

California Safety Manual

Rosa's Kitchen (SAMPLE — not a real business)

Effective September 11, 2026

This is a read-through copy of the complete program, bound from the separate plan documents in this download.

Edit the individual plan documents, not this file. Each plan keeps its own version and review date, and this copy is rebuilt from them. An edit made here is lost the next time any plan is reissued.

Plans in this Manual

Each plan below is maintained as its own document with its own version history and review cycle. This manual binds the version of each that was current on the date above.

Plan	Authority	Version	Effective	Next review
Part 1 — Your Injury and Illness Prevention Program				
Injury and Illness Prevention Program	8 CCR §3203	1	2026-09-11	2027-09-11
Injury and Illness Prevention Program — Restaurant and Food Service	8 CCR §3203	1	2026-09-11	2027-09-11
Required Postings and Notifications	8 CCR §340, §14300.32, §14300.41, §3204(g), §1509(c)	1	2026-09-11	2027-09-11
Part 2 — Required for your operation				
Task Hazard Analysis	8 CCR §3203(a)(4); §1509	1	2026-09-11	2027-09-11
Emergency Action Plan	8 CCR §3220	1	2026-09-11	2027-09-11
Fire Prevention Plan	8 CCR §3221	1	2026-09-11	2027-09-11
Hazard Communication Program	8 CCR §5194	1	2026-09-11	2027-09-11
Control of Hazardous Energy (Lockout/Tagout)	8 CCR §3314	1	2026-09-11	2027-09-11
Heat Illness Prevention Plan	8 CCR §3395 / §3396	1	2026-09-11	2027-09-11
Wildfire Smoke Protection Plan	8 CCR §5141.1	1	2026-09-11	2027-09-11
Workplace Violence Prevention Plan	Labor Code §6401.9	1	2026-09-11	2027-09-11
Personal Protective Equipment — Hazard Assessment and Training	8 CCR §3380(f)	1	2026-09-11	2027-09-11
Permit-Required Confined Space Program	8 CCR §5157	1	2026-09-11	2027-09-11
Repetitive Motion Injury Program	8 CCR §5110	1	2026-09-11	2027-09-11
Part 3 — Supporting materials				
Code of Safe Practices (General Industry)	8 CCR §3203(a)(3), (a)(7)	1	2026-09-11	2027-09-11
Medical Services and First Aid	8 CCR §3400	1	2026-09-11	2027-09-11
Machine Guarding	8 CCR §4002, §4184	1	2026-09-11	2027-09-11

Revision and Approval Log

Title 8 CCR §3203 does not require this page. It is a record Rosa's Kitchen (SAMPLE — not a real business) keeps so that the question “when was this last reviewed, and who approved it?” can be answered from the binder. Each row is one revision of one plan; the version and effective date are filled in as issued, and the last two columns are signed by hand when the revision is reviewed and accepted. Blank rows are for revisions not yet made.

Plan	Ver.	Effective	Reviewed by (print and sign)	Approved by (print and sign)	Date
Injury and Illness Prevention Program	1	2026-09-11			
Injury and Illness Prevention Program — Restaurant and Food Service	1	2026-09-11			
Code of Safe Practices (General Industry)	1	2026-09-11			
Task Hazard Analysis	1	2026-09-11			
Emergency Action Plan	1	2026-09-11			
Medical Services and First Aid	1	2026-09-11			
Fire Prevention Plan	1	2026-09-11			
Hazard Communication Program	1	2026-09-11			
Control of Hazardous Energy (Lockout/Tagout)	1	2026-09-11			
Heat Illness Prevention Plan	1	2026-09-11			
Wildfire Smoke Protection Plan	1	2026-09-11			
Workplace Violence Prevention Plan	1	2026-09-11			
Required Postings and Notifications	1	2026-09-11			
Personal Protective Equipment — Hazard Assessment and Training	1	2026-09-11			
Permit-Required Confined Space Program	1	2026-09-11			
Repetitive Motion Injury Program	1	2026-09-11			

Plan	Ver.	Effective	Reviewed by (print and sign)	Approved by (print and sign)	Date
Machine Guarding	1	2026-09-11			

A plan is not revised by editing a printed page. Revisions are made in the program that produced these documents and reissued, which is what moves the version number above.

Contents

Part 1 — Your Injury and Illness Prevention Program

Every California employer must have a written IIPP under Title 8 §3203 and must post the required notices. There is no version of a business that does not owe this part. If you read nothing else, read this.

1. Injury and Illness Prevention Program 8 CCR §3203
2. Injury and Illness Prevention Program — Restaurant and Food Service 8 CCR §3203
3. Required Postings and Notifications 8 CCR §340, §14300.32, §14300.41, §3204(g), §1509(c)

Part 2 — Required for your operation

Each plan here is required in writing, but only because of something specific about this business — the equipment recorded, the industry, the chemicals, the temperature, the headcount. Each chapter states the standard that binds it. Nothing is here by default.

4. Task Hazard Analysis 8 CCR §3203(a)(4); §1509
5. Emergency Action Plan 8 CCR §3220
6. Fire Prevention Plan 8 CCR §3221
7. Hazard Communication Program 8 CCR §5194
8. Control of Hazardous Energy (Lockout/Tagout) 8 CCR §3314
9. Heat Illness Prevention Plan 8 CCR §3395 / §3396
10. Wildfire Smoke Protection Plan 8 CCR §5141.1
11. Workplace Violence Prevention Plan Labor Code §6401.9
12. Personal Protective Equipment — Hazard Assessment and Training 8 CCR §3380(f)
13. Permit-Required Confined Space Program 8 CCR §5157
14. Repetitive Motion Injury Program 8 CCR §5110

Part 3 — Supporting materials

The documents you hand out, post and fill in, plus the chapters that record how a standard is met where no standard requires a written plan. Not optional in practice — a program with no filled-in records is not an implemented program — but not itself a written-plan mandate.

15. Code of Safe Practices (General Industry) 8 CCR §3203(a)(3), (a)(7)
16. Medical Services and First Aid 8 CCR §3400
17. Machine Guarding 8 CCR §4002, §4184

How this Manual is Organized

Each numbered chapter is a complete plan. Where a Cal/OSHA standard requires that plan to be in writing, the chapter satisfies that requirement. Where no written plan is required, the chapter records how this employer meets the standard's substantive requirements.

Required to be in writing: Injury and Illness Prevention Program (8 CCR §3203); Injury and Illness Prevention Program — Restaurant and Food Service (8 CCR §3203); Task Hazard Analysis (8 CCR §3203(a)(4); §1509); Emergency Action Plan (8 CCR §3220); Fire Prevention Plan (8 CCR §3221); Hazard Communication Program (8 CCR §5194); Control of Hazardous Energy (Lockout/Tagout) (8 CCR §3314); Heat Illness Prevention Plan (8 CCR §3395 / §3396); Wildfire Smoke Protection Plan (8 CCR §5141.1); Workplace Violence Prevention Plan (Labor Code §6401.9); Required Postings and Notifications (8 CCR §340, §14300.32, §14300.41, §3204(g), §1509(c)); Personal Protective Equipment — Hazard Assessment and Training (8 CCR §3380(f)); Permit-Required Confined Space Program (8 CCR §5157); Repetitive Motion Injury Program (8 CCR §5110)

Documents how the standard is met: Code of Safe Practices (General Industry) (8 CCR §3203(a)(3), (a)(7)); Medical Services and First Aid (8 CCR §3400); Machine Guarding (8 CCR §4002, §4184)

Scope. This manual is written for general industry work at this employer's own facility. It does not cover construction work, which falls under the Construction Safety Orders and imposes additional requirements including a Code of Safe Practices and tailgate safety meetings at least every 10 working days.

Injury and Illness Prevention Program (Title 8 CCR §3203)

Policy Statement

Rosa's Kitchen (SAMPLE — not a real business) is committed to providing a safe and healthful workplace for all employees. This written Injury and Illness Prevention Program (IIPP) has been established to comply with Title 8 California Code of Regulations (CCR) Section 3203 and to identify, evaluate, and correct workplace hazards in a systematic and ongoing manner. Every employee, supervisor, and manager shares responsibility for the success of this program.

This policy is issued and supported by the management of Rosa's Kitchen (SAMPLE — not a real business).

Owner or senior management (print name and title)

Date: _____

The person responsible for implementing and maintaining this Program day to day is identified in Section 1 below.

1. Responsibility (Title 8 CCR §3203(a)(1))

Rosa Delgado (sample), General Manager, has the authority and responsibility for implementing and maintaining this IIPP at Rosa's Kitchen (SAMPLE — not a real business). Responsibilities include:

- Maintaining and updating this written program as conditions change.
- Ensuring supervisors and employees understand and follow safe work practices.
- Coordinating scheduled workplace inspections and hazard assessments.
- Ensuring hazards are corrected in a timely manner.
- Maintaining required training and inspection records.

Owner or senior management

- Adopts this Program and provides the money, time and people to run it.
- Reviews the Program at least annually, and after any serious injury.
- Backs a stop-work decision. A supervisor who stops unsafe work and is overruled learns not to stop it again.

Supervisors and foremen

- Enforce safe work practices in their own work areas, and correct unsafe practices when they see them rather than reporting them onward.
- Train their crew on the hazards of each task before it starts, and record that they did.
- Hold the safety meetings this Program requires, and record what was discussed and who attended.
- Investigate injuries, illnesses and near-misses in their areas and report them the same day.
- Have the authority to stop work, and are expected to use it.

Every employee

- Follow the safe work practices they have been trained in, and use the protective equipment the task requires.
- Report a hazard, an injury, an illness or a near-miss to a supervisor the same day — however minor it seems.
- Stop work they believe is unsafe. Nobody is disciplined for doing so, for reporting a hazard, or for reporting an injury.
- Ask before starting a task they have not been trained for.

These duties apply to whoever holds the role, whether or not a name has been written against it. Naming the people who hold them makes the Program easier to enforce and easier to defend.

Employees are told who the IIPP Administrator is during new employee orientation and at safety meetings, and the name is posted with the other required workplace postings. The Administrator can be reached at (555) 555-0134, safety@example.invalid.

2. Compliance (Title 8 CCR §3203(a)(2))

Rosa's Kitchen (SAMPLE — not a real business) maintains a system for ensuring that employees comply with safe and healthful work practices. The system has three parts: recognition of safe work, retraining where practices fall short, and disciplinary action where they continue to. Recognition is the primary mechanism.

2.1 Recognition of Safe Work Practices

Employees who consistently follow safety rules, report hazards, and contribute to a safe workplace are recognized through:

- Verbal and written recognition from supervisors and management.
- Safety recognition programs, where applicable.
- Positive reinforcement during safety meetings and performance reviews.

2.2 Training and Retraining

Where an employee is found not following a safe work practice, retraining on that practice is provided before or alongside any disciplinary step. Retraining is recorded on the training record in the same way as any other training.

2.3 Disciplinary Action

Where unsafe work practices continue, the following steps are applied as appropriate to the severity of the violation:

- Verbal warning and retraining on the applicable safety rule.
- Written warning documented in the employee's personnel file.
- Suspension or other formal disciplinary action.
- Termination of employment for continued or serious violations.

Supervisors apply this system consistently and document all disciplinary actions related to safety violations. No employee is disciplined for reporting a hazard, for reporting an injury, or for stopping work they reasonably believe to be unsafe.

3. Communication (Title 8 CCR §3203(a)(3))

Rosa's Kitchen (SAMPLE — not a real business) maintains a system for communicating with employees on occupational safety and health matters, including provisions designed to encourage employees to report hazards without fear of reprisal. The primary method of communication is: Pre-shift line-up, conducted Daily.

