

**EMPLOYEE PROTECTION AND FACILITY, EQUIPMENT AND MACHINE INSPECTIONS AND MAINTENANCE** 1760  
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**GENERAL INFORMATION** 1761  
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Each CAL FIRE facility must have an Illness and Injury Prevention Program (IIPP), the [CAL FIRE Inspection Reference Guide](#) (revised 3/00) and the [USFS Health and Safety Code Handbook](#) (FSH 6709.11, 12/99). These handbooks used in conjunction with the Facilities-Equipment Safety Inspection Sheet, Form [CAL FIRE-66](#) and Facilities-Equipment Safety Inspection Checklist, Form CAL FIRE-66a will help identify unsafe conditions that may exist in CAL FIRE facilities so that they can be corrected.

The California Code of Regulations (CCR), Title 8 (T8), Section 3203, and Labor Code 6401.7 requires every employer to establish, implement and maintain an effective IIPP. Every CAL FIRE facility must have an IIPP. This program **must be in writing and address the following elements:**

- Assignment of Authority and Responsibility
- Communications
- Training
- Hazard Assessment
- Hazard Abatement
- Compliance
- Investigation
- Documentation/Recordkeeping

The Occupational Safety and Health Programs (OSHPros) developed a guidebook for meeting the IIPP requirements (Occupational Injury and Illness Prevention Program Guidebook) [Guidebook]. The Guidebook is now the official IIPP for the department and all facilities must maintain a copy of the IIPP. Templates for required Plans and Programs, such as: the Emergency Action Plan, Hazard Material Business Plan, Facility Fire Prevention Plan, Hearing Conservation Program, Asbestos Control Plan, Lockout/Tagout Plan, Respiratory Protection Plan, Ergonomics Plan, Confined Space Program, Workplace Violence and Security Plan and Exposure Control Plan are included in the IIPP.

The Code of Safe Practices included in the Guidebook are useful tools for training employees on the safety requirements associated with certain tasks or work areas. Each facility must maintain a list of Code of Safe Practices for each working environment and associated work projects.

The Code of Safe Practices (form [IIPP-3](#)) details the “Do’s” and “Don’ts” of general safety practices. They do not address specific tasks associated with the work project. A Job Hazard Analysis/Project Safety Workplan (form [IIPP-2](#)) is a safety plan on how you are going to perform the work project. The major steps or task descriptions are listed, followed by potential hazards that may be present or occur and then the hazard reduction steps to be taken for each major step or task.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)