

# Illness/Injury Prevention Program



**Written By**  
**Gerald Bonetto, Ph.D. and Marcos Uribe**

Printing Industries of California



# Illness/Injury Prevention Program

## Introduction

In California every employer has a legal obligation to provide and maintain a safe and healthful workplace for employees, according to the California Occupational Safety and Health Act of 1973. As of 1991, a written, effective Injury and Illness Prevention (IIP) Program is required for every California employer.

An Injury and Illness Prevention Program (often called a SB 198 Program) must be **in writing and be effective**, and should include the following:

### **An employer must give safety training:**

- When the Injury and Illness Prevention Program is established.
- When an employee begins a job.
- When any new process, procedure, substance, or equipment that creates a new hazard to an employee is introduced to the establishment.

### **The program must also:**

- Communicate in a way that can understand what is being communicated.
- Encourage employee to report unsafe conditions without reprisal.
- Correct unsafe/unhealthy conditions or practices.
- See that employees' comply with safety practices.

### **The program must also tell employees:**

- How to report a work-related injury or illness.
- The person(s) responsible for training and when the training will be provided.
- How to report a safety and health problem the employee sees at work.

Insurance companies, most states, small business owners, and major corporations alike now realize that the actual cost of a lost workday injury is substantial. For every dollar you spend on the direct costs of a worker's injury or illness, you will spend much more to cover the indirect and hidden costs.

**In the following pages you will find an interactive section with instruction and links that will allow you to create a written Injury Illness Prevention Program. Once you finish filling out the forms you will have basic an Illness Prevention Program.**

## ILLNESS/INJURY PREVENTION PROGRAM (SB 198)

**STEP ONE:** Complete the forms below by following the instructions in parenthesis under each heading. The forms can be found by clicking under this link for all forms ([Section2](#)) or under this link for individual forms ([Page-Number](#)), to link to the corresponding form.

**Part I: Employer Information**

The employer provides basic information on the company

[Page 2-5](#)

**Part II: Responsible Person(s)**

You identify the person or person(s) responsible for implementing the safety program. Two spaces are available so you can divide the responsibility.

[Page 2-5](#)

**Part III: Hazard Identification and Control**

**III(a)** Check all the boxes that apply since this is the system developed in this program for identifying occupational safety and health hazards at your facility.

[Page 2-5](#)

**III(b)** List of Occupational/Job Activities

Check the boxes for the occupations and activities that are performed at your facility. Add other occupations that are not listed or unique to your operation (e.g., forklift operator, designer, information systems, digital press operator, electronic pre-press operator, preflight technician, and estimator/planner.)

[Page 2-6](#)

**III(c)** Job Safety Documentation

Check the box application and identify where this program is kept.

[Page 2-6](#)

**Part IV: Inspection and Investigation**

**IV (a)** Inspection and Frequency and Responsible Party

Indicate an appropriate frequency and who is responsible to conduct inspections.

[Page 2-7](#)

**IV (b)** Documentation of Inspections

Check the first box if you use the inspection checklist form provide; check the second if you use some other method of documenting inspections.

[Page 2-7](#)

**IV (c)** Accident and Injury/Illness Investigation  
Check the first box if you use the form provide; check the second if you use some other method of documenting inspections.

[Page 2-7](#)

**IV (d)** Other Investigations  
These boxes should be checked and the investigations undertaken as appropriate because the Standard (SB 198) requires such investigations.

[Page 2-7](#)

**Part V: Employee Training**

All boxes should be checked because these aspects of training, except refresher training, are mandatory. Refresher training is recommended at least annually.

[Page 2-8](#)

**Part VI: Employee Communications on Safety Matters**

The information in this section describes your method for communicating with employees on safety matters and assuring their compliance with safety rules, work practices, and personal protective requirements.

At minimum check Boxes 1 through 4. If you have a voluntary safety committee, also check Box 5. If you have a labor–management safety committee, check Box 6.

[Page 2-8](#)

**Part VII: Recording Requirements**

All the boxes in this section should be checked because the Standard (SB 198) requires maintenance of records for at least three years. Exceptions to the rule are training records, which should be maintained for the duration of employment as a matter of good practice.