- New employee orientation covering this IIPP and site-specific hazards.
- Ongoing safety meetings to review hazards, incidents, and corrective actions.
- Posted safety information, hazard notices, and required OSHA postings.

Employees may report a hazard without giving their name: a note in the box by the time clock, which only the owner opens. A report made this way is acted on the same as any other, and no employee is retaliated against for making one.

Safety and health information is communicated in English and Spanish, so that it is in a form readily understandable by all affected employees. Training materials, hazard notices, and this program are made available in those languages.

Rosa's Kitchen (SAMPLE — not a real business) does not use a labor/management safety and health committee. The communication requirement in §3203(a)(3) is met by the methods described above. A committee is one way to meet that requirement under §3203(c), not a requirement in itself.

4. Hazard Assessment (Title 8 CCR §3203(a)(4))

Rosa's Kitchen (SAMPLE — not a real business) conducts periodic inspections to identify and evaluate workplace hazards. Scheduled inspections are performed Monthly, and additional inspections are performed:

- When this Program was first established.
- Whenever new substances, processes, procedures, or equipment are introduced.
- Whenever new or previously unrecognized hazards are identified.
- Whenever occupational injuries or illnesses occur.
- Whenever workplace conditions warrant an inspection.

Based on the intake assessment, the following hazard categories apply to this workplace and are addressed throughout this program:

- Heat Illness
- Chemicals / Hazardous Substances
- Ergonomic Hazards
- Machinery / Moving Equipment

Inspection records, including the name of the person conducting the inspection, unsafe conditions found, and corrective actions taken, are maintained by the IIPP Administrator.

5. Investigation of Occupational Injuries and Illnesses (Title 8 CCR §3203(a)(5))

Rosa's Kitchen (SAMPLE — not a real business) investigates every occupational injury, occupational illness, exposure to a hazardous substance, and near-miss incident to determine the root cause and prevent recurrence. The investigation procedure includes:

- Visiting the incident site as soon as possible after the incident is reported.
- Interviewing the injured employee and any witnesses.
- Examining the workplace for factors that contributed to the incident.
- Determining the cause(s) of the incident.
- Recommending corrective measures to prevent recurrence.
- Documenting findings and corrective actions on an incident investigation form.

5.1 Reporting a Serious Injury to Cal/OSHA

A serious injury or illness, or a death, is reported to the nearest Cal/OSHA district office immediately. Immediately means as soon as practically possible and in no case more than eight (8) hours after Rosa's Kitchen (SAMPLE — not a real business) knows, or with diligent inquiry would have known, of it. Where exigent circumstances can be demonstrated the report may be made within 24 hours. The report is made by telephone or through the online mechanism the Division provides.

This obligation is separate from the investigation described above and is not discharged by completing an incident investigation form.

A serious injury or illness is one that (§330(h)):

- Requires inpatient hospitalization, for other than medical observation or diagnostic testing. There is no minimum length of stay — the 24-hour threshold that appears in older programs was removed from the definition.
- Involves an amputation.
- Involves the loss of an eye.
- Involves any serious degree of permanent disfigurement.

The definition excludes an injury, illness or death caused by an accident on a public street or highway — unless the accident occurred in a construction zone.

When in doubt, report. The cost of a report that turns out not to have been required is nothing; the cost of a missed one is a citation on top of whatever happened.

6. Correction of Unsafe Conditions, Work Practices, and Procedures (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy conditions, work practices, and procedures are corrected in a timely manner based on the severity of the hazard:

- Imminent hazards are corrected immediately, and affected employees are removed from exposure until the hazard is abated.
- Serious hazards are corrected as soon as possible, with interim protective measures put in place if correction cannot be completed immediately.
- Other hazards are corrected in a timely manner consistent with the degree of risk.

The IIPP Administrator tracks identified hazards through to correction and documents the corrective action taken and the date completed.

7. Training and Instruction (Title 8 CCR §3203(a)(7))

Rosa's Kitchen (SAMPLE — not a real business) provides health and safety training to all employees, including managers and supervisors, in accordance with Title 8 CCR §3203(a)(7).

Training is provided:

- When the IIPP is first established.
- To all new employees during orientation.
- To employees given new job assignments for which training has not previously been received.
- Whenever new substances, processes, procedures, or equipment are introduced that present a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To supervisors, to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

7.1 List of Training Subjects

Every employee receives training on the general subjects below. Completion is recorded on the training record for each session.

- This Injury and Illness Prevention Program: what it contains, where to find it, and how to get a copy.
- How to report an unsafe condition, an injury, an illness or a near-miss, and the rule that no one is disciplined for reporting.
- Who the IIPP Administrator is and how to reach them.
- Emergency procedures: evacuation routes, assembly points, alarm signals, and who to call.
- Location and use of first aid supplies and fire extinguishers.
- Safe lifting and manual material handling.
- Personal protective equipment: what is required for each task, how to inspect it, wear it and store it.
- Housekeeping: keeping walkways, exits and work areas clear.
- Safe use of the hand and power tools used in this work.
- The specific hazards of each employee's own job assignment and the controls used for them.

The following hazard-specific subjects apply to this workplace and are trained on for the employees exposed to them:

- Heat Illness
- Chemicals / Hazardous Substances
- Ergonomic Hazards
- Machinery / Moving Equipment

7.2 Whether the Training Worked

Training is judged by whether it changes what people do, not by whether it was delivered. The following are used to judge it, and what they show is reviewed at the annual review of this Program:

- Worksite observation of whether the practices taught are being followed.
- The number and quality of hazards employees report — a rise in reporting after training is evidence the training worked.
- Whether the same hazard or the same unsafe practice is found again at a later inspection.
- Injury, illness and near-miss counts and their causes, compared with earlier periods.
- Employee feedback on whether the training was understandable and relevant to the work.

Where these show that training did not take effect, the employees concerned are retrained and the training itself is revised.

8. Employee Access to this Program (Title 8 CCR §3203(a)(8))

Employees, and their designated representatives, have the right to examine and receive a copy of this Program. Rosa's Kitchen (SAMPLE — not a real business) provides access in a reasonable time, place, and manner, and in no event later than five (5) business days after a request is received.

- Requests are made to the IIPP Administrator named in Section 1.
- Access is provided by a printed copy, or by unobstructed access through a company server or website that employees can reach from their normal place of work.
- The first printed copy provided to an employee is free of charge.
- This Program remains available to employees for the duration of their employment.

9. Recordkeeping (Title 8 CCR §3203(b))

Rosa's Kitchen (SAMPLE — not a real business) maintains records sufficient to document compliance with this IIPP, including:

- Records of scheduled and periodic hazard assessments/inspections, including the person(s) conducting the inspection, unsafe conditions identified, and corrective action taken.
- Documentation of safety and health training, including the training date, content, and attendees.
- Inspection and training records are maintained for at least one (1) year, consistent with Title 8 CCR §3203(b). Section 9.1 sets out the retention period for every record this Program produces, including the exceptions §3203(b) allows a smaller employer.

9.1 How Long Each Record Is Kept

One year is the §3203(b) floor for inspection and training records, and §3203(b) lets an employer with fewer than 10 employees elect a shorter or lighter record in two places — noted below. Several records this Program produces are governed by other standards with longer periods, and keeping everything for one year would destroy some of them years early:

- Inspection records — at least 1 year (§3203(b)(1)) — an employer with fewer than 10 employees may instead elect to keep them only until the hazard is corrected.
- Training records — at least 1 year (§3203(b)(2)) — an employer with fewer than 10 employees may instead elect to keep a log of the instruction given to each employee on hire and on new duties, and the records of an employee who worked less than one year need not be kept beyond employment if they are given to the employee on leaving.
- Hazard correction records — at least 1 year, with the inspection records they arise from.
- Safety meeting records — at least 1 year.

- Employer's Report of Occupational Injury or Illness (Form 5020) — 5 years.
- Cal/OSHA Form 300 log and Form 300A summary — 5 years; the summary is posted 1 February to 30 April each year for the previous year.
- Employee's Claim for Workers' Compensation Benefits (DWC-1) — 5 years.
- Employee exposure records — air monitoring, wipe and area samples, biological monitoring — 30 years (§3204).
- Employee medical records — duration of employment plus 30 years — except for an employee of less than one year, whose records need not be kept beyond employment if they are given to the employee on leaving (§3204(d)).
- Safety data sheets, or a record of the chemical and where and when it was used — 30 years (§3204).

Employees and their designated representatives have the right to examine and copy their own exposure and medical records, and access is provided within fifteen (15) days of a request.

These records are kept at The office, in the binder marked Safety. They are available to employees and their designated representatives on request, and to the Division on request.

Appendix: Hazard-Specific Programs

The following hazard-specific programs are incorporated into this IIPP based on hazards identified for this workplace.

B. Hazard Communication Program / GHS Training (Title 8 CCR §5194)

Rosa's Kitchen (SAMPLE — not a real business) maintains a written Hazard Communication Program consistent with the Globally Harmonized System (GHS) of classification and labeling, as required by Title 8 CCR §5194. This includes:

- Maintaining a current inventory of hazardous chemicals used at the workplace.
- Maintaining Safety Data Sheets (SDS) for each hazardous chemical, accessible to all employees during their work shift.
- Ensuring hazardous chemical containers are labeled with GHS-compliant labels, including pictograms, signal words, and hazard statements.
- Providing GHS training to employees before initial exposure, covering: how to read labels and SDSs, physical and health hazards of chemicals in their work area, and protective measures available.
- Training on new hazardous chemicals when they are introduced into the workplace.
- Informing employees of the hazards of non-routine tasks, and of the hazards of chemicals contained in unlabeled pipes in their work areas - a required element of the written program under §5194(e)(1).

C. Control of Hazardous Energy / Lockout-Tagout (Title 8 CCR §3314)

Rosa's Kitchen (SAMPLE — not a real business) has identified machinery and/or moving equipment as a workplace hazard. Title 8 CCR §3314 governs the control of hazardous energy during cleaning, servicing, adjusting and setting-up of machinery and equipment, and requires:

- Hazardous energy control procedures documented in writing (§3314(g)(2)), with separate procedural steps for each machine or piece of equipment, except where equipment shares similar operational controls and disconnect locations, or has a single energy supply with no stored energy. The procedures state their scope and purpose, who is authorized, the steps for shutting down, isolating, blocking and securing the equipment, the steps for placing, removing and transferring lockout and tagout devices, and how control is tested and verified.
- Use of locks, tags, and other energy-isolating devices to prevent the unexpected start-up or release of stored energy.
- Authorized-employee training on the scope, purpose, and rules of the procedures before performing service or maintenance.
- Affected-employee training on the purpose of the procedures and the prohibition on restarting or reenergizing locked-out equipment.
- Inspection at least annually (§3314(j)) by someone other than the employees who use the procedure, to evaluate its continued effectiveness, with a certification recording the machine, the date, the employees involved and the name of the person who performed the inspection.

This section identifies the obligation. The machine-specific written procedures §3314(g)(2)(A) requires are carried in the Control of Hazardous Energy (Lockout/Tagout) document of this program, one procedure sheet per machine.

E. Heat Illness Prevention (Title 8 CCR §3395 and §3396)

Heat illness is governed by two separate standards, and coverage is determined per work area rather than per employer: §3396 applies to indoor work areas reaching 82 degrees Fahrenheit, and §3395 applies to all outdoor places of employment. All work areas that are not indoor are treated as outdoor.

