

# Sample Written Injury and Illness Prevention Program (IIPP) for Restaurants

This is a fillable template that the employer must complete. Instructions in red font enclosed in brackets indicate where you must enter your worksite-specific information. In addition, you must complete the tables, including addition of more table cells as needed.

Every California employer must establish, implement, and maintain a written IIPP, and a copy must be maintained at each workplace 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 and consist of the following elements:

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Accident/Exposure Investigation
6. Hazard Correction
7. Training and Instruction
8. Employee Access to the Written IIPP
9. Recordkeeping

This model program template has been prepared for use by an employer with employees working in a restaurant. Given the broad spectrum of types of restaurants, it may not match your establishment's exact needs. However, it does provide the essential framework required for an Injury and Illness Prevention Program.

You are not required to use this sample program, but if you do, the individual in your workplace with the authority and responsibility — the restaurant owner or manager — must:

- Carefully review the requirements for each of the eight program elements.
- Determine how they will be implemented in your workplace.
- Fill in the appropriate blanks (where indicated by instructions in red font set in brackets) and check the boxes for the items that are applicable to your workplace.

Using this sample program will not guarantee that your program will meet regulatory requirements. However, it should save you some time in developing your program, and remember, it is important that you customize it to how you actually manage safety at your work sites.

Sample forms for hazard assessment and correction, accident/exposure investigation, and worker training and instruction are provided with this model program. Refer to the Cal/OSHA publication titled [Guide to Developing Your Workplace Injury & Illness Prevention Program](http://www.dir.ca.gov/dosh/dosh_publications/iipp.pdf) (www.dir.ca.gov/dosh/dosh\_publications/iipp.pdf) and [Guide to Restaurant Safety](http://www.dir.ca.gov/dosh/dosh_publications/Rsg.pdf) (www.dir.ca.gov/dosh/dosh\_publications/Rsg.pdf) for additional guidance.

This model program must be maintained by the employer in order to be effective.

Read the [injury and illness prevention program regulation](http://www.dir.ca.gov/title8/3203.html) online (www.dir.ca.gov/title8/3203.html)



Cal/OSHA Publications Unit  
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# Injury and Illness Prevention Program (IIPP) for [Type name of company]

Date: [Type the date of last review]

## RESPONSIBILITY

The IIPP administrator, [Type name and title] has the authority and responsibility for implementing the provisions of this program for [Type name of company].

All supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about it. A copy of this IIPP is available on site from [Type name of individual and location].

## COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated to and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment [Customize this list to your actual workplace compliance system used]:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices by [Describe your workplace employee recognition procedures].
- Providing training and re-training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices by [Outline your workplace disciplinary procedures].
- Other: [Describe any other method of ensuring compliance].

## COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way safety and health information in a form that is readily understandable to all affected personnel [Customize this list to your actual workplace communication system used]:

- New worker and temporary employee orientation, including a discussion of restaurant and kitchen health and safety policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety meetings held at least every [Type schedule here] — more frequently as deemed necessary by the identification of hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information by [Describe how and where information will be posted].
- A system for workers to anonymously inform management about workplace hazards. This is to be accomplished by [Describe how this will be accomplished].
- Restaurant- and kitchen-specific health and safety rules.
- Other: [Describe any other method of communication used].

## HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by the restaurant supervisor according to the following schedule [Customize this list to your actual workplace hazard assessment system used]:

- At least weekly or at the supervisor's discretion, depending on conditions and activities. Additional daily checks will also be made at the beginning of the day's work.
- When new substances, processes, procedures, or equipment that present potential new hazards are introduced into our workplace.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
- Whenever workplace conditions warrant an inspection.
- Other: [Describe any other instance when hazard assessment inspections will be conducted].

Periodic inspections will be conducted using applicable sections of the attached *Restaurant Hazard Assessment Checklist* and any other effective methods we elect to use to identify, evaluate, and track workplace hazards, including our *Hazard Tracking and Correction Record*. Those conducting the inspections will be trained on how to use the checklist and properly identify work site hazards.

## ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures, and near-miss incidents will be done by the supervisor, lead, and employee affected and will include [Customize this list to your actual workplace accident/exposure investigation system used]:

- Visiting the scene as soon as possible.
- Interviewing affected workers and witnesses, with the goal of fact-finding, not faultfinding.
- Examining the workplace for factors associated with the accident/exposure/near-miss incident.
- Determining the causes of the accident/exposure/near-miss incident.
- Taking corrective action to prevent the accident/exposure/near-miss incident from reoccurring.
- Recording the findings and corrective actions taken on our *Accident/Exposure and Near Miss Incident Investigation Report*.
- Other: [Enter any other accident or exposure investigation steps].

## HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices, or procedures are to be immediately brought to the attention of affected employees and shall be corrected in a timely manner, based on the severity of the hazards and according to the following procedures [Customize this list to your actual workplace hazard correction system used]:

- When observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. If a piece of equipment is hazardous, it will be removed from service and identified as defective. Workers necessary to correct the hazardous condition will be provided with the necessary protection.
- All such actions taken and dates they are completed will be documented on our *Safety and Health Hazard Tracking and Correction Record*.
- Other: [Describe any other instance when hazards will be corrected].

## TRAINING AND INSTRUCTION

All workers, supervisors, and lead personnel will be trained and instructed on general and job-specific safety and health practices. Training and instruction will be provided as follows [Customize this list to your actual workplace training system used]:

- When our IIPP is first established.
- To all new and temporary workers.
- To all workers given new job assignments for which training has not been previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.

- Whenever we become aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.
- Other: [Describe any other instance when training is provided].

This training will include, but not be limited to:

- Explanation of:
  - o Our IIPP.
  - o Emergency action plan.
  - o Fire prevention plan.
  - o Measures for reporting any unsafe conditions, work practices, and injuries.
  - o When additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed, and other hazard communication program information.
- Availability of toilet, hand-washing, and drinking water facilities.
- Provisions for medical services and first aid, including emergency procedures.
- Other: [Type any other training topic].

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training.

## Employee Access to the IIPP

Our employees – or their designated representatives - have the right to examine and receive a copy of our IIPP.

This will be accomplished by [Describe how this will be accomplished using either of the following two methods:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.
  - a. Whenever an employee or designated representative requests a copy of the Program, we will provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.
  - b. One printed copy of the Program will be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, we may charge reasonable, non-discriminatory reproduction costs for the additional copies.
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

[Also describe how we will communicate the right and procedure to access the Program to all employees.]

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program.

Where we have distinctly different and separate operations with distinctly separate and different IIPPs, we may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their "designated representative." A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

## RECORDKEEPING

We have taken the following steps to implement and maintain our IIPP [Customize this list to your actual workplace recordkeeping system used]:

- Records of hazard assessment inspections, including the person conducting the inspection, the unsafe conditions and work practices that were identified, and the action taken to correct the identified unsafe conditions and work practices, are recorded on our:
  - *Safety and Health Hazard Assessment Checklist.*
  - *Safety and Health Hazard Tracking and Correction Record.*
  - *Accident/Exposure and Near-miss Incident Investigation Report.*
- Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type of training, and training providers, are recorded on our *Worker Training and Instruction Record.*
- Other: [Enter any other recordkeeping steps].

Inspection records and training documentation will be maintained for at least one year, except for training records of employees who have worked for less than one year, which are provided to the worker upon termination of employment. These records are to be maintained by [Type name of individual or department].

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[Type Title of owner or top management representative formally approving the program]