[Page 2-9](#)

**Part VIII: Review and Approval**

Someone in a management position and those responsible for the program should review and sign as indicated. This acknowledges understanding of the assigned responsibility and acceptance of it.

[Page 2-9](#)

**STEP TWO:** (1) Review the list of industry occupations on [\(Page 2-6\)](#). Click on those occupations that are applicable to your operation. If an occupation is not identified on the list, add the occupation.

(2) Go to the [\(Matrix, Hazards & Safety\)](#) to identify the potential work hazards for each occupation you have identified on [\(Page 2-6\)](#). For any occupation you have added to the list, add it to the matrix (*under other*

*occupations/assignments*) and list the potential work hazards for that occupation. (Fill in the bottom part of the matrix with any new occupation that you may have in your operation.)

**STEP THREE:** Click on a specific occupation in the matrix to open the Code of Safe Practices for the occupation checked on the [\(Matrix\)](#). Review each of these documents to assure that they are appropriate, and that they sufficiently cover the potential safety and health hazards in your operation. If you have added additional occupation, make sure that you [Create a Code of Safe Practices](#) for those occupations (by clicking you will open a blank fill in form similar to the ones posted on the matrix, and you will be able to create a new Code of Safety Practices that will fit that occupation). Moreover, make any changes or additions to each operation that you deem necessary.

**STEP FOUR:** Conduct employee training using the Code of Safe Practices as a training aids. All current employees and new employees and reassigned employees (prior to assignment) must be trained. Document the training for groups using [\(Page 4-6\)](#) and for individuals using [\(Page 4-7\)](#).

**STEP FIVE:** Conduct periodic safety inspections and investigations of all injuries and illnesses and new hazards identified using the form on [Pages 5-6](#). Use the form on [Page 5-7](#) for investigating an illness or injury.

**STEP SIX:** Implement a system that invites employees to provide a safety suggestion or report an unsafe workplace condition or practice. While you should invite employees to feel free to bring these issues personally to your attention, you should also establish a system by which they can anonymously communicate their concerns—such as by using a suggestion box at a convenient location. You can use the form on [Page 6-8](#).

**STEP SEVEN:** The printers' Injury/Illness Prevention Program must contain a system for **effective communication** with employees on safety matters on a two-way basis.

#### Minimum Components of Employee Communication

- An explanation of the employer's method for ensuring employee compliance with safe work practices, including incentives and disciplinary actions (e.g., loss of incentives, warnings, formal reprimands, demotion, and dismissal).
- Communication of safety rules and other information on occupational hazards in an understandable manner as well as encouragement of employees to inform the employer about workplace hazards free from fear of reprisal or other discrimination (with no reprisal or other discrimination against the employees).

## **STEP SEVEN:**

(Continued)

If an employer makes a reasonable effort to advise employees of safety and health matters verbally or in writing and can document the effort, the employer will be deemed to be in compliance. The Standard specifically mentions a number of alternative means of communicating this information to employees:

1. Meetings
2. Training programs
3. Postings (posters or general bulletins)
4. Written communication (letters, paycheck inserts)
5. A system of anonymous notifications by employees (suggestion or complaints box)
6. A labor-management safety committee

**SUPPLEMENTAL PROGRAMS:** To help you complete your Illness and Injury Prevention Program you should incorporate the following items when they apply to your operations.

- [Addendum A](#) - Lockout/Blockout Procedures
- [Addendum B](#) – Ergonomics Program
- [Addendum C](#) – Workplace Security Program
- [Addendum D](#) – Hazardous Communication Standard
- [Addendum E](#) – Noise Standard
- [Addendum F](#) – Lead Standard
- [Back Injury Prevention Program](#)
- [Cal/OSHA Form 300](#)
  - a) Reporting serious injuries
  - b) What is a serious injury?
  - c) Reporting requirements for a serious injury
  - d) Penalty for failing to report a serious injury
  - e) The importance of your written Illness and Injury Program as a defense
- [Confined Space Program](#)
- [Eye Wash Stations](#)
- [Forklift Certification](#)
- [Material Safety Data Sheet](#)
- [Machine Guarding](#)
- [Proposition 65 Warnings](#)