**Welcome to the Northern California Conference’s Injury and Illness Prevention Program or IIPP!**

What you have in your hands is a very important document that is mandated for all employers to have. The letter and spirit of the document calls for a safety officer to inspect, monitor, and correct items related to safety on all levels. We depend upon you to fulfill your end of the stewardship of God’s property and greatest assets, His children.

The IIPP is one document for the entire conference. Therefore, we are providing you with this guide sheet to help you to understand what is more applicable at the local level and what is more applicable at the conference level.

Employer responsibilities are mainly executed by NCC’s HR department while some of the other administrative aspects are fulfilled by NCC’s Risk Management department. This information is concentrated at the first few pages of the IIPP, whereas what is more pertinent at the local level is later in the document. This document will serve as a guide to navigate what parts of the IIPP you should be focusing on.

Let’s get started:

1. **The Who –** I want to first direct your attention to the middle of page 3. Take special note that a “written copy of this IIPP Program will be maintained in the main office at each facility.” That means your main office or quarters. Then in that same paragraph, notice that all “managers and supervisors” (pastors are looked at as the supervisors of churches in the eyes of OSHA) are to have a copy on hand and are responsible for ensuring the IIPP is implemented in their facility.
2. **Safety Committee –** The NCC has a central safety committee. However, unless the congregation is small, the church should really appoint a safety committee to meet at least quarterly. Whether or not there is an actual committee established, the safety officer should present at least quarterly at Board meetings.
3. **Compliance** – Most of this is the employer’s responsibility but there are some local items like:
	1. Having first aid stations in each facility
	2. Having all bus drivers properly licensed and checked
	3. It is also wise for the local level to recognize and reward exceptional safety performance as well as discipline deficient safety standards
4. **Communication –** It is up the “managers and supervisors” to make sure that the safety standards/procedures are followed by those who labor whether employee or volunteer.
5. **Hazard Assessment & Reporting (page 6) –** This is where the responsibilities at the local level really pick up in the IIPP. Self-inspections should be done at least once annually and when otherwise listed in this section. Also pay special note to the **Correction** area at the bottom.
6. **Accident Exposure/Investigations** – Obviously if an accident happens, it should be reported and the situation should be looked at to see what happened and how it can be prevented in the future.
7. **Training/Instruction** – While the NCC gives generic instruction at the conference level, it is the duty of each facility to make sure its employees are trained for job-specific safety and health practices.
8. **General Safety and Onward** – Virtually all info at and past this point is relevant to the local level.
9. **Sample Sheets** – Numerous sample safety sheets are included once you reach page 20.

I hope this helps as you navigate the best way to implement the criteria of the NCC’s IIPP!

Thank you for doing your part in making your entity and the NCC the safest they can be!

Jeffrey Maxwell

Risk Management Director