# WORKPLACE SAFETY AND HEALTH RULES

## General

- All persons shall follow these safe practice rules, render every possible aid to safe operations, and report all unsafe conditions or practices to supervisors.
- Supervisors/lead shall insist that employees observe and obey every applicable company, state, or federal regulation and order necessary for the safe conduct of the work, and shall take action as necessary to obtain compliance.
- All employees shall be given frequent accident prevention instruction.
- Anyone known to be under the influence of drugs or intoxicating substances, which impair the employee's ability to safely perform assigned duties, shall not be allowed on the job while in that condition.
- Horseplay or other acts that tend to adversely influence the safety or well-being of the employees shall be prohibited.
- Work shall be well planned and supervised to prevent injuries in material handling and sharing equipment.
- No employees shall knowingly be permitted or required to work while their ability or alertness is so impaired by fatigue, illness, or other causes that they might unnecessarily expose themselves or others to injury.
- Employees shall be instructed to ensure that all guards and other protective devices are in the proper places and properly adjusted, and shall report deficiencies promptly to the supervisor/lead.
- Workers shall not handle or tamper with any electrical equipment or machinery in a manner outside the scope of their duties, unless they receive instructions from their supervisor/lead.
- All injuries shall be reported promptly to the supervisor so arrangements can be made for medical or first aid treatment.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used. Where feasible, material handling equipment will be used, along with "buddy" team-lifting.
- Inappropriate footwear or shoes with low-friction soles must not be worn.
- Employees shall thoroughly wash hands and exposed skin after handling hazardous substances, and follow special instructions from authorized sources. Solvents must not be used to clean hands or skin.
- All personal protective equipment must be worn and maintained as required at the workplace.
- Other: [Describe any other safety rules used].
- Other: [Describe any other safety rules used].

## Use of Tools & Equipment

- All tools and equipment shall be maintained in good condition.
- Damaged or otherwise unsafe tools or equipment shall be removed from service and tagged as "DEFECTIVE."
- Only appropriate tools and knives shall be used for specific jobs.
- Knives shall be kept sharp.
- Other: [Describe any other safety rule for using tools and equipment].
- Other: [Describe any other safety rule for using tools and equipment].

## Machinery

- Loose or frayed clothing, long hair, dangling ties, or finger rings shall not be worn around moving machinery or other places where they may become entangled.
- Where cleaning, servicing, adjusting, or repairing machinery, lockout procedures shall be used.

- Interlocks and guards on equipment shall not be removed or defeated.
- Employees shall operate and maintain machinery in accordance with manufacturers' instructions.
- Other: [Describe any other safety rule for using machinery].
- Other: [Describe any other safety rule for using machinery].

## Electrical

- Electrical cords shall not be exposed to damage by carts or sharp objects.
- Frayed electrical wiring and damaged plugs must not be used.
- Electrical plugs and connections must not be altered.
- Employees must not work on energized equipment or systems unless the supervisor has determined that such work is to be done. Work on energized equipment and systems must be done using necessary safety precautions and according to training provided.
- Only qualified persons shall work on electrical equipment or systems.
- Other: [Describe any other electrical safety rule].
- Other: [Describe any other electrical safety rule].

## Chemical Exposure

- Eye and skin protection will be used whenever there is the risk of exposure to corrosive or irritating substances or substances that can be absorbed through the skin.
- Container labels must not be defaced. Illegible labels must be replaced.
- Other: [Describe any other safety rule for chemical use].
- Other: [Describe any other safety rule for chemical use].

## Deep Frying

- Fryers must be covered whenever someone needs to clean or work above fryers.
- Tabletop fryers must be secured from displacement on the working surface.
- Use caution when placing frozen foods into deep fryers. Remove excess ice/frost first.
- Other: [Describe any other safety rule regarding deep fryer use].
- Other: [Describe any other safety rule regarding deep fryer use].

## Slippery Work Surfaces and Use of Mats

- Employees must work in pairs when required to lift/move large mats.
- Spills must be immediately cleaned up.
- Warning cones/signs must be used to warn of wet floors.
- Other: [Describe any other safety rule regarding slippery floors].
- Other: [Describe any other safety rule regarding slippery floors].

## Ladders

- Ladders must be placed on a stable foundation and secured from displacement.

- Step ladders must not be used as lean-to ladders.
- Employees shall climb or work with the body near the middle of the step or rung and shall not overreach from this position.
- When necessary to avoid overreaching, the employee shall descend and reposition the ladder.
- When it is not practical to work with the body near the middle of the step or rung, the ladder shall be secured to the top support, and the employee shall be protected by a personal fall protection system.
- Employees shall not carry equipment or materials that prevent the safe use of ladders.
- When ascending or descending a ladder, the user shall face the ladder and maintain contact with the ladder at three points (meaning two feet and one hand, or two hands and one foot) at all times.
- Ladders that have defects shall be withdrawn from service for repair or destruction and tagged or marked with “Dangerous, Do Not Use.”
- Other: [Describe any other safety rule for ladder use].
- Other: [Describe any other safety rule for ladder use].

