions and assisting in maintaining a safe work environment.

It is the policy of (Company Name) to provide safe work conditions for all employees. The success of our safety program depends on EVERYONE!

**II. Compliance**

The company’s method of ensuring that all employees comply with the IIPP and maintaining a safe work environment includes:

* Reviewing this document that describes the IIPP policies & procedures and providing a copy of this document as part of the employee safety orientation training for new hires.
* Conducting periodic safety meetings regarding current safety issues and topics peculiar for the work environment.
* Evaluating the safety performance of employees.
* Conducting periodic safety inspections and audits.
* *Recognizing employees who work safely through the company’s Safety Incentive Program.*
* Disciplining employees when they fail to comply with company, state and federal safety rules and practices.
* Providing retraining for employees who work unsafely or create unsafe conditions.

**III. Communication**

The company’s procedures for communicating with employees in a form readily understandable by all employees on matters relating to safety and health includes:

* Employee safety orientations conducted at time of hire.
* Regular employee safety meetings and training.
* Announcements sent as check stuffers, company memos and notices.
* Bulletin boards, posted safety signs and posters.
* Providing anonymous safety suggestion boxes.

**IV. Hazard Assessments**

Safety inspections and hazard assessments are methods used by the company to help determine what engineering and/or administrative measures the company will take to eliminate unsafe and unhealthy work conditions and practices.

* Safety inspections will be conducted on a periodic basis and whenever warranted to identify workplace hazards and unsafe work practices.
* Hazard assessments to identify and evaluate hazards involved in each job, equipment/machinery and workplace will be conducted when:
  + New substances, processes, procedures or equipment/machinery present potential new hazards into the workplace.
  + New, previously unidentified hazards are recognized.
  + The company hires and/or assigns employees to processes, operations or tasks for which a hazard assessment has not been previously conducted.

**V. Accident/Exposure Investigations**

An accident is any occurrence from which bodily injury or illness may result, regardless of whether any injury or illness does result. Accident investigations are intended to find the root cause of the accident and to determine what actions can be taken to prevent recurrence. The investigation process for work-related injuries or illnesses includes the following:

* Visiting the scene where the injury or illness occurred.
* Interviewing injured employees and witnesses in an individual setting.
* Examining the scene and surrounding area for factors associated with the accident.
* Completing the accident investigation report and, if needed, the appropriate workers’ compensation claim forms.
* Taking corrective action to prevent recurrence.
* Recording the findings and corrective action taken.

**VI. Hazard Correction**

Unsafe and unhealthy work conditions and practices shall be corrected in a timely manner based on the severity of the hazards. If possible, hazards shall be immediately corrected when observed or discovered. Employees shall be trained to correct hazards immediately when observed or discovered only if correcting the hazard does not place them in a hazardous situation.

When an imminent hazard exists which cannot be immediately abated without endangering employees and/or property, management will remove all exposed employees from the area, except those necessary, trained and authorized to correct the existing condition. Authorized and trained employees shall be provided with adequate protection and safeguards prior to correcting any unsafe or unhealthy work condition.

If an unhealthy work condition cannot be corrected immediately, appropriate measures shall be taken to prevent injury and illness. Such measures may be lockout/tagout, red flags, barricades and/or other warning devices and communication.

All action taken to correct hazardous conditions and practices shall be documented.

**VII. Training & Instruction**

Management and employees shall have training and instruction on general and job-specific safety and health practices. Training and instruction will be conducted by the supervisor, safety program administrator and/or a third party. Training and instruction shall be provided when:

* Hired and assigned to a job.
* Given a new job assignment for which training has not been previously been provided.
* New substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
* A hazard has been identified that requires employee retraining or further/advanced training.
* Specialized and refresher training is required for an employee’s job assignment.
* Supervisors need to be familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.

**VII. Recordkeeping**

All records are maintained and available to all employees in the Human Resources Office. Record retention will meet or exceed requirements established by state and federal law.