









## **6) Accident/Incident Investigations**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured employees and witnesses;
- Visiting the accident scene as soon as possible
- Examining the workplace for factors associated with the accident/exposure;
- Determining the root cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring;  
and
- Recording the findings and actions taken.

Department-specific investigation and reporting procedures are located in the department IIPP supplements.

## **7) Training and Instruction**

All employees will participate in safety training on general and job-specific hazards and safe work practices. Each supervisor and manager will be trained on health and safety hazards to which employees under their immediate direction and control are exposed.

In addition to hazard-specific safety training, training will be provided when:

- The IIPP is first established
- New employees are hired
- Employees are reassigned to a new area or task with no prior training
- New substances, operations, or equipment are introduced

Department-specific training procedures are located in the department IIPP supplements.

## **8) Record Keeping**

All the following IIPP documentation is maintained for three years:

- Safety training for each employee, including the employee's name, training dates, type of training, and training providers
- Inspections, including the person(s) conducting the inspection; the unsafe conditions and work practices identified; corrective action, and follow up
- Accidents, illnesses, and near-miss inspections that identify the root cause and corrective action taken
- Safety committee meeting minutes
- Annual program reviews