## **Lockout/Blockout**

- Site lockout/blockout procedures must be followed any time there is work on equipment that poses potential exposure to electrical or stored energy.
- Other: [Describe any other safety rule related to lockout/blockout].
- Other: [Describe any other safety rule related to lockout/blockout].



## RESTAURANT HAZARD ASSESSMENT CHECKLIST

Those items with an asterisk (\*) should be checked daily by supervisors. The rest are to be evaluated [Type the appropriate frequency. Customize the checklist to your workplace]. Those items checked “NO” during inspection must be documented on the SAFETY AND HEALTH HAZARD ASSESSMENT TRACKING AND CORRECTION RECORD for effective documentation of why the hazards existed, who is responsible for correction, and follow-through to timely correction.

| No  | Yes | Location   |
|---|-----|--|
| <b>GENERAL WORK AREA</b>                  |     |  |
|   |     | Is the “Safety and Health Protection on the Job” poster displayed?   |
|   |     | Is the “Access to Medical and Exposure Records” poster displayed?  |
|   |     | *Are emergency exits unobstructed?   |
|   |     | *Are emergency exit doors unlocked or provided with panic hardware?  |
|   |     | *Are aisles or walkways maintained at least 24 inches wide?  |
|   |     | *Are exit signs properly illuminated?  |
|   |     | Is a first aid kit available and properly stocked?   |
| <b>RESTROOMS</b>                          |     |  |
|   |     | Are employee restrooms maintained in a clean condition?  |
|   |     | Are employee restrooms provided with:  |
|   |     | <ul style="list-style-type: none"> <li>• Running water?</li> </ul>   |
|   |     | <ul style="list-style-type: none"> <li>• Toilet paper?</li> </ul>  |
|   |     | <ul style="list-style-type: none"> <li>• Soap?</li> </ul>  |
|   |     | <ul style="list-style-type: none"> <li>• Towels?</li> </ul>  |
| <b>WALK-IN REFRIGERATORS AND FREEZERS</b> |     |  |
|   |     | Can the door be opened from the inside?  |
|   |     | If the door can be locked, can it be opened from the inside when locked?   |
|   |     | Is a firefighters axe kept inside, near door (unless doors are equipped with heating elements or room temperature is above 32° F)? |
|   |     | Is proper illumination provided?   |
|   |     | Do both the inside and the outside light switches work?  |
|   |     | Is the floor maintained so that there is no slip hazard (spills cleaned up or buildup of ice removed)?                             |
|   |     | Are employees under 16 prohibited from working in a freezer or meat cooler?  |
| <b>LADDERS</b>                            |     |  |
|   |     | Are portable metal ladders marked with a warning reading “CAUTION — DO NOT USE AROUND ELECTRICAL EQUIPMENT”?                       |
|   |     | Are ladders in good condition? Check for broken or missing steps, rungs, cleats, safety feet, side rails, grease or other defects? |
|   |     | Are ladders tall enough so that employees are not standing on the top two steps?   |