- Drinking water, provided free, fresh, pure and suitably cool, at one quart per employee per hour.
- Shade for outdoor areas, present when the temperature exceeds 80 degrees Fahrenheit, and cool-down areas for indoor areas.
- Acclimatization procedures, including close observation of newly assigned employees and of all employees during a heat wave.
- Emergency response procedures for employees showing signs of heat illness.
- Training for employees and supervisors before work begins.

§3395(i) and §3396(i) require the heat illness prevention procedures to be maintained in writing, in English and in the language understood by the majority of employees. This section identifies the obligation; it does not itself constitute the written heat illness prevention plan, which is maintained as a separate document.

F. Repetitive Motion Injuries (Title 8 CCR §5110)

§5110 is a conditional standard. Its program requirement is triggered where a repetitive motion injury has been objectively identified and diagnosed by a licensed physician in more than one employee performing an identical work activity, reported to the employer within the last 12 months, and predominantly caused (50 percent or more) by that repetitive job, process or operation. Where triggered, the program addresses:

- Worksite evaluation of each job, process or operation of identical work activity, for exposures that have caused repetitive motion injuries.
- Control of those exposures through engineering controls such as work station redesign, adjustable fixtures or tool redesign, and administrative controls such as job rotation, work pacing or work breaks.
- Employee training covering the program, the exposures, the symptoms and consequences of repetitive motion injuries, the importance of reporting them early, and the methods used to minimize them.

How to read this Program

Three labels appear throughout. They exist because the difference between them is the difference between a citation and a conversation, and a program that blurs them is not much use to anybody.

[REQUIRED] California law or regulation requires this. The section it comes from is named so you can check it.

[BEST PRACTICE] Not required by a standard we can cite. Included because it prevents the injuries restaurants actually have.

[DEPENDS ON YOUR OPERATION] Whether this applies to you turns on your equipment, your employee count, your hours, your menu or your premises. Where that is the case this Program says so rather than guessing.

Where no Cal/OSHA standard governs something a restaurant must still manage — knives are the clearest example — this Program says so plainly instead of citing a section that does not exist.

Hazards recorded for this restaurant:

- Heat Illness
- Chemicals / Hazardous Substances
- Ergonomic Hazards
- Machinery / Moving Equipment

1. Purpose and Scope

Rosa's Kitchen (SAMPLE — not a real business) is committed to providing a safe and healthful workplace for all employees. This written Injury and Illness Prevention Program (IIPP) has been established to comply with Title 8 California Code of Regulations (CCR) Section 3203 and to identify, evaluate, and correct workplace hazards in a systematic and ongoing manner. Every employee, supervisor, and manager shares responsibility for the success of this program.

[REQUIRED] Every California employer must establish, implement and maintain an effective written Injury and Illness Prevention Program. This document is that program. (8 CCR §3203(a))

This Program covers every employee of Rosa's Kitchen (SAMPLE — not a real business). That includes kitchen staff, servers, bartenders, bussers, dishwashers, hosts and management; full-time, part-time and seasonal staff; and anyone working a trial or training shift. It covers the kitchen, the line, the dish pit, the bar, the dining room, walk-in and dry storage, the office, the parking area and the route between them.

[DEPENDS ON YOUR OPERATION] Temporary workers supplied by a staffing agency are covered by this Program while they work here. The agency and this restaurant share responsibility for their safety; which duties fall where should be settled in writing with the agency before they start.

A restaurant is general industry under Title 8. It is not construction, and the Construction Safety Orders do not apply to normal restaurant work — though a contractor doing work on the premises is under them, and this Program does not cover that contractor's employees.

This Program is Cal/OSHA compliance. It is not food safety. Food handler cards, the three-year renewal and the thirty-day new-hire deadline come from the California Retail Food Code and are enforced by county environmental health, not by Cal/OSHA. Those are tracked separately and satisfying one does nothing for the other.

2. Management Responsibilities

[REQUIRED] The Program must identify the person or persons with authority and responsibility for implementing it. (§3203(a)(1))

Rosa Delgado (sample), General Manager has the authority and the responsibility for implementing and maintaining this Program at Rosa's Kitchen (SAMPLE — not a real business).

- Keeping this written Program current as the menu, the equipment, the staff or the premises change.
- Making sure supervisors and employees know the safe practices for their own station and actually follow them.
- Scheduling and recording workplace inspections.
- Getting hazards corrected, and recording what was done.
- Keeping the training, inspection and investigation records this Program requires.

This person can be reached at (555) 555-0134, safety@example.invalid.

2.1 Authority to correct unsafe conditions

Any manager or shift supervisor on duty may stop a task, take a piece of equipment out of service, close off an area, or send an employee for medical attention, without seeking approval first. Nobody has to find the owner before making the floor safe.

[BEST PRACTICE] Where a correction costs money or needs an outside contractor, the manager records it on the corrective action form and it goes to the owner the same day. An interim measure — a barrier, a cone, taking the equipment out of service — is put in place immediately and stays until the permanent fix is done.

2.2 Owner and senior management

- Providing the budget, staffing and time this Program needs.
- Backing a manager who stops work for a safety reason, including when it costs a covered shift or a table.
- Reviewing this Program at least annually and whenever conditions change.
- Making sure the workers' compensation insurance is in force and the required postings are up.

3. Employee Responsibilities

Safety here is not something management does to the staff. Most hazards in a restaurant are found by the person standing in front of them, which is why what follows is a duty and not a suggestion.

- Follow the safe work practices in this Program and the ones you are trained on for your station.
- Use the guards, mats, gloves and other protective equipment provided, and say so when something is missing, worn out or the wrong size.
- Report a hazard, an injury, an illness, or a near miss as soon as you can — see Sections 4 and 17.
- Clean up a spill or a grease slick when you find it, or guard it and tell somebody immediately if you cannot leave your station.
- Do not operate the slicer, the mixer, the fryer or any other machine you have not been trained on.
- Ask when you do not know. Nobody here is expected to work out a hazardous task on their own.

3.1 Reporting near misses

A near miss is an incident that could have hurt somebody and happened not to — a knife dropped and missed a foot, a slip caught on the pass, a fryer basket that flared. These matter because they are the same event as an injury with better luck, and because the same fix prevents both.

[BEST PRACTICE] Near-miss reporting is not required by §3203. It is included here because a near miss is the cheapest warning this restaurant will ever get, and because §3203(a)(4) requires hazards to be identified — a near miss has already identified one.

No employee is disciplined for reporting a near miss, including one they caused. A restaurant that punishes those reports simply stops hearing about them.

4. Safety Communication

[REQUIRED] The Program must include a system for communicating with employees on health and safety matters in a form readily understandable by all affected employees, including provisions designed to encourage employees to report hazards without fear of reprisal. (§3203(a)(3))

The main way safety is communicated at Rosa's Kitchen (SAMPLE — not a real business) is Pre-shift line-up, held daily. Alongside that:

- New employees get a safety orientation before their first working shift, covering the hazards of their station.
- Safety is a standing item in the pre-shift line-up — a change to the menu, a new piece of equipment, a repair, a recent incident.
- Required postings and the Program itself are kept where staff can read them, and staff are told where that is.
- A hazard raised by any employee is answered — they are told what was done about it, which is what makes anyone bother a second time.

Safety information is communicated in English and Spanish. Restaurant kitchens are frequently multilingual, and §3203(a)(3) requires a form readily understandable by all affected employees — not merely a form that was posted.

4.1 Reporting a hazard without giving your name

Employees may report a hazard without giving their name: a note in the box by the time clock, which only the owner opens. A report made this way is acted on exactly like any other.

[REQUIRED] No employee is fired, disciplined, demoted, given worse shifts or penalised in any way for reporting a hazard, an injury, or a safety concern, whether they raise it here or with Cal/OSHA directly. (*Labor Code §6310*)

[REQUIRED] An employee may refuse to perform work that would violate a safety standard where the violation would create a real and apparent hazard to them or to a co-worker, and cannot be laid off or discharged for that refusal. (*Labor Code §6311*)

5. Hazard Identification and Workplace Inspections

[REQUIRED] The Program must include procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections. (§3203(a)(4))

Scheduled inspections are performed monthly.

[REQUIRED] An inspection is also performed when this restaurant first establishes the Program, when new substances, processes, procedures or equipment are introduced, when a new or previously unrecognised hazard is identified, whenever an occupational injury or illness occurs, and when a new employee is assigned to a job for which a hazard evaluation has not previously been conducted. (§3203(a)(4))

5.1 What an inspection of this restaurant looks at

A generic inspection form finds generic hazards. These are the things that actually injure restaurant workers, and the inspection checklist in Section 20 walks them in the order somebody would physically move through the building.

- Floors — the line, the dish pit, the walk-in approach, the path to the dumpster. Grease, standing water, worn or curled mats, missing mats where a mat is the control.
- Fryers — oil level, no water near hot oil, filtering and disposal route, the path taken when hot oil is moved.
- Ranges, grills, ovens, salamanders — pot handles turned in, hot pans marked, oven mitts dry and not worn through.
- The slicer and the mixer — guards in place, blade guard used when cleaning, unplugged before cleaning or unjamming.
- Knives — stored in a rack or block rather than loose in a drawer or a sink, sharpened, no broken handles.
- Chemicals — original labelled containers, secondary containers labelled, nothing decanted into a food container, SDS accessible, no incompatible products stored together.
- Hood and duct — filters in place and clean, last cleaning date on record, the suppression system's last inspection tag.
- Extinguishers — in place, unobstructed, pressure gauge in range, the monthly visual check recorded and the annual maintenance tag current.
- Exits and aisles — unobstructed, unlocked from the inside, lit.
- Storage — heavy and frequently used items between knee and shoulder height, nothing stacked so it must be lifted overhead.
- Kitchen temperature — how hot the line actually gets, which is what decides whether the indoor heat standard is engaged.

[BEST PRACTICE] The person doing the inspection should not be the person responsible for the area being inspected, where the size of the staff allows it. Where it does not, a rotation between managers achieves most of the same thing.

6. Correction of Unsafe Conditions

[REQUIRED] The Program must include a method for correcting unsafe or unhealthy conditions, work practices and procedures in a timely manner based on the severity of the hazard. (§3203(a)(6))

Hazards are corrected on this scale:

1. Imminent danger — anything that could seriously hurt somebody before the shift ends. The task stops or the area is closed immediately. Employees are removed and only those needed to fix it stay, with the protection they need. Nothing waits for an owner's approval.
2. Serious but not imminent — a guard missing from the slicer, a failed extinguisher, a burnt-out light over the stairs. An interim control goes in the same shift (take it out of service, barrier it, relight the area) and the permanent fix is scheduled with a date on it.
3. Everything else — a curling mat, a sticking drawer. Fixed on a scheduled basis and tracked so it does not simply stay on a list.

Every correction is written on the corrective action form in Section 20: what the hazard was, what was done immediately, what the permanent fix is, who owns it, the date it is due, and the date it was verified done. A correction nobody wrote down is a correction this restaurant cannot show it made.

[BEST PRACTICE] The follow-up matters more than the fix. Somebody goes back and confirms the permanent correction happened and the interim measure came off. An interim barrier left in place for months is how a restaurant discovers it has been running on the temporary fix all along.

7. Accident, Injury, Illness and Near-Miss Investigation

[REQUIRED] The Program must include a procedure to investigate occupational injury and occupational illness. (§3203(a)(5))

Every injury, illness and near miss is investigated:

4. See to the injured person first. Nothing below comes before medical attention.
5. Look at the scene as soon as it is safe, before it is cleaned up or reset. A photograph taken in the first ten minutes is worth more than an hour of recollection a week later.
6. Talk to the injured employee and anyone who saw it, separately, and soon.
7. Work out the root cause, not just the immediate one.
8. Decide the corrective action and give it an owner and a date.
9. Record all of it on the incident report form in Section 20.

