**How to Create A Written Injury Illness Prevention Program (IIPP)**

**Step 1 – Determine What Your Firm Has Done and Is Doing for Safety**  
**Step 2 – Review the Illness and Injury Prevention Program Sample Template**   
**Step 3 – Answer the IIPP Questions**

**Step 4 – Edit the Master Hazard Check List**

**Step 5 – Edit the list of Safety Training Subjects**

**Step 6 - Document your Safety Training Record**

**Step 7 – Edit draft of IIPP**

**Step 8 – Distribute the completed IIPP**

**Step 9 – Audit the IIPP**

**NOTE: The forms and documents that you may need to conduct this exercise are highlighted in yellow**

**Step 1 – Determine What Your Firm Has Done and Is Doing for Safety :**

Gather up information on your current safety rules, policies, and practices.

Use this information to answer the IIPP questions below.

**Step 2 – Review the Illness and Injury Prevention Program Sample Template:**

This template is a reference to use in developing or improving your IIPP. The numbers in the sample model program correspond to the IIPP questions listed below.

**Step 3 – Answer the IIPP Questions:**

Answer thequestions using the format below, save and return to HRA. A draft of your IIPP will be returned to you.

NOTE: with some questions you can click on **Examples** to discover how other firms have addressed this topic.

QUESTIONS

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**I. Responsibility**

1.) The name, title and contact information for the person(s) that has overall responsibility for ensuring that our company has an effective IIPP is:  


2.) The name of our company is:  


3.) Copies of our IIPP will be available at the following locations:  


**II. Compliance**

4.) We recognize our employees that consistently perform safe and healthful work practices by - [**Examples**](http://www.dir.ca.gov/DOSH/etools/09-031/Q4Example.pdf):  


5.) Our disciplinary process is - [**Examples**](http://www.dir.ca.gov/DOSH/etools/09-031/Q5Example.pdf):  


6.) Other means (e.g., peer mentoring) that we use to ensure employee compliance with safe and healthful work practices include - [**Examples**](http://www.dir.ca.gov/DOSH/etools/09-031/Q6Example.pdf):  


**III. Communication**

7.) We hold safety meetings on the following schedule  


8.) We arrange for our employees to anonymously notify management of safety and health concerns without fear of reprisal by - [**Examples**](http://www.dir.ca.gov/DOSH/etools/09-031/Q8Example.pdf):  


9.) Other means (in addition to those listed in the Communication section of our written IIPP) we use to ensure communication with employees include - [**Examples**](http://www.dir.ca.gov/DOSH/etools/09-031/Q9Example.pdf):  


10.) Our organization elects to use a labor/management safety and health committee meeting all the requirements of T8CCR [3203](http://www.dir.ca.gov/title8/3203.html) (7)(c)(1) – (7) to comply with the communication requirements of subsection (a)(3) of T8CCR 3203 [enter yes or no].  


11.) Our organization has less than ten employees and complies with the requirements of subsection (a)(3) of T8CCR 3203 by communicating and instructing employees orally [enter yes or no].  


**IV. Hazard Assessment**

12.) The name of the person(s) conducting periodic inspections to identify and evaluate workplace hazards is(are):  


13.) We conduct our periodic workplace inspections on the following schedule (e.g., daily, weekly, monthly, etc.) - [**Examples**](http://www.dir.ca.gov/DOSH/etools/09-031/Q13Example.pdf)  


**V. Accident/Exposure Investigation** - [**Examples**](http://www.dir.ca.gov/DOSH/etools/09-031/E5Example.pdf)

14.) The name of the person(s) conducting investigations of our workplace injuries, illnesses and accidents, hazardous substance exposures and near-misses is (are):  


To help you conduct investigations and take corrective actions for accidents, hazardous substance exposures and near-misses in your workplace use the Accident Incident Report Form.

**VI. Hazard Correction** - [**Examples**](http://www.dir.ca.gov/DOSH/etools/09-031/E6Example.pdf)

14.) Describe the process by which hazardous exposures and near-misses will be addressed. Refer to STEP 4 regarding the organization’s Hazard Checklist. In addition the organization’s Safety Corrective Action List.  


**VII. Training and Instruction**

To help you describe what and how you plan on training your employees and supervisors refer to the Safety Training Subjects and the Safety [Training Record](http://www.dir.ca.gov/DOSH/etools/09-031/WorTraInsRec.pdf) .

For additional references on how to train click on the following link [Effective Workplace Training etool](http://www.dir.ca.gov/DOSH/etools/09-002/index.htm).

**VIII. Recordkeeping**

Our organization has ten or more employees \_\_\_\_ YES

(15) Exception - Our organization has fewer than ten employees and chooses to keep inspection records only until the hazard is corrected?  
YES? 

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Our organization keeps documentation of safety and health training meetings \_\_\_\_ YES

(16) EXCEPTION 1 – Our organization has fewer than ten employees and maintains a log of instructions provided to employees with respect to hazards unique to their job assignments when first hired or they are assigned new duties?  
YES? 

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(17) EXCEPTION 2 – Our organization retains training records for the term of employment of employees who work for us for less than one (1) year. These records are provided to the employee(s) upon termination of their employment.  
YES? 

Written IIPP and Documentation Requirements - Our organization has ten or more employees and keeps records of scheduled and periodic inspections \_\_\_\_ YES

Our organization keeps documentation of safety and health training meeting the full requirements of T8CCR 3203 (7)(b)(2) \_\_\_\_ YES

**Step 4 – Edit the Master Hazard Check List**

This document may be a series of check lists. If your employees work at different locations with substantially different working environments a Master Hazard Check List may be developed for each location.

**Step 5 – Edit the list of Safety Training Subjects**

Delete the subjects that do not apply to your organization’s business or exposure. However, this list may change by location.

**Step 6 - Document your worker training using the Safety Training Record**

**Step 7 – Edit draft of IIPP**

**Once you have completed the IIPP questions, provide that data to HRA. A draft IIPP document will be returned to you for you to work on so that a final document can be created.**

**Step 8 – Distribute the completed IIPP**

Build support and communicate the completed document to management and other members of your organization

**Step 9 – Audit the IIPP**

Refer to the Auditing the IIPP document and take whatever corrective actions the audits suggests.

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