

2009

# CEA Illness and Injury Prevention Plan – Audit Form

Clarifying State Mandated Illness and Injury  
Prevention Requirements

Learn how you can identify, prevent, or eliminate costly workplace safety issues  
that rob you of productivity and profitability.



# Introduction

## CEA and Boretti, Inc: Your Free IIPP/Safety Audit

Being a business owner just got easier. CEA is offering a free Illness and Injury Prevention Plan Audit backed by Safety Experts at Boretti, Inc. Boretti, Inc. has a variety of environmental management and safety professionals, who are prepared to review your completed audit form and assess your IIPP needs.

### How does the free audit process work?

1. **Find Your Standard Industry Code**
2. **Complete** the IIPP Audit form
3. **Submit** your form to a Boretti, Inc. Safety Specialist (three options)
  - a. Click the submit button
  - b. Fax your form (916) 921-6010
  - c. "Save A Copy" and attach it to email addressed to: james@borettiinc.com
4. **Wait** 24-36 hours. You will be contacted by a Boretti safety specialist, who will discuss your free audit's results with you.
5. **Review** the information with your Boretti Safety Specialist and determine how you can get the greatest value from your existing IIPP or initiating your first IIPP.

### What can you expect from the safety professional consultation?

The Boretti organization can use your audit's information, to help you begin:

1. **Determining** whether or not you are compliant with State and/or Federal requirements for your organization's industry.
2. **Clarifying** what you must do to become and/or stay compliant (includes training requirements for your industry)
3. **Developing** a written safety plan or approach, based on this audit's feedback from our Certified Safety Specialist
4. **Discovering** how small or large your illness and injury prevention

## Find Your Standard Industrial Code (SIC)

The Department of Occupational Health and Safety Administration (OSHA) identifies all industries by divisions and subcategories of those divisions. Please use the next few pages to find your industry, and write that title into the designated audit form field. If you cannot locate the correct code, please write a brief description about what your business does (Example: Pack and ship household goods, Sell antique cars, etc.). This will give your safety professional critical information needed to determine your correct industry code and requirements for safety compliance.

### Instructions:

1. Place your mouse's pointer over any blue link below (**keep it there**)
2. At the same time, **press** and **hold** the "Ctrl" key
3. Now, **click your mouse**
4. You are now on OSHA's website Standard Industry Code
5. Find the Standard Industry Code for your business
6. Type that industry code into the space provided on your audit form

**A.**

#### **Division A: Agriculture, Forestry, And Fishing**

[Major Group 01: Agricultural Production Crops](#)

[Major Group 02: Agriculture production livestock and animal specialties](#)

[Major Group 07: Agricultural Services](#)

[Major Group 08: Forestry](#)

[Major Group 09: Fishing, hunting, and trapping](#)

**B.**

#### **Division B: Mining**

[Major Group 10: Metal Mining](#)

[Major Group 12: Coal Mining](#)

[Major Group 13: Oil And Gas Extraction](#)

[Major Group 14: Mining And Quarrying Of Nonmetallic Minerals, Except Fuels](#)

**C.**

#### **Division C: Construction**

[Major Group 15: Building Construction General Contractors And Operative Builders](#)

[Major Group 16: Heavy Construction Other Than Building Construction Contractors](#)

[Major Group 17: Construction Special Trade Contractors](#)

[Major Group 20: Food And Kindred Products](#)

[Major Group 21: Tobacco Products](#)

[Major Group 22: Textile Mill Products](#)

[Major Group 23: Apparel And Other Finished Products Made From Fabrics And Similar Materials](#)

[Major Group 24: Lumber And Wood Products, Except Furniture](#)

[Major Group 25: Furniture And Fixtures](#)

[Major Group 26: Paper And Allied Products](#)

[Major Group 27: Printing, Publishing, And Allied Industries](#)

[Major Group 28: Chemicals And Allied Products](#)

[Major Group 29: Petroleum Refining And Related Industries](#)

[Major Group 30: Rubber And Miscellaneous Plastics Products](#)

[Major Group 31: Leather And Leather Products](#)

[Major Group 32: Stone, Clay, Glass, And Concrete Products](#)

[Major Group 33: Primary Metal Industries](#)

