

Injury and Illness Prevention Program (IIPP) Checklist For Shops

(Injury and Illness Prevention Program- 8 CCR 3203)

Shop: _____ Dept: _____

Shop Supervisor: _____ Phone #: _____

Date: _____

Person responsible for shop's IIPP implementation: _____

Location of the shop's IIPP documentation: _____

		Y	N	N/A	Comments/Date Corrected
Program Implementation 8 CCR 3203(a)(1)	1. The person with the authority and responsibility for implementing the shop's IIPP is identified and sufficient contact information is provided.				
Communication with Employees 8 CCR 3203(a)(3)	1. A system for communicating safety and health concerns with employees is established, and may be in the form of: <ul style="list-style-type: none"> • A labor-management safety/health committee (must meet at least quarterly) • Staff meetings • Written communications • A system of anonymous notification by employees about hazards 2. The system allows employees to freely communicate safety concerns without the fear of reprisal.				
Hazard Identification 8 CCR 3203(a)(4)	1. A schedule of periodic inspections is implemented 2. Inspections are also conducted when the following take place: <ul style="list-style-type: none"> • Upon initial establishment of the IIPP • When new substances, processes, or equipment are introduced to the workplace that represent a new occupational safety/health hazard. • When new or previously unrecognized hazards are identified. • When occupational injuries/ illnesses or accidents occur. 				
Correction of Deficiencies 8 CCR 3203(a)(6)	1. Unsafe or unhealthy conditions, work practices, and work procedures are corrected in a timely manner based on the severity of the hazard				
Employee/ Supervisor Training 8 CCR 3203(a)(2)	1. A training program is established which requires: <ul style="list-style-type: none"> • Initial training for new employees and when the IIPP is first established • Supervisors to be trained on the hazards which their employees face • Subsequent training upon changes in the working environment <ul style="list-style-type: none"> - with new job assignments - whenever new substances, processes, procedures, or equipment are introduced - whenever the employer is made aware of new or previously unrecognized hazards 				

<p>Recordkeeping 8 CCR 3203(b)</p>	<p>1. Records of scheduled and periodic work place inspection shall be kept for at least one year. The records include:</p> <ul style="list-style-type: none"> • Person(s) conducting the inspection • The unsafe conditions/ work practices • Actions taken to correct deficient condition or work practice <p>2. Records of required safety/ health training are kept for at least one year. The records include:</p> <ul style="list-style-type: none"> • Employee name • Training date • Type(s) of training • Training provider(s) 				
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