

# INJURY AND ILLNESS PREVENTION PROGRAM

## RESPONSIBILITY

The Injury and Illness Prevention (IIP) Program administrator,

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**Program Administrator**

has the authority and the responsibility for implementing and maintaining this IIP Program for

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**Parish/School/Location Name**

Pastors, Principals and Directors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each Pastor, Principal or Director. .

## COMPLIANCE

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices include one or more of the following checked practices:

- ✓ Informing employees of the provisions of our IIP Program.
- ✓ Evaluating the safety performance of all employees.
- ✓ Recognizing employees who perform safe and healthful work practices.
- ✓ Providing training to employees whose safety performance is deficient.
- ✓ Disciplining employees for failure to comply with safe and healthful work practices.

## COMMUNICATION

All Pastors, Principals and Directors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform their Pastors, Principals or Directors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following items:

- New employee orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.

- A system for employees to anonymously inform management about workplace hazards.
- Our Parish/School/Location has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

### **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

### **ACCIDENT/EXPOSURE INVESTIGATIONS**

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured employees and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring; and
5. Recording the findings and actions taken.

### **HAZARD CORRECTION**

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

1. When observed or discovered; and
2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition shall be provided with the necessary protection.

## **TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new employees, except for construction employees who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all employees given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed; and
7. To all employees with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

## **RECORDKEEPING**

The following category is our recordkeeping policy.

Category 1. Our establishment has twenty or more employees or has a employees' compensation experience modification rate of greater than 1.1 and is not on a designated low hazard industry list. We have taken the following steps to implement and maintain our IIP

1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the

action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form; and

2. 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 recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained according to the following schedule: For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

# HAZARD ASSESSMENT AND CORRECTION RECORD

<b>Date of Inspection:</b>	<b>Person Conducting Inspection:</b>
<b>Unsafe Condition or Work Practice:</b>	
<b>Corrective Action Taken:</b>	
<b>Date of Inspection:</b>	<b>Person Conducting Inspection:</b>
<b>Unsafe Condition or Work Practice:</b>	
<b>Corrective Action Taken:</b>	
<b>Date of Inspection:</b>	<b>Person Conducting Inspection:</b>
<b>Unsafe Condition or Work Practice:</b>	
<b>Corrective Action Taken:</b>	
<b>Date of Inspection:</b>	<b>Person Conducting Inspection:</b>
<b>Unsafe Condition or Work Practice:</b>	
<b>Corrective Action Taken:</b>	

# ACCIDENT/EXPOSURE INVESTIGATION REPORT

<b>Date &amp; Time of Accident:</b>	
<b>Location:</b>	
<b>Accident Description:</b>	
<b>Employees Involved:</b>	
<b>Prevention Action Recommendations:</b>	
<b>Corrective Actions Taken:</b>	
<b>Manager Responsible:</b>	<b>Date Completed:</b>

