

CHAPTER 4
INJURY AND ILLNESS PREVENTION PROGRAM

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CHAPTER 4

INJURY AND ILLNESS PREVENTION PROGRAM

1. PURPOSE. This chapter addresses the requirement that every command shall implement and maintain a written Injury and Illness Prevention Program (IIPP).

2. AUTHORITY. In accordance with California Labor Code, Section 6401.7, and Title California Code of Regulations, Title 8, Section 3203, every California employer shall establish, implement, and maintain an effective written IIPP to focus on preventing work-related injuries and illnesses to employees. In August 1994, the Department disseminated the statewide IIPP which established a comprehensive prevention program which complies with statutory and regulatory requirements.

3. PHILOSOPHY. The IIPP does not depart from the Department's existing Occupational Safety Program or its philosophy towards occupational safety. The IIPP was adopted in order to bring the Department into compliance with legal requirements. As such, the Department's existing occupational safety policy remains in effect and is simply restated or retitled in the IIPP document.

4. POLICY. The IIPP is neither a manual nor a guide. It is a stand-alone document, similar to the Emergency Action Plan (EAP). Annual review of the IIPP and EAP shall be documented on the CHP 712A, Injury and Illness Prevention Program Orientation and Review; and CHP 712, Employee Emergency Action Plan Review; respectively; during an employee's annual performance appraisal. The following significant policies and items are found in the Department's IIPP:
 - a. Chapter 1–Overview.
 - (1) Requires commands to establish a written IIPP.
 - (2) Lists the minimum elements needed in the IIPP.
 - b. Chapter 2–Roles and Responsibilities.
 - (1) Emphasizes personal responsibility of supervisors and managers to correct safety or health hazards, including potential for criminal sanctions.
 - (2) Requires each command to have a Command Safety Coordinator.
 - (3) Recommends the commander normally serve as the Occupational Safety Committee Chairperson.

- c. Chapter 3–Safety Training and Injury and Illness Prevention Program Records.
 - (1) Requires initial safety orientation for all employees. Additionally, requires the same orientation for new hires, etc.
 - (2) Requires documentation of safety training, including initial IIPP orientation, be maintained on the CHP 712A.
- d. Chapter 4–Employee Compliance.
 - (1) Employees who consistently follow healthy and safe practices should be recognized for their efforts.
 - (2) Employees who fail to comply with healthy and safe work practices and procedures may be subject to disciplinary action.
- e. Chapter 5–Safety Communication.
 - (1) Recommends the use of the CHP 113B, Hazard Report/Inspection, as a method for employees to report safety hazards and for supervisors to document corrective measures.
 - (2) Encourages commands to post required materials on an Occupational Safety Bulletin Board. Occupational Safety Bulletin Boards should be limited to required documents and postings only.
 - (3) Outlines what posters are required to be posted in each work location.
- f. Chapter 6–Injury and Illness Investigations, Hazard Inspections, and Documentation.
 - (1) Provides direction to supervisors and managers as to their responsibilities when a safety hazard is reported to them.
 - (2) Directs commands to maintain a variety of required documentation for the current year, plus three years.
- g. Chapter 7–Command-Specific Injury and Illness Prevention Program.
 - (1) This chapter contains the IIPP document and file examples to use in developing a required command-specific IIPP.

h. Chapter 8–Building Construction and Construction Maintenance Personnel.

- (1) Applies to specific building construction and construction maintenance personnel.
- (2) Requires regularly-scheduled management/supervisory meetings.
- (3) Requires “tailgate”/“toolbox” meetings every ten days.

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