

## OVERVIEW

*For more Safety Lessons call EEAP (800) 734-3574, or visit EEAP.com*

In the state of California, every employer is required by law to provide a safe and healthy workplace for their employees. The California Code of Regulations states that the employer needs to have an effective Injury and Illness Prevention Program (IIPP) in writing. The IIPP should be specific for the type of industry that you work in.

## WHAT SHOULD BE INCLUDED IN AN IIPP?

- Who the responsible person is
  - The responsible person has the overall responsibility for program implantation
- Employee compliance with safety and health regulations, such as:
  - “Safe practices and health regulations are to be implemented and followed by all employees. This includes using Personal Protective Equipment (PPE) where needed”
  - “Guarded equipment should always have the guards installed and never removed during operation of the equipment”
- Communication of safety and health information.
  - It is your company’s responsibility to keep you informed of all safety issues and health issues. This can be done through lessons, bulletin boards or other types of postings as well as through verbal communication



## WORKPLACE HAZARD ASSESSMENT AND CORRECTION

It is everyone’s responsibility to report workplace hazards

- Locking out/tagging out equipment that needs repair or servicing will reduce accidents
- Report hazards right away and correct the hazard as soon as possible
- Detailed safety inspections should be recorded and any hazards should be corrected and recorded

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### **ACCIDENT INVESTIGATION AND REPORTING**

Accidents should be reported to your supervisor as soon as you can

- A detailed report of the accident should be recorded.
- Supervisors or designee must notify Cal/OSHA within 8 hours of a serious injury, illness or death of an employee

### **EMPLOYEE TRAINING**

- All employees should be trained before using any type of machinery or equipment
- If you do not feel confident with the tools or equipment you are using, get the training you need by going to your supervisor

### **RECORDKEEPING**

- Training records should be kept for all employee training sessions
- All accidents should be recorded
- Inspections should also be kept

### **CONCLUSION**

Every employee is expected to work safely, adhere to safety requirements and immediately report accidents and potential workplace hazards to their supervisor.

