

Online Self Audit Tool
 CalOSHA Safety Order 3203
 Injury Illness Prevention Program

This is a self audit tool to assist you in compliance with your Injury Illness Prevention Program. Please check "Yes" or "No" to each question and then print the results for use as a checklist of items needed to comply with Cal/OSHA Safety Order 3203.		
1. Does your agency have a written Injury Illness Prevention Program?	Yes	(Please continue.)
	No	As of July 1, 1991 every California employer must establish, implement an effective written IIPP. (Please continue.)
2. Does your agency employ less than 10 employees?	Yes	Employers with less than 10 employees are required to have a written IIPP, but are granted several exemptions: 1. They may communicate & instruct employees orally in general safe work practices. However, the method must be readily understandable by all employees. 2. Although required to have scheduled and periodic workplace safety inspections, they may choose to maintain inspection records only until the hazard(s) are corrected. 3. A log of instructions may be used to satisfy the safety & health training documentation requirements. (Please continue.)
	No	Employers with 10 or more employees must implement all requirements of safety order 3203. (Please continue.)
3. Does the written IIPP identify the person or persons who have the authority and responsibility for implementing the program?	Yes	(Please continue.)
	No	The person (or persons) who have the authority and who are responsible for implementing the program must be included in the IIPP. <i>Note: Job titles may be used in lieu of a name(s).</i> (Please continue.)
4. Does the written IIPP include a system for ensuring that employees comply with safe & health work practices?	Yes	(Please continue.)
	No	The IIPP must discuss what means are used to ensure employees comply with the agency's safe & health work practices. Examples include recognition programs, disciplinary actions, & training or retraining programs. (Please continue.)

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5. Does the IIPP address how matters relating to safety & health are communicated to employees in a form that is readily understandable by all employees, including a provision or method that encourages employees to report worksite hazards without fear of reprisal ?	Yes	(Please continue.)
	No	Substantial compliance with this provision includes safety meetings, documented training, postings, anonymous means used to notify the employer of unsafe work conditions/practices, safety committees, or other written communications or means used to communicate safety issues with employees. (Please continue.)
6. Does the IIPP include <i>scheduled</i> inspections of the worksite to identify unsafe conditions?	Yes	(Please continue.)
	No	Documented scheduled inspections must be performed to identify and evaluate unsafe conditions in the work place. Records must include the person(s) conducting the inspection, the unsafe conditions & work practices, and the actions taken to correct the unsafe conditions and work practices. (Please continue.)
7. Does the IIPP include <i>periodic</i> inspections of the worksite to identify unsafe conditions?	Yes	(Please continue.)
	No	Documented periodic inspections must be performed to identify and evaluate unsafe conditions in the work place. The IIPP must include the methods/means used to ensure that periodic inspections are performed when the IIPP is first established, whenever a new substance, process, procedure or equipment presents a new safety or health hazard, or whenever the employer becomes aware of a new hazard in the workplace. (Please continue.)
8. Does the IIPP include a procedure to investigate occupational injury or illness?	Yes	(Please continue.)
	No	The IIPP must include a procedure to investigate occupational injuries and illnesses. Note: Procedures should include who conducts the investigation, how the investigation is conducted and what resources are to be used including any incident investigation forms & other necessary documentation (Please continue.)
9. Does the IIPP include methods for correcting unsafe conditions or work practices in a manner that is timely?	Yes	(Please continue.)
	No	A means must be in place to ensure that unsafe conditions are corrected in a timely manner . (Please continue.)

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10. Is the method used to correct unsafe conditions or work practices based on the severity of the hazard (I.e. a priority system?)	Yes	(Please continue.)
	No	A means must be in place to ensure that unsafe conditions are corrected in a timely manner, as determined by the severity of the hazard. (Please continue.)
11. Does the IIPP include instructions on how to handle an imminent hazard that cannot be immediately abated?	Yes	(Please continue.)
	No	The IIPP must include instructions that when an imminent hazard exists (which cannot be immediately abated), that all exposed personnel will be removed from the area except for those employees who are necessary to correct the hazardous condition. (Please continue.)
12. Is initial & ongoing training and instructions provided on the IIPP?	Yes	(Please continue.)
	No	Employers must provide training on the Agency's IIPP: a. When the program is first established; b. To all new employees; c. When employees are given a new job assignment for which training had not be provided; d. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represent a new hazard; e. Whenever the employer is made aware of a new hazard. (Please continue.)
13. Are supervisors familiar with the safety & health hazards to which employees under their immediate direction and control may be exposed?	Yes	(Please continue.)
	No	Supervisors must be provided with training and instruction on the safety & health hazards to which employees under their immediate direction and control may be exposed. (Please continue.)
14. Does the training on the written IIPP include the employee name, training date(s), type(s) of training; and training provider (I.e. Trainer name)?	Yes	(Please continue.)
	No	All safety & health training must be documented to include the employee name, training date(s), type(s) of training; and training provider (I.e. Trainer name). (Please continue.)
15. Is training documentation maintained for at least one year?	Yes	(Please continue.)
	No	IIPP documented training must be maintained on file for at least one (1) year. (Please continue.)

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<p>16. Does the agency use a labor/management safety & health committee to comply with the communication requirements?</p>	<p>Yes</p>	<p>Employers who elect to use a labor/management safety & health committee to comply with the communication requirements are presumed to be in substantial compliance if the committee:</p> <ul style="list-style-type: none"> a. Meets regularly, but not less than <i>quarterly</i> b. Prepares and makes available written records of the safety & health issues discussed (I.e. written minutes of the meeting are made available to all employees) c. Reviews the workplace inspection findings d. Reviews the accident investigations, and where appropriate, provides suggestions to management on how to prevent future incidents e. Reviews alleged hazardous conditions, and if necessary, conducts an inspection and investigation to assist in remedial solutions. f. Upon request by the Division of Occupational Safety & Health (the Division), verifies that abatement action has been taken by the employer to abate citations issued by the Division. <p>(End of audit.)</p>
	<p>No</p>	<p>Using a labor/management safety & health committee is not a requirement of the IIPP. However, employers who elect to use a labor/management safety & health committee to comply with the communication requirements are presumed to be in substantial compliance if the committee meets certain requirements (see YES).</p> <p>(End of audit.)</p>

Signed by: _____

Date: