

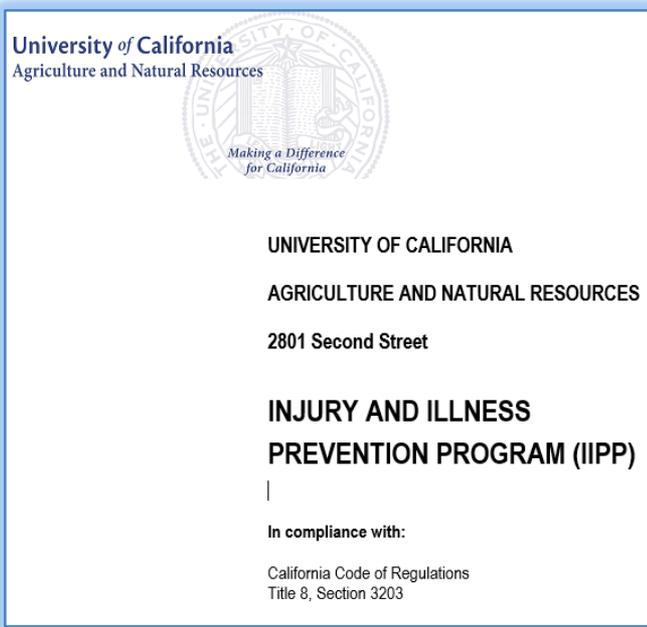


# Injury and Illness Prevention Program (IIPP)

ANR Building, Davis  
Staff Meeting  
January, 2016



# What is an IIPP



It is a written safety program that details how the organization will protect employees from hazards in the workplace and provide a healthful and safe environment.

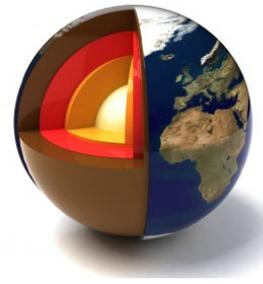
UC ANR  
Injury & Illness Prevention  
Program



# IIPP – our capstone safety program

- Employers are required to provide and maintain a safe and healthful working environment, promote safe practices, and reduce injuries & illness
- In California, employers must establish, implement, and maintain an effective written Injury & Illness Prevention Program (IIPP) – CCR/8-3203
- The IIPP is the umbrella under which all health and safety programs and policies are implemented. It is the foundation for our safety programs.





# IIPP – Core Program Components

- **Responsibility:**  
the identities of the persons responsible for implementing the IIPP
- **Compliance:**  
a system for assuring employees comply with safe work practices and recognizing employees who follow safe and healthy practices
- **Communication:**  
an employee communication system, including meetings, training programs, postings, written communications, etc.
- **Hazard Assessment:**  
procedures for identifying and evaluating workplace hazards, including periodic inspections to identify unsafe conditions and work practices

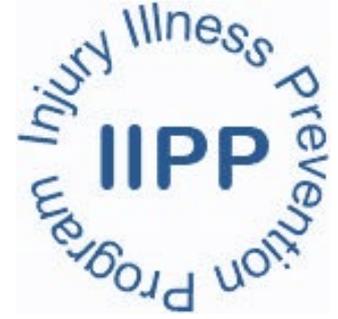


# IIPP – Core Program Components cont.



- **Accident/Exposure Investigation:**  
a procedure to investigate occupational injuries or illnesses
- **Hazard Correction:**  
methods for correcting unsafe or unhealthy conditions, work practices, or work procedures in a timely manner
- **Training and Instruction:**  
about safe work procedures for new employees, or when there are new hazards or job duties
- **Recordkeeping:**  
methods for recordkeeping and documentation of safety and health training

# Our IIPP also includes



- Instructions for reporting workplace injuries.
- A map to the nearest medical facilities.
- Procedures for for investigating injuries.
- Information to help identify required safety training.
- Forms to report a workplace hazard and document correction of hazards.
- Inspection checklists.
- Written Hazard Communication Program.
- An Emergency Action & Fire Prevention Plan (EAFPP)

# Rights!

## As an employee you have a right to

- A safe workplace free from recognized hazards
- Receive training on hazards associated with your job
- Know how to control hazards of your job
- Report workplace hazards without fear of reprisal

**KNOW YOUR  
RIGHTS**



# Roles & Responsibilities

## Managers and Supervisors

- Managers and Supervisors are expected to provide Health and Safety leadership and guidance within their unit
- Know the **TRICK** of a good safety supervisor/manager
  - **T**rain employees on correct safety practices and safe job performance
  - **R**eport unsafe conditions and incidents
  - **I**nspect for workplace safety and compliance
  - **C**orrect issues and problems found
  - **K**eep records of training

# Roles & Responsibilities

## All Employees

All employees have the responsibility to maintain a safe & healthful work environment

Agriculture and Natural Resources  
Risk & Safety Services

Safety Note #118

### ENVIRONMENTAL HEALTH & SAFETY: EVERYONE'S RESPONSIBILITY



Photograph Courtesy of  
Desert REC

The University of California (UC) Policy on Management of Health, Safety and the Environment, dated October 28, 2005, indicates UC is committed to achieving excellence in providing a healthy and safe work environment that ensures the protection of students, faculty, staff, visitors, the public, property, and the environment. Accomplishing this task is the responsibility of every member of the UC community, with supervisors having particular responsibility for the activities of those people who report to them.

