Injury and Illness Prevention Program

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Injury and Illness Prevention Program (IIPP)

Cal-OSHA requires organizations with 10 or more employees to have a written IIPP in place. (CCR Title 8, Section 3203)

Each department must develop their own customized IIPP. All employees must be trained and comply with all safe work practices.

USC is committed to helping you develop your IIPP into an effective tool for maintaining a safe and healthy work environment.
Elements of the IIPP

- Responsibilities
- Compliance
- Communication System
- Inspections and Assessments
- Hazard Reporting and Correction
- Incident Reporting
- Training
- Recordkeeping
Responsibilities

• Senior Administration and Leadership
• Department Heads and Directors
• Managers and Supervisors
• Employees
• Safety Coordinator or Safety Liaison
• Safety Committees
• IIPP Administrator
• EH&S
Communication

Managers & Supervisors
Communicate w/staff about workplace hazards

Communication Methods

• Safety committee meetings
• Trainings
• Postings
• Safety Data Sheets (SDS)
• Fact Sheets
• Staff meetings
Communication

Communication Tip
Introduce IIPP during onboarding

Include:

- Health and Safety policies
- Safe work practices
- Reporting near misses, injuries/illnesses and hazards
Inspections and Assessment

Conduct Workplace Inspections
Inspect offices, shops, research facilities, vehicles, equipment, etc. frequently

Types of Inspections
• Self Inspections
• EH&S Inspections
Encourage Employees
To report unsafe work conditions without fear of reprisal

Report to the supervisor if there are:

• Injuries/illnesses, incidents and near misses
• Faulty or broken equipment
• Unsafe work practices
• Safety hazards
Hazard Reporting

Reporting Methods:

• Report hazards to your supervisor or HR
• Call EH&S
• **Report a Safety Concern** online
• Download the **LiveSafe** app
Hazard Correction

After Hazard Identification

• Correct the hazard within a reasonable time
• Contact EH&S and FMS for assistance (if needed)

Correction Methods:

• Stop unsafe work practices
• Tag unsafe equipment
• Deny access to hazardous areas
• Supervisor corrects hazards in their area
Incident Reporting

Call DPS
(213) 740-4321

- Fire
- Hazmat spills
- Serious incidents
- Other Emergencies

Manager, Supervisors, HR Partners:
- Report serious injuries to EH&S (ASAP)
- Near misses should be discussed with employees to improve worker safety

Post the 1-2-3 Flier in a highly visible location
Training

Supervisor Responsibilities:

• **Train employees**
  Safety policies, procedures and safe work practices

• **Provide specific training**
  Hazards related to the employee’s job

• **Retrain employees**
  New job assignments, new substances, processes, procedures, equipment and after an incident

• **Document**
  All completed trainings

Employee Responsibilities:

• Attend all training sessions as assigned
Training Resources

- EH&S Trainings
- TrojanLearn
- EH&S Fact Sheets
- Safety Data Sheets (SDS)
- Operating Manuals
- Online Resources

[Logos for National Safety Council, State of California, OSHA, and Department of Industrial Relations]
Recordkeeping

Maintain Records of:

- All training sessions
- Safety meetings and committee minutes
- Inspection reports
- Injuries, illnesses, accidents and near misses
- Incident investigations

Keep Records:

- In a central location
- For at least 5 years

Note: Some records should be kept for the length of the employees’ employment or longer
Questions?

More Info:
http://tiny.cc/usc-iipp

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