

Injury and Illness Prevention Plan (IIPP)

Gerontology

2/2017

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1. About the IIPP

Instructions

Welcome! Thank you for developing and implementing your unit's Injury and Illness Prevention Plan (IIPP). In California, every organization with 10 or more employees is required to have a written IIPP in place, and USC is committed to making your unit's IIPP an effective tool for maintaining a safe and healthy work environment for all of us.

This IIPP template has been prepared by the Office of Environmental Health & Safety (EH&S) to help you develop and implement a customized IIPP tailored to your unit's needs. All sections in this template are required by [regulation](#) and will need to be customized and filled in. [Those areas and instructions for completion are noted in blue text like this.](#) [Modify the blue sections appropriately, or delete if it is not relevant to your unit.](#)

Learn more and see recent updates at: tiny.cc/usc-iipp

There are links to websites, forms and other resources in this document to guide you through implementing and maintaining your IIPP. Visit the [USC IIPP template webpage](#) for a complete listing of all these resources.

Once you're done customizing your unit's IIPP, we recommend saving it as a new document and removing all the blue instructional text. You'll then have taken a big step towards ensuring the safety and wellness of your unit.

The Policy

USC is committed to maintaining a safe and healthy work environment for each employee and ensures full compliance with all applicable occupational safety and health regulations. In conjunction with USC's [Injury and Illness Prevention Policy](#), this Injury and Illness Prevention Plan (IIPP) complies with the Cal/OSHA requirement to develop a written IIPP ([CCR Title 8, Section 3203](#)) and includes all required elements.

Compliance

We are all responsible for using safe work practices, following applicable policies and procedures, and taking ownership of our roles as listed in the next section. Our system of ensuring that we comply with the rules and maintain a safe work environment includes:

- Keeping everyone informed of the IIPP;
- Evaluating safety performance;
- Recognizing safe work practices (via performance evaluations or incentive programs);
- Providing training to employees whose safety performance is deficient; and
- Taking corrective action against those who do not comply with safe work practices.

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2. Responsibilities

We all serve an important role in preventing injuries/illness and maintaining a safe, hazard free work environment. Therefore, this IIPP is most effective when we all take ownership of our responsibilities and we implement all the elements properly.

Everyone fits into one of the categories of roles in this section. Please review your category so you fully understand your duties and can take an active role in keeping yourself and the USC community safe.

Senior Administration and Leadership

USC's senior administration and leadership (referred to as **senior leadership** in the IIPP) is responsible for exemplifying their commitment to keeping USC a safe and healthful workplace by providing the support and guidance needed to keep injury and illness prevention a priority.

Department Heads and Directors

Department heads and directors (referred to as **department heads** in the IIPP) have the primary responsibility for ensuring the IIPP is in place to serve its purpose of keeping their staff safe. To accomplish this, department heads will:

- Communicate the IIPP to employees and visitors and implement the requirements of the IIPP.
- Direct individuals under their supervision to obtain training required by the IIPP.
- Develop a process to maintain injury prevention and safety programs.
- Include health and safety performance when evaluating suppliers and contractors as applicable.
- Maintain [emergency action](#) and [disaster preparedness](#) plans providing clear responsibilities for all personnel to coordinate effectively with emergency responders.



Managers, Supervisors and Principal Investigators

Employees look to their managers, supervisors and principal investigators (referred to as **supervisors** in the IIPP) to exemplify safe and healthful practices encouraged by the IIPP. To maintain and fulfill the elements of the IIPP, supervisors will:

- Partner with EH&S to develop the IIPP and implement relevant EH&S procedures.
- Provide appropriate [safety training](#) to employees including [Hazard Communication](#).
- Ensure employees are assigned and properly use [personal protective equipment \(PPE\)](#).
- Recommend and implement safety and health improvements.
- Develop and implement safe work procedures and practices such as [Standard Operating Procedures \(SOP\)](#) and [Job Safety Analyses \(JSA\)](#).
- [Investigate accidents and incidents](#) and implement corrective actions.
- Coordinate [safety inspections](#).
- Immediately stop work that poses an imminent hazard.
- Ensure employees [report work-related injuries/illnesses](#) and [safety and health issues](#).
- Immediately [report serious injuries](#).
- Participate in Safety Committee activities as required.
- Model and enforce safe and healthy work practices.
- Take corrective action when employees do not comply with safe work practices.
- Maintain [documentation](#) of training, safety activities, inspections and incident investigations.