| No                              | Yes | Location  |
|---------------------------------|-----|---|
| <b>LADDERS — Continued</b>      |     |   |
|                                 |     | Are employees trained in proper use of ladders?   |
|                                 |     | Are non-conductive ladders being used around or for electrical work?  |
| <b>EQUIPMENT GUARDING</b>       |     |   |
|                                 |     | Are compressor V-belts physically guarded or guarded by location?   |
|                                 |     | Are moving parts of machinery guarded?  |
|                                 |     | Is the throat of the garbage disposal guarded (where required)?   |
|                                 |     | Are guards provided on mixers?  |
|                                 |     | Are workers under 18 prohibited from operating power-driven machinery such as bakery machines (including dough mixers) and box crushers/compactors? |
| <b>SLICER SAFETY</b>            |     |   |
|                                 |     | Are slicers properly guarded?   |
|                                 |     | *Is the power switch turned to the "OFF" position when not in use?  |
|                                 |     | *Is the slicer width adjustment set to "0" when not in use?   |
|                                 |     | Are workers under 18 prohibited from operating power-driven machinery such as meat slicers?   |
| <b>COMPRESSED GAS CYLINDERS</b> |     |   |
|                                 |     | *Are compressed gas cylinders secured so that they cannot fall or be knocked over?  |
|                                 |     | Are the cylinders labeled as to their contents?   |
|                                 |     | Are the cylinders marked that they are full, in-use, or empty?  |
|                                 |     | *Are caps secured on the cylinders when not in use?   |
| <b>FIRE EXTINGUISHERS</b>       |     |   |
|                                 |     | Are fire extinguishers:   |
|                                 |     | <ul style="list-style-type: none"> <li>• In their dedicated location and identified?</li> </ul>   |
|                                 |     | <ul style="list-style-type: none"> <li>• Accessible?</li> </ul>   |
|                                 |     | Have the fire extinguishers:  |
|                                 |     | <ul style="list-style-type: none"> <li>• Been used since last inspected?</li> </ul>   |
|                                 |     | <ul style="list-style-type: none"> <li>• Been recharged within the past year?</li> </ul>  |
|                                 |     | <ul style="list-style-type: none"> <li>• Had documented monthly visual inspections?</li> </ul>  |
|                                 |     | If the cook line is equipped with an automatic fire extinguisher hood system, is it properly serviced and charged?                                  |
| <b>ELECTRICAL SAFETY</b>        |     |   |
|                                 |     | Is a grounding prong provided on equipment not labeled as intrinsically safe?   |
|                                 |     | Are cover plates provided on all electrical outlets and wall switches?  |

| No   | Yes | Location   |
|--|-----|--|
| <b>ELECTRICAL SAFETY — Continued</b>       |     |  |
|  |     | *Is there at least 3 feet of space in front of circuit panels that is kept clear of all items?   |
|  |     | Are inserts (rated for the circuit panel) used to cover openings in the circuit panels?  |
|  |     | Are all the circuits labeled as to their use?  |
|  |     | Are extension cords being properly used (not being used in lieu of permanent wiring and not run through doors/walls)?  |
|  |     | Is the cover door provided on the circuit panel?   |
|  |     | Are openings in junction boxes sealed?   |
|  |     | Is electrical cord insulation in good condition, i.e., not frayed, worn, cut, improperly spliced, or damaged?  |
|  |     | Are electrical disconnects labeled as to the equipment they serve?   |
|  |     | Are ground fault circuit interrupters (GFCIs) provided at wet locations?   |
|  |     | Is a Lock-out/Block-out program provided for cleaning, adjusting, or repairing machines?   |
| <b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> |     |  |
|  |     | *Are hot pads or oven mitts provided for and used by the cooks?  |
|  |     | *Are cut-resistant gloves provided and used when cleaning sharp equipment?   |
|  |     | *Are appropriate gloves provided for and used by employees working with chemicals?   |
|  |     | *Is eye and/or face protection provided for and used by employees with exposure to caustic or acidic chemicals who have potential for splash to the eyes and face? |
|  |     | *Is hearing protection provided and used in loud work environments?  |
|  |     | Is an ANSI-approved emergency eyewash provided where employees have exposure to caustic or acidic chemicals that have potential for splash to the eyes and face?   |
|  |     | Are emergency eyewash stations activated at least once per month?  |
| <b>KITCHEN AREA</b>                        |     |  |
|  |     | *Are floors clean and dry?   |
|  |     | *Are non-skid mats provided?   |
|  |     | *Are knives stored properly?   |
|  |     | *Are knives sharp?   |
|  |     | *Are knives in good condition?   |
|  |     | *When using knives, do employees cut in the direction away from their body?  |
|  |     | *Are knives carried with their tips pointed towards the floor?   |
|  |     | Are trash containers of the proper size provided?  |
|  |     | *Are handles of pans turned away from employees to prevent them from being bumped off the stove?   |
|  |     | *Are pots not filled more than 2/3 full?   |
|  |     | *Are employees not wearing loose clothing near open flames?  |

