



SAFETY PROGRAM REQUIREMENTS: SELF-ASSESSMENT

Every employer in California is required to have an Injury & Illness Prevention Program (IIPP), but did you know that there are many other safety program requirements* depending upon the type of business?

To help you determine where your business stands regarding safety program requirements*, the California Employers Association (CEA) in partnership with Boretti, Inc. has developed this assessment.

Completing this assessment will take about 9 minutes. It will provide you with a benchmark of where you stand regarding safety program requirements* and discussion points from which to plan and strategize in becoming compliant.

COMPANY NAME: _____ DATE: _____

ADDRESS: _____

OPERATIONS / TYPE OF BUSINESS _____

CONTACT NAME & TITLE: _____

PHONE NUMBER: _____ E-MAIL: _____

Each Y, N and N/A checked equals one (1) point. At the end of each section add the total in each column.

Injury & Illness Prevention Program (IIPP): GISO §3203	Y	N	N/A
Written: IIPP is in writing and available for employees.			
Responsibility: Person(s) are identified in the program as having the authority and responsibility for implementing the IIPP.			
Who: Person(s) identified by full name.			
Compliance: The IIPP has a method that ensures / reinforces compliance for safety in the company (e.g., counseling, re-training, disciplinary process, incentive, etc.) and when it will occur.			
Communication: There is a method of continual safety communication (e.g., safety meetings, safety tailgates, safety suggestions, bulletin board postings, pamphlets, etc.) and how often they are conducted.			
Reprisal: The method of safety communication states there is no fear of reprisal for reporting safety issues / hazards / dangers.			
Inspections: There is a system for identifying and evaluating workplace hazards (inspections for unsafe conditions and work practices, hazard evaluations, assessments, etc.) and how often they are conducted.			
Investigations: Occupational injuries and illnesses are investigated and instances when they occur are stated in the IIPP.			
Correction: There is a process for correcting unsafe or unhealthy conditions, work practices and work procedures.			
Imminent: The program addresses what to do in the event of imminent hazards.			
Training: There is a process for safety training and instruction (when the IIPP is first established; new hire orientation; new processes, equipment, chemicals are			

*This self-assessment addresses the safety program requirements that apply to most California businesses. There may be additional safety program requirements dependent upon your business type and operations.1 |



Injury & Illness Prevention Program (IIPP): GISO §3203	Y	N	N/A
introduced; previously unrecognized hazards are discovered; etc.)			
Leadership Training: Additional safety training is provided for supervisors, managers and people in leadership positions for recognizing and taking action to correct safety issues, etc.			
Recordkeeping: There is a section on recordkeeping that states where and how long safety records are kept (i.e., safety communication, safety inspections, safety corrections, safety training, etc.).			
Total:			

Safety Committee (Optional)	Y	N	N/A
Meetings: Meetings are held at least quarterly.			
Business: Reviews inspections, accident investigations and alleged hazards conditions, when warranted.			
Recordkeeping: Minutes are created and made available to all employees.			
Total:			

Heat Illness Prevention Program (HIPP): GISO §3395: Required for all outdoor places of work	Y	N	N/A
Written: The program is in writing and available to employees.			
Shade: There is a Provision for shade being available at all times, erected when the temperature reaches or exceed 80°.			
Shade Quality: no shadow is cast, and shade will be enough to ensure all employees are capable of being covered: no contact with the ground and each other will be made.			
Shade Proximity: Provision also dictates how shade will be provided, erected and that it will be as close as practicable to where employee's are working			
Water: There is a provision to ensure 1 quart of potable water per employee per hour will be provided at all times.			
Water Access: Access to water will be as close as practicable to where employee's are working.			
Water Replenishment: Procedures for ensuring that water supply does not diminish below 1 quart per employee per hour levels.			
High-Heat Procedures: Have additional procedures in place for when temperatures reach 95 degrees (e.g.: Direct Employee Communication; Buddy System, etc.)			
Emergency Response: Procedures in place for responding to signs and symptoms of heat illness including activation of Emergency Response System.			
Training & Instruction: Employees have been trained on the program, signs and symptoms of heat illness, action to take, emergency response and roles, and how to prevent from becoming ill from heat exposures.			
Total:			

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There may be additional safety program requirements dependent upon your business type and operations.2 |



