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# Guide to Developing an Injury and Illness Prevention Program (IIPP) for “Restaurants”

## What you will find in this guide

- ✓ **PREVENT INJURIES AND THEIR COSTS**
- ✓ **COMPLIANCE WITH CAL/OSHA REGULATIONS**
- ✓ **HOW DO I GET STARTED?**
- ✓ **IIPP WORKSHEETS** - a set of worksheets that will walk you through how to develop an effective IIPP
- ✓ **MODEL INJURY AND ILLNESS PREVENTION PROGRAM (MODEL IIPP)** - a sample written injury and illness prevention program
- ✓ **WORKPLACE SAFETY AND HEALTH RULES** – sample workplace safety and health rules for restaurants
- ✓ **ADDITIONAL RESOURCES FOR IIPP**

## What you won't find

- ✓ An “OSHA-proof” IIPP. Your IIPP’s effectiveness will depend on how well you implement it in your workplace. Make sure you reference Title 8, California Code of Regulations (CCR) Section [3203](#) for the regulatory requirements.

## PREVENT INJURIES AND THEIR COSTS

Employers are typically very aware of the direct costs of an injury or illness, such as higher workers' compensation insurance premiums. It's also typical for employers to **not** be aware of the hidden costs. Besides the trauma to the workplace experiencing an employee injury, consider what one lost workday injury can cost you in terms of:

- ✓ Lost productivity.
- ✓ Interrupted operations.
- ✓ Time and costs to hire or retrain replacement employees.
- ✓ Time and costs for repair and replacement of equipment.
- ✓ Reduced employee morale.

Integrating safety and health into the overall management of your business, through effective implementation of an IIPP, will reduce the risk of injury related losses.

From November 2002 to November 2010, Cal/OSHA conducted 135 serious accident investigations in restaurants – 11 of those were employee fatalities. The predominant hazards resulting in those accidents were:

1. Burns (18%),
2. Falls (13%) – this is also what caused most of the fatalities, and
3. Amputations (8%),
4. Chemical exposures (6%), lacerations, crushing, electric shock and vehicle accidents.

## COMPLIANCE WITH CAL/OSHA REGULATIONS

Title 8 of the California Code of Regulations (T8CCR) requires every employer to develop and implement an effective Injury and Illness Prevention Program (IIPP). T8CCR, [3203](#) outlines the IIPP requirements for restaurants.

The following conditions may trigger certain exceptions to the written IIPP and documentation requirements:

- Establishments with < 20 employees during the calendar year and in an industry not on the designated high hazard list and who have a Worker's Compensation Experience Modification Rate (ExMod) of <1.1%; and Establishments with <20 employees during the calendar year on a designated List of Low and Non High-Hazard Industries (see Attachment B) can limit written documentation of the IIPP to the following requirements:
  - The identity of the person(s) with authority and responsibility for program implementation,
  - Scheduled periodic "inspections" to identify unsafe conditions and work practices, and
  - Training and instruction provided to employees.
- Local government entities are not required to maintain documentation of:
  - Scheduled periodic "inspections" to identify unsafe conditions and work practices, and
  - Training and instruction provided to employees.

### NOTE:

***The information presented is based on principles and techniques developed by occupational safety and health professionals nationwide, and intended to provide best practices rather than prescribed requirements – it is not intended as an interpretation of any legal standard.***

## HOW DO I GET STARTED?

***First:***

Use the following worksheets. Remember; as you go through each element keep asking yourself - **“is it effective”** and **“what needs improvement”**?

***Second:***

Use the “Model IIPP” as a starting point for your written IIPP. **Don’t forget, how well you actually implement the IIPP is what’s really important.**

## IIPP WORKSHEETS

<b>Do we have formal safety policies?</b>		
<b>Objective:</b> Clear stipulation of what the workplace priorities are, and what is consistently expected of management, employees and other contractors.		<b>Action Needed</b>
<b>Do They:</b>	<ul style="list-style-type: none"> <li>✓ Discourage safety and health non-performance?</li> <li>✓ Promote the safest workplace possible?</li> </ul>	
<b>Are They:</b>	<ul style="list-style-type: none"> <li>✓ Consistently enforced?</li> <li>✓ Understood by all employees?</li> <li>✓ In writing?</li> </ul>	