Employees

Employees include full and part-time staff, student workers, volunteers and contractors, and are responsible for knowing safety and health regulations for their duties, and being an active participant in safe practices. Employees will:

- Use appropriate PPE as necessary.
- Learn about the potential hazards of assigned tasks and request more information as needed.
- Actively participate in all required safety and health training.
- Comply with health and safety policy, signage, warnings and directions.
- Report all [unsafe conditions](#) and [accidents](#) promptly to supervisors.
- Report defective equipment and other hazards.
- Participate in incident investigations and workplace safety inspections as required.

Safety Coordinator or Safety Liaison

The Safety Coordinator or Liaison supports your unit's IIPP program by partnering with EH&S to keep a focus on safety in their daily duties. Your safety coordinator or liaison will:

- Plan and coordinate [safety meetings](#).
- Assist management with [documentation](#), [accident and incident investigations](#), regular [safety inspections](#) and hazard correction processes.
- Assist in the development of [SOPs](#) and [JSAs](#).
- [Report unsafe or unhealthy conditions](#) with which they need assistance to EH&S.

Safety Committees

Areas working with high-hazard materials or equipment have departmental safety committees that enact safety policies, investigate incidents and near misses (narrowly avoided incidents or accidents), develop solutions to safety concerns, and institute departmental training. The Department of Chemistry's Safety Committee is an example, and shops and other technical areas may consider forming their own safety committees. Departments and units with lower hazards can also form safety committees to ensure safety can be addressed regularly.

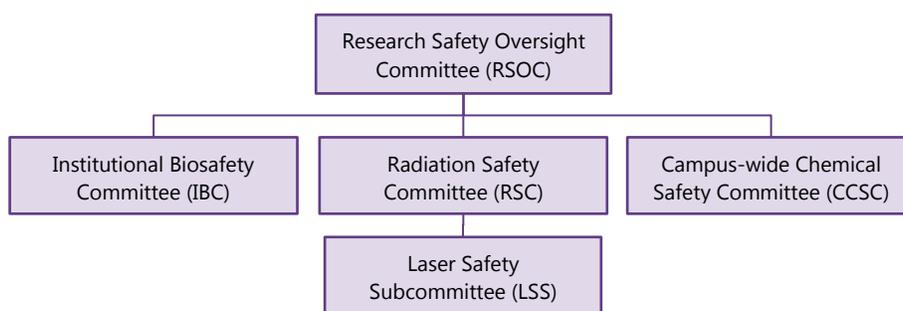
Safety committees have a [formal charter](#) outlining their mission, responsibilities, meeting calendar, and membership, and should be comprised of management, faculty, safety officers and employees.

Departmental Safety Committees team up closely with EH&S to:

- Support the unit in the development and maintenance of the IIPP.
- Assess compliance with applicable regulations and campus policies.
- Review workplace inspections, incident investigations, safety suggestions and reports of unsafe conditions (that cannot be immediately corrected by employee or supervisor) to ensure hazards are identified and corrected.
- Participate in hazard assessments and accident/incident investigations and develop suggestions for employee training.
- Maintain written [meeting minutes](#).

Does your unit have a Safety Committee?
Not sure? [Ask EH&S!](#)

Please note that a formal committee structure is in place to govern research safety at USC. These committees review USC policies and guidelines related to the use of various hazards for research and work closely with the research community and EH&S to establish new guidelines and promote a strong safety culture. If your unit is involved in research, your departmental safety committee should work with EH&S to ensure your efforts are aligned with the efforts of the formal committees.



✓Our unit does not have a departmental safety committee.

IIPP Administrator

Your unit's IIPP administrator may be a director, manager, supervisor, coordinator or a member of the safety committee. This person has the overall responsibility of actually completing this IIPP template to meet the needs and structure of your unit and ensuring it is readily accessible to everyone.

