



*Train Me Today*

HR Coach LLC DBA Train Me Today

INJURY & ILLNESS PREVENTION  
PROGRAM  
FOR NON-HIGH HAZARD EMPLOYERS

5151 California Avenue, Suite 100, Irvine, CA 92617

---

Revised December 5, 2018

# TABLE OF CONTENTS

INTRODUCTION.....	3
RESPONSIBILITY.....	4
COMPLIANCE.....	5
COMMUNICATION .....	6
HAZARD ASSESSMENT.....	7
ACCIDENT/EXPOSURE INVESTIGATIONS.....	8
HAZARD CORRECTION.....	9
TRAINING AND INSTRUCTION.....	10
RECORDKEEPING.....	11
HAZARD ASSESSMENT AND CORRECTION RECORD.....	12
ACCIDENT/EXPOSURE INVESTIGATION REPORT .....	13
WORKER TRAINING AND INSTRUCTION RECORD .....	14

# INTRODUCTION

Every California employer must establish, implement and maintain a written Injury and Illness Prevention (IIP) Program and a copy must be maintained at each worksite or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section [3203](#) (T8 CCR 3203) and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

# RESPONSIBILITY

Jacquelyn Thorp Kinworthy, Chief Executive Officer of HR Coach LLC has the authority and the responsibility for maintaining and enforcing a workplace free of injury and illness within the spirit and intent of the law.

The Injury and Illness Prevention (IIP) Program administrator, Maria R. Diaz, Regional Vice President, has the authority and the responsibility for implementing and maintaining this IIP Program for HR Coach LLC.

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their regions and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each Regional Vice President.

# COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include one or more of the following checked practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

# COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes one or more of the following checked items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.
- Our establishment has less than ten employees and communicates with and instructs employees orally about general safe work practices and hazards unique to each employee's job assignment.

# HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of our workplace:

Periodic inspections are performed according to the following schedule:

1. When we initially established our IIP Program;
2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
3. When new, previously unidentified hazards are recognized;
4. When occupational injuries and illnesses occur; and
5. Whenever workplace conditions warrant an inspection.

# ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring;  
and
5. Recording the findings and actions taken.



# HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

1. When observed or discovered; and
2. When an imminent hazard exists which 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. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

# TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

1. When the IIP Program is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not previously provided;
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
5. Whenever the employer is made aware of a new or previously unrecognized hazard;
6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
7. To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

# RECORDKEEPING

✓ Category 2. Our establishment has fewer than twenty workers and is not on a designated high hazard industry list. We are also on a designated low hazard industry list or have a workers' compensation experience modification rate of 1.1 or less, and have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections; and
2. Documentation of safety and health training for each worker.

Inspection records and training documentation will be maintained according to the following checked schedule:

       For one year, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment; or

       Since we have less than ten workers, including managers and supervisors, we maintain inspection records only until the hazard is corrected and only maintain a log of instructions to workers with respect to worker job assignments when they are first hired or assigned new duties.

---

       Category 3. We are a local governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

---

# HAZARD ASSESSMENT AND CORRECTION RECORD

---

**Date of Inspection:**

**Person  
Conducting  
Inspection:**

---

**Unsafe Condition or Work Practice:**

---

**Corrective Action Taken:**

---

**Date of Inspection:**

**Person  
Conducting  
Inspection:**

---

**Unsafe Condition or Work Practice:**

---

**Corrective Action Taken:**

---

**Date of Inspection:**

**Person  
Conducting  
Inspection:**

---

**Unsafe Condition or Work Practice:**

---

**Corrective Action Taken:**

# ACCIDENT/EXPOSURE INVESTIGATION REPORT

---

**Date & Time of Accident:**

**Location:**

**Accident Description:**

**Workers Involved:**

---

**Preventive Action Recommendations:**

---

**Corrective Actions Taken:**

**Manager Responsible:**

**Date Completed:**