<b>Have we formally identified who is responsible for making sure our IIPP is effective?</b>		
<b>Objective:</b> The person(s) with the responsibility also has the authority and resources to implement the IIPP.		<b>Action Needed</b>
<b>Responsible person(s):</b>	<ul style="list-style-type: none"> <li>✓ Name(s) or job title(s)?</li> <li>✓ Does everyone know who it is?</li> </ul>	
<b>Authority:</b>	<ul style="list-style-type: none"> <li>✓ Do they have all the necessary authority – i.e., can they direct employees on what to do, hire, discipline, reward and procure equipment/services without having to get permission?</li> </ul>	

**Do we have means to ensure employee' compliance with workplace safety policies and procedures?**

<p><b>Objective:</b> Employee and management involvement along with equal and consistent accountability of hourly employees and all levels of management.</p>	<p align="center"><b>Action Needed</b></p>
<p><b>Enforcement:</b></p>	<p>✓ Are there formal, written and <u>implemented</u> disciplinary procedures that are clearly understood by all employees?</p>
<p><b>Recognition:</b></p>	<p>✓ Is it designed to encourage employee participation and reinforce positive behavior?</p>
<p><b>Re-Training;</b></p>	<p>✓ Is inappropriate safety behavior the focus of re-training?</p>

**Is communication occurring between employees, supervisors and managers?**

<b>Objective:</b> Two-way communication between all restaurant personnel.	<b>Action Needed</b>	
<b>Employees Reporting Hazards:</b>	<ul style="list-style-type: none"> <li>✓ Are employees encouraged to report hazards without fear of reprisal?</li> </ul>	
<b>Comprehension:</b>	<ul style="list-style-type: none"> <li>✓ Are the communication methods in a form readily understandable by all personnel?</li> </ul>	
<b>Methods:</b> Safety meetings, training programs, postings, anonymous notification, and other	<ul style="list-style-type: none"> <li>✓ Are the methods of communication appropriate for the workplace?</li> <li>✓ Are additional means necessary?</li> </ul>	
<b>Safety Meetings:</b>	<ul style="list-style-type: none"> <li>✓ Are they occurring often enough?</li> <li>✓ Are they being documented?</li> <li>✓ Has the lead/supervisor been shown how to properly conduct them?</li> <li>✓ Are the prevention measures of identified worksite hazards and injuries the primary focus?</li> </ul>	
<b>Written Workplace Safety and Health Rules:</b>	<ul style="list-style-type: none"> <li>✓ Have they been tailored to the restaurant?</li> <li>✓ Are employees aware of them?</li> </ul>	

### Are routine workplace “inspections” conducted?

<b>Objective:</b> Workplace hazards are proactively identified.		<b>Action Needed</b>
<b>Routine:</b>	<ul style="list-style-type: none"> <li>✓ Are the inspections done consistently and often enough?</li> <li>✓ Who does them?</li> <li>✓ Do they know what to look for?</li> </ul>	
<b>Documentation:</b>	<ul style="list-style-type: none"> <li>✓ Are formal checklists used?</li> </ul>	
<b>Workplace Changes:</b>	<ul style="list-style-type: none"> <li>✓ Are procedures in place that will identify previously unrecognized hazards and hazards created by changes in workplace materials and processes?</li> </ul>	

### Are identified hazards eliminated or controlled in a timely manner?

<b>Objective:</b> Identified hazards are prioritized and tracked until eliminated or controlled.		<b>Action Needed</b>
<b>Prioritization:</b>	<ul style="list-style-type: none"> <li>✓ Is prioritization based upon hazard severity?</li> </ul>	
<b>Tracking:</b>	<ul style="list-style-type: none"> <li>✓ Is hazard correction formally assigned to an individual, and is correction status followed through to completion?</li> </ul>	
<b>Imminent Hazards:</b>	<ul style="list-style-type: none"> <li>✓ Are there procedures in place to eliminate employee' exposure to the hazard if it can't be immediately eliminated??</li> </ul>	