Office of Environmental Health & Safety

EH&S is your partner in developing your IIPP and will maintain/update the IIPP template as necessary. EH&S collaborates with you and serves as consultants in every aspect of keeping your unit a safe and healthful place to work. To accomplish this, EH&S will:

Visit the [EH&S Website](#) to learn more about EH&S services and programs.

- Provide guidance and technical assistance in identifying, evaluating and correcting safety and health hazards.
- Develop training and outreach materials.
- Perform classroom training and provide training assistance.
- Conduct/assist with inspections and accident/incident investigations as needed.
- Conduct industrial hygiene sampling.
- Develop written guides and policies (known as "written programs").
- Participate in emergency response as required.
- Analyze injury and illness data, monitor trends and make recommendations to management.
- Monitor compliance with regulatory requirements.



3. IIPP Information

Your IIPP may support an entire department, division, sub-unit or general work area. The term “unit” is used in the IIPP to refer to the group referenced in the IIPP. No matter how small or large a unit your IIPP covers, there will be specific people serving in key roles. Please identify them and your unit in the table below.

Unit Name	Gerontology		
Unit Head/Title		Email	
IIPP Administrator	Dominic Alpuche	Email	alpuche@usc.edu
Safety Coordinator	Natasha Reyes	Email	Reye426@usc.edu

Buildings Occupied by this Unit

List all buildings occupied by your unit. For on-campus buildings, the building name is enough, but for off-campus buildings, please write the physical address. Do not include buildings used only for storage.

Building Name & Address (if off-campus)	Department/Unit	Building/Facility Coordinator	B/FC Phone #
GER	Gerontology	Dominic Alpuche	213-740-1495

Add additional rows or include a separate sheet as needed.

Safety Committee

Areas performing high-hazard work or using hazardous materials or equipment may have a Safety Committee providing further support and governance in ensuring the health and safety of their team. See Section 2: Responsibilities – Safety Committees for additional information.

If your area has a safety committee, complete the information below. [Contact EH&S](#) if you have any questions.

Committee Name	Meeting Schedule
Lab Safety Committee	Bi-Annual

Chair	Section/Sub-unit
Todd Morgan	Finch Lab

Member	Section/Sub-unit
Hemal Mehta	Cohen Lab
David Lee	Lee Lab
Min Wei	Longo Lab
Amy Christensen	Pike Lab
Lori Thomas	Curran Lab
Laura Corrales	Davies Lab

Add additional rows or include a separate sheet as needed.



4. Communication

Supervisors must communicate occupational hazards and appropriate protective measures in a manner readily understood by all employees ([CCR Title 8, Section 3203](#)), and all employees can inform their supervisors about workplace hazards without fear of reprisal.

This gives supervisors an opportunity to provide leadership, set the standard, and remain directly involved in regular safety interactions. This section provides examples of several effective ways for communicating safety topics.

See [Appendix B](#) for additional communication resources.

New Employee Orientation

Covering safety topics during the onboarding process is a great way to get started with a focus on safety. The supervisor can do the following with new employees during orientation:

- Provide initial communication on general safety policies and procedures.
- Go over safe work practices and/or Standard Operating Procedures (SOP) and discuss the corrective action process for non-compliance.
- Walk through your unit's IIPP together, including how to report injuries and hazards.

Check out the [USC Employee Gateway](#) for new hire resources, USC policies, and guidelines.

Safety Meetings

Safety meetings offer an opportunity for employees and supervisors to discuss health and safety issues in a supportive environment. Bi-annual meetings are recommended for units with low hazard risks (e.g., offices, general spaces) and quarterly meetings for moderate to high-hazard risk areas (e.g., shops, laboratories, maintenance yards).

[Our unit holds quarterly safety meetings.](#)

You can conduct a short training session during a safety meeting, using the [Site-Specific](#) or [Employee Training Record](#) forms to document attendance. Also, here are some topics for discussion:

- Hazards encountered in the workplace and [how to report safety concerns](#)
- Hazard mitigation in progress (e.g., FMS work order, in-house repair)
- Summaries from safety committee meetings (departmental or oversight)
- [EH&S Fact Sheets](#) relevant to your unit

The form is titled "Employee Training Record" and includes a header with "Date" and "Time". Below the header is a table with columns for "Date", "Time", and "Area". The table has several rows for recording training sessions.



