## **Injury and Illness Prevention Program (IIPP)**

1. **Purpose**

The purpose of this program is to provide guidelines for maintaining a safe and healthy workplace by establishing a framework for identifying and correcting workplace hazards.

1. **Responsibility**

The safety director is designated as the Injury and Illness Prevention Program (IIPP) administrator and has the authority and responsibility for implementing the provisions of this program.

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering employee questions about the Program.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees.

All employees are responsible for complying with safe work practices, following all policies and procedures, and for assisting in maintaining a safe work environment.

1. **Compliance**

The following system is used to ensure employees comply with all safety work practices and maintain a safe work environment:

* Inform workers of the provisions of our IIPP.
* Evaluate the safety performance of all workers.
* Recognize employees who perform safe work practices.
* Provide training to workers whose safety performance is deficient.
* Disciplining workers for failure to comply with safety and health work practices

1. **Communication**

The following system is used for communication with employees on safety and health matters:

* New employee orientation, including a discussion of site-specific safety and health policies and procedures.
* Review of the IIPP.
* Workplace safety and health training.
* Monthly safety meetings or more frequently as deemed necessary.
* Posted and distributed safety information.
* A system for employees to anonymously report safety hazards anonymously and without fear of reprimand or reprisal.

1. **Hazard Assessment**

Periodic inspections shall be performed by a competent observer to identify and eliminate workplace hazards according to the following schedule:

* Upon establishment of the IIPP.
* When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace.
* When new or previously unidentified hazards are recognized.
* When occupational injuries and illnesses occur.
* Whenever workplace conditions warrant an inspection.
* Hazard assessments shall be documented and kept on file.

1. **Incident Investigations**

Investigation of workplace accidents, hazardous substance exposures and near miss incidents will be conducted using the following steps:

* Visit the scene as soon as possible.
* Interview affected workers and witnesses.
* Examine the workplace for factors associated with the accident/exposure/near miss.
* Determine the causes of the accident/exposure/near miss.
* Take corrective action to prevent the accident/exposure/near miss from reoccurring.
* Record the findings and corrective actions taken on the OSHA Form 301.

1. **Hazard Correction**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

* When observed or discovered.
* When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, exposed workers will be removed from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.
* All such actions taken and dates they are completed shall be documented.

1. **Training**

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

* When the IIPP is first established.
* To all new workers.
* To all workers given new job assignments for which training was not previously provided.
* Whenever new substances, processes, procedures or equipment are introduced to the workplace which represent a new hazard.
* When new or previously unidentified hazards are recognized.
* To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
* To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

* Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
* Availability of toilet, hand-washing, and drinking water facilities.
* Provisions for medical services and first aid, including emergency procedures.
* Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
* Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
* Proper storage to prevent:
  + Stacking goods in an unstable manner.
  + Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

* Prevention of musculoskeletal disorders, including proper lifting techniques.
* Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
* Information about chemical hazards to which employees could be exposed and other hazard communication program information.

1. **Recordkeeping**

Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are maintained for at least one (1) year.

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 are maintained for at least one (1) year.