<b>Are injuries, illnesses, accidents and near-miss incidents investigated?</b>		
<b>Objective:</b> Prompt identification of the true cause(s) of an injury, illness, hazard, accident or near-miss incident.		<b>Action Needed</b>
<b>Determination of True Cause:</b>	✓ Are the real reasons for an incident being determined?	
<b>Documentation:</b>	<ul style="list-style-type: none"> <li>✓ Does it substantiate documentation of true cause(s)?</li> <li>✓ Form 301 or equivalent?</li> <li>✓ Incident investigation forms?</li> <li>✓ Employer report of injury?</li> <li>✓ All the above?</li> </ul>	

<b>Are employees being trained?</b>		
<b>Objective:</b> Employees know what hazards may be present in their workplace, and how their exposure can be prevented or controlled.		<b>Action Needed</b>
<b>New Employees (temporary and permanent):</b>	✓ Are they being trained/instructed prior to job assignment?	
<b>Workplace Changes and Unidentified Hazards:</b>	✓ Are employees trained whenever there are changes in process or materials that may introduce new hazards?	
<b>Supervisors:</b>	✓ Do supervisors receive additional training on the recognition of workplace hazards?	
<b>Quality:</b>	✓ Is there follow-through to make sure the training is effective?	

**Are records being kept of steps being taken to implement and maintain the IIPP?**

<b>Objective:</b> What gets documented gets done.	<b>Action Needed</b>	
<b>Inspections:</b>	<ul style="list-style-type: none"> <li>✓ Person conducting the inspection?</li> <li>✓ Date?</li> <li>✓ The unsafe condition?</li> <li>✓ The corrective action taken?</li> </ul>	
<b>Investigations:</b>	<ul style="list-style-type: none"> <li>✓ Person conducting the investigation?</li> <li>✓ The true cause(s) of the incident?</li> </ul>	
<b>Training:</b>	<ul style="list-style-type: none"> <li>✓ Employee' names or other identifier?</li> <li>✓ Dates?</li> <li>✓ Types of training and the providers?</li> </ul>	
<b>Identity of Person Responsible for the IIPP:</b>	<ul style="list-style-type: none"> <li>✓ Name?</li> <li>✓ Job Title?</li> </ul>	
<b>Safety Meetings:</b>	<ul style="list-style-type: none"> <li>✓ Who does them?</li> <li>✓ What was covered?</li> <li>✓ When were they done?</li> <li>✓ Who was in attendance?</li> </ul>	

**Do we have a written IIPP that addresses all of the above issues?**

**Objective:** Regardless of how small an employer is, the IIPP needs to be in writing. The smaller the employer, the more informal and simple it will be. This is necessary to:

1. Prevent confusion,
2. Increase understanding,
3. Increase accountability, and
4. Maintain continuity through staff changes.

**Those employers with exemplary IIPPs typically have written programs.** The goal is to provide a simple, concise document that outlines how each of the elements is implemented.

Your IIPP is the backbone of your workplace health and safety program. It also plays a critical role in helping you address more hazard-specific issues also through effectively implemented written programs, such as:

- **Fleet safety.** Whether your employees are using a “company” or personal vehicle, there is an inherent occupational hazard that might need to be addressed such as driver screening, routine vehicle inspections, use of cell phones or other distractions, and productivity pressures.
- **Workplace violence** relative to customers or members of the public
- **Chemical hazard communication**, particularly when it comes to some of the aggressive grease cleaners that might be used in your workplace.

You may wish to incorporate these workplace hazards via stand-alone written programs or integrate them in with your IIPP.

## MODEL INJURY AND ILLNESS PREVENTION PROGRAM (MODEL IIPP)

On the following pages is a sample written program. Using it will not guarantee that it will meet regulatory requirements. However, it should save some of your time in developing your own, and remember, it's important that you customize it to how **you actually** manage safety and health at your work sites. Areas marked by a gray box (\_\_\_\_\_) are particular areas where you need to add information. Doing so will probably mean it will meet regulatory requirements.

Please refer to T8CCR, Section [3203](#) for details on what the written program should consist of.

# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP) FOR \_\_\_\_\_ *[company name]*

## RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, \_\_\_\_\_ *[name, title]* has the authority and responsibility for implementing the provisions of this program for \_\_\_\_\_ *[company name]*

All supervision and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program. A copy of this IIPP is available on site from \_\_\_\_\_ *[name of individual/location]*

## COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervision and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment *[outline how you will effectively implement the goals of ensuring effective enforcement, recognition and re-training]:*

- Informing workers of the provisions of our IIPP;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices by \_\_\_\_\_;
- Providing training and re-training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices *[outline your workplace disciplinary procedures];* and/or
- \_\_\_\_\_

## COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way safety and health information in a form that is readily understandable to all affected personnel:

- New worker and temporary employee orientation, including a discussion of restaurant and kitchen health and safety policies and procedures;
- Follow-through by supervision to ensure effectiveness;
- Workplace-specific safety and health training;

- Safety meetings held at least every \_\_\_\_\_ days – more frequently as deemed necessary by the identification of hazards or occurrence of injuries and illnesses;
  - Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate;
  - Posted and distributed safety information;
  - A system for workers to anonymously inform management about workplace hazards. This is to be accomplished by \_\_\_\_\_;
  - Restaurant and kitchen-specific health and safety rules; and/or
  - \_\_\_\_\_
- 

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the restaurant supervisor according to the following schedule:

- At least weekly or at the supervisor' discretion, depending on conditions and activities. Additional daily checks will also be made at the beginning of the day's work;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;
- Whenever workplace conditions warrant an inspection.
- \_\_\_\_\_

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached "Restaurant Hazard Assessment Checklist" and any other effective methods we elect to use to identify, evaluate and track workplace hazards, including our "Hazard Tracking and Correction Record". Those conducting the inspections will be trained on how to use the checklist and properly identify work site hazards.

## **ACCIDENT/EXPOSURE INVESTIGATIONS**

Investigation of workplace accidents, hazardous substance exposures and near-miss incidents will be done by the supervisor, lead and employee affected and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses, with the goal being fact-finding, not fault-finding;
- Examining the workplace for factors associated with the accident/exposure/near-miss incident;
- Determining the causes of the accident/exposure/near-miss incident;
- Taking corrective action to prevent the accident/exposure/near-miss incident from reoccurring; and
- Recording the findings and corrective actions taken on our "Accident/Exposure and Near-Miss Incident Investigation Report".

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures are to be immediately brought to the attention of affected employees and shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition, or if it's an item of equipment, it will be removed from service and identified as such. Workers necessary to correct the hazardous condition shall be provided with the necessary protection;
- All such actions taken and dates they are completed shall be documented on our "Hazard Tracking and Correction Record";
- \_\_\_\_\_

## TRAINING AND INSTRUCTION

All workers, supervisors and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When our IIPP is first established;
- To all new and temporary workers;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever we become aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed;
- To all workers with respect to hazards specific to each employee's job assignment;
- \_\_\_\_\_

This training will include, but not be limited to:

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Availability of toilet, hand-washing and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures,
- \_\_\_\_\_

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

## RECORDKEEPING

We have taken the following steps to implement and maintain our IIPP:

- (1) Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on our “Safety and Health Hazard Assessment Checklist”, “Hazard Tracking and Correction Record” and “Accident/Exposure and Near-miss Incident Investigation Report” and
  - (2) Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on our “Worker Training and Instruction Record”.
- Inspection records and training documentation will be maintained for at least 1 (one) year, except for training records of employees who have worked for less than one year, which are provided to the worker upon termination of employment. These records are to be maintained by \_\_\_\_\_ *[name of individual or department]*

# RESTAURANT HAZARD ASSESSMENT CHECKLIST

Those items marked with an asterisk (\*) should be checked daily by supervisors. The rest are to be evaluated at the frequency stated in your Injury and Illness Prevention Program (*specify weekly or daily – customize checklist to your workplace*).