7.1 Root cause, not blame

"The employee was careless" is not a root cause and does not prevent a recurrence — the next employee will be careless in the same spot. Ask what made the careless moment injurious: a missing mat, a knife stored loose, a task that requires two hands and a third to steady the board, a shift so short-staffed that nobody could stop to wipe a spill.

[BEST PRACTICE] An investigation that only ever concludes with retraining the injured person is a sign the process is not reaching the cause. Retraining is a legitimate corrective action; it is rarely the only one available.

7.2 Serious injuries must be reported to Cal/OSHA

[REQUIRED] A serious injury or illness, or a death, is reported to the nearest Cal/OSHA district office immediately — as soon as practically possible and in no case more than eight hours after this restaurant knows of it, or with diligent inquiry would have known. (§342(a))

This is a separate duty from the investigation above and is not discharged by filling in an incident form. A serious injury or illness is defined at §330(h) and includes inpatient hospitalisation for other than medical observation or diagnostic testing, amputation, the loss of an eye, or serious degree of permanent disfigurement.

[DEPENDS ON YOUR OPERATION] The definition turns on the injury, not on how it looks at the time. A burn or a laceration that seems minor and later requires hospitalisation can bring the eight-hour clock into play from the moment this restaurant learns of the hospitalisation. When in doubt, call — Cal/OSHA does not penalise an over-report.

8. Employee Safety Training

[REQUIRED] The Program must include training and instruction: to all employees when the Program is first established; to all new employees; to all employees given a new job assignment for which training has not previously been received; whenever new substances, processes, procedures or equipment are introduced; whenever the employer is made aware of a new or previously unrecognised hazard; and to supervisors, on the hazards their employees are exposed to. (§3203(a)(7))

[REQUIRED] Training is provided at no cost to the employee and during working hours.

8.1 New-hire orientation

Before a new employee works their first shift on the floor or the line, they are taken through:

- This Program — what it is, where it is kept, and that they may read it whenever they want.
- Who to tell about a hazard or an injury, and how to reach that person on any shift.
- That they will not be penalised for reporting one.
- The hazards of their own station, walked through at the station rather than described in an office.
- What to do if they are cut or burned, and where the first aid kit is.
- What to do if the fire alarm sounds — the route out and where to meet.
- The chemicals they will use, where the labels and safety data sheets are, and what never to mix.
- How to lift without hurting their back, and who to ask for help with a heavy or awkward load.

Orientation is recorded on the training record in Section 20 and signed by the employee and the person who delivered it.

8.2 Station-specific and ongoing training

An employee is trained on a station before working it alone, and again whenever the equipment or the method changes:

- Fryer — filling, filtering, moving and disposing of hot oil; what to do about a fryer fire and why water is never the answer.
- Slicer and mixer — guard use, and the rule that the machine is unplugged before cleaning or clearing a jam.
- Grill, range, oven, salamander — hot surfaces that do not look hot, pot handles, safe transfer of hot pans and stockpots.
- Knives — handling, carrying, storing, and what to do about a cut.
- Dish pit — chemicals, hot water, broken glass and crockery.
- Cleaning chemicals — every product used, the label, the safety data sheet, the personal protective equipment, and what must never be mixed with what.
- Lifting — stock deliveries, sheet pans, stockpots, kegs, bus tubs.

[BEST PRACTICE] Train on the fryer, the slicer and the chemicals again at least annually even when nothing has changed. §3203(a)(7) does not require an annual refresher on these; the three of them account for a large share of serious restaurant injuries, and turnover in this industry means the person trained last year is often not the person on the station this year.

[REQUIRED] Employees must receive education on the general principles of fire extinguisher use upon initial employment and at least annually thereafter. (§6151)

[DEPENDS ON YOUR OPERATION] Some training obligations sit in their own standards rather than in §3203, and whether they reach this restaurant depends on the work: hazard communication training under §5194, indoor heat illness training under §3396 if the kitchen reaches the temperatures that engage it, workplace violence prevention training under Labor Code §6401.9, and personal protective equipment training under §3380(f). Each is covered by its own plan in this program.

8.3 Training records

[REQUIRED] Records of training must be kept, and must include the employee's name or other identifier, training dates, the type of training, and the name of the training provider. Records must be kept for at least one year. (§3203(b)(1))

[BEST PRACTICE] Keep them for the length of employment plus three years. One year is the floor; an injury claim, a Cal/OSHA inspection or a lawsuit routinely reaches back further than that, and a record you no longer hold cannot help you.

8.4 Employees under 18

[DEPENDS ON YOUR OPERATION] This section applies only where someone under 18 works here. Restaurants are where most people have their first job, so it is written for a restaurant that hires young workers rather than left out for one that does not — but if nobody here is under 18, none of it binds today. Check it again the next time you hire.

The rules below are about JOB ASSIGNMENT, not about how careful or capable a particular young employee is. A conscientious 17-year-old may not be assigned a prohibited machine, and neither training nor a parent's permission changes that.

Anyone under 18

[REQUIRED] An employee under 18 must not operate, feed, set up, adjust, repair OR CLEAN a power-driven meat or poultry processing machine — which includes meat slicers, meat saws, patty-forming machines, grinders and choppers — a commercial mixer, or certain power-driven bakery machines. (29 CFR Part 570; adopted into California law by Labor Code §1294.1)

Cleaning is the word to read twice. The prohibition is not only about running the machine. Breaking down and washing the slicer at close is covered, and it is the task a young employee is most likely to be handed — which is also when most slicer injuries happen. A slicer used only on cheese and vegetables is still a power-driven slicer.

[REQUIRED] Nearly every minor under 18 employed in California must hold a Permit to Employ and Work, issued by the minor's school district. The employer keeps it on file. (Labor Code §1299; Education Code §49160)

Anyone under 16

[REQUIRED] Occupations where a child under 16 comes into close proximity to moving machinery are prohibited, as is delivering goods from a motor vehicle. (8 CCR §11701)

“Close proximity to moving machinery” is broad, and a commercial kitchen has more moving machinery in it than the phrase suggests. Read it as a reason to keep a 14- or 15-year-old away from the machine line rather than as a puzzle to solve.

[REQUIRED] A 14- or 15-year-old may do cashiering, table service, bussing and clean-up; may use dishwashers, toasters, blenders and coffee grinders; may cook on electric or gas grills that do not involve an open flame; may use deep fryers ONLY where the baskets raise and lower automatically; and may filter, transport or dispose of cooking oil ONLY where the surfaces and the oil are at or below 100 °F. (29 CFR Part 570; U.S. DOL Fact Sheet #2A)

[REQUIRED] A 14- or 15-year-old must not bake at all, must not operate a NIECO broiler, rotisserie, pressure cooker, fryolator, high-speed oven or rapid toaster, must not operate any power-driven food slicer, grinder, processor or mixer, and must not work in a freezer or meat cooler beyond momentarily retrieving something. (29 CFR Part 570; U.S. DOL Fact Sheet #2A)

What this restaurant does about it

- Every machine a minor may not operate or clean is labelled, so the rule lives on the machine rather than in a binder.
- The closing checklist names who may break down the slicer, and that assignment is checked against age before the shift.
- Work permits are collected before the first shift.
- Hours restrictions apply too, and differ by age and by whether school is in session. Check the current DIR limits when scheduling — this Program does not reproduce them.

[DEPENDS ON YOUR OPERATION] State and federal rules both apply and the more protective one governs. Both change. Confirm the current restrictions with the Division of Labor Standards Enforcement and the U.S. Department of Labor before assigning a minor to any machine — this section is written to make you check, not to be the last word.

9. Kitchen Safety

[DEPENDS ON YOUR OPERATION] No single Cal/OSHA standard governs "kitchen safety". The duty comes from §3203(a)(4) — identify and evaluate the hazards of your own workplace — plus the specific standards named in each part below. This section is how this restaurant discharges that duty for the line.

9.1 Burns and hot surfaces

- Assume every surface on the line is hot. A cooled-down burner, a sheet pan out of the oven and a salamander frame all look exactly like their cold versions.
- Dry oven mitts and dry side towels only. A wet cloth conducts heat straight through and turns a grip into a steam burn.
- Turn pot handles in, away from the aisle, so a passing shoulder cannot catch one.
- Mark hot pans that have come out of the oven and are sitting on a bench — a folded towel over the handle, or whatever this kitchen agrees on, used consistently.
- Warn before moving anything hot through a shared space. Say it loudly enough to be heard over the line.
- Lift lids and open oven doors away from your face. Steam burns deeper than dry heat at the same temperature.
- Never carry a stockpot of hot liquid alone if it is too heavy to control. Two people, or decant it.

9.2 Fryers and hot oil

Hot oil causes the most severe burns in a restaurant kitchen. It holds temperature far above boiling water, it clings to skin, and it reacts violently to water.

- Never let water reach hot oil — not from a wet basket, not from a wet hand, not from ice on a frozen product dropped in fast.
- Lower baskets slowly. Dropping one displaces oil over the rim.
- Do not overfill. The oil level line exists because a full fryer boils over when product goes in.
- Let oil cool before filtering or disposing of it, to the temperature the manufacturer specifies. Most severe oil burns happen while it is being moved, not while it is being cooked in.
- Use the proper caddy or transfer unit for waste oil. Never carry hot oil in an open container, and never carry it through a customer area.
- Keep the floor around the fryer clean and dry. Oil on the floor by a fryer sets up a fall towards the fryer.
- Never use water on a fryer fire. Water on burning oil produces a violent expansion that throws burning oil across the kitchen.

[DEPENDS ON YOUR OPERATION] Commercial cooking-oil fires are a Class K hazard and normally require a Class K extinguisher and a hood suppression system. That requirement comes from the California Fire Code and your local fire authority, not from Cal/OSHA, and this program does not state it as a Cal/OSHA rule. Confirm what your fire authority requires and when it must be inspected.

9.3 Machinery — slicers, mixers, grinders, processors

[REQUIRED] Machines or parts of machines creating hazardous revolving, reciprocating, running, shearing, cutting, rolling, mixing or similar action, including pinch points and shear points, not guarded by the frame of the machine or by location, shall be guarded. (§4002(a))

[REQUIRED] Machinery must be locked out or otherwise made incapable of starting before cleaning, servicing or adjusting it where an unexpected start could injure somebody. (§3314)

Stating that rule is not the same as satisfying it. §3314(g)(2)(A) requires separate written procedural steps for EACH machine — the slicer's steps are not the mixer's. Those steps are not in this chapter: they are in the Control of Hazardous Energy (Lockout/Tagout) plan, which is produced for this program once the kitchen machines are recorded on the equipment step. If that plan is not in this program and there is a powered slicer, mixer, grinder or disposal on site, the machines have not been recorded and the written procedure is missing.

- The slicer guard stays on. A slicer used with the guard removed is the single most reliable way to lose a fingertip in this industry.
- Unplug before cleaning. Not "switch off" — unplug, so a bumped switch cannot start it while a hand is on the blade.
- Use the blade guard when cleaning the slicer blade, and clean away from the edge, not along it.
- Never clear a jam in a mixer, processor or grinder with the machine plugged in, and never with a hand where a tool will do.
- No loose sleeves, apron strings, jewellery or unrestrained long hair near a mixer.
- Only trained employees use these machines. This is not a rule about seniority — it is about who has been shown the guard.

