

CALIFORNIA WORKPLACE SAFETY MANUAL

Injury and Illness Prevention Program Documentation

About this documentation

As of 1991, a written, effective Injury and Illness Prevention Program is required for every California employer. This documentation is designed to help employers capture the work practices they've implemented to provide better workplace protection for their employees.

Company Name: _____

Contact Person: _____

Purpose

We at _____ (*enter company name*) are committed to the safety and health of our employees, and know that our strength as a company is only as good as the strength of each individual. We will strive to place safety and health above all else, and will involve all workers at every level in establishing, implementing, and evaluating our efforts. This written Injury and Illness Prevention Program is intended to reduce the severity of job-related illnesses and injuries at this company. It is our intent to comply with the requirements of California laws and Section 3203 of the General Industry Safety Orders.

Management commitment

The following Injury and Illness Prevention Program Administrator(s) coordinates the safety and health program elements for our company:

| Administrator | Responsibility and authority | Information and training | Resources provided |
|---------------|------------------------------|--------------------------|--------------------|
| | | | |
| | | | |

(Resources, information, and training must be sufficient to meet responsibilities.)

This person(s) is responsible for setting up and managing the program so that managers, supervisors, and employees know what our company expects. Our Program Administrator(s) is accountable for meeting these responsibilities when we: _____

(explain how you hold Administrators responsible, i.e., performance appraisals).

He/She has the authority (delegated ability to take action) to carry out his/her duties in a timely manner so that progress is made in meeting program goals. He/She is also provided with sufficient resources, information, and training to meet those responsibilities.

_____ (*enter name/title of person(s) responsible*) has examined our existing policies and practices to ensure that they encourage and do not discourage reporting and participation in our program. In this way, early reporting of injuries, illnesses, and hazards, as well as meaningful employee participation in the program are more likely to occur. The reporting of injuries, illnesses, and hazards is especially important because the success of the program depends on such reporting.