#### Regulatory Background

Section 6423 of the California Labor Code states supervisors can be found guilty of misdemeanors if they:

1. Knowingly or negligently violate any standard, order, special order, or provision which is deemed to be a serious occupational safety and health violation.
2. Repeatedly violate any standard, order, special order, or provision which creates a real and apparent hazard to employees.
3. Knowingly fail to report a death.
4. Fail or refuse to comply, after notification and expiration of any abatement period, with any standard, order, special order, or provision which creates a real and apparent hazard to employees.
5. Directly or indirectly, knowingly induce another to commit any of the above-listed acts.

Misdemeanor punishments range from imprisonment in a county jail for terms not to exceed six months plus one year or fines not to exceed \$5,000 up to \$15,000 or both imprisonment and a monetary fine.

While all members of the university community have responsibilities to ensure a safe and healthy workplace, specific individual responsibilities are described below:

#### Supervisor Responsibilities

- Assure effective implementation and enforcement of the seven Injury and Illness Prevention Program (IIPP) requirements in their supervisory work environment(s), including employee training, hazard communication, and procedures to investigate accidents and communicate with employees.
- Evaluate, identify, and correct workplace hazards.
- Assure employees and others within the supervisory work area follow safe work practices.
- Documentation of employee training and recognition of safe work practices.

#### Employee Responsibilities

- Ensure their individual safety and report any workplace hazards.
- Support and assist with implementation of the IIPP or other safety plans and procedures.
- Promote a safe, healthy, and environmentally sound workplace.
- Follow safe work practices and approved task procedures and protocols.

#### Safety Coordinator Responsibilities

- Act as a health and safety resource for co-workers.
- Ensure a department-specific IIPP is in place and up to date.
- Perform or coordinate annual and other workplace inspections.
- Assist with workplace injury investigations and review of the workplace safety program.
- Post safety information on bulletin boards and in common areas or break rooms.

# As an employee, you should

- Follow safe work practices, including use of applicable PPE
- Be familiar with your IIPP and it's location
- Know the potential health and safety hazards of your job and how to protect yourself
- Know how to report unsafe conditions
- Report any work-related injury or illness to your supervisor
- Know what to do in an emergency
- Correct unsafe conditions within your authority
- If you are unclear about your responsibilities ask your supervisor

# Roles & Responsibilities

## Environmental Health & Safety

EH&S has responsibility for maintaining and monitoring compliance of ANR's overall Injury and Illness Prevention Program, to minimize or prevent occupational injuries and illnesses, and to protect the quality of the workplace and surrounding environment.

**ANR Environmental Health & Safety**

Go Back 4-H Safety Master Gardener Safety Resources OCBS Offices ANR REC's

**ASK** Ask EH&S a Question

**Home**

- Guidelines, Policies & Procedures
- Plans, Forms and Templates
- Programs
- Safety Training Resources
- Safety Notes
- Safety Coordinator
- Español
- FAQ
- About EH&S
- Our Location

**Environmental Health & Safety Resources for ANR**

Our mission: Preventing injuries and protecting the environment by providing the best Environmental Health & Safety services to all ANR employees, volunteers, and the public.

**Green Cross Tip**

Space heaters need space, too. Remember to leave at least three feet of space around your heater and unplug it when it is not being used to avoid fire hazards. For more safety tips, visit [www.nrc.org](http://www.nrc.org).

We serve all ANR locations throughout the state of California:

**Contact us for more information**

**Office Information**

ANR EH&S  
2801 Second Street  
Davis, CA 95618

# Roles & Responsibilities

## Environmental Health & Safety

- Advises the ANR community of its responsibilities with respect to health and safety issues
- Provide training, resources, and assistance
- Recommends appropriate corrective actions and programs
- Implements new health and safety programs
- Serves as the liaison between ANR and various external agencies and regulatory bodies



# Resources for Safety

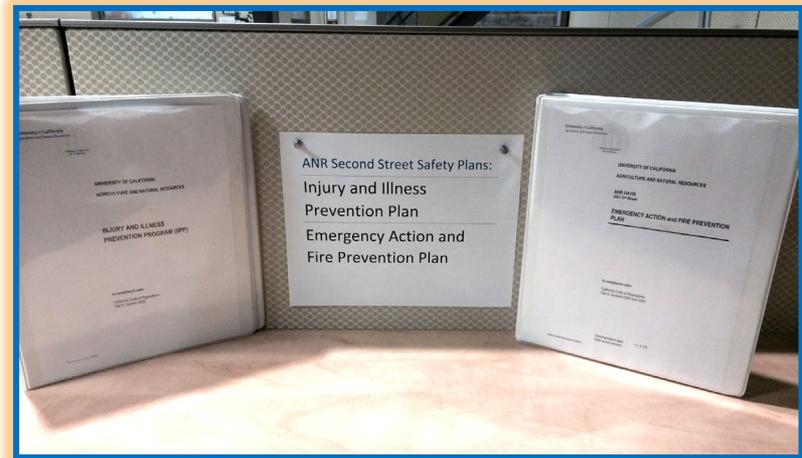


- Your Supervisor
- Bulletin Boards & Posting Areas
- IIPP (Binder or Online)
- Safety Coordinator (Mark Barros or David Alamillo)
- EH&S
  - Visit our website: [safety.ucanr.edu](http://safety.ucanr.edu)
  - Visit us in person
  - Use the EH&S Ask Button



# Where to find the IIPP

- **The Injury and Illness Prevention Program (IIPP) and Emergency Action and Fire Prevention Plan (EAFPP) for all units at the ANR Second Street Building are located:**
  - On the building website at: <http://ucanr.edu/2ndstreetsafety>
  - Printed copies are located in the EH&S Library (next to Workspace 162)
- **For more information:**
  - <http://safety.ucanr.edu>
  - <http://ucanr.edu/risk>



# QUESTIONS?