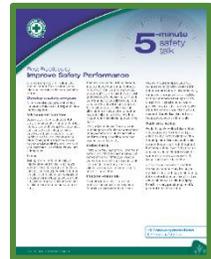
- [Safety Data Sheets \(SDS\)](#) on specific chemicals/hazardous materials used in daily operations
- Accidents and near misses, their resulting injuries or illnesses, steps to avoid recurrence, etc.
- The sections of the IIPP and everyone's roles and responsibilities



Other Communication Methods

Other informal methods of communication help to keep safety an open topic. These are ways we can bring safety into everyday conversation:

- Include safety concerns as a topic in general staff meetings
- Periodically email reminders and health and safety tips
- Post or distribute safety information such as:
 - [EH&S Fact Sheets](#)
 - [General Safety Fact Sheets](#)
 - [Safety Data Sheets](#)
 - [Safety Meeting Agenda Template](#)
 - [Standard Operating Procedures](#)





5. Hazard Identification & Assessment

Assessing and identifying hazards proactively enables us to correct the issue and provide training prior to the occurrence of injury, illness or accident. At USC, we accomplish this by performing a combination of hazard assessments and safety inspections.

Assessments

Depending on the type of work your unit performs, one or more of several resources should be used to analyze and address hazards.



Job Safety Analysis

Any job duty with potential risks (anything from a paper cutter to a table saw) requires a [Job Safety Analysis](#) to be completed. Similarly, a [High Hazard Operations Analysis](#) can be used to aid the development of [Standard Operation Procedures](#).



Workstation Ergonomics

An [online ergonomic self-evaluation](#) is available for all employees to complete, and if necessary, employees can request an appointment with the Occupational Therapy Department for an in-person assessment.



Lab Hazard Assessment Tool (LHAT)

For research facilities using chemicals, biohazards, radiation and other hazards, the [LHAT](#) helps you list the hazards, and identify appropriate PPE and controls. All lab areas should complete the LHAT annually and retain a copy in your records.



Shop Safety Risk Assessment (SSRA)

The [Shop Safety Risk Assessment \(SSRA\)](#) is similar to the LHAT but also includes machinery and physical hazards that a shop may face. All shops should complete an SSRA annually and retain a copy in your records.

Our unit performs the following assessment(s): LHAT.
Copies of these records are available at Business Office.

Inspections

All units should complete workplace safety self-inspections on a regular basis, including supplemental inspections when you become aware of existing or new hazards. In addition, EH&S conducts regular inspections at shops, research facilities, teaching labs and other technical areas.

Offices

Use the [Office Inspection Checklist](#) at least once a year to detect and eliminate hazardous conditions in your office. Maintain a copy of the completed checklist in your IIPP or another centrally accessible location.

Copies of our completed Office Inspection Checklists are available at: [Business Office](#).

Shops

Shops can use the [Shop Safety Inspection Checklist](#) to detect and eliminate any existing hazardous conditions. EH&S will use the same form to conduct annual on-site inspections at all shops.

Copies of our completed Shop Safety Inspection Checklists are available at: [Business Office](#).

Research Facilities

Lab areas using chemicals, biohazards, radioisotopes, lasers and other hazards conduct self-inspections using one of the checklists below. EH&S will follow up with on-site inspections following a process detailed in the flow charts below:

[Laboratory Inspection Checklist](#)

[Lab Safety Inspection Process Flow Chart](#)

[Biosafety Inspection Checklist](#)

[Biosafety Inspection Process Flow Chart](#)

[Radiation Monthly Contamination Check](#)

[Radiation Safety Inspection Process Flow Chart](#)

Our unit uses these types of hazards: [Chemicals](#), [Biohazards & Radioisotopes](#)

We use the [Laboratory](#), [Biosafety](#) & [Radiation](#) checklists to perform self-inspections every year.

Copies of past checklists can be found at: [Gerontology Business Office, GER101B](#).

