Injury and Illness Prevention Program (IIPP) Assessment Tool

There are several reasons Cal/OSHA might visit your business, including:

* Random evaluation
* Report of serious or deadly injury
* Employee complaint
* High-hazard industry visit

Your Injury and Illness Prevention Program (IIPP) will set the stage for the visit. Be prepared by using the same framework Cal/OSHA uses to assess your IIPP. Verify, in writing, that each required element is implemented and effective.

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| IIPP ELEMENTS | REQUIREMENTS | WRITTEN | IMPLEMENTED | EFFECTIVE | COMMENTS |
| RESPONSIBILITY | Properly identified persons with authority and responsibility for implementing program |  |  |  |  |
| COMPLIANCE | System for ensuring employees comply with safe and healthful work practices |  |  |  |  |
| COMMUNICATION | System for communicating with employees in a form readily understandable by all affected employees about safety and health |  |  |  |  |
| HAZARD ASSESSMENT | Procedures for identifying and evaluating workplace hazards including scheduled inspections |  |  |  |  |
| ACCIDENT/EXPOSURE INVESTIGATION | Procedure to investigate occurrence of injuries or illnesses |  |  |  |  |
| HAZARD CORRECTION | Methods for correcting unsafe work conditions/work practices in a timely manner based on seriousness of hazard |  |  |  |  |
| TRAINING AND INSTRUCTION | Training program to instruct on general and job specific safety and health practices |  |  |  |  |
| RECORDKEEPING | Adequate documentation for inspections, employee training, safety committee minutes and other standard-specific requirements (if requested) |  |  |  |  |

Upon completion of the IIPP assessment, look for the Cal/OSHA representative to evaluate other applicable programs, which may include:

* OSHA 300 logs (last 5 years)
* Personal protective equipment assessment and certificate of training
* Workplace security
* Lockout-tagout procedures (may also include maintenance records, equipment, permits, etc.)
* Hazard communication program (including safety data sheets for certain chemicals)
* Bloodborne pathogens exposure control plan
* Fall protection
* Emergency action plan (including facility layout, evacuation routes, etc.)
* Fire prevention plan
* First aid kit approval
* Confined space entry program
* Hearing conversation program
* Heat illness prevention
* Forklift operator training, evaluation and certification (include list of trained employees)
* Respiratory protection program (fit test/medical evaluation/training)
* Workplace exposure records/monitoring results

If you are not sure you’re in compliance with Cal/OSHA requirements, contact your CompWest loss control consultant for assistance or visit Cal/OSHA’s website for additional safety and health related topics:

* Title 8, California Code of Regulations: [www.dir.ca.gov/samples/search/query.htm](http://www.dir.ca.gov/samples/search/query.htm)
* eTools: <http://www.dir.ca.gov/dosh/etools/etools.htm>
* Effective Workplace Training Tool: <http://www.dir.ca.gov/dosh/etools/09-002/index.htm>
* Cal/OSHA Publications: <http://www.dir.ca.gov/dosh/puborder.asp>
* List of Training Requirements: <http://www.dir.ca.gov/dosh/dosh_publications/trainingreq.htm>
* Serious Injury Reporting Information: <http://www.dir.ca.gov/title8/342.html>

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