

INJURY AND ILLNESS PREVENTION PROGRAM FOR [2]

Our Organization Has Less Than 20 Employees and Meets the Requirements of T8CCR 3203 (b) (2) - Exception No.3

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, [1] has the authority and responsibility for implementing the provisions of this program for [2]

All managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the Program.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by [3] according to the following schedule:

- When our Injury and Illness Prevention Program was first established
- At least [4] prior to beginning of the shifts.
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist*, and any other effective methods to identify and evaluate workplace hazards.

TRAINING AND INSTRUCTION

All workers, including management, 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 the IIPP is first established;
- To all new 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; and

To all workers with respect to hazards specific to each employee's job assignment.

*** Sample forms and checklists that you used to help you put into place your written program and document the various elements of your IIPP.**