Emergency Action Plan (EAP): GISO §3220	Y	N	N/A
Written: Program is in writing and describes responses to major emergencies such as medical, fire, earthquake, hostile person, etc.			
Alarms: Designated alarm system procedures for notification of emergencies			
Evacuation: Procedures for orderly employee evacuation during emergency situations, including evacuation route maps.			
Emergency Leaders: Procedures for personnel who must remain on-site to tend to critical elements.			
First Aid/CPR Trained Personnel: Adequate number of responders trained for company needs.			
Roll Call: Procedures to accounting for all evacuated employees is in place.			
Emergency Response: Procedures are in place for activation of Emergency Response System.			
Drills: Emergency evacuation drills are conducted at least annually.			
Training & Instruction: Employees have been trained on the EAP program.			
Total:			

Fire Prevention Plan (FPP): GISO §3221	Y	N	N/A
Written: Program in writing and available to employees.			
Assessment: Potential fire hazards and proper handling and storage identified, potential ignition sources and controls identified.			
Protection Systems: Fire protection system(s) identified and maintenance on those systems being conducted (e.g.; fire extinguishers, fire sprinklers).			
Prevention: Procedure to control accumulation of flammable or combustible waste materials is in place.			
Training and instruction: Employees have been trained on the program.			
Total:			

Hazard Communication Program (HazCom): GISO §5194	Y	N	N/A
Inventory: Hazardous material locations and quantities have been inventoried; up-to-date.			
Labeling: All chemical containers are properly labeled as to their contents and hazards (In compliance with the Globally Harmonize System).			
Safety Data Sheets (SDS): SDS for all pertinent chemicals are present, are up-to-date and made accessible to employees at all times.			
Hazardous Non-Routine Tasks: Standardized procedures for infrequent tasks involving chemical use are in place, reviewed and discussed before work begins.			
Emergency Contacts: Procedures for initiating the emergency response system are in place.			
Training & Instruction: Employees have been trained on the program			
Total:			

Respiratory Protection Program: GISO §5144	Y	N	N/A
Written: Program is in writing and available to employees.			
Assessment: Air monitoring studies have been conducted to determine			

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Respiratory Protection Program: GISO §5144	Y	N	N/A
employee exposure to respiratory hazards.			
Function Testing: Employees required to use respirators have had medical evaluations and respirator fit-testing.			
Training & Instruction: Employees required to use respirators have been trained on respirator selection, proper use, procedures and schedules for cleaning, disinfecting, storing and inspecting respirators.			
Total:			

Hearing Conservation Program (Noise): GISO §5097	Y	N	N/A
Written: Program is in writing and available to employees.			
Assessment: Sound Level Measurement / Noise Dosimeter studies have been conducted to determine employee exposure to hazardous noise.			
Function Testing: Employees required to wear hearing protection have had Baseline Audiogram and Audiometric Testing is being conducted annually.			
Training and Instruction: Employees required to wear hearing protection employees have been trained on hazardous noise and use and care of hearing protection devices.			
Total:			

Exposure Control Plan (ECP) / Bloodborne Pathogens: GISO §5193	Y	N	N/A
Written: Program is in writing and available to employees.			
Exposure Determination: Employees with occupational exposure to blood or OPIM have been identified.			
Exposure Control Methods: Procedures for limiting or preventing employee contact with blood or OPIM have been created, including Universal Precautions.			
Immunizations: Employee's with occupational exposure to blood or OPIM have been offered the Hepatitis-B vaccine.			
Sharps: Procedures for handling sharps as been creating including the investigation of Sharps-related injuries.			
Training & Instruction: Employees have been trained on the program.			
Total:			

Required Postings*	Y	N	N/A
Worker's Compensation Insurance			
Safety & Protection on the Job (Cal/OSHA Posting)			
Cal/OSHA Log 300A Summary (February 1 – April 30 annually)			
Certifications / Permits*	Y	N	N/A
Excavations / Trenches (5 feet or deeper)			
Scaffolding (30 feet / 3 stories or higher)			
Demolition			
Elevators			
Tower Cranes			
Underground Mining or Tunneling			
Pressure Vessels (i.e.; Air Compressors)			
Total:			

* Note: Additional postings and permits may apply.

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Upon completion of this assessment click submit (below) and our safety partner, Boretti Inc., will review the results. Boretti will call and provide you with a 10-minute free consultation to help you plan a path to becoming compliant.

Submit form

Due to different website browsers, the submit button might not work. In this case please "Save" the completed form to your computer. Then email the form to ceainfo@employers.org.

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