



## Workplace Safety 101 4.7.2026



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## The First Step – Building Your IIPP

### Injury and Illness Prevention Program (IIPP)

Title 8 of the California Code of Regulations (T8CCR) Section 3203 requires **every** employer to develop and implement an effective IIPP.



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## Required Elements of an IIPP

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




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## Elements of an Effective IIPP

- ✓ Fully involve all employees, supervisors, and management
- ✓ Identify the specific workplace hazards employees are exposed to
- ✓ Correct identified hazards in an appropriate and timely manner
- ✓ Provide effective training




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# State Fund's IIPP Builder<sup>SM</sup>

Available to ALL California employers free of charge

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## #1 - Responsibility

### Identify who's in charge

- Management responsibilities
- Safety manager or safety lead

*Management must lead by example*

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## #2 - Compliance

- Clear safety procedures for each occupation in the workplace
- Regulatory compliance
- Positive employee recognition for safe and healthful work practices
- Disciplinary procedures for employees failing to follow safety rules

*Clearly define responsibilities and accountability for supervisors to monitor for compliance*

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### #3 - Communication

- Instill your safety culture through regular, clear and consistent communication
- Tips for developing your safety culture
  - Safety committees
  - Monthly safety meetings
  - Involve employee interaction

**State Fund's Monthly Safety Meeting Topics**

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### #4 – Hazard Assessment

- Conduct hazard inspections regularly and often
- Involve your employees, they know the job better than anyone else
- Audit how your employees perform the job
- Conduct a Job Safety Analysis – JSA
- Train your managers and supervisors to mitigate hazards

**State Fund's Job Hazard Analysis Guide**

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## Hierarchy of Hazard Controls

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### #5 – Accident / Exposure Investigation

Thoroughly investigate all accidents and near-miss incidents.

- How the injury occurred and the task at the time
- Take photos of accident site
- Find the root cause or causes of the accident
- Corrective actions to be taken
- Learn for accident prevention in the future

**State Fund's Accident/Near Miss Investigation Checklist**

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### #6 – Hazard Correction

Implement control measures to eliminate or reduce hazards

- **Engineering controls** - hazard removal
- **Administrative controls** - policies and procedures
- **Personal Protective Equipment (PPE)**

Cal/OSHA hazardous substances labeling & handling regulations

**Cal/OSHA Hazard Communication Standard**



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### #7 – Training and Instruction

- Reach all affected employees
- Cover all relevant topics
- Record your employee training

*An important benefit of periodic safety training is the reminder that hazards still exist and accidents can still happen.*

**State Fund's Safety Training Videos**

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## State Fund's Online Safety University<sup>SM</sup>

**Free Safety Training for State Fund Policyholders**

Occupational safety training with access to an easy-to-use learning management dashboard

**Safety Support Unit - (800) 675-2667**

**[SafetySupport@scif.com](mailto:SafetySupport@scif.com)**





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## #8 – Employee Access to Your IIPP

Cal/OSHA requires that all employees have access to a copy of your written IIPP

- Printed or electronic copy
- Through your company server or website

*Provide a written copy to your employee within 5 business days after receiving their request.*

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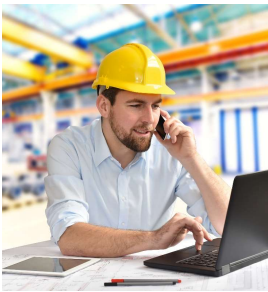
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## #9 – Recordkeeping and Reporting

- ✓ Accident investigation records
- ✓ Cal/OSHA Forms 300, 300A & 301
- ✓ Serious injuries and fatalities
- ✓ Corrective or disciplinary actions
- ✓ Safety inspection records
- ✓ Training recommendations or changes
- ✓ Safety meeting records
- ✓ Employee safety training records
- ✓ Applicable operating permits
- ✓ Hazardous substances records

*Brief Guide to Recordkeeping Requirements*

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### Build Your Safety Culture

Your **safety culture** communicates to frontline workers that **they are valued** and **engages them** in the process of improving workplace safety.

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### Measure Your Safety Program

- ✓ Set specific safety goals
- ✓ Track key safety indicators
- ✓ Create action items to correct breakdowns in safety procedures



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### State Fund Safety Services

Emphasis on hazard mitigation and improving safety culture

- Communication
- Hazard identification
- Measuring safety
- Regulatory information

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## State Fund Safety Services

**Our Industry-Leading Safety Professionals**

- Onsite Loss Prevention Services
- Ergonomics
- Industrial Hygiene



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## SafeAtWorkCA.com - Free Safety Resources

Safe At Work California

INFO: While California's emergency COVID standard has expired, the reporting and recordkeeping requirements are still in place for another year. Find out what's required for employers. [READ MORE](#)

**Cal/OSHA Trigger Height Change Now in Effect**  
A new regulation that changes the height at which ladders and ladders must wear fall protection become effective July 1. [READ MORE](#)

Accessing our safety resources is easy!



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## Safety Equipment Grant Program

Eligible policyholders may receive up to \$10,000 in grants to purchase safety equipment




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**Thank You for Making  
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Carrier of Choice**

Visit us at [StateFundCA.com](https://www.StateFundCA.com)

**Customer Support Center:**  
**(888) 782-8338**

**For safety resources visit**  
[SafeAtWorkCA.com](https://www.SafeAtWorkCA.com)

**Safety Support Unit:**  
**(800) 675-2667**



A close-up photograph of a white computer keyboard. A bright yellow rectangular sticky note is placed diagonally across several keys. On the note, the words "Thank you" are written in black cursive script, followed by a simple hand-drawn smiley face consisting of two curved lines for eyes and a wide upward-curving line for a mouth.

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