

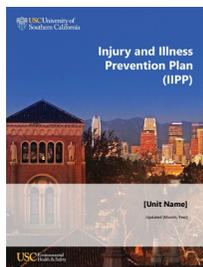
The Injury and Illness Prevention Program (IIPP) is a written workplace safety plan that addresses all workplace hazards, including infectious diseases. Cal/OSHA (CCR, Title 8, Section 3203) requires that all employers with more than ten (10) employees have an effective written plan to protect its employees by identifying and reporting hazards, correcting those hazards and complete required training.

WHAT IS REQUIRED FOR THE IIPP?

The IIPP must contain the following eight (8) elements:

1. Introduction and Scope
2. Responsibilities
3. Hazard Assessment
4. Hazard Correction
5. Communication
6. Incident Reporting
7. Training/Documentation
8. Compliance

Each school and/or department is required to develop a customized IIPP specific to each unit's workplace (a unit is a distinct entity within a larger group. Large departments and schools at USC are divided into smaller units). The [IIPP Template](#) is used by schools/departments to create a customized IIPP.



WHAT'S NEW TO THE IIPP? COVID-19

Employee training to prevent the spread of COVID-19 in the workplace is required and must include:

- Information related to COVID-19 and how it spreads
- The importance of frequent hand-washing
- Safely using cleaners and disinfectants
- Maintaining more than six (6) feet physical distancing
- The use of face coverings

Additional information and resources can be found on [USC COVID-19 Resource Center webpage](#).

WHERE IS MY UNIT'S IIPP?

The IIPP is available in electronic and/or hard copy format through the unit's IIPP Administrator.

The IIPP Administrator and his/her team develops, implements, and maintains the IIPP (see [IIPP Administrator Guide](#) for details).

WHAT I NEED TO DO

- Find out who is my unit's IIPP administrator and how I can get involved.
- Actively participate in safety meetings.
- Identify and report workplace hazards.
- Report all accidents and near misses.
- Maintain a proactive, safety culture at my unit and the university.

HOW OFTEN DOES THE IIPP NEED TO BE UPDATED?

At least annually or when there are significant changes in the workplace such as:

- New hazards
- New equipment
- Modified SOPs

Employees must then be trained on these new changes.

WHAT IS NEEDED FOR AN EFFECTIVE IIPP?

For the IIPP to be effective, all employees must be actively involved in every facet of its development, implementation, outreach, and upkeep. Integrating the key components (e.g., hazard assessment of work areas, periodic inspections, correction of hazards, and training) into the onboarding process and day-to-day work practices will help develop a proactive safety culture.

REFERENCES

- IIPP Template Webpage <http://tiny.cc/usc-iipp>
- IIPP Administrator Guide <http://tiny.cc/usc-fs-iipp-admin>
- USC Injury and Illness Prevention Policy <https://policy.usc.edu/injury-prevention/>
- California Code of Regulations, Title 8, Section 3203 – Injury and Illness Prevention Program <http://www.dir.ca.gov/Title8/3203.html>