9.4 Fire prevention on the line

[REQUIRED] Portable extinguishers must be visually inspected monthly and given an annual maintenance check, and employees must be given an educational program on the general principles of extinguisher use on hire and at least annually. (§6151)

[REQUIRED] Travel distance to an extinguisher for a Class A hazard must be 75 feet or less; for a Class B hazard — which includes cooking oils and greases — 50 feet or less. (§6151)

- Grease is the fuel. Hood filters, ducts and the surfaces behind the line are cleaned on a schedule and the cleaning is recorded.
- Keep combustibles — cartons, paper, towels, bag-in-box — away from the range, the salamander and the fryer.
- Know where the hood suppression pull station is and how to use it.
- An employee is never required to fight a fire. Evacuating and calling 911 is always an acceptable choice and is the expected one for anything past the incipient stage.

The Fire Prevention Plan (§3221) and the Emergency Action Plan (§3220) ship as their own documents in this program and carry the full detail. This section is the part that lives on the line.

9.5 Electrical safety on the line

A kitchen is a wet room full of metal, and the electrical problems start ordinary: a cord run where it should not be, a plug handled with wet hands, a panel nobody can reach.

[REQUIRED] Flexible cords and cables must not be used as a substitute for the fixed wiring of a structure, run through holes in walls, ceilings or floors, run through doorways or windows, attached to building surfaces, or concealed behind walls, ceilings or floors. (§2500.8)

In practice that rules out the most common fixture in a small restaurant: the extension cord taped along the wall or through a doorway to reach a prep table, a display case or a second fridge. An extension cord is for temporary use. Equipment that lives in a spot needs an outlet in that spot.

[REQUIRED] The working space required around electrical equipment must not be used for storage, and sufficient access and working space must be maintained around all electric equipment to permit ready and safe operation and maintenance. (§2340.16)

This is the panel with cases stacked in front of it. The reason is not tidiness — somebody has to reach the breaker in the second it matters.

- Dry hands before touching a plug, a switch or a piece of equipment. Dry the plug too if it has been near the sink.
- Damaged cords are taken out of service, not taped. A cord with the outer jacket split, a bent or missing ground pin, or heat damage at the plug goes out of the building.
- Nothing gets unplugged by pulling the cord.
- Equipment that tingles, sparks, trips a breaker, or smells hot is unplugged, tagged and reported the same shift. A breaker that keeps tripping is a message, not a nuisance.
- Water is never run or sprayed toward an outlet, a switch, a panel or the base of a powered machine during clean-down.
- Only a qualified person opens a panel or works on equipment wiring. Nobody on staff is a qualified person for this purpose unless they have been trained and designated as one.

[BEST PRACTICE] Have a licensed electrician check ground-fault protection on receptacles serving sinks and wet areas, and test it on a schedule. Which ones are required to have it is a California Electrical Code question that turns on when the space was built or altered — not settled by this Program.

[DEPENDS ON YOUR OPERATION] If anyone employed here actually works on electrical equipment — not plugs it in, but services or repairs it — the Electrical Safety chapter (§2320.1 onward) carries duties this section does not, including who counts as a qualified person.

10. Knife and Cutting Safety

[DEPENDS ON YOUR OPERATION] There is no Cal/OSHA standard specific to knife handling. The obligation is §3203(a)(4) — identify and evaluate the hazards of this workplace — and, where a cut-resistant glove is the control chosen, §3380 personal protective equipment. This restaurant does not claim a section number that does not exist; the practices below are how the §3203 duty is met for the most common injury in a kitchen.

- A sharp knife is safer than a dull one. A dull blade needs force, and force is what makes it slip.
- Cut on a stable board. A board sliding on a wet bench is the hazard, not the knife — a damp cloth or a mat underneath fixes it.
- Cut away from your body, and keep the guiding hand's fingertips curled back behind the knuckles.
- Carry a knife at your side, blade down and edge back, and say "behind" or "sharp" when passing behind somebody.
- Never try to catch a falling knife. Step back and let it land.
- Never leave a knife in a sink, a bus tub or under water. That is how the dish pit gets cut by a knife nobody could see.
- Store knives in a rack, a block or a guard — not loose in a drawer.
- Use the right knife for the job, and a knife rather than a makeshift tool. Do not use a knife to open cartons; use a box cutter with a retracting blade.
- Hand a knife over by placing it down on the bench, handle towards the other person. Do not pass it blade first.

10.1 If somebody is cut

10. Stop the task. Move away from hot surfaces and from food.
11. Apply direct pressure with a clean dressing from the first aid kit.
12. Get medical attention for anything deep, gaping, spurting, numb, or that will not stop bleeding with pressure. Do not decide on the line whether stitches are needed.
13. Report it to a manager — every cut, including one that only needed a plaster. Section 17 explains why the small ones matter.
14. Discard any food that was contaminated, and clean and sanitise the area and any equipment before service resumes.

[DEPENDS ON YOUR OPERATION] Where an employee is expected to give first aid to a bleeding co-worker as part of their job, exposure to blood may bring §5193, the bloodborne pathogens standard, into play — which carries its own written plan, training and hepatitis B vaccination

duties. Whether it reaches this restaurant depends on whether rendering first aid is a designated responsibility rather than a good-samaritan act. If you have designated first aid responders, get advice on §5193.

[BEST PRACTICE] Cut-resistant gloves for the tasks that produce the cuts — shucking, boning, cleaning the slicer blade, working with a mandoline. A mandoline without a guard or a cut-resistant glove should not be in use at all.

11. Slips, Trips and Falls

[REQUIRED] Permanent floors and platforms shall be free of dangerous projections or obstructions, maintained in good repair, and reasonably free of oil, grease, or water. Where a slipping hazard cannot be eliminated, protective measures such as mats or gratings are required, and wet processes require drainage and dry standing places. (§3273(a))

[REQUIRED] Workplaces, storerooms and passageways shall be kept clean, orderly and in a sanitary condition, and floors kept free from protruding nails, splinters, loose boards and unnecessary holes and openings. (§3362(a), (c))

[REQUIRED] Uncontrolled accumulation of water — from outside, from a leak, or from any interior source — must be corrected, because of the potential for mould growth. (§3362(g))

Falls on the same level are the most common serious injury in restaurants, and a kitchen is built to produce them: water, oil, grease, ice, food debris, people carrying things with both hands, and a surface that goes from dry to lethal in one dropped pan.

11.1 Spills

- Clean it up now, or guard it and get somebody who can. Never walk past a spill.
- "Guard it" means a wet floor sign AND somebody staying with it if it is in a customer path. A sign alone in a busy aisle is not a control.
- Grease needs a degreaser, not a mop of water. Spreading grease with water enlarges the hazard and makes it invisible.
- Dry the floor after cleaning. A wet floor sign left over a floor that is now dry teaches everyone to ignore wet floor signs.

11.2 Mats, footwear and housekeeping

- Mats where the standard calls for them — the fryer, the dish pit, the ice machine, the prep sink, anywhere water or grease reaches the floor as a matter of routine.
- Mats that lie flat. A curled or bunched edge is a trip hazard replacing a slip hazard, and worn mats get replaced.
- Lift and clean under mats. A mat over a greasy floor slides.
- Aisles and exit routes stay clear. Deliveries do not get parked in a walkway while somebody finishes something else.
- Adequate lighting, especially on stairs, in walk-ins, in storage and on the path to the dumpster after dark. Burnt-out lamps in these places are corrected as a safety item, not a maintenance convenience.
- Cords, hoses and open drawers do not cross a walking route.
- Clean as you go through the shift, not only at close. The floor at the end of a busy service is not a floor anybody should be walking on at speed.

[BEST PRACTICE] Slip-resistant footwear for everybody working in the kitchen, the dish pit or the bar. Cal/OSHA does not require a specific shoe for restaurant work by name — but where this restaurant makes slip-resistant footwear a condition of the job, §3380 governs whether it counts as employer-provided personal protective equipment, and Labor Code §2802 may bear on who pays. Get advice before requiring a specific shoe at the employee's expense.

11.3 Ladders and step stools

Nobody here thinks of themselves as working at height, which is why this is where the serious fall comes from. The dry store and the top shelves are reached fifty times a week.

The ladder rules themselves — inspection and tagging, placement, three points of contact, and the prohibition on standing on the top cap — are in the Portable Ladder Safety chapter of this Program, which carries §3276 in full. Two things about a kitchen are worth adding to them.

[REQUIRED] Ladders must not be used on slippery surfaces unless suitable means to prevent slippage have been employed. A kitchen floor with a film of grease and water on it is a slippery surface, and a ladder foot on it will go. This is not a winter rule. Dry and degrease the floor before the ladder goes up, or move the task somewhere dry. (§3276(e)(7))

Three points of contact and a case of tomatoes are not compatible. Stock comes down in a hand, or it comes down with two people, or it does not come down that way at all.

- A chair, a milk crate, a bucket, a prep table and the bottom shelf are not ladders.
- The heaviest and most-used stock is stored between knee and shoulder height. Storing well beats climbing safely.
- Ladders are stored where they are reachable — one locked in the office is one nobody uses at 11pm.

[DEPENDS ON YOUR OPERATION] If anyone here works at a real height — roof access for hood or grease-duct cleaning is the usual case — fall protection is its own subject and is not covered by this section. Where a contractor does that work, what this restaurant owes is in the multi-employer material instead.

12. Chemical and Cleaning Product Safety

[REQUIRED] An employer whose employees may be exposed to hazardous chemicals must have a written hazard communication program, maintain safety data sheets and make them readily accessible, label containers, and train employees on the hazards. (§5194)

A restaurant kitchen holds more hazardous chemistry than most people assume: caustic oven and fryer degreasers, chlorine sanitiser, quaternary ammonium sanitiser, acidic descaler and lime remover, drain opener, and the CO₂ or nitrogen behind the bar.

- Products stay in their original labelled containers. If a product is decanted, the secondary container is labelled with the product name and its hazards.
- Never decant a chemical into a food container, a drinks bottle or an unlabelled squeeze bottle. This is how somebody drinks sanitiser.
- Safety data sheets are kept where any employee can reach them on any shift, without asking a manager to unlock anything.
- Follow the dilution on the label. Stronger is not better; it is the same product with a worse exposure.
- Store chemicals away from and below food, and never above head height where a leaking container drips into a face.

12.1 What must never be mixed

[REQUIRED] Employees must be trained on the hazards of the chemicals in their work area, including the measures they can take to protect themselves. (§5194(h))

- Bleach (chlorine) and ammonia — produces chloramine gas. Many glass and multi-surface cleaners contain ammonia.
- Bleach and any acid — descaler, lime remover, some toilet bowl cleaners, vinegar — produces chlorine gas.
- Two different sanitisers, or a sanitiser and a degreaser, on the theory that both are cleaners.

The rule taught here is simpler than the chemistry: one product at a time, rinse between products, and never combine anything.

12.2 Spills and exposure

[REQUIRED] Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided. (§3400(d))

[DEPENDS ON YOUR OPERATION] Whether that means a plumbed eyewash station, a portable eyewash, or a sink adequate to the actual products in use depends on what this restaurant stocks. Read the safety data sheet for the strongest degreaser and drain product on the shelf — if it calls for fifteen minutes of flushing, a hand sink is not a control.

15. Splash to the eye: flush with clean water immediately and keep flushing for the time the safety data sheet specifies. Do not stop early to go and find somebody.
16. Splash to the skin: remove contaminated clothing, flush the area, and follow the sheet.
17. Vapour or gas — if two products have been mixed: get everyone out of the area, ventilate if it is safe to do so from outside the area, and call 911. Do not go back in to open a window.
18. Report it to a manager and record it, including where nobody was hurt. A near miss with chemicals is the warning before the injury.
19. Give the safety data sheet to whoever treats an exposed employee. A clinician treating a chemical burn needs to know the product.

