



DISCLAIMER

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INTRODUCTION



An Illness and Injury Prevention Plan (IIPP) is an important part of keeping workplaces safe. It helps identify and reduce risks that could cause employees to get ill or injured. This review checklist is a helpful tool for employers and safety managers to evaluate the effectiveness and compliance of their existing IIPP. By looking at key areas like management support, employee involvement, hazard assessment, incident investigation, and training, organizations can make sure their

IIPP is effective and promotes a safe work culture.

You are encouraged to regularly use this checklist not only to help keep the workplace safe but to show a commitment to improving health and safety practices. As you go through this checklist, think about each item carefully and use what you learn to make your IIPP stronger. Ultimately, it will help you create a safer and more productive environment for everyone.

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ILLNESS AND INJURY PREVENTION PLAN

Company name:

Physical address of worksite:

Supervisor:

Date/Time:

Inspector:

Note: This checklist is not intended to supersede existing safety inspection checklists. It is a general guideline for assessing and customizing your organization's incident-prevention plan.

(A negative answer to any question indicates an area of safety or health concern.)

YES	NO	N/A	Safety Topic	Date Corrected
Management Commitment and Leadership				
			Is there a current written policy statement provided?	
			Is the policy statement signed by management?	
			Are copies of the policy provided to new employees?	
			Are individuals assigned responsibility for developing, implementing, and enforcing the incident-prevention plan?	
			Are employee and supervisor responsibilities and authority assigned?	
			Has management allocated sufficient resources for safety programs?	
			Does management actively participate in safety initiatives and training?	
Employee Participation and Communication				
			Has a safety team been established to monitor the safety and health program?	
			Is there an established procedure for handling employee safety and health complaints?	
			Is there a system for employees to suggest safety improvements?	
			Are employees involved in developing and reviewing safety procedures?	
			Do employees participate in regularly scheduled safety meetings?	
			Are safety signs and warnings posted where appropriate?	
Hazard Identification and Assessment				
			Has a job safety analysis been conducted for each job role?	
			Is there a system for employees to report potential hazards?	
			Are hazard assessments conducted for new processes or equipment?	

YES	NO	N/A	Safety Topic	Date Corrected
Hazard Identification and Assessment <i>(Continued)</i>				
			Are hazard assessments updated when processes or equipment change?	
			Has an ergonomic assessment been conducted for all workstations?	
			Is there a process for assessing chemical hazards before introducing new substances?	
			Are noise levels assessed in potentially loud work areas?	
			Is there a system in place to assess potential safety risks of new projects?	
Inspections				
			Are regular workplace safety inspections conducted?	
			Is there a schedule for inspecting facilities, equipment, and tools?	
			Are ladders inspected before each use and periodically?	
			Are vehicles inspected regularly for safety?	
			Is personal protective equipment (PPE) inspected routinely?	
			Are fire extinguishers and suppression systems inspected as required?	
			Are emergency eyewash and shower stations inspected weekly?	
			Is there a checklist used for conducting safety inspections?	
			Are inspection records maintained and readily available?	
			Is there a process to ensure inspection findings are addressed promptly?	
			Are follow-up inspections conducted to verify corrective actions?	
			Has a person been designated responsible for overseeing the inspection program?	
Hazard Prevention and Control				
			Is there a system in place to prioritize and address identified hazards?	
			Are engineering controls implemented as the primary method of hazard control where feasible?	
			Are administrative controls (such as job rotation or revised work procedures) used when engineering controls are not practical?	
			Is appropriate PPE provided, maintained, and properly used?	
			Are employees trained in the proper use and limitations of PPE?	
			Is there a process for regularly reviewing and updating hazard control measures?	
			Are changes in processes, equipment, or materials evaluated for potential new hazards?	

