



MAKE YOUR IIPP AS EASY AS 1 2 3

EMPLOYERS[®] presents the following government guidelines to help your Injury and Illness Prevention Program meet state requirements.

As of January 1, 2021, California employers will be required to make their IIPPs available upon employee request.

An Injury and Illness Prevention Program (IIPP) is an important written program designed to keep your workers healthy and injury-free as they go about their duties on the job. Title 8 of California section 3203 requires every employer to develop and implement an effective IIPP. For these reasons, it's absolutely essential for all employers to create one.

You will need to provide your employees with your IIPP in any one of the following ways within five (5) business days of their request:

- Written/hard copy
- Electronic copy (PDF, etc.)
- Via unobstructed access on employer servers and/or website

The following guidelines come from the Commission on Health and Safety and Workers' Compensation (CHSWC), so you can follow expert recommendations to make your IIPP the best it can be.

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REQUIRED ELEMENTS FOR YOUR IIPP

ACCORDING TO THE CHSWC, WHAT SHOULD BE COVERED IN YOUR IIPP?

What makes a rock solid IIPP? With careful thought and planning along the following lines, you'll have a thorough IIPP that follows Cal/OSHA guidelines:

1

RESPONSIBILITY

- Identify and assign individual(s) in your workplace who will be responsible for administrating your IIPP.

2

COMPLIANCE

- Not only do you need to ensure your plan is compliant with existing laws and regulations, but you need to establish your own IIPP rules so your workers can follow them.

3

COMMUNICATION

- Your IIPP should be a system that will clearly and effectively communicate your workplace goals, potential hazards, and safety solutions so that all workers know how to follow the plan.

4

HAZARD ASSESSMENT

- Create a system that will identify, assess, document and prioritize possible hazards in your workplace.
- Make sure to lay out effective hazard controls that discourage them from becoming a problem in the first place.

ROLL OUT YOUR IIPP

Once you've taken the time to fine-tune your IIPP, implementation should be a breeze as long as you follow these basic steps outlined by CHSWC.

5

ACCIDENT/EXPOSURE INVESTIGATION

- Having trained professionals investigate and resolve what hazards could have contributed to injuries and illnesses will help you prevent future incidents.

6

HAZARD CORRECTION

- Take steps to control identified hazards, and be sure to discuss these controls.

7

TRAINING AND INSTRUCTION

- Conduct routine trainings on safety protocol to ensure that all workers are aware of potential hazards in the workplace.

8

RECORD-KEEPING

- Maintain a written record of your IIPP and how elements of it have been carried out.
- Use your past record to continually improve your plan and help reduce future incidents.

Effective IIPPs significantly reduce the severity of workplace injuries and illnesses, while also contributing to stronger safety culture within your organization.

EMPLOYERS strongly recommends you visit www.dir.ca.gov/chswc/WOSHTEP/iipp/ for comprehensive instructions on how to create and implement your IIPP. Following their guidelines directly is the best way to ensure you're compliant with your state.