

Injury and Illness Prevention Programs (IIPP)

What Is an IIPP?

An Injury and Illness Prevention Program (IIPP) is a department's ongoing program for preventing work-related injuries and illnesses. The written program must describe the safety committees, workplace inspections, and employee training on work-related hazards. Since March 1992, Berkeley campus policy has required each department on campus to have its own IIPP.

The elements of an IIPP

State law specifies that an IIPP document must contain several items:

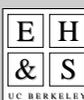
- The name of the person with the authority and responsibility for implementing the IIPP.
- The names of the Department Safety Coordinator and the people on the Department Safety Committee who coordinate and implement the IIPP and who correct identified hazards. The committee must meet at least quarterly and make minutes available to all staff.
- A record of periodic safety inspections of all work areas.
- A record of health and safety training for all employees on the content of the IIPP, its implementation, and the specific hazards of their jobs. Additional training is required whenever employees, their duties, or their workplace conditions change.
- A procedure for correcting unsafe or unhealthy work conditions or practices.
- A procedure to investigate occupational injuries and illnesses.

Note: This list does not include all requirements of an IIPP. For a complete list, see the Injury and Illness Prevention Program Checklist. (You can obtain a copy by downloading it from the EH&S web site—<http://www.ehs.berkeley.edu/Services/Programs/HealthSafety/IIPP.html> or by calling EH&S.)

IIPP template helps you write it

The Office of Environment, Health & Safety (EH&S) has developed a template to help departments without an IIPP create one that is tailored to their needs. It is also helpful for departments that want to retool their existing IIPP. You can review the template and its associated forms or download them from the EH&S web site at <http://www.ehs.berkeley.edu>. Click on "Injury & Illness Prevention Program" under the "Services, Programs & Compliance Assistance" heading. The template also demonstrates how to use the forms. If you have questions about the template or how to complete it, please call EH&S at 642-3073.

Included with the template are forms associated with the IIPP, such as self-inspection forms and sign-in sheets for training sessions. These forms are referenced



Implementing your IIPP

Send a copy to EH&S

in the template and are provided as a convenience. They cover a wide array of safety issues. However, if the forms do not seem appropriate for your department, or if you currently use other forms, you are not required to use them. Just make sure the forms you use will cover the same information as the standard forms. The standard self-inspection forms are general ones for work areas, offices, shops, and laboratories. The law requires periodic inspections of work areas but gives no specific directions about what to inspect. You can use these self-inspection forms as a starting point or create your own.

For your IIPP to be effective, it must be put into action and kept up to date. Here are some pointers for effectively implementing your IIPP and keeping it current:

- Be sure to make changes to it when pertinent staff members change, when new hazards are introduced or identified, or when your department changes its activities.
- Train all personnel on the contents of the IIPP and the procedures outlined in it as soon as it is adopted. Give additional training whenever there are significant changes to the IIPP's contents or procedures.
- Keep safety training records, including the topic, date, and the instructor.
- Hold safety committee meetings at least every quarter or more frequently if appropriate and make minutes available.
- Inspect work areas periodically; review the findings of these inspections at the safety committee meetings.

When you have completed your IIPP document, send EH&S a copy for final review before you begin implementing it. EH&S will review the draft against applicable legal requirements. You may send the template via campus mail (EH&S, 317 University Hall, # 1150) or you can e-mail a copy as an attachment to ehs@uclink4.berkeley.edu. You may also send suggestions and comments on the template to the same address.

