Workplace Injury and Illness Prevention Program

Guide to Developing an IIPP
In California every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973.
As of 1991, a written, effective Injury and Illness Prevention Program (IIPP) is required for every California employer.
Why Have a Workplace Injury and Illness Prevention Program?

Accidents Cost Money
For every dollar spent on the direct costs of a worker’s injury or illness, you will spend much more to cover the indirect and hidden costs.

Controlling Losses
To assist in reducing the costs and risks associated with workplace injuries and illnesses, one must address safety and health right along with productivity.
PI & PPO Exposures?

- Employees exposed to many diverse industries,
- Undercover or mystery shopping,
- Exposure to environmental elements,
  - Heat
  - Cold
  - Terrain
- Operating in dangerous locations,
Benefits

- In developing an **IIPP**, the employer will promote the safety and health of the employees and worksite, and outline policies and procedures to achieve safety and health goals.

- It is not a program intended to be placed on the shelf and pointed to occasionally, rather, it is required to be implemented and effective.
The Injury and Illness Prevention Program must be a written plan that includes procedures that are actually put into practice.

The **IIPP** is to be evaluated for adequate content and records at least annually.
The required elements of the IIPP:

- Management commitment/assignment of responsibilities;
- Safety communications system with employees;
- System for assuring employee compliance with safe work practices;
- Scheduled inspections/evaluation system;
Accident investigation;

Procedures for correcting unsafe and/or unhealthy conditions;

Safety and health training and instruction;

Recordkeeping and documentation
Safety Communications

The **IIPP** must include a system for communicating with employees - in a form readily understandable by all those affected - 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.
Hazard Assessment & Control

- Hazard control is the heart of an effective IIPP.
- The hazard control system is also the basis for developing safe work procedures and injury/illness prevention training.
- An effective hazard control system will identify hazards that exist or develop in your workplace, how to correct those hazards and methods to keep them from recurring.
A primary tool used in an effort to identify and recognize the areas responsible for accidents is a thorough and properly completed written accident investigation.

- What happened?
- Why did the incident happen?
- How could the incident been prevented?
- What action is being taken?
Corrective action should be identified in terms of not only how it will prevent the recurrence of the accident or near miss, but also how it will improve the overall operation.
Planning for safety and health is an important part of every business decision, including hiring, purchasing, engineering, changes in work processes, and planning for emergencies.
Rules & Work Procedures

- Written rules to apply to everyone and addressing areas such as personal protective equipment, appropriate clothing, expected behavior, and emergency procedures.

- Rules and procedures should be written for new exposures when they are introduced into the workplace.
Training is one of the most important elements of any Injury and Illness Prevention Program.

An effective Injury and Illness Prevention Program includes training for both supervisors and employees.
Benefits To Employees & Employers

- Employees benefit from safety and health training through fewer work-related injuries and illnesses, and reduced stress and worry caused by exposure to hazards.

- Employers benefit from reduced workplace injuries and illnesses, increased productivity, lower costs, higher profits, and a more cohesive and dependable work force.
Getting Started on Your Injury & Illness Prevention Program
Assign Gatekeeper

- The person identified as having authority and responsibility for the program should be fully supported by the chief executives and Board of Directors.
- If the person is unable to readily act or cause changes that would reasonably protect worker health and safety, then, the individual is not authorized other than in name only and the program is ineffective.
Gatekeeper

- Assign Responsibilities
- Look at What You Have
- Safety & Health Survey
  - Equipment
  - Chemicals
  - Work practices
  - Cal/OSHA Standards
Workplace Assessment
Review & Compare
Develop an Action Plan
Take Action
Maintain Your Program
Safety & Health Recordkeeping

- Injury & Illness Records
- Exposure Records
- Documentation of Your Activities
The person with authority and responsibility for the program must ensure that records are kept appropriately

- The regulations require training and inspection records to be kept for at least a year.

- Injury records are to be retained for five years from the year in which the accident occurred according to 8 CCR § 14307.

- Material Safety Data Sheets and other records relating to occupational health must be kept for at least thirty years according to 8 CCR § 3204.
Cal/OSHA Model Programs

- CS 1A — Workplace Injury and Illness Prevention Model Program for High Hazard Employers
- CS 1B — Workplace Injury and Illness Prevention Model Program for Non-High Hazard Employers
- CS 1C — Workplace Injury and Illness Prevention Model Program for Employers with Intermittent Workers
Compliance

Any employer in an industry which has been determined by Cal/OSHA as being non-high hazard or historically utilizes intermittent or seasonal employees and who adopts, posts, and implements the Workplace Injury and Illness Prevention Model Program for Non-High Hazard Employers or for Employers with Intermittent Workers in good faith, is deemed to be in compliance with the IIP Program requirements of T8 CCR 3203 and is not subject to assessment of a civil penalty for a first violation of T8 CCR 3203.
Small Employers

- Employers with less than 10 employees need not retain inspection and training records although such is their evidence of compliance should there be disputes and employees deny knowledge of such activities.
Full Distribution

- It is strongly recommended that the **IIPP** and the **GENERAL WORK SAFETY RULES** be copied and distributed to each employee.
- "Each employee" means **everyone** employed from the president or chief executive officer to the casual laborer.
- **This would also include leased employees and temporaries from an agency.**
Sources of Information & Help

- Cal/OSHA Consultation Service
- National Safety Council
- National Institute of Occupational Safety and Health (NIOSH)
- Hazard Evaluation System and Information Services (HESIS) – Richmond CA
Questions?

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