## Correction Required (for only the items answered "NO")

NO	YES	
		<b>GENERAL WORK AREA</b>
		Is the "Safety and Health Protection on the Job" poster displayed?
		Is the "Access to Medical and Exposure Records" poster displayed?
		*Are emergency exits unobstructed?
		*Are emergency exit doors unlocked or provided with panic hardware?
		*Are aisles or walkways maintained at least 24 inches wide?
		Are exit signs properly illuminated?
		Is a first aid kit available and properly stocked?
		<b>RESTROOMS</b>
		Are employee restrooms maintained in a clean condition?
		Are employee restrooms provided with:
		Toilet paper?
		Running water?
		Soap?
		Towels?
		<b>WALK-IN REFRIGERATORS AND FREEZERS</b>
		Can the door be opened from the inside?
		If the door can be locked, can it be opened from the inside when locked?
		Is a Firefighters axe kept inside, near door (unless doors equipped with heating elements or room temp above 32° F)?
		Is proper illumination provided?
		Do both the inside and the outside light switches work?
		Is the floor maintained so that there is not a slip hazard (spills cleaned up or buildup of ice removed)?
		Are employees under 16 not allowed to work in a freezer or meat cooler?
		<b>LADDERS</b>
		Are portable metal ladders marked with a warning reading "CAUTION – DO NOT USE AROUND ELECTRICAL EQUIPMENT"?
		Are ladders in good condition? Check for broken or missing steps, rungs, cleats, safety feet, side rails, grease or other defects?
		Are ladders tall enough so that employees are not standing on the top two steps?
		Are employees trained in proper use of ladders?
		Are non-conductive ladders being used around or for electrical work?

<b>EQUIPMENT GUARDING</b>	
	Are compressor V-belts physically guarded or guarded by location?
	Are moving parts of machinery guarded?
	Is the throat of the garbage disposer guarded (where required)?
	Are guards provided on mixers?
	Are workers under 18 prohibited from operating power-driven machinery such as bakery machines (including dough mixers) and box crushers/compactors?
<b>SLICER SAFETY</b>	
	Are slicers properly guarded?
	*Is the power switch turned to the "OFF" position when not in use?
	*Is the slicer width adjustment set to "0" when not in use?
	Are workers under 18 prohibited from operating power-driven machinery such as meat slicers?
<b>COMPRESSED GAS CYLINDERS</b>	
	*Are compressed gas cylinders secured so that they cannot fall or be knocked over?
	Are the cylinders labeled as to their content?
	Are the cylinders marked that they are full, in-use, or empty?
	*Are caps secured on the cylinders when not in use?
<b>FIRE EXTINGUISHERS</b>	
	Are fire extinguishers:
	In their dedicated location?
	Accessible?
	Have the fire extinguishers:
	Been used since last inspected?
	Been recharged within the past year?
	Had documented monthly visual inspections?
	If the cook line is equipped with an automatic fire extinguisher hood system, is it properly serviced and charged?
<b>ELECTRICAL SAFETY</b>	
	Is a grounding prong provided on equipment not labeled as intrinsically safe?
	Are cover plates provided on all electrical outlets and wall switches?
	*Is there at least a 3-ft area in front of circuit panels kept clear of all items?
	Are inserts (rated for the circuit panel) used to cover openings in the circuit panels?
	Are all the circuits labeled as to their use?
	Are extension cords being properly used (not being used in lieu of permanent wiring and not run through doors/walls)?
	Is the cover door provided on the circuit panel?

	Are openings in junction boxes sealed?
	Is electrical cord insulation in good condition, i.e., not frayed, worn, cut, improperly spliced or damaged?
	Are electrical disconnects labeled as to the equipment they serve?
	Are Ground Fault Circuit Interrupters (GFCIs) provided at wet locations?
	Is a Lock-out/Block-out program provided for cleaning, adjusting, or repairing machines?
	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>
	*Are hot pads provided for and used by the cooks?
	*Are cut-resistant gloves provided and used when cleaning sharp equipment?
	*Are gloves provided for and used by employees working with chemicals?
	*Is eye and/or face protection provided for and used by employees with exposure to caustic or acidic chemicals who have potential for splash to the eyes and face?
	*Is hearing protection provided and used in loud work environments?
	Is an ANSI approved emergency eyewash provided where employees have exposure to caustic or acidic chemicals that have potential for splash to the eyes and face?
	Are emergency eyewash stations activated at least once per month?
	<b>KITCHEN AREA</b>
	*Are floors clean and dry?
	*Are non-skid mats provided?
	*Are knives stored properly?
	*Are knives sharp?
	*Are knives in good condition?
	*Do employees cut in the direction away from their body when using knives?
	*Are knives carried with their tips pointed towards the floor?
	Are trash containers of the proper size provided?
	*Are handles of pans turned away from employees to prevent them from being bumped off the stove?
	*Are pots not filled more than 2/3 full?
	*Are employees not wearing loose clothing near open flames?
	*Is the exhaust hood functioning?
	Are the hood and hood filters free of grease?
	Are employees under 16 prohibited from baking or cooking on the job (except cooking at a serving counter)?
	<b>CHEMICAL SAFETY</b>
	Are all chemical containers labeled with the product name, the manufacturer or distributor's name and address, and the appropriate hazard warnings?
	If the chemical is transferred to a secondary container, is the secondary container labeled with the product name and the appropriate hazard warnings?
	Are Material Safety Data Sheets (MSDS) readily available?
	Are chemicals stored properly?

