

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





Hazard Reporting

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





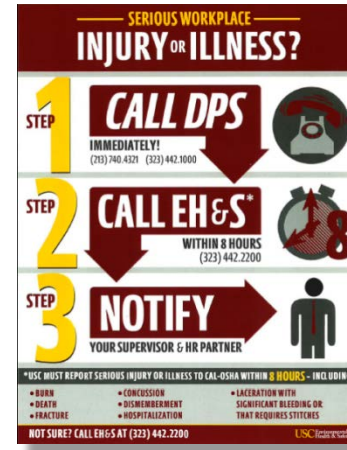
Incident Reporting



Call DPS

(213) 740-4321

- Fire
- Hazmat spills
- Serious incidents
- Other Emergencies



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

Manager, Supervisors, HR Partners:

- Report serious injuries to EH&S (ASAP)
- Near misses should be discussed with employees to improve worker safety





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





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>

Contact:

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The screenshot shows the USC Environmental Health & Safety website. The header includes 'USC Administrative Operations' and 'USC University of Southern California'. The main content area is titled 'Environmental Health & Safety' and features a search bar. The central focus is the 'USC IIPP Template' section, which explains that in California, organizations with 10 or more employees must have a written IIPP. It defines a unit and the role of an IIPP Administrator. A 'Quick links' sidebar on the left includes 'New Principal Investigator' and 'EHS Staff Directory'. A 'Programs' sidebar on the right lists 'Chemical Safety', 'Biological Safety', 'Radiation & Laser', 'Occupational Medicine', and 'Ergonomics'. A 'Links' sidebar on the right includes 'EHSA - Chem & Rad Inv.', 'SDS', 'X-ray Irradiator', 'Lab/Equip relocation', and 'IIPP Template'. An 'Online Forms' sidebar on the right lists 'Satisfaction Survey', 'Ergonomic evaluation', 'Safety Excellence', 'Award Nomination', and 'X-ray/Radiation devices'.