The Hazard Communication Program ships as its own document in this program and carries the chemical inventory, the full labelling rules and the training record. This section is the part the dish pit needs at two in the morning.

13. Personal Protective Equipment

[REQUIRED] The employer must assess the workplace to determine whether hazards are present that necessitate personal protective equipment, and must certify that assessment in writing. (§3380(f)(1)-(2))

[REQUIRED] Employees required to use personal protective equipment must be trained on when it is necessary, what is necessary, how to put it on and take it off, its limitations, and its care — and must demonstrate understanding before being allowed to work. (§3380(f)(4)-(5))

Equipment that may be appropriate for restaurant tasks:

- Cut-resistant glove — shucking, boning, mandoline work, cleaning the slicer blade.
- Chemical-resistant glove — degreasing, descaling, drain products, handling concentrated sanitiser. Not the same glove as the one worn for food handling.
- Eye protection — decanting or mixing chemicals, pressure-rinsing, anything that can splash upwards.
- Oven mitts and heat-resistant gloves — dry, intact, and rated for the temperature actually being handled.
- Slip-resistant footwear — see Section 11.
- Apron — for chemical handling and for hot liquid work, which are not necessarily the same apron.

[DEPENDS ON YOUR OPERATION] The written hazard assessment decides which of these this restaurant actually requires. The list above is what the assessment should consider, not a set of items every restaurant must issue.

[REQUIRED] Defective or damaged personal protective equipment must not be used. (§3380(f)(3))

Worn-through oven mitts, split gloves and scratched eye protection get replaced, not worked around. An employee who reports that their protective equipment has failed is doing the right thing and gets a replacement, not a lecture about cost.

The Personal Protective Equipment plan ships as its own document and carries the written hazard assessment certification form and the training certification §3380(f) requires.

14. Ergonomics and Manual Material Handling

[DEPENDS ON YOUR OPERATION] California's repetitive motion injury standard applies where two or more employees performing identical work have suffered repetitive motion injuries diagnosed by a licensed physician within the preceding twelve months. It is a triggered standard, not a universal one — but the lifting and standing hazards below are §3203(a)(4) hazards whether or not §5110 has been triggered. (§5110)

14.1 Lifting and carrying

- Size it up first. If it is too heavy, too awkward, or you cannot see over it, get help or split the load.
- Feet apart, bend the knees, keep the load close, lift with the legs, and do not twist while carrying — turn with your feet.
- Use a cart or a dolly for deliveries. Carrying cases from the delivery door because the cart is somewhere else is how backs get hurt.
- Two people for kegs, full stockpots, large cases and anything over head height.
- Never carry a load you cannot see past, especially on stairs, through a swing door or into a walk-in.
- Store the heavy and frequently used items between knee and shoulder height. Reorganising a shelf is cheaper than a back injury and is the fix that lasts.

14.2 Repetitive tasks and prolonged standing

- Rotate people through prep tasks where the schedule allows it. A whole shift of one motion — chopping, portioning, scooping — is what produces a repetitive strain injury.
- Sharp knives and the right tool reduce force, and force is what does the damage.
- Anti-fatigue matting where people stand in one place for hours.
- Bench and cutting board at a height that does not require hunching or lifting the shoulders.
- Take the breaks. A break skipped through a rush is the one the body needed most.

[BEST PRACTICE] Ask about aches at the pre-shift line-up occasionally. A wrist that has been sore for a fortnight is a hazard report nobody has made yet, and it is far cheaper to move somebody off a station than to treat a chronic injury.

15. Emergency Procedures

[REQUIRED] The employer must ensure the ready availability of medical personnel for advice and consultation; where no infirmary, clinic or hospital is in near proximity, a person must be adequately trained to render first aid; and adequate first-aid materials must be readily available and kept in sanitary and usable condition. (§3400(a)-(c))

There is no employee-count threshold on §3400. A restaurant with four staff is under it exactly as one with forty.

Call 911 for any of these without waiting for permission:

- A fire that is not out within seconds, or any fire in a hood or a duct.
- A burn that is large, deep, blistered, or on the face, hands or over a joint.
- A cut that spurts, gapes, will not stop bleeding under pressure, or has left a finger numb.
- Any chemical exposure to the eyes, or any suspected inhalation of mixed chemicals.
- Chest pain, difficulty breathing, fainting, confusion, seizure, or any suspected heat illness that is not improving in the shade.
- Anything you would call 911 for anywhere else. The kitchen does not change that judgement.

15.1 First response before help arrives

- Burn: cool with clean running water for at least twenty minutes. Do not use ice, butter, or oil. Do not break blisters. Remove jewellery near the burn before it swells.
- Cut: direct pressure with a clean dressing, and raise the limb if you can.
- Chemical in the eye: flush with clean water and keep flushing.
- Suspected heat illness: get them to a cool place, give water, cool them actively, and do not leave them alone.

15.2 Fire and evacuation

- Sound the alarm and get people out — staff and customers.
- Leave by the nearest safe exit. Do not stop for belongings, tills or coats.
- Somebody takes responsibility for checking walk-ins, freezers, toilets and the office, if it is safe to do so.
- Meet at the assembly point and account for everyone.
- Nobody goes back in for any reason until the fire service says so.

Assembly point: The far end of the north parking lot, by the gate.

15.3 Earthquake

California specific, and a kitchen is a bad room to be in during one — hot oil, open flame, heavy items on high shelves and glass everywhere.

- Drop, cover and hold on. Do not run outside during the shaking.
- Get away from the range, the fryer and the shelving if you can do it in the first moment; otherwise cover where you are.
- When the shaking stops: check for injuries, check for gas smell, and shut off gas at the appliance or the main only if you smell gas or are told to.
- Expect aftershocks. Do not restart cooking until the equipment and the gas line have been checked.

[BEST PRACTICE] Secure tall shelving to the wall and put restraints on high storage. This is not a Cal/OSHA requirement for most restaurants, and it is the cheapest earthquake precaution available.

15.4 Emergency contacts and equipment

The Emergency Information page issued with this program carries the phone numbers, this restaurant's address to read to a dispatcher, the nearest medical facility and the assembly point. It is posted where staff can see it. Everyone is shown where it is during orientation.

First aid kit location, extinguisher locations, the hood suppression pull station and the gas shut-off are identified to every employee at Rosa's Kitchen (SAMPLE — not a real business) during orientation and checked on the inspection in Section 20.

16. Workplace Violence Prevention

[REQUIRED] California employers must establish, implement and maintain an effective written Workplace Violence Prevention Plan. This is a SEPARATE requirement from the IIPP — it is not satisfied by this document, and it has its own plan, its own training and its own violent incident log. (*Labor Code §6401.9*)

The distinction matters and is easy to get wrong. §3203 requires this Program. Labor Code §6401.9 requires a Workplace Violence Prevention Plan, which may be a standalone document or a section of the IIPP, but must contain everything the statute lists regardless. This program issues it as its own document so that what it requires is visible and auditable rather than buried.

[DEPENDS ON YOUR OPERATION] Whether §6401.9 reaches this restaurant turns on the exemptions in the statute, which include certain small workplaces with fewer than ten employees at a time that are not open to the public. A restaurant open to the public is not that. Read the Workplace Violence Prevention Plan document for the coverage analysis.

What restaurant staff meet in practice:

- Aggressive or intoxicated customers, particularly where alcohol is served and at closing time.
- Disputes over a bill, a wait, or a refused service.
- Robbery — a cash business, late hours, and a back door that opens onto an unlit area.
- Violence between employees, and violence following an employee in from outside the workplace.
- Do not physically confront a customer over money, property or a bill. Nothing behind the counter is worth an injury.
- In a robbery: comply, do not resist, do not chase, and get a description only if it is safe. Then call 911.
- Two people for close-down where the schedule allows it. A lone employee locking up late at night is the classic exposure.
- Keep the back door secured, and do not prop it open for ventilation or a cigarette break.
- Disengage and get a manager for an escalating customer. No employee is expected to de-escalate alone.
- Report every threat, every incident and every near miss — including verbal threats where nothing happened.

[REQUIRED] Every workplace violence incident must be recorded in a violent incident log. The log is separate from the Cal/OSHA 300 log and records incidents whether or not anyone was injured. (*Labor Code §6401.9*)

16.1 Alcohol service and intoxicated guests

[DEPENDS ON YOUR OPERATION] This section applies only where alcohol is served. If this establishment does not serve alcohol, none of it binds.

For the person behind the bar, the intoxicated guest is not a licensing problem — it is the most likely source of a threat or an assault. That is why it is here rather than in a service manual.

[REQUIRED] Refusing service is backed by management, every time. An employee who cuts somebody off is doing their job, and is never overruled in front of the guest or asked to justify it afterwards.

- Cutting off a guest is a manager's job to deliver where a manager is available. No server is expected to do it alone with a guest who has already turned.
- Watch for the early signs rather than the late ones — the pace of ordering, the volume, the balance, the change in how somebody talks to staff — because a guest is easier to slow down than to remove.
- Never take keys by force and never physically escort somebody out. Offer a ride, call one, call a manager, call the police.
- An intoxicated guest who threatens or touches an employee is a workplace violence incident and goes in the violent incident log like any other, whether or not anyone was injured.
- Closing time and the walk to the car are when this turns. The lone-worker rules earlier in this section apply hardest then.

[DEPENDS ON YOUR OPERATION] Separate from anything in this Program, California requires Responsible Beverage Service (RBS) certification for alcohol servers and their managers at ON-PREMISES licensed establishments — anyone who checks identification for service, takes alcohol orders, pours, or delivers, plus anyone who trains, hires or oversees them. A newly hired server has 60 days from their first day to register with ABC, then must complete an approved training and pass the exam within 30 days of that training, and must recertify every three years. (AB 1221 / AB 82; 4 CCR §§160–173, administered by ABC)

That is an Alcoholic Beverage Control requirement, not a Cal/OSHA one, and this Program neither satisfies it nor tracks it. It is stated here because a restaurant that misses it risks its licence, and because the training itself is the single most useful thing staff can be given for the hazard this section describes. Confirm the current rules and the approved provider list with ABC.

17. Reporting Workplace Injuries and Illnesses

If you are hurt at work, however minor it looks:

20. Get first aid or medical attention. This comes before every other step on this list.
21. Tell a manager or shift supervisor the same shift. Not next week, not when the rush is over if it can be helped.
22. Do not go back on the line before somebody has looked at the injury and made a decision about it.
23. Give an account of what happened while it is fresh, for the investigation in Section 7.

Report every injury, including one that only needed a plaster and one you noticed days later. A burn or a cut that seems trivial and then gets infected is the case where an unreported injury becomes expensive for the employee — because there is no record it ever happened at work.

[REQUIRED] Within one working day of learning of an injury that causes lost time beyond the shift of injury, or that requires medical treatment beyond first aid, the employer must give the employee a workers' compensation claim form (DWC-1) and a notice of potential eligibility for benefits. (*Labor Code §5401(a)*)

[REQUIRED] No employee is discharged or discriminated against for reporting a work-related injury or for making a safety complaint. (*Labor Code §6310*)

17.1 What management does

24. See to the injured employee, and arrange transport if they should not drive.
25. Make the area safe so nobody else is hurt by the same thing.
26. Give the DWC-1 within one working day where §5401(a) applies.
27. Notify the workers' compensation carrier.
28. Investigate under Section 7 and record it.
29. Report to Cal/OSHA within eight hours if it is a serious injury or illness — see Section 7.2.
30. Record it on the Cal/OSHA 300 log if it is recordable — see Section 18.