		<b>DISHWASHING AREA</b>
		*Are knives washed separately?
		*Is broken glass picked up using a broom and dust pan?
		<b>STORAGE AREA</b>
		Are racks sturdy and in good condition?
		Is a stepladder provided for high shelves?
		Is the stepladder tall enough so that the top two steps are not stood on?
		Are dollies or hand trucks provided and maintained?
		Are heavy or bulky items stored on lower or middle shelves?
		*When opening boxes with a blade, do the employees cut away from themselves?
		Are employees under 16 prohibited from loading or unloading trucks, or working on a ladder?
		<b>TRAINING</b>
		Have all employees been trained on:
		- The Injury and Illness Prevention Program?
		- Reporting injuries and illnesses?
		- Emergency procedures?
		When applicable, have employees been trained on:
		- The Hazard Communication Program?
		- Prevention of bloodborne pathogen exposure?
		- Fire extinguisher use?
		- Violence in the workplace (robberies, etc.)?
		- The use of machinery?
		- Lock-out/Block-out procedures?
		- Proper lifting procedures?
		-Ladder Safety
		<b>OTHER</b>

Hazard Assessment conducted by: \_\_\_\_\_

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

# WORKPLACE SAFETY AND HEALTH RULES

## General

- All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to supervision.
- Supervisors/lead shall insist on employees observing and obeying every applicable Company, state or federal regulation and order necessary to the safe conduct of the work, and take action as necessary to obtain compliance.
- All employees shall be given frequent accident prevention instruction.
- Anyone known to be under the influence of drugs or intoxicating substances, which impair the employee's ability to safely perform assigned duties, shall not be allowed on the job while in that condition.
- Horseplay or other acts that tend to adversely influence the safety or well being of the employees shall be prohibited.
- Work shall be well planned and supervised to prevent injuries in materials handling and working together with equipment.
- No employees shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose themselves or others to injury.
- Employees shall be instructed to ensure that all guards and other protective devices are in the proper places and properly adjusted, and shall report deficiencies promptly to the supervisor/lead.
- Workers shall not handle or tamper with any electrical equipment or machinery in a manner not within the scope of their duties, unless they receive instructions from their supervisor/lead.
- All injuries shall be reported promptly to the supervisor so arrangements can be made for medical or first aid treatment.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used. Where feasible, material handling equipment will be used, along with "buddy" team-lifting.
- Inappropriate footwear or shoes with low-friction soles must not be worn.

- Employees shall thoroughly wash hands and exposed skin after handling hazardous substances, and follow special instructions from authorized sources. Solvents must not be used to clean hands or skin.
- All personal protective equipment must be worn and maintained as required at the workplace.
- \_\_\_\_\_
- \_\_\_\_\_

### **Use of Tools & Equipment**

- All tools and equipment shall be maintained in good condition.
- Damaged or otherwise unsafe tools or equipment shall be removed from service and tagged as “**DEFECTIVE**”.
- Only appropriate tools and knives shall be used for specific jobs.
- Knives shall be kept sharp.
- \_\_\_\_\_
- \_\_\_\_\_