| No                              | Yes | Location  |
|---------------------------------|-----|---|
| <b>KITCHEN AREA — Continued</b> |     |   |
|                                 |     | *Is the exhaust hood functioning?   |
|                                 |     | Are the hood and hood filters free of grease?   |
|                                 |     | Are employees under 16 prohibited from baking or cooking on the job (except cooking at a serving counter)?  |
| <b>CHEMICAL SAFETY</b>          |     |   |
|                                 |     | Are all chemical containers labeled with the product name, signal word, hazard statement, pictogram, precautionary statement, and the manufacturer or distributor's name and address? |
|                                 |     | If the chemical is transferred to a secondary container, is the secondary container labeled according to our hazard communication program requirements?                               |
|                                 |     | Are safety data sheets (SDS) readily available?   |
|                                 |     | Are chemicals stored properly?  |
| <b>DISHWASHING AREA</b>         |     |   |
|                                 |     | *Are knives washed separately?  |
|                                 |     | *Is broken glass picked up using a broom and dust pan?  |
| <b>STORAGE AREA</b>             |     |   |
|                                 |     | Are racks sturdy and in good condition?   |
|                                 |     | Is a stepladder provided for high shelves?  |
|                                 |     | Is the stepladder tall enough so that the top two steps are not stood on?   |
|                                 |     | Are dollies or hand trucks provided and maintained?   |
|                                 |     | Are heavy or bulky items stored on lower or middle shelves?   |
|                                 |     | *When opening boxes with a blade, do the employees cut away from themselves?  |
|                                 |     | Are employees under 16 prohibited from loading or unloading trucks, or working on a ladder?   |
| <b>TRAINING</b>                 |     |   |
|                                 |     | Have all employees been trained on:   |
|                                 |     | <ul style="list-style-type: none"> <li>• The Injury and Illness Prevention Program?</li> </ul>  |
|                                 |     | <ul style="list-style-type: none"> <li>• Reporting injuries and illnesses?</li> </ul>   |
|                                 |     | <ul style="list-style-type: none"> <li>• Emergency procedures?</li> </ul>   |
|                                 |     | When applicable, have employees been trained on:  |
|                                 |     | <ul style="list-style-type: none"> <li>• The Hazard Communication Program?</li> </ul>   |
|                                 |     | <ul style="list-style-type: none"> <li>• Prevention of bloodborne pathogen exposure?</li> </ul>   |
|                                 |     | <ul style="list-style-type: none"> <li>• Fire extinguisher use?</li> </ul>  |
|                                 |     | <ul style="list-style-type: none"> <li>• Violence in the workplace (robberies, etc.)?</li> </ul>  |
|                                 |     | <ul style="list-style-type: none"> <li>• The use of machinery?</li> </ul>   |

| No                          | Yes | Location   |
|-----------------------------|-----|--|
| <b>TRAINING — Continued</b> |     |  |
|                             |     | <ul style="list-style-type: none"> <li>• Lock-out/Block-out procedures?</li> </ul> |
|                             |     | <ul style="list-style-type: none"> <li>• Proper lifting procedures?</li> </ul>     |
|                             |     | <ul style="list-style-type: none"> <li>• Ladder safety</li> </ul>                  |
| <b>Other</b>                |     |  |
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|                             |     |  |

Hazard Assessment conducted by: \_\_\_\_\_

Date: \_\_\_\_\_



# ACCIDENT/EXPOSURE AND NEAR-MISS INCIDENT INVESTIGATION REPORT

Date: \_\_\_\_\_ Name of person affected: \_\_\_\_\_

Location: \_\_\_\_\_ Witnesses: \_\_\_\_\_

What are the details on what the person was doing just before the incident occurred?

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What happened (provide details, including nature of injury/illness)?

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What are the underlying reasons (list all of them, and not who was at fault) for the incident occurring?

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What needs to be done to prevent a reoccurrence?

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When were the corrective measures implemented?

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Name of person conducting the investigation: \_\_\_\_\_ Date Initiated: \_\_\_\_\_

Accident/Incident Investigation — Additional Comments:

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