

IIPP Check List

IIPP is written in “plain english”, easy to follow, understandable and easy to apply. Significant use of bullet points and white space. Is the document written for its intended audience? Where are copies located and accessed by employees?

- Table of Contents and number pages.
- Persons designated with authority and responsibility for implementing the program are identified (name and title).
- You have created a safety policy statement.
- There is a system to identify, correct and prevent safety and health hazards.
- Any additional requirements imposed by industry, workplace, or other conditions are addressed in the IIPP.
- Periodic inspections are scheduled, performed, and documented (when).
- You have a policy addressing responsibility for and documentation of investigations.
- There is a system to ensure affected employees receive information about occupational safety and health matters.
- You encourage employees to inform employer of workplace hazards without fear of reprisal.
- Employees are regularly and periodically trained on safety issues and documentation of the employee participation is retained (who and where).
- Documentation of safety communication and enforcement is retained (who and where).
- All recordkeeping and posting requirements are met (who, where, how).
- The IIPP is subject to documented ongoing review and updating.
- All of the IIPP requirements are addressed in your IIPP.