YES	NO	N/A	Safety Topic	Date Corrected
Hazard Prevention and Control <i>(Continued)</i>				
			Is there a system for employees to report the need for maintenance or repairs related to safety?	
			Are emergency shutdown procedures in place for hazardous equipment or processes?	
			Is there a lockout/tagout program for controlling hazardous energy during maintenance?	
Safety and Health Training				
			Have new employees received orientation training?	
			Does management provide resources for and participate in employee training?	
			Have employees received and documented required OSHA training (as applicable) in: Work-area hazards? Emergency action plans? Fire prevention plans? Equipment operation for: Powered platforms? Equipment producing ionizing radiation? Powered industrial trucks? Multi- and single-piece rim wheel servicing? Mechanical power presses?	
			PPE including respiratory protection?	
			Location and use of emergency equipment?	
			Hazard communication including: Safety data sheets? Storage of flammable and combustible liquids. Explosive or blasting agents? Control of hazardous energy (lockout/tagout)?	
			Hearing conservation?	
			Permit-required confined spaces?	
			Welding?	
			Bloodborne pathogens?	
			Do all employees receive refresher training on at least an annual basis?	
			Have supervisors received instruction in incident investigation and hazard abatement?	
			Have employees received the required OSHA training as needed (list specific topics)?	
			Has a responsible person been designated to conduct training?	

YES	NO	N/A	Safety Topic	Date Corrected
Accident/Incident Investigation				
			Have incident investigation guidelines been established?	
			Are responsibilities assigned for all facets of the investigation process?	
			Are all incidents and near misses investigated?	
			Are incident investigation recommendations implemented?	
			Are the personnel involved in the investigation process trained in investigation techniques and procedures?	
			Has a responsible person been designated to conduct investigations?	
Program Evaluation and Improvement				
			Is your incident-prevention plan reviewed on at least an annual basis?	
			Are results documented and shared with managers, supervisors, and employees?	
			Are professional safety services or other sources used in revising or updating your safety program?	
			Has a trend analysis been conducted?	
			Are safety performance metrics tracked and reviewed regularly?	
			Are there established safety goals, and is progress toward these goals monitored?	
Recordkeeping and Documentation				
			Are OSHA 300, 300A, and 301 forms maintained as required?	
			Are procedures in place to maintain records and logs for: Safety inspections? Safety meeting minutes? Incident investigations? Emergency response drills?	
			Are employee medical records current and per OSHA standards?	
			Are records of employee exposure to hazardous substances or harmful physical agents maintained?	
			Are employee training records maintained and available for review?	
			Are records maintained for the time required by law?	
			Are operating permits and records current?	
Emergency Preparedness and Response				
			Are emergency telephone numbers posted where they can readily be found?	
			Is a first-aid kit available and adequately stocked?	

YES	NO	N/A	Safety Topic	Date Corrected
Emergency Preparedness and Response <i>(Continued)</i>				
			Are emergency evacuation routes identified and posted?	
			Is there an emergency action plan in place?	
			Are emergency drills conducted regularly?	
			Is there a business continuity plan in place?	
Contractor Safety Management				
			Are contractors included in the safety program?	
			Is there a process for evaluating contractor safety performance?	
			Are contractor safety requirements clearly communicated?	
			Is there a system to ensure contractors comply with site safety rules?	
Specific Hazard Management Programs				
			Are there specific programs in place for hazards such as lockout/tagout, confined space entry, fall protection, etc.?	
			Are these programs reviewed and updated regularly?	
			Do employees receive specific training on these hazard management programs?	
Behavior-Based Safety				
			Is there a program in place to observe and reinforce safe behaviors?	
			Are employees trained in behavior-based safety techniques?	
			Is there a system for providing feedback on observed behaviors?	
Management of Change				
			Is there a process for evaluating how changes in processes, equipment, or materials affect safety?	
			Are changes communicated effectively to all affected employees?	
			Is training provided when significant changes are implemented?	
Compliance with Regulations				
			Are OSHA posters and forms displayed in prominent locations?	
			Are safety signs and warnings posted where appropriate?	
			Is the safety program current for all employer operations and employee activities?	
			Are industry-specific safety regulations being followed?	



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