

Injury and Illness Prevention Program (IIPP) Required Steps

All documents are available online at <http://ehs.ucsc.edu/programs/IIPP/campus>

Step 1) Go to Section 1: IIPP

All managers and supervisors in your department need to read the *IIPP department plan*. Department management and/or IIPP Coordinators are required to inform all employees about the IIPP. Employees may read the plan at any time as well.

Step 2) Go to Section 2: Responsible Persons

- A. Fill out the *Responsible Persons* form entirely. You must designate an IIPP Coordinator and include this person's contact information on the form. Delegation of tasks by area or type is common and should also be documented on the form.
- B. Send a copy of your *Responsible Persons Form* to EHS by email (ehs@ucsc.edu) or inter-campus mail (mailstop EHS). Always notify EHS of changes to your IIPP coordinator position staffing.

Step 3) Go to Section 3: Hazard Alert Report Form

- A. Please ensure that copies of the *Hazard Alert Report* form are available to all employees in your department in a known location. Either digital or physical locations are acceptable, as is informing them of the availability of the form on [the EHS website](#).
- B. Provide training to all employees on how and when to use the *Hazard Alert Report Form*.

Step 4) Go to Section 4: Training Forms

- A. Have all new employees read and sign the *Employee Orientation Form*. You are also responsible for making sure they know who the program coordinator is and how to access program documents. The IIPP Coordinator must keep these records (either digital or paper copies are acceptable).
- B. Review the *Safety Training Needs Identification Worksheets* provided in Section 4. You must complete a worksheet for every employee **or** job description **or** unit, depending on how tasks and risks are grouped. You may use one of the worksheets provided or create a custom worksheet that identifies the training needs in your workplace.
- C. Provide employee training based on your worksheet. Use the training record templates provided in Section 4 to record employee training (modify if necessary to reflect your training) or keep a sign-in sheet or certificates issued by trainers. Training records are automatically retained in the [Learning Management System](#) when it is used to provide online training.

Step 5) Go to Section 5: Inspection Checklist

- A. Select a site-appropriate inspection checklist template from Section 5, or create a custom inspection checklist for your use. Departmental self-inspections should be scheduled on a regular and recurring basis (frequency of inspections is variable at the coordinator's discretion based on the rapidity of change within the workplace). Use your inspection checklist to document findings. Distribute inspection findings to appropriate personnel, along with instructions to fix noted issues as needed. Keep checklists in your IIPP records.
- B. Document your repairs and safety improvements as part of your IIPP. Records may include emails, work orders, purchase orders, receipts, or any other documentation of what was done, including simple line-item notes for small repairs.

[Step 6\) Go to Section 6: Record Keeping](#)

Keep your training and inspection records for at least three years. Records may be electronic (scanned copies of documents are fine) or printed and can be organized or located in any manner convenient to the unit. Your department must be able to deliver IIPP-related records requested by EHS or Cal-OSHA within a reasonable timeframe. Some documentation (e.g. records relating to lead, asbestos and radiation) must be kept for longer periods of time. Please consult EHS at 9-2553 if you have questions.

[Step 7\) Go to Section 7: Investigation and Report of Work Injury](#)

All supervisors must read and be familiar with the steps outlined at the [Risk Services site](#). Contact Risk Services at 459-2850 if you have questions about reporting injuries.