

OSHA IIPP On-Site Inspection Evaluation

Client Question: “Do you have a formal written safety training program” asked on the Acord Supplemental Workers Compensation Application.

California Labor Code 6401.7 (a) every employer shall establish, implement and maintain an effective written Injury and Illness Prevention Program (IIPP).

Your insurance agency is here to serve their clients with the best resources in the marketplace. This proactive evaluation tool addresses the accident risks your business faces every day. This will help you determine if you’re in compliance with both State and Federal Safety and Health Regulations.

All potential employee accidents can affect your bottom line. Implementation of effective safety plans can help control accident exposures and reduce workers' compensation insurance costs.

This OSHA IIPP On-Site Inspection Evaluation tool is applicable for all states. This audit should be used to evaluate your current IIPP program. These questions reflect the current OSHA regulations and standards.

Instructions: Safety Plans should be ordered if your business answers “NO” to any of the following safety plan audit questions.

Please contact: Your Insurance Agent that provided you with this self evaluation to order a complete Injury & Illness Prevention Program.

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____ **Insurance Company:** _____

Date of Inspection: _____ **Inspector:** _____

Date IIPP was established (If established before 2005 IIPP is out of Date):
_____ **Date IIPP was reviewed:** _____

Injury and Illness Prevention Program

YES - NO Do you have a written, effective injury and illness prevention program?

COMMENTS: _____

YES - NO Do you have a person who is responsible and has authority for overall activities of the Injury and Illness Prevention Program?

COMMENTS: _____

YES - NO Is there a system for ensuring that employees comply with safe and healthy work practices?

- (a) Recognition of employees who follow safe and healthful work practices.
- (b) Disciplinary actions or any other means that ensures employee compliance with safe and healthful work practices.
- (c) There is a systematic correction of these hazards in a timely manner.

COMMENTS: _____

YES - NO Is there a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health that includes:

- (a) Safety and health training and instruction in both general and specific safe work practices and is provided:
- (b) When the Injury and Illness Prevention Program was first established.
- (c) To all new employees.
- (d) To all employees given new job assignments when training has not been previously received.
- (f) Whenever the employer is made aware of a new or a previously unrecognized hazard.
- (g) For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- (d) Safety and health training documentation that includes specific frequency of safety and health training sessions, a designated trainer, training dates, type(s) of training and outline of subject matter and a signed

acknowledgment by the employee upon completion of training. A list of employees absent and verification of make-up training is included in the documentation. And the records are maintained for 3 years.

COMMENTS: _____

YES - NO Do you have a system in place to identify and evaluate your work place hazards?

COMMENTS: _____

YES - NO Do you systematically correct these hazards in a timely manner?

COMMENTS: _____

YES - NO Do you provide training in both general and specific safe work practices?

COMMENTS: _____

YES - NO Do you encourage employee participation in all health and safety matters?

COMMENTS: _____

YES - NO Do you maintain an ongoing safety training program?

COMMENTS: _____

YES - NO Do you have a system in place that ensures employees will be recognized for safe and healthful work practices?

COMMENTS: _____

YES - NO Will employees be disciplined for unsafe safety or health acts?

COMMENTS: _____

YES - NO Is there a labor-management safety committee that includes?

- (a) Safety and health committee meets regularly, but not less than quarterly ("Toolbox" meetings are conducted every 10 days, or sooner when appropriate.).
- (b) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and maintained for review by Cal/OSHA upon request.
- (c) Reviews results of the periodic scheduled worksite inspections.
- (d) Review occupational accidents that result in either occupational injury and/or occupational illness.
- (e) Reviews exposure to hazardous substances and submits suggestions to management for the prevention of future incidents.
- (f) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member.
- (g) Submit recommendations to assist in the evaluation of employee safety suggestions.
- (g) All accident records are saved for 3 years.

COMMENTS: _____

YES - NO Are there procedures for identifying and evaluating workplace hazards including scheduled periodic inspections to identify unsafe conditions and work practices?

- (a) When the safety program was first established.
- (b) Whenever new substances, processes, procedures, or equipment that are introduced to the workplace that represents a new occupational safety and health hazard.
- (c) Whenever the employer has been made aware of a new or a previously unrecognized hazard.

COMMENTS: _____

YES - NO Do records of scheduled and periodic inspections identify unsafe conditions and work practices?

- (a) Records include person(s) conducting the inspection.
- (b) Action has been taken to correct the identified unsafe conditions and work practices.
- (c) Are records maintained for 3 years.

COMMENTS: _____

YES - NO Is there a procedure to investigate occupational injury and/or occupational illness and are accident investigation reports completed?

COMMENTS: _____

YES - NO Are there methods and/or procedures for correcting unsafe and unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard?

- (a) When observed or discovered.
- (b) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and /or property all exposed personnel are removed from the area except those necessary to correct the existing condition?

COMMENTS: _____

YES - NO If there is no safety committee, is there a system for communicating safety and health concerns to employees?

COMMENTS: _____

YES - NO Is a Code of Safe Practices posted?

COMMENTS: _____

Record Keeping

YES - NO Are all occupational injuries or illnesses, except minor injuries requiring only first aid, being recorded as required on the OSHA Form 300?

COMMENTS: _____

YES - NO Are employee medical records and records of employee exposure to hazardous substances or harmful physical agents current?

