

**A**s an IIPP administrator, you are responsible for ensuring that your unit's IIPP is completed before the implementation deadline and keeping it updated. You'll collaborate with your management staff to tailor the IIPP as needed to suit your unit's work environment.

## What is an IIPP?

The Injury and Illness Prevention Plan (IIPP) is a document outlining all safety practices, procedures, and resources available to your unit and is designed to comply with Cal/OSHA requirements (CCR Title 8, Section 3203). To learn more about the IIPP, view the [IIPP Fact Sheet](#).



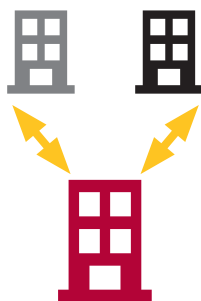
## What is my role?

As your unit's IIPP Administrator, you'll be working with EH&S to complete your unit's IIPP. You will:

- Customize sections of IIPP template based on team input.
- Co-develop a safety committee if needed.
- Disseminate the finalized IIPP to all employees.
- Act as Point-of-Contact (POC) on all IIPP matters.

## What is a Unit?

A unit is a distinct entity within a larger group. Large departments and schools at USC are divided into smaller units. Smaller, similar departments may be grouped to form one unit.



## How do I fill out the IIPP Template?

First, read through the entire IIPP template to understand what is required. Then:

- **Gather relevant information**  
Identify the information required and get in touch with people with that information.
- **Fill in the blanks**  
Customize the areas noted in blue. Add and delete content as needed; delete corresponding instructions that do not apply.
- **Add more sections**  
Feel free to add new sections or sub-sections relevant to your unit.

## What I need to do...

- ✓ Customize the IIPP for my unit.
- ✓ Distribute the completed IIPP.
- ✓ Train employees on the IIPP.
- ✓ Take the IIPP Administrator How-To Guide eLearning on TrojanLearn.

## How do I submit the IIPP?

Send your customized IIPP in Microsoft Word format to [injuryprevention@usc.edu](mailto:injuryprevention@usc.edu) for review and approval. Once finalized, EH&S will send you the updated MS Word document which becomes your living document.

## What do I do once I receive the final version?

Share it with your leadership to make sure all employees are trained on what the IIPP is, where they can access it, and what information is covered in it.

Check out the IIPP Template webpage for a full listing of all the documents and resources mentioned in the IIPP, which will help with the communication and training process.

## What if I need more help?

View the 5-minute IIPP Administrator How-To Guide eLearning on TrojanLearn for more details. Contact us at [injuryprevention@usc.edu](mailto:injuryprevention@usc.edu) if you need help at any step along the process.

## Additional Information

- IIPP Template Webpage <http://tiny.cc/usc-iipp>
- IIPP Admin eLearning (search for "IIPP Admin" in TrojanLearn) <http://trojanlearn.usc.edu/>
- IIPP Fact Sheet <http://tiny.cc/usc-fs-iipp>
- USC Injury and Illness Prevention Policy <https://policy.usc.edu/injury-prevention/>

