As 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](https://policy.usc.edu/injury-prevention/).

**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 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 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 staff.
- Act as Point-of-Contact (POC) on all IIPP matters.

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

Share it with your leadership to make sure all staff 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 if you need help at any step along the process.

**What I need to do...**

- Customize the IIPP for my unit.
- Distribute the completed IIPP.
- Train staff 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 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?**

- Report accidents or near misses to my supervisor.
- Identify workplace hazards and work with management and employees to identify workplace hazards, implement and follow procedures, and provide training.
- Maintain a proactive, safety culture at my unit and the university.
- Act as Point-of-Contact (POC) on all IIPP matters.

**Additional Information**

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

**How often does the IIPP need to be updated?**

Yes. USC has implemented its IIPP as an extension of its Injury and Illness Prevention Policy. The IIPP contains a customized IIPP specific to each unit’s workplace. Each school and department is required to develop a modified SOPs new hazards in the workplace such as:

- Review the workplace and identify potential hazards.
- Implement new policies and procedures to address these hazards.
- Train staff on the new policies and procedures.
- Update the IIPP as necessary to reflect changes in the workplace.

**What is the deadline for submitting my IIPP?**

The final version of the IIPP must be completed and submitted to your supervisor by the implementation deadline.

**Locations where your IIPP may be grouped to form one unit.**

- Smaller, similar departments may be grouped to form one unit.
- Large departments and schools at USC are divided into smaller units. Smaller, similar departments may be grouped to form one unit.

**What is an IIPP Administrator?**

The IIPP Administrator is a designated individual who is responsible for ensuring that the IIPP is completed before the implementation deadline and kept up-to-date. The IIPP Administrator is responsible for:

- Co-developing a safety committee if needed.
- Disseminating the finalized IIPP to all staff.
- Acting as Point-of-Contact (POC) on all IIPP matters.
- Maintaining the IIPP (see IIPP Administrator Guide for details).

**Where is my unit’s IIPP?**

You can find your unit’s IIPP in the IIPP Template webpage or by contacting the IIPP Administrator. The IIPP Administrator is the individual responsible for ensuring that the IIPP is completed before the implementation deadline and kept up-to-date. They are the primary point of contact for all IIPP matters.

**How do I do IIPP matters?**

- Act as Point-of-Contact (POC) on all IIPP matters.
- Maintain a proactive, safety culture at my unit and the university.
- Act as Point-of-Contact (POC) on all IIPP matters.

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

Share it with your leadership to make sure all staff 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?**

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