COMMENTS: _____

YES - NO Have arrangements been made to maintain required records for the legal period of time for each specific type of record? (Some records must be maintained for at least 40 years.)

COMMENTS: _____

YES - NO Are operating permits and records current for such items as elevators, air pressure tanks, liquefied petroleum gas tanks?

COMMENTS: _____

YES - NO Are employee safety and health training records maintained?

COMMENTS: _____

YES - NO Is documentation of safety inspections and corrections maintained?

COMMENTS: _____

YES - NO Are safety committee meeting records maintained?

COMMENTS: _____

Medical Services & First Aid

YES - NO Do you require each employee to have a pre-employment physical examination?

COMMENTS: _____

YES - NO Is there a hospital, clinic, or infirmary for medical care in proximity of your work place?

COMMENTS: _____

YES - NO If medical and first aid facilities are not in proximity of your work place, is at least one employee on each shift currently qualified to render first aid?

COMMENTS: _____

YES - NO Are medical personnel readily available for advice and consultation on matters of employee health?

COMMENTS: _____

YES - NO Are emergency phone numbers posted?

COMMENTS: _____

YES - NO Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
COMMENTS: _____

YES - NO Have first aid kit supplies been approved by a physician, indicating they are adequate for a particular area or operation?
COMMENTS: _____

YES - NO Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?
COMMENTS: _____

Fire Protection

YES - NO Do you have a fire prevention plan in operation with employees trained?
COMMENTS: _____

YES - NO Does your fire prevention plan describe the type of fire protection equipment and/or systems?
COMMENTS: _____

YES - NO Have you established practices and procedures to control potential fire hazards and ignition sources?
COMMENTS: _____

YES - NO Are employees aware of the fire hazards of the materials and processes to which they are exposed?
COMMENTS: _____

YES - NO Is there a written fire prevention plan that includes:
(a) Proper handling and storage of flammable and combustible materials.
(b) Control of potential ignition sources such as welding or smoking.
(c) Name or job titles of employees assigned to fire prevention responsibilities.
(d) Plan describes the type of fire protection equipment and/or systems.
(e) Employee training program for fire prevention and emergencies.
COMMENTS: _____

YES - NO Is your local fire department well acquainted with your facilities, location and specific hazards?
COMMENTS: _____

YES - NO If you have a fire alarm system, is it certified as required?
COMMENTS: _____

YES - NO If you have a fire alarm system, is it tested at least annually?
COMMENTS: _____

YES - NO If you have interior standpipes and valves, are they inspected regularly?

COMMENTS: _____

YES - NO If you have outside private fire hydrants, are they flushed at least once a year on a routine preventive maintenance schedule?

COMMENTS: _____

YES - NO Are fire doors accessible and in good working condition?

COMMENTS: _____

YES - NO Are fire doors and shutters protected against any obstructions?

COMMENTS: _____

YES - NO Are fire door and shutter fusible links place?

COMMENTS: _____

YES - NO Are automatic sprinkler system control valves, air and water pressures checked weekly and/or periodically as required?

COMMENTS: _____

YES - NO Is maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?

COMMENTS: _____

YES - NO Are sprinkler heads protected by metal guards, when exposed to physical damage?

COMMENTS: _____

YES - NO Is proper clearance maintained below sprinkler heads?

COMMENTS: _____

YES - NO Are portable fire extinguishers provided in adequate number and type?

COMMENTS: _____

YES - NO Are fire extinguishers mounted in accessible locations?

COMMENTS: _____

YES - NO Are fire extinguishers regularly recharged and on the inspection tag?

COMMENTS: _____

YES - NO Are employees periodically instructed in the use of extinguishers and fire protection procedures?

COMMENTS: _____

General Work Environment

YES - NO Are all work sites clean and orderly?

COMMENTS: _____

YES - NO Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?

COMMENTS: _____

YES - NO Are all spilled materials or liquids cleaned up immediately?

COMMENTS: _____

YES - NO Is combustible scrap, debris and waste stored safely and removed from the work site promptly?

COMMENTS: _____

YES - NO Is accumulated combustible dust routinely removed from elevated surfaces, including the overhead structure of buildings?

COMMENTS: _____

YES - NO Is combustible dust cleaned up with a vacuum system to prevent the dust going into suspension?

COMMENTS: _____

YES - NO Is metallic or conductive dust prevented from entering or accumulating on or around electrical enclosures or equipment?

COMMENTS: _____

YES - NO Are covered metal waste cans used for oily and paint-soaked waste?

COMMENTS: _____

YES - NO Are paint spray booths, dip tanks and the like, cleaned regularly?

COMMENTS: _____

YES - NO Are the minimum number of toilets and washing facilities provided?

COMMENTS: _____

YES - NO Are all toilets and washing facilities clean and sanitary?

COMMENTS: _____

YES - NO Are all work areas adequately illuminated?

COMMENTS: _____

YES - NO Are pits and floor openings covered or otherwise guarded?

COMMENTS: _____

OSHA IIPP EVALUATION RESULTS:

CHANGES TO THE OSHA IIPP:

Instructions: Safety Plans should be ordered if your business answered "NO" to any of the previous safety plan audit questions.

Please contact: Your Insurance Agent that provided you with this self evaluation to order a complete Injury & Illness Prevention Program.