

Safety Note #61

INJURY AND ILLNESS PREVENTION PROGRAM AWARENESS



According to information available from the Bureau of Labor Statistics, a total of 5,569 fatal injuries and more than four million nonfatal injuries and illnesses occurred nationwide in workplaces during 2003. In order to reduce employee injuries and illnesses and promote safe and healthful practices in the workplace, the State of California requires every employer to establish, implement, and maintain an effective Injury and Illness Prevention Program (IIPP). California Code of Regulations Title 8, Section 3203 addresses IIPP requirements.

Required IIPP Elements

- The IIPP shall be in writing and at a minimum establish:
 1. The identity(ies) of the person(s) having responsibility to implement the IIPP.
 2. A system for assuring employees comply with safe and healthy work practices, recognizing employees who follow safe and healthy practices, including employee training and retraining, disciplinary actions, and other actions that assure employee compliance with safe and healthful work practices.
 3. An employee communication system, including meetings, training programs, postings, written communications, a method of anonymous notification by employees about hazards, or other means used to assure communication with employees.
 4. Procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall identify and evaluate hazards as follows:
 - a. When new substances, processes, procedures, or equipment are introduced into the workplace and represent a new occupational safety and health hazard; and
 - b. Whenever the REC or CE is made aware of a new or previously unrecognized hazard.
 5. A procedure to investigate occupational injuries or illnesses.
 6. Methods for correcting unsafe or unhealthy conditions, work practices, or work procedures in a timely manner based on the severity of the hazard:
 - a. When observed or discovered; and
 - b. For imminent hazards that cannot be immediately abated without endangering employees or property, remove all personnel from the hazardous area.
 7. Training and instruction as follows:
 - a. To all new employees;
 - b. To all employees given new job assignments;
 - c. Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard;
 - d. Whenever the REC or CE is made aware of a new or previously unrecognized hazard; and
 - e. For supervisors to familiarize themselves with the safety and health hazards to which employees under their direction may be exposed.
- Records of the steps taken to implement and maintain the IIPP shall include:
 1. Compiling records of scheduled and periodic inspections, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one year.
 2. Documentation of safety and health training required for each employee, including employee name, training dates, type(s) of training, and training provider name. The documentation shall be retained for at least one year.