### **Machinery**

- Loose or frayed clothing, long hair, dangling ties, or finger rings shall not be worn around moving machinery or other places where they may become entangled.
- Where cleaning, servicing, adjusting & repairing machinery lockout procedures shall be used.
- Interlocks and guards on equipment shall not be removed or defeated.
- Employees will operate and maintain machinery in accordance with manufacturers’ instructions.
- \_\_\_\_\_
- \_\_\_\_\_

## Electrical

- Electric cords shall not be exposed to damage by carts or sharp objects.
- Frayed electrical wiring and damaged plugs must not be used.
- Electrical plugs and connections must not be altered.
- Employees must not work on energized equipment or systems unless the supervisor has determined that such work is to be done. Work on energized equipment and systems must be done in conjunction with necessary safety precautions and according to training provided.
- Only qualified persons shall work on electrical equipment or systems.
- \_\_\_\_\_
- \_\_\_\_\_

## Chemical Exposure

- Eye and skin protection will be used whenever there is the risk of exposure to corrosive or irritating substances, or substances that can be absorbed through the skin.
- Container labels must not be defaced. Illegible labels must be replaced.
- \_\_\_\_\_
- \_\_\_\_\_

## Deep Frying

- Fryers must be covered whenever someone needs to clean or work above fryers.
- Tabletop fryers must be secured from displacement on the working surface.
- Use caution when placing frozen foods into deep fryers – remove excess ice/frost first.
- \_\_\_\_\_
- \_\_\_\_\_

## Slippery Work Surfaces and Use of Mats

- Employees must work in pairs when required to lift/move large mats.
- Spills must be immediately cleaned up.
- Warning cones/signs must be used to warn of wet floors.

- \_\_\_\_\_
- \_\_\_\_\_

## Ladders

- Ladders must be placed on a stable foundation and secured from displacement.
- Step ladders must not be used as lean-to ladders.
- Employees shall climb or work with the body near the middle of the step or rung and shall not overreach from this position.
- When necessary to avoid overreaching, the employee shall descend and reposition the ladder.
- When it is not practical to work with the body near the middle of the step or rung, the ladder shall be secured to the top support, and the employee shall be protected by a personal fall protection system
- Employees shall not carry equipment or materials which prevent the safe use of ladders.
- When ascending or descending a ladder, the user shall face the ladder and maintain contact with the ladder at three-points (means two feet and one hand, or two hands and one foot) at all times.
- Ladders that have developed defects shall be withdrawn from service for repair or destruction; and tagged or marked as “Dangerous, Do Not Use.”

- \_\_\_\_\_
- \_\_\_\_\_

## Lockout/Blockout

- Site lockout/blockout procedures must be followed any time there is work on equipment that poses potential exposure to electrical or stored energy.

- \_\_\_\_\_
- \_\_\_\_\_

## **ADDITIONAL RESOURCES FOR IIPP**

- SAFETY AND HEALTH HAZARD ASSESSMENT  
HAZARD TRACKING AND CORRECTION RECORD
- ACCIDENT/EXPOSURE AND NEAR-MISS INCIDENT INVESTIGATION  
REPORT
- WORKER TRAINING AND INSTRUCTION RECORD

**SAFETY AND HEALTH HAZARD ASSESSMENT  
HAZARD TRACKING AND CORRECTION RECORD**

**Date of Inspection or date hazard was identified:**

**Person that identified the hazard:**

**Unsafe Condition or Work Practice:**

**Why Did Unsafe Condition or Work Practice Exist?**

**Person tasked to correct the problem:**

**Correction due date:**

**Date Corrected:**

**Corrective Action Taken:**

## ACCIDENT/EXPOSURE AND NEAR-MISS INCIDENT INVESTIGATION REPORT

Date:  Name of person(s) affected:

Location:  Witnesses:

*(Use other side if more space is needed)*

**What are the details on what the person(s) was doing just before the incident occurred?**

**What happened (provide details, including nature of injury/illness)?**

**What are the underlying reasons (list all of them, and not who was at fault) for the incident occurring?**

**What needs to be done to prevent a recurrence?**

**When were the corrective measures implemented?**

**Name of person conducting the investigation:**  **Date Initiated:**

**Accident/Incident Investigation - Additional Comments:**

A large, empty rectangular box with a black border, intended for providing additional comments on an accident or incident investigation.