18. Recordkeeping

[REQUIRED] Records of scheduled and periodic inspections — the person conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct them — must be kept for at least one year. (§3203(b)(1))

[REQUIRED] Documentation of safety and health training for each employee — name or other identifier, training dates, type of training, and training providers — must be kept for at least one year. (§3203(b)(1))

[DEPENDS ON YOUR OPERATION] §3203(b) contains reduced recordkeeping options for some smaller employers and for certain industries with low hazard rates. Whether this restaurant qualifies depends on employee count and on the industry rating, and the reduced option removes paperwork rather than the underlying duties. Do not assume it applies without checking the subsection against your own numbers.

What this restaurant keeps:

- This written Program, and every prior version, with the dates each was in force.
- Inspection records — date, who inspected, what was found, what was done.
- Training records — orientation, station training, refreshers, signed by employee and trainer.
- Incident and near-miss investigations, with the corrective actions and their completion dates.
- Corrective action forms, including verification that the permanent fix happened.
- Safety data sheets for every chemical on the premises, including products no longer purchased but still in the building.
- Hood and duct cleaning records, and extinguisher inspection and maintenance records.
- The annual review of this Program.

[DEPENDS ON YOUR OPERATION] The Cal/OSHA 300 log of work-related injuries and illnesses is a separate obligation with its own rules, its own five-year retention and an annual posting of the 300A summary from February 1 to April 30. Employers with ten or fewer employees at all times during the previous calendar year, and employers in certain low-hazard classifications, are partially exempt. Restaurants are generally NOT among the exempt classifications, so a restaurant over ten employees should expect to keep the log. (§14300)

[REQUIRED] Employees and their representatives have a right of access to their own exposure and medical records. (§3204)

19. Employee Acknowledgment

I have received and had explained to me the Injury and Illness Prevention Program of Rosa's Kitchen (SAMPLE — not a real business). I had the chance to ask questions about it, and I understand:

- who to tell about a hazard, an injury or a near miss, and how to reach them on any shift;
- that I will not be penalised for reporting one;
- the safe work practices for the station or stations I work;
- what to do if I am cut, burned or exposed to a chemical;
- what to do if there is a fire, an earthquake or another emergency;
- that I should say so if I am asked to do work I have not been trained for.

Signing this records that I received the Program and the training. It does not waive any right I have.

Employee name (print): _____

Employee signature: _____

Date: _____

Position / station: _____

Given by (name and title): _____

Keep the signed page in the employee's file. It is the record that this employee was given the Program, and it is the first thing asked for after an incident.

20. Restaurant Safety Checklists and Forms

These are meant to be photocopied and used, not admired. Each one is the record that a duty in this Program was actually performed — which is what an inspection asks for, and what a Program with no records cannot produce.

Opening Safety Checklist

Title 8 CCR §3203(a)(4)

Walked by the opening manager at Rosa's Kitchen (SAMPLE — not a real business). before service. A “no” is not a failure to hide — it is the reason the checklist exists. Record what was done about it.

Check	OK	No	Action taken
Floors dry and clean; mats flat, in place and not curled			
No spills or grease on the line, in the dish pit or by the walk-in			
Walkways, aisles and exit routes clear			
Exit doors unlocked from the inside and unobstructed			
Lighting working, including stairs, walk-in and storage			
Hood filters in place and clean			
Fire extinguishers in place, unobstructed, gauge in range			
Hood suppression pull station clear and identified			
First aid kit stocked, clean and accessible			
Fryer oil at the correct level; area around fryer dry			
Slicer and mixer guards fitted; machines unplugged when not in use			
Knives sharp, stored in rack or block, none loose in drawers or sinks			
Chemicals in labelled containers; nothing decanted into food containers			
Safety data sheets accessible to staff on this shift			
Kitchen temperature checked (indoor heat standard, §3396)			

Opened by: _____ Date: _____ Time: _____

Retain at least one (1) year — §3203(b)(1). Longer is better: a claim or an inspection routinely reaches back further than a year.

SAMPLE — NOT A REAL PROGRAM

Closing Safety Checklist

Title 8 CCR §3203(a)(4)

Walked by the closing manager. The floor at the end of service is the one the opening shift walks onto.

Check	OK	No	Action taken
Floors swept, mopped and dry; grease removed with degreaser not water			
Mats lifted, cleaned underneath and laid flat			
Fryer off and cooling; no hot oil left unattended in a walkway			
All cooking equipment off; gas appliances confirmed off			
Slicer and mixer cleaned with the machine unplugged; guards refitted			
Knives cleaned, dried and returned to storage			
Chemicals returned to storage, away from and below food			
Rubbish and grease waste removed by the lit route			
Exit routes clear; exterior door secured			
Any hazard found during the shift recorded on a corrective action form			

Closed by: _____ Date: _____ Time: _____

Retain at least one (1) year — §3203(b)(1). Longer is better: a claim or an inspection routinely reaches back further than a year.

Kitchen Safety Inspection

Title 8 CCR §3203(a)(4); §4002; §3314; §6151; §3400(d)

The scheduled inspection of the line and the equipment. Performed on the schedule in Section 5 of the Program, and whenever new equipment or a new process is introduced.

Item	OK	No	Corrective action and date
Hot surfaces: pot handles turned in, hot pans marked, mitts dry and not worn through			
Fryer: oil level correct, no water source nearby, filtering route safe, waste oil caddy in use			
Ranges, grills, salamanders: burners and pilots working correctly, no grease build-up			
Machine guarding fitted on slicer, mixer, processor (§4002)			
Machines unplugged before cleaning or clearing jams (§3314)			
Only trained employees operating machines; training records current			
Hood, filters and ducts within the cleaning schedule; last date on file			
Extinguisher travel distance met (Class A 75 ft, Class B 50 ft, §6151)			
Extinguishers: monthly visual check recorded, annual maintenance tag current			
Combustibles clear of ranges, salamanders and fryers			
Storage: heavy and frequent items between knee and shoulder height			
Step stool or ladder available; nobody standing on chairs or crates			
Eyewash or drench facility adequate for the chemicals actually stocked (§3400(d))			

Inspected by: _____ Date: _____

Corrections verified by: _____ Date: _____

Retain at least one (1) year — §3203(b)(1). Longer is better: a claim or an inspection routinely reaches back further than a year.

Slip, Trip and Fall Inspection

Title 8 CCR §3273(a); §3362

Falls on the same level are the most common serious injury in restaurants. This walks the floor surfaces specifically, because a general inspection tends to look past them.

Item	OK	No	Corrective action and date
Floors reasonably free of oil, grease and water (§3273(a))			
Mats present where water or grease reaches the floor routinely			
Mats flat, clean underneath, not worn or curled			
Drainage working; no standing water; dry standing places at wet processes (§3273(a))			
Wet floor signs available, used, and removed once the floor is dry			
Degreaser available and used for grease, not water alone			
Aisles and walkways clear of deliveries, cords, hoses and open drawers			
Floor surface in good repair — no loose tiles, holes or lifting edges (§3362(c))			
No uncontrolled water accumulation or leaks (§3362(g))			
Stairs and ramps lit, clear and with handrails intact			
Route to the dumpster lit, clear and even			
Slip-resistant footwear worn in kitchen, dish pit and bar			

Inspected by: _____ Date: _____

Retain at least one (1) year — §3203(b)(1). Longer is better: a claim or an inspection routinely reaches back further than a year.

Chemical and Safety Data Sheet Checklist

Title 8 CCR §5194; §3400(d)

Checked when a new product is introduced, when a product is discontinued, and at least annually. A safety data sheet nobody can reach at 2am is not readily accessible.

Check	OK	No	Action taken
Every product on the premises appears on the chemical inventory			
Safety data sheet on file for every product, including discontinued products still in the building			
Safety data sheets reachable by any employee on any shift without a manager unlocking anything (§5194)			
All containers labelled, including secondary and spray bottles			
No chemical stored in a food container or unlabelled bottle			
Incompatible products stored apart (bleach away from acids and ammonia)			
Chemicals stored below and away from food			
Personal protective equipment for each product available and in usable condition			
Employees trained on the products they use, including what never to mix (§5194(h))			
Eyewash or drench facility adequate for the strongest product stocked (§3400(d))			
Spill procedure known by staff on this shift			

Checked by: _____ Date: _____

Retain at least one (1) year — §3203(b)(1). Longer is better: a claim or an inspection routinely reaches back further than a year.

Periodic IIPP Review Checklist

Title 8 CCR §3203(a)

The annual review. A program nobody has looked at in a year is the first thing an inspector notices, and this is the record that the look happened.

Check	Yes	No	What was done
Program reviewed in full within the last twelve months			
Administrator named in the Program is still the right person, and reachable			
Menu, equipment or premises changes since last review reflected			
New stations or processes have a hazard evaluation			
Inspections happened on schedule and are on file			
Every hazard found was corrected, and the correction was verified			
Every injury and near miss was investigated and recorded			
Training records current for every employee, including new hires			
Chemical inventory and safety data sheets current			
Required postings up and current			
Emergency contacts, assembly point and medical facility still correct			
Workplace violence prevention plan and violent incident log current (Labor Code §6401.9)			
Cal/OSHA 300 log current where it applies; 300A posted Feb 1 – Apr 30			

Reviewed by: _____ Date: _____

Approved by (owner or senior management): _____ Date: _____

Retain every review. The dated history of reviews is what shows the Program is live.

Form 7 — Training Sign-In Sheet

Title 8 CCR §3203(a)(7) and §3203(b)(2)

One sheet per training session. The four columns below are the four things the standard requires be documented; a sheet missing any of them is not a compliant record.

Employee name or identifier	Date of training	Type / subject of training	Training provider	Employee signature

Retain for at least one (1) year — Title 8 CCR §3203(b)(2).

Form 6 — Employee's Report of Injury or Exposure

Title 8 CCR §3203(a)(5)

Completed by the injured employee, in their own words, as soon as they are able. It does not replace the investigation record — it is the account the investigation is partly based on. Filing it is not an admission of anything by anybody.

Employee name and job title	Date, time and location of injury	Task being performed at the time	Date and time reported, and to whom	What happened	Part of the body injured, and how	Medical attention — when, and from whom	Witnesses	What would have prevented this?

Retain for at least one (1) year; longer where other standards apply.

Form 10 — Employee Hazard Report

8 CCR §3203(a)(3)

Any employee may use this form to report an unsafe condition or practice. Giving your name is OPTIONAL. No employee will be retaliated against for making a report. Hand it to any supervisor or leave it wherever this program says reports are collected; what happens next is recorded on Form 4, Hazard Correction Record.

Date	Where the hazard is	What is unsafe, and what you think should be done	Your name (optional)

Kept with the hazard correction records, at least one year (§3203(b)(1)).

Form 5 — Incident Investigation Record

Title 8 CCR §3203(a)(5)

Completed for every occupational injury, illness, and near-miss. The purpose is the cause and the corrective action, not fault. Serious injury, illness, or death must additionally be reported to Cal/OSHA immediately — this form does not satisfy that obligation.

Date / time of incident	Person(s) involved	Location and task	Description of what happened	Cause(s) determined	Corrective action and date

Retain for at least one (1) year; longer where other standards apply.

Form 4 — Hazard Correction Record

Title 8 CCR §3203(a)(6)

Correction timing is set by the severity of the hazard, not by convenience. Record the severity assessed, the interim protection used where a hazard could not be corrected immediately, and who verified the correction.

