

For more information and assistance:

2/09

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INJURY AND ILLNESS PREVENTION PROGRAM

model

RESPONSIBILITY

The person who is the Injury and Illness Prevention (IIP) Program Administrator for our firm is: _____ . Program Administrator

He/She has the authority and the responsibility for implementing and maintaining this IIP Program for _____ Establishment Name

A copy of this IIP Program is available to any employee upon request.

COMPLIANCE

Everyone in our firm is responsible for complying with safe and healthful work practices. We evaluate the safety performance of all employees and discipline for failure to comply with safe and healthful work practices.

COMMUNICATION

All employees are encouraged and expected to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes following: new worker orientation including a discussion of safety and health policies and procedures; and training of any employee assigned to a new process or equipment.

HAZARD ASSESSMENT

An annual inspection to identify and evaluate workplace hazards shall be performed in all areas of our workplace and when new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace or when occupational injuries and illnesses occur..

ACCIDENT 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.

RECORDKEEPING

(This section applies to legal and accounting firms with more than 20 employees, or who have an experience modification of 1.25 or higher. Other firms do not need to keep these records.)

We have taken the following steps to implement and maintain our IIP Program:

1. Records of hazard assessment inspections.
2. Documentation of safety and health training for each worker.
3. Inspection records and training documentation will be maintained for one year.

Approved (date) _____

By _____