

DEPARTMENTAL IIPP ANNUAL TRAINING FORM LABORATORY/OFFICE SATELLITE DOCUMENT

INJURY AND ILLNESS PREVENTION PROGRAM

This training form is designed to satisfy annual review and update requirements for the departmental Injury and Illness Prevention Program (IIPP) and the Emergency Action Plan (EAP) administrative documentation. Each and every employee is required to review/sign the above departmental documents **upon first hiring and annually thereafter** located in the departmental office of which they are assigned. This form serves as an extension of the signature page(s) of the IIPP/EAP documents and can only be utilized by an employee that has read, reviewed and signed the original/actual documents located in your departmental office. If you have not done so, please rotate through your departmental office, read and sign the actual documents before utilizing this form,

TABLE OF CONTENTS (IIPP) Summary

- Preface Department Information**
Dept Name, Chairperson, Dept. Address and phone number Buildings Occupied by Department
- I. Authorities and Responsible Parties**
Safety Officer, Safety Manager, Department Chair
- II. System of Communications**
Understands methods of communication between the department and employees.
- III. System for Assuring Employee Compliance with Safe Work Practices**
Understands employee advised of adherence to safe work practices and proper use of PPE. Employee understands conformance will be reinforced by discipline for non-compliance (UCD Procedure 62)
- IV. Hazard Identification, Evaluation, and Inspection**
Employee has done a Job Safety Analysis and will update changes to that JSA as they occur. Worksite inspections are done annually by either SVM Safety Officer or employee supervisor or both. To be retained in departmental IIPP binder.
- V. Accident Investigation**
Understands that department will notify supervisor when occupationally-related injury and illnesses occur. Supervisors to investigate all accidents, injuries, illnesses to identify causal factors and implement repairs/procedural changes to mitigate those hazards. Accident Investigation Form available in department IIPP document appendix.
- VI. Hazard Correction**
Employee understands hazards discovered through inspections, normal operations etc. must be corrected by the supervisor as quickly as possible. Correction of unsafe hazards or hazard conditions by supervisor can be accomplished by specific procedures. Employee aware of those procedures. A Hazard Correction Report is available in departmental IIPP document appendix.
- VII. Health and Safety Training**
Employee understands health and safety training for both general work practices and job –specific hazard training is the responsibility of the Principal Investigator and immediate Supervisor. Employee has read and understands the 5 training criteria listed in the department IIPP. Annual documented training is required by all personnel in the workplace.
- VIII. Recordkeeping and Documentation**
Employee understands that the original documents related to the IIPP and EAP are located and maintained in the departmental Office. All associated forms, job safety analysis, worksite inspections etc. are located in the appendix of the IIPP.

Location of Departmental IIPP and EAP - Building _____ Room _____ Area _____

SVM
DEPARTMENT _____

I have read and understand all information in the departmental IIPP and EAP original documents and my signature is on file. I understand this form is only a summary form of the original documentation and the original documents take priority/precedence over this form,

Signature _____ Date _____
Printed Name _____

Depart / Building / Rm/Lab # _____
Supervisor/Trainer _____