Additional EH&S Safety Inspections

EH&S may schedule additional inspections when the following occurs:

- New substances, processes, procedures, or equipment are introduced into the workplace and present new safety or health hazards.
- The supervisor is informed of previously unrecognized hazards.

EH&S also conducts unannounced PPE compliance inspections in laboratories, shops, and other areas where hazardous materials are used. The inspections are designed to encourage you to wear PPE as indicated by applicable hazard assessments.



6. Hazard Reporting

We are all responsible for identifying and reporting workplace hazards. Regular assessment of work areas, tools and equipment help us develop situational awareness and allow us to identify potential hazards before an accident can occur. Additionally, if an incident does occur, knowing how to quickly report the incident and take action can save lives and minimize damage.

Hazard Reporting

Employees can report hazards to their supervisor, or directly to EH&S using one of the methods below. Employees who report legitimate hazardous conditions and/or unsafe work practices will not be disciplined or suffer any retaliation. Reports can also be made anonymously.

Ways to Report a Hazard



Call EH&S: 323-442-2200 (you can request to remain anonymous)



Complete [Online Safety Concern Form](#)



Use LiveSafe app on [Android](#) and [iPhone](#)

Incident Reporting

If there is an incident or emergency such as a fire, hazardous material spill, personal threat or theft, immediately contact [Department of Public Safety \(DPS\)](#) or the appropriate emergency response agency if you are not within the DPS patrol areas. You should be prepared to provide the following information:

1. **Your Contact Info** (your name and call back number)
2. **Location** (building name and room number)
3. **Explanation** (give as much detail as possible about the emergency)

Our unit contacts DPS in case of an emergency. OR

Our unit is located in multiple buildings and will contact the following emergency response agencies:

Building	Emergency Response Agency
N/A	N/A

Serious Injury or Illness Reporting

For any injury or illness that occurs at the workplace and requires emergency response, follow the procedures on the [Emergency Notification Protocol webpage](#). Post the [1-2-3 Serious Injury Reporting flier](#) in your unit's common areas to help your team become familiar with the process. [Contact EH&S](#) for printed copies of the poster.

Employers who fail to report serious occupational injury or illness within 8-hours are subject to a \$5,000 penalty.

Supervisors and HR Partners must immediately report these to EH&S so we may notify Cal/OSHA no longer than eight (8) hours after you learned about the death or serious injury or illness.

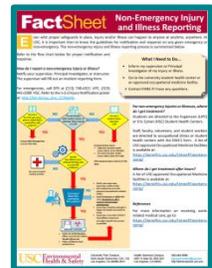


In our unit, the 1-2-3 Serious Injury Reporting Flier is posted at the following places:

- 1. 2nd Floor
- 2. 3rd Floor

Non-Serious Injury or Illness Reporting

Even if an injury or illness did not meet the requirements to report to Cal/OSHA, the supervisor, EH&S and other USC entities should be involved to ensure your employee gets the proper care and to learn how the incident could have been prevented. Review the [Non-Emergency Injury and Illness Reporting Fact Sheet](#) for the full process.



Near Misses

A near miss is an unplanned event that did not result in an accident, injury, illness, or damage, but had the potential to do so. Near miss incidents are often overlooked since no harm (injury, damage, or loss) resulted from them. However, near misses may be precursors to significant accidents/events that **can** result in serious injuries/losses. Recognizing and reporting near miss incidents to your department and EH&S can greatly improve worker safety and enhance your department's safety culture.

You can contact EH&S directly to report a near miss or complete the [Online Safety Concern Form](#).



7. Hazard Correction

Once a hazard is identified and reported, EH&S will provide consultative support to determine how to correct the hazard in order to protect staff as soon as feasible. Facilities Management Services or other University departments may provide assistance in developing appropriate corrective actions.

Immediate Corrections

The person that identifies the hazard should take the following actions as appropriate:

- Stop unsafe work practices
- Tag unsafe equipment with proper signage
- Deny access to areas that have chemical spills or other hazards
- Notify supervisor immediately
- [Notify Dominic Alpuche](#)

Supervisor Responsibilities

If the hazard is something that the supervisor can correct, it should be documented properly and corrected right away. If not, contact EH&S for support.