[Major Group 34: Fabricated Metal Products, Except Machinery And Transportation Equipment](#)

[Major Group 35: Industrial And Commercial Machinery And Computer Equipment](#)

[Major Group 36: Electronic And Other Electrical Equipment And Components, Except Computer Equipment](#)

[Major Group 37: Transportation Equipment](#)

[Major Group 38: Measuring, Analyzing, And Controlling Instruments; Photographic, Medical And Optical Goods; Watches And Clocks](#)

[Major Group 39: Miscellaneous Manufacturing Industries](#)

**E.**

**Division E: Transportation, Communications, Electric, Gas, And Sanitary Services**

[Major Group 40: Railroad Transportation](#)

[Major Group 41: Local And Suburban Transit And Interurban Highway Passenger Transportation](#)

[Major Group 42: Motor Freight Transportation And Warehousing](#)

[Major Group 43: United States Postal Service](#)

[Major Group 44: Water Transportation](#)

[Major Group 45: Transportation By Air](#)

[Major Group 46: Pipelines, Except Natural Gas](#)

[Major Group 47: Transportation Services](#)

[Major Group 48: Communications](#)

[Major Group 49: Electric, Gas, And Sanitary Services](#)

**F.**

**Division F: Wholesale Trade**

[Major Group 50: Wholesale Trade-durable Goods](#)

[Major Group 51: Wholesale Trade-non-durable Goods](#)

**G.**

**Division G: Retail Trade**

[Major Group 52: Building Materials, Hardware, Garden Supply, And Mobile Home Dealers](#)

[Major Group 53: General Merchandise Stores](#)

[Major Group 54: Food Stores](#)

[Major Group 55: Automotive Dealers And Gasoline Service Stations](#)

[Major Group 56: Apparel And Accessory Stores](#)

[Major Group 57: Home Furniture, Furnishings, And Equipment Stores](#)

[Major Group 58: Eating And Drinking Places](#)

[Major Group 59: Miscellaneous Retail](#)

**H.**

**Division H: Finance, Insurance, And Real Estate**

[Major Group 60: Depository Institutions](#)

[Major Group 61: Non-depository Credit Institutions](#)

[Major Group 62: Security And Commodity Brokers, Dealers, Exchanges, And Services](#)

[Major Group 63: Insurance Carriers](#)

[Major Group 64: Insurance Agents, Brokers, And Service](#)

[Major Group 65: Real Estate](#)

[Major Group 67: Holding And Other Investment Offices](#)

**I.**

**Division I: Services**

[Major Group 70: Hotels, Rooming Houses, Camps, And Other Lodging Places](#)

[Major Group 72: Personal Services](#)

[Major Group 73: Business Services](#)

[Major Group 75: Automotive Repair, Services, And Parking](#)

[Major Group 76: Miscellaneous Repair Services](#)

[Major Group 78: Motion Pictures](#)

[Major Group 79: Amusement And Recreation Services](#)

[Major Group 80: Health Services](#)

[Major Group 81: Legal Services](#)

[Major Group 82: Educational Services](#)

[Major Group 83: Social Services](#)

[Major Group 84: Museums, Art Galleries, And Botanical And Zoological Gardens](#)

[Major Group 86: Membership Organizations](#)

[Major Group 87: Engineering, Accounting, Research, Management, And Related Services](#)

[Major Group 88: Private Households](#)

[Major Group 89: Miscellaneous Services](#)

J.

**Division J: Public Administration**

[Major Group 91: Executive, Legislative, And General Government, Except Finance](#)

[Major Group 92: Justice, Public Order, And Safety](#)

[Major Group 93: Public Finance, Taxation, And Monetary Policy](#)

[Major Group 94: Administration Of Human Resource Programs](#)

[Major Group 95: Administration Of Environmental Quality And Housing Programs](#)

[Major Group 96: Administration Of Economic Programs](#)

[Major Group 97: National Security And International Affairs](#)

[Major Group 99: Nonclassifiable Establishments](#)

## Injury and Illness Prevention Program (IIPP) Audit Form

**Instructions:** This audit form will help us provide you with tools and resources necessary for complying with California's health and safety requirements for your business. Rest assured, we will not share your information with a third party for marketing purposes. If you have any questions, please feel free to contact CEA at 1-800-399-5331 or email us at [ceainfo@employers.org](mailto:ceainfo@employers.org).

