

The Injury and Illness Prevention Plan (IIPP) is a written workplace safety program mandated by Cal/OSHA (CCR, Title 8, Section 3203) that addresses hazards in the workplace. An effective program requires all employees (faculty, staff, and student workers) to identify and report workplace hazards, implement and follow procedures, and complete training to prevent injuries and illnesses.

Does USC have an IIPP?

Yes. USC has implemented its IIPP as an extension of its [Injury and Illness Prevention Policy](#). The IIPP contains a minimum of eight (8) elements:

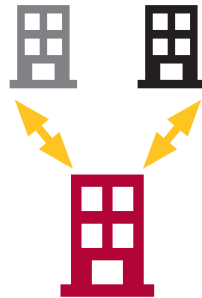
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|---------------------------|---------------------------|
| 1. Introduction and Scope | 5. Communication |
| 2. Responsibilities | 6. Incident Reporting |
| 3. Hazard Assessment | 7. Training/Documentation |
| 4. Hazard Correction | 8. Compliance |

Each school and department is required to develop a customized IIPP specific to each unit's workplace.

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.



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).



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 I need to do...

- Find out who is our 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.

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; and correction of hazards) 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>