No matter who has been contacted to develop a targeted corrective action plan, the supervisor should use the following techniques to prevent unsafe practices:

- Provide re-training or take corrective action if appropriate
- Reinforce and explain the necessity for PPE (e.g., respirators, gloves) and ensure availability
- [Other steps our unit will follow](#)
- [Other steps our unit will follow](#)

Any supervisor who becomes aware of a serious danger to the health or safety of an individual must promptly report the danger to EH&S (see [Section 6: Hazard Reporting](#)) and to anyone who may be affected.

Emergency Shutdown

Anyone who identifies a hazard or activity posing an **imminent hazard** must immediately stop the activity, notify their supervisor and report it to DPS.

Imminent hazard is the likelihood of serious injury or death if not discontinued immediately.

EH&S has the authority to stop any such university activity. If the hazard cannot be immediately corrected without endangering employees or property, then the supervisor or EH&S will require all employees to evacuate from the area except for those knowledgeable, qualified, necessary, and equipped with proper safeguards, to correct the condition. In such an event, EH&S or the supervisor will immediately notify the appropriate administrator.

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8. Training

Training is one of the most important elements of a health and safety program. Being aware and properly trained about workplace hazards is the best way to prevent injuries, illnesses and accidents.

Supervisors are responsible for ensuring that their staff meet all training needs per Cal/OSHA requirements and USC guidelines, policies and procedures.

Identify Training Needs

Use the following tools to determine what hazard or job-specific training may be needed:

- [Hazard assessments](#)
- [Job Safety Analysis \(JSA\)](#) (coming soon)
- Job descriptions
- [Cal/OSHA Training Requirements](#)
- [USC Research Training Finder](#)
- Other tool our unit will use
- Other tool our unit will use



Provide Training

Training must be given at various stages in an employee's career, including:

- Upon hire
- When new hazards are introduced to existing duties
- When duties change
- When recertification is due
- When new or previously unrecognized hazards are identified
- As needed to reinforce past training topics or when near-misses occur
- [Another stage relevant to our unit](#)
- [Another stage relevant to our unit](#)



Training Topics

Major topics include, but are not limited to:

- [IIPP](#) (when newly implemented or revised significantly)
- [General Safety](#) (i.e. fire safety, emergency preparedness)
- [Hazard-Specific Training](#)
- [Hazard Communication](#)
- Other topics our unit will cover
- Other topics our unit will cover



Training Resources

Many resources are available to departments and supervisors in meeting training requirements:

- [EH&S Training](#)
- [TrojanLearn](#)
- [EH&S Fact Sheets](#)
- [Safety Data Sheets](#)
- [National Safety Council Safety Training](#)
- Other resources our unit will use
- Other resources our unit will use



Training Documentation

Although health and safety training may be provided online, in a classroom, or a meeting setting, they should always be provided at no cost during the employee's normal working hours and be documented on a form that includes:

- Employee Name, ID Number, and Signature
- Department
- Date
- Instructor Name
- Subject Outline

A form titled "Employee Training Record" with fields for Name, ID Number, Date, and Instructor Name. It includes a table with columns for Name, Date, and Duration, and a section for a signature and date.



9. Recordkeeping

Good recordkeeping is essential for all units and committees. Both have the responsibility to maintain various records in a centralized location so they are readily available for review. Some units may retain records in multiple locations, such as a set with central Human Resources and a set with the immediate supervisor.

Cal/OSHA regulations require that records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, training, and other safety activities be maintained for specific periods of time. Records must be kept in employee personnel files or general department files following University guidelines and must be produced when requested by Cal/OSHA Compliance Officers. In addition, personnel from EH&S may review these records during routine inspections.