### Organizational Information

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#### Person Completing This Form

Name:

Title:

Company Name:

Are you a CEA Member?

Business Type:

Main reason for completing this audit:

Are you the business owner?

If not, list their name and title:

(He/she will also receive our final analysis of this safety audit, too.)

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#### Main Office/Location

Street Address:

City:

State:

Zip Code:

Email:

Phone:

Fax:

Website:

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#### Industry and Size

Standard Industry Code (SIC):

(See pages 3 - 6)

Briefly describe what your business does?

Total Number of Employees:

(State the maximum number of employees you have at any one time in a 12 month period):

Total Number of Locations:

Do you have any operating locations outside of California?

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### Safety Activities

The remainder of this audit asks critical questions about your safety activities, as it relates to Federal/State requirements for Illness and Injury Prevention Planning (IIPP) requirements. This information will help our safety professional review and sum up your IIPP requirements.

<b>COMPLIANCE</b>	
Do you have a written illness and injury prevention plan that manages your employee's safety?	
Are your leaders and employees trained to report unsafe acts or conditions observed on the job?	
Do leaders counsel or discipline employees about unsafe acts or conditions observed on the job?	
Do you have a safety incentive program that encourages compliance with safety rules and practices on the job?	
<b>SAFETY COMMUNICATION</b>	
Do you hold staff or employee safety meetings?	
Do you have Federal/State required safety posters visible in common places or other designated location?	
Do you communicate or address safety issues using letters, check stuffers, or bulletins?	
Do you have a safety suggestion program with someone following up with the suggestions?	
<b>SAFETY INSPECTIONS/INVESTIGATIONS</b>	
Do you conduct safety inspections for Hazard Abatement (Elimination)?	
Do you conduct safety inspection of training records and completion?	
Do you conduct investigations when on-the-job injuries or illnesses occur?	
Do you have a secure and known location for all safety records?	
<b>SAFETY COMMITTEE</b>	
Do you have a safety committee?	
Does your safety committee perform all or most of your safety communication with the rest of your organization?	
Does your safety committee regularly meet and report activities to the business owners/leaders?	

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## SUBMIT FORM

This is a free audit tool, which you may submit to Boretti, Inc. for review and comment.

### Here's some basic instructions for using this form:

1. **“Save As”** to save a copy of your file, before attaching and email a copy of this file to [james@borettiinc.com](mailto:james@borettiinc.com) (If you would like a free 30 minute review of your safety activities, necessary trainings, or discuss the right safety plan for your organization).
2. **“Send PDF”** button, which copies and attaches your audit form to a new email message:
  - a. You click the button **“Send PDF”** Button
  - b. It will ask you which email application you want to use – Select **“Desktop”**
  - c. Click the circular button next to Desktop
  - d. Your data file will be attached to an email addressed to james@borettiinc.com
3. **“Clear”** button clears your form for its next use.
4. **“Fax”** your document to 916-921-6010 and indicate on the fax coversheet whether or not you would like a Safety Specialist scheduled for a 30 minute free telephone consult about this form.



California Employers Association  
1451 River Park Dr. Suite 121  
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[www.employers.org](http://www.employers.org)  
[info@employers.org](mailto:info@employers.org)  
Phone: (800) 399-5331

CEA, a non-profit organization, is a highly capable and experienced human resources management and labor relationships firm. CEA is a membership organization that provides stellar member/non-member services:

- Consultation
- Employee Handbooks, Policies, and Procedures
- Employee Training
- HR Products, Posters, and Forms
- Labor Relations
- Performance Management
- Unemployment
- Workers' Compensation

With strong HR vendor relationships, service quality, and flexibility, CEA is the right California outsourcing partner for your HR needs.

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### **Disclaimer**

We have prepared this audit form to help you understand how IIPP applies to many businesses. You may choose to abide by all or parts of this business audit form or subsequent audit report, at your own discretion. This form is not a guarantee of IIPP compliance and creates no such warranties or protections to that effect. It is merely an illustrative summary of how businesses could interpret and respond to IIPP requirements for the State of California.