## INJURY AND ILLNESS PREVENTION PROGRAM FOR HPEVS

**RECORDKEEPING**

Written IIPP and Documentation Requirements

Our organization has taken the following steps to implement and maintain our IIPP:

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist\* and the Identified Hazards and Correction Record\* and the Investigation/Corrective Action Report\*. These records are maintained for at least one (1) year.

2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record\*. This documentation is maintained for at least one (1) year.