Recordkeeping Timelines

What	Where	How Long
Safety inspection forms	On file by department	5 years
Hazard identification forms	On file by department	5 years
Incident investigations	On file by department	5 years
Safety meeting agendas	On file by department	5 years
Employee training records	On file by department	Length of employment
Employee exposure records	On file by department	30 years (or duration of employment if greater than 30 years)
Employee medical records*	On file by department	30 years (or duration of employment if greater than 30 years)

**Access to employee medical records will be limited in accordance with University policies, state and federal guidelines.*

In our unit, the following people know where these records are kept:

Name	Contact Info
Maricela Rodriguez	Rodri24@usc.edu

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A

A. Forms & Templates

Samples of all forms and templates referenced in the IIPP are available here. Go to tiny.cc/usc-iipp or click on the links below to download copies for use.

Assessment

Job Safety Analysis Form	tiny.cc/usc-jsa
Office Safety Inspection Form	tiny.cc/usc-office-inspect-check
Online Ergonomic Self-Evaluation	srm.usc.edu/rmcsapps/ergoselfevalsys
Vehicle Inspection Checklist	tiny.cc/usc-vehicle-inspect-check
Slip/Trip/Fall Checklist	tiny.cc/usc-slip-trip-fall-check
High Hazard Operations Analysis Form	tiny.cc/usc-hh-ops-analysis-form
Standard Operating Procedures (SOP) Template	tiny.cc/usc-sop-template
PPE Inspection Checklist	tiny.cc/usc-ppe-inspect-checklist
Shop Safety Inspection Checklist	tiny.cc/usc-shop-inspect-check
Shop Safety Risk Assessment (SSRA)	tiny.cc/usc-ssra-form

Research Safety

Laboratory Inspection Checklist	tiny.cc/usc-lab-inspect-checklist
Biosafety Inspection Checklist	tiny.cc/usc-bio-inspect-checklist
Chemical Waste Disposal Form	tiny.cc/usc-chem-disposal-form
Monthly Radiation Contamination Check	tiny.cc/usc-rad-contam-check

Reporting

Workers' Compensation Form	tiny.cc/usc-wc-claim-form
Manager's Incident Report	tiny.cc/usc-mgr-report-incident
Volunteer Injury or Illness Report	tiny.cc/usc-volunteer-inj-report
Report a Safety Concern Online Form	tiny.cc/usc-report-safety-concern

Incident Investigation Form

tiny.cc/usc-iif

Others

Safety Meeting Agenda Template

tiny.cc/usc-safety-mtg-mts

Safety Committee Charter Template

tiny.cc/usc-saf-cmte-charter-tml

Site-Specific Training Record Form

tiny.cc/usc-site-training-record

Employee Training Record

tiny.cc/usc-ee-training-record

B

B. Training & Communication Resources

Links to all the training and communication resources referenced in the IIPP are available here. Go to tiny.cc/usc-iipp or click on the links below to view the sites or download copies for use.

Job-Specific

EH&S Training Schedule	tiny.cc/usc-ehs-training
USC Research Training Finder	researchtrainingfinder.usc.edu
EH&S Fact Sheets	tiny.cc/usc-ehs-fact-sheets
Safe Lifting/Back Injury Prevention	tiny.cc/usc-fs-lifting-back
Cal/OSHA Training Requirements	www.dir.ca.gov/dosh/dosh_publications/trainingreq.htm
Hazard Communication and Awareness	tiny.cc/usc-hazcom
National Safety Council Safety Training	tiny.cc/usc-nsc-training
State Fund Safety Resource Center	tiny.cc/usc-state-fund-training
Safety Data Sheets	https://srm.usc.edu/internal/sds/

General Safety

TrojanLearn	trojanlearn.usc.edu
Fire Safety	tiny.cc/usc-fire-safety
Evacuation Procedures	tiny.cc/usc-evac-procedures
Emergency Preparedness	tiny.cc/usc-emergency-prep
Safety Fact Sheets	tiny.cc/usc-safety-fact-sheets
Injury & Emergency Reporting	tiny.cc/usc-report-emergency

References

EH&S Guide to Services	tiny.cc/usc-ehs-guide-services
USC PPE Standard	tiny.cc/usc-ppe-standard
UPC Emergency Plan	tiny.cc/usc-upc-emergency-plan
HSC Emergency Plan	tiny.cc/usc-hsc-emergency-plan
USC Business Continuity	tiny.cc/usc-bcp