

## INJURY AND ILLNESS PREVENTION PLAN

(COMPANY NAME)

**1. RESPONSIBILITY :** The administrator of our Safety Program is \_\_\_\_\_ . All Managers and Supervisors are responsible for implementing and maintaining the IIP program in their work areas and for answering questions about the IIP Program. A copy of the IIP Program is available from each manager and supervisor.

**2. EMPLOYEE COMPLIANCE:** It is vital to the success of our business that employees follow prescribed safe work practices.

Violations of safety practices within any twelve month period will result in:

1<sup>st</sup>- **Verbal Warning .**

2<sup>nd</sup>- **Warning Letter in Employee Personnel File.**

3<sup>rd</sup>- **Suspension or Termination, based upon severity of the violation.**

***Note: Some safety violations require immediate removal from the premises.***

Employees who offer a Safety Suggestion which is adopted will receive a \_\_\_\_\_ as an incentive to promote Safety awareness and practices.

**3. COMMUNICATION:** The Company encourages employees to communicate freely to Supervisors or the Safety Administrator. Communication to all employees regarding Safety and Health issues will be done by:

\*Posted Safety Information.

\*Communication from Management in written form annually.

\*Employees will be able to utilize the Suggestion Box for anonymous communication regarding Safety Issues.

\*Safety meetings for field employees to be held every ten working days.

\*Safety meetings for shop and yard employees to be held every \_\_\_\_\_.

\*Safety meetings for office personnel to be held once annually.

**4. HAZARD ASSESSMENT:** Periodic Inspections to identify and evaluate workplace hazards shall be performed:

\*When IIP Program was initially Established.

\* \_\_\_\_\_ thereafter for the shop, yard, and existing construction job sites..

\*When new construction jobsites are established.

\*Whenever new substances, processes, procedures or equipment which present potential new hazards are introduced or when new, previously unidentified hazards are recognized.

\*Using our attached Hazard Assessment form.

**5. ACCIDENT/EXPOSURE INVESTIGATIONS :** The supervisor overseeing the injury or exposure area will conduct a thorough investigation of the incident using the attached investigation form.

**6. HAZARD CORRECTION:** All Hazards will be corrected in a timely manner based on the severity of the hazard. Hazards shall be corrected:

\*When observed or discovered.

\*When an imminent hazard exists which cannot be immediately abated without endangering employees and or property, we will remove all exposed workers from the area except those necessary to correct the condition, who will have the appropriate protection for their duties.

\*All corrective actions taken will be documented on either the Accident Investigation Form or the Inspection Form.

**7. TRAINING AND INSTRUCTION:** All employees will have training and instruction on general and job specific safety and health practices. Training shall be provided and be documented by the attached Training Form.

\*When the IIP Program is first established.

\*To all new workers.

\*Whenever job assignments are changed, or whenever new substances, processes, procedures, or equipment are introduced and represent a new hazard.

\*To include explanation of the IIP Program, Emergency Action Plan, Fire Prevention Plan, measures for reporting unsafe condition, work practices, or injuries.

\*Will include instruction of appropriate clothing and PPE.

\*Will include Hazardous Communication Training when appropriate.

\*On availability of medical services and first aid including emergency procedures; and toilet, hand- washing, and drinking water facilities.

\*All Supervisors and Foremen will be trained in their area of responsibility to insure they can properly train any employee under their supervision.

**8. RECORDKEEPING.** All Documents will be retained for a period of one year.

**Authorized by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_