Date identified	Hazard	Severity	Interim protection in place	Corrective action	Verified by / date

Retain with the inspection records for at least one (1) year.

Code of Safe Practices (General Industry) (8 CCR §3203(a)(3), (a)(7))

No Cal/OSHA standard requires a general-industry employer to keep a written Code of Safe Practices — §1509(b), which does require one, applies to construction work. This Code is kept as good practice, and because §3203(a)(3) requires safe work practices to be communicated to employees and §3203(a)(7) requires training on them. Rosa's Kitchen (SAMPLE — not a real business). adopts the rules below and makes them available to every employee.

General Rules

31. All employees follow safe work practices and use the protective equipment required for the task. Anyone unsure how to do a job safely stops and asks a supervisor before starting.
32. Anyone may stop work they believe is unsafe. No employee is disciplined for stopping work on that basis or for reporting a hazard.
33. Injuries, illnesses and near-misses are reported to a supervisor the same day they happen, however minor they look.
34. Horseplay, fighting and practical jokes are prohibited.
35. No employee works while impaired by alcohol, drugs, or medication that affects alertness or coordination.
36. Guards, interlocks and safety devices stay in place. Where a guard has to come off to clean or service equipment, the machine is locked out first (§3314) and the guard goes back on before it runs again.
37. Only trained and authorized employees operate powered equipment.
38. Tools and equipment are inspected before use. Anything damaged is tagged and taken out of service rather than worked around.
39. Floors, aisles, walkways, stairs and exits are kept clear and dry. Spills are cleaned up immediately, not stepped around.
40. Materials are stacked so they cannot fall, shift or block a sprinkler head, an electrical panel or an exit.
41. Loads are lifted with the legs, close to the body, without twisting. Anything too heavy or too awkward is moved with equipment or with a second person, not with a better grip.
42. A ladder or step stool is used to reach height — never a chair, a bucket, a crate or the edge of a shelf. Ladders are set on level ground and nobody stands on the top step.
43. Loose clothing, dangling jewellery, lanyards and long hair are secured away from moving parts, open flame and hot surfaces.
44. Footwear is closed-toe and appropriate to the work, and slip-resistant wherever floors get wet or greasy.
45. Hazardous chemicals stay in labelled containers, are never transferred into food or drink containers, and are never mixed together. Safety data sheets are available to every employee on every shift (§5194).
46. Access to electrical panels is kept clear, damaged cords are removed from service, and only qualified persons open or work on energized equipment.
47. Every employee knows where the exits, the assembly point, the first aid supplies and the fire extinguishers are before their first shift ends.

Kitchen and Food Service

These rules are additional to the general rules above and apply to the work this employer actually does.

48. Knives are carried point-down and at the side, cut away from the body on a stable board, and washed one at a time rather than left in a sink of water where a hand finds them first.
49. A falling knife is never caught. Step back and let it land.
50. Cut-resistant gloves are worn for boning, shucking, breaking down product and for cleaning slicer blades.
51. Slicers, mixers, grinders, choppers and dough equipment are operated only by trained employees, with the guard in place, using the tamper or pusher rather than a hand.
52. Nothing is cleared, cleaned, adjusted or reached into while a machine can start. It is switched off and unplugged or locked out first (§3314) — a jam is the most common way a hand reaches a blade.
53. Floors are kept dry. Spills, ice, grease and dropped product are cleaned immediately; wet-floor signs go out during mopping and come back in when the floor is dry.
54. Hot pans, trays and handles are treated as hot unless known otherwise, and are moved with dry hot pads — a wet cloth conducts heat straight through to the hand.
55. Employees call out when moving behind someone, carrying something hot, or coming through a door.
56. Nothing is carried at a height that blocks the view of the floor ahead.
57. Broken glass and broken crockery are swept up with a broom and pan, never picked up by hand, and go in a marked container rather than a sack anyone else has to lift.
58. Sanitizers, degreasers, oven cleaners and delimers are used at the labelled dilution with the eye and hand protection the label calls for. Bleach and ammonia products are never mixed, and no chemical is stored above or beside food or food-contact surfaces.
59. Cooking, dishwashing and warewashing areas are indoor heat areas. Drinking water, a place to cool down, and rest are available whenever an employee needs them, and new employees are given time to get used to the heat before working a full station (§3396).
60. Fryers: nothing wet goes into hot oil, baskets are lowered rather than dropped, and oil is filtered or changed only once it has cooled to the temperature the manufacturer specifies.
61. Dish machines and steamers are opened away from the face, and the steam is allowed to clear before reaching in.
62. Deliveries are moved with a cart or hand truck. Stock is stored with the heaviest items between knee and shoulder height, and nothing is stored on the floor of a walk-in or in front of a door.
63. Walk-in freezers and coolers are entered knowing the inside release works. Anyone working in one for an extended period dresses for it and takes breaks out of the cold.
64. Gas equipment is not lit if gas is smelled. The gas is shut off, the area is ventilated, and a supervisor is told before anything is switched on.
65. Cash handling, closing and opening alone are covered by the Workplace Violence Prevention Plan, not by improvisation.

Rules specific to a new operation, material or piece of equipment are added to this Code as those are introduced. A Code that never changes is a Code that no longer describes the work.

Task Hazard Analysis (8 CCR §3203(a)(4); §1509)

Rosa's Kitchen (SAMPLE — not a real business). analyses a task before doing it. The analysis breaks the task into steps, names what could go wrong at each step, and says what will be done about it. It is prepared with the people who will do the work, not for them, and they sign it.

This is the chapter that turns the rest of this program into something a crew uses. Everything else states what is required; this states what we are about to do, this morning, with this equipment.

1. When an Analysis Is Prepared

- Before a job is bid, so that the cost of doing it safely is in the bid rather than discovered later.
- Before work starts on a new site.
- Before each new phase of work.
- Before any operation with its own standard — excavation, confined space entry, hot work, work at height, silica-generating work.
- Before a subcontractor begins a scope of work on a site we control.
- Again whenever the method, the equipment, the crew or the conditions change. An analysis written for a different day is not an analysis.

2. Choosing the Control

Controls are chosen in this order. A lower one is used only when everything above it has been considered and ruled out.

66. **Eliminate.** Do not do the task, or do it another way that has no hazard. Prefabricating off site, or ordering material cut to size, removes a hazard rather than managing it.
67. **Substitute.** Use a less hazardous material, tool or method.
68. **Engineering control.** Change the equipment or the workplace so the hazard does not reach the person — water feed, local exhaust, guarding, a barrier, a platform instead of a ladder.
69. **Administrative control.** Change how or when people work — rotation, restricted access, sequencing, a permit, training.
70. **Personal protective equipment.** Last. It protects one person, only while it is worn correctly, and only if it is present. A task whose only control is PPE has not been analysed.

3. Who Prepares It, and Who Signs

- The supervisor or competent person responsible for the task prepares it, with the crew.
- Every person doing the task signs it before starting. A signature means they were told what could go wrong and what to do about it, and had the chance to say the analysis is wrong.
- Where another employer's crew is doing the work on a site we control, they provide their own analysis for their scope before they start.
- The signed analysis is kept with the site records for at least one year.

An analysis nobody signed is a document. An analysis the crew argued with and changed is a control.

4. Blank Analysis Form

Copy this page for any task not already covered above.

Task or activity	
Site / location	
Date	
Prepared by	
Equipment and tools used	
Permits required	
Training or certification required	
PPE required	

Step of the task	What could go wrong	What we do about it

Everyone doing this task signs below. A signature means they were told what could go wrong and what to do about it, and had the chance to say the analysis is wrong.

Name	Company	Signature

Emergency Action Plan (8 CCR §3220)

Rosa's Kitchen (SAMPLE — not a real business). has 22 employees. §3220 requires this plan to be in writing. The exception at §3220(e)(3), which lets an employer of 10 or fewer employees communicate the plan orally, does not apply here.

1. What this Plan Must Contain (§3220(b))

§3220(b) sets these out as the minimum. Each is answered for this workplace below.

Emergency escape procedures and route assignments

How to get out, by what route, from each work area.

Procedures for employees who remain to operate critical operations before they evacuate

Which operations must be shut down or made safe first, by whom, and the point past which they leave regardless.

Procedures to account for all employees after evacuation

Where people assemble and who counts them against a list.

Rescue and medical duties for those employees who perform them

Who does what, and what they are trained and equipped for.

The preferred means of reporting fires and other emergencies

What to call, and from where.

Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

A person an employee can ask.

2. Evacuation and Route Assignments

[Evacuation routes and exit assignments have not been recorded for this workplace. This is the first element §3220(b) names, and a plan without it is not a plan.]

Assembly point: The far end of the north parking lot, by the gate.

Employees are accounted for at the assembly point against a current list. Anyone unaccounted for is reported immediately to the responding emergency services rather than searched for by employees.

3. Critical Operations Before Evacuating

No operation at this workplace must be kept running or shut down before evacuating. All employees evacuate immediately on the alarm.

4. Reporting an Emergency

- Call 911 for fire, medical emergency, or any situation beyond the immediate control of the people present.
- Alert others by a verbal alarm carried by every supervisor.
- Report the emergency to the person named in section 6 of this plan as soon as it is safe to do so.
- A serious injury, illness or death must additionally be reported to Cal/OSHA immediately. That obligation is separate from this plan and is not discharged by following it.

5. Rescue and Medical Duties

Employees are not expected to perform rescue or firefighting duties they have not been trained and equipped for. Where an employee is assigned such a duty, the training for it is recorded like any other training.

6. Who to Ask (§3220(b)(6))

Rosa Delgado (sample), General Manager can explain any duty under this plan. Contact: (555) 555-0134, safety@example.invalid.

7. Training (§3220(e))

- Employees are trained on this plan when it is first established, when they are first assigned, and whenever their duties or the plan change.
- Enough trained employees are designated to assist in a safe and orderly evacuation.
- The plan is kept where employees can review it.

Medical Services and First Aid (8 CCR §3400)

Rosa's Kitchen (SAMPLE — not a real business). maintains the medical services and first aid provisions §3400 requires. §3400 applies to every California employer; it has no headcount threshold and no industry exception.

§3400 does not require a written program. This chapter is a record of how each of its six subsections is met, not a claim that the section asked for a document.

1. What §3400 Requires

§3400(a) — Ready availability of medical personnel. The employer ensures the ready availability of medical personnel for advice and consultation on matters of industrial health or injury.

§3400(b) — A trained first-aid person. In the absence of an infirmary, clinic or hospital in near proximity to the workplace that is used for the treatment of all injured employees, a person or persons are adequately trained to render first aid.

§3400(c) — Adequate first-aid materials. Adequate first-aid materials, approved by the consulting physician, are readily available for employees on every job, and are kept in a sanitary and usable condition.

§3400(d) — Quick-drench and eye-flush facilities. Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body are provided within the work area for immediate emergency use.

§3400(e) — Stretchers and warm covering. Stretchers and blankets, or other adequate warm covering, may be required by the Division unless ambulance service is available within 30 minutes under normal conditions.

§3400(f) — Provision made in advance. Effective provisions are made IN ADVANCE for prompt medical treatment in the event of serious injury or illness.

2. How This Employer Meets Them

[No trained first-aid person has been named. §3400(b) requires one wherever there is no infirmary, clinic or hospital in near proximity that treats all injured employees. "Near proximity" is not defined by the section as a number of minutes or miles, so an employer relying on it should be able to say why the facility qualifies. Name the person, or record why (b) does not apply here.]

[The facility that treats injured employees has not been recorded. §3400(f) requires provisions to be made IN ADVANCE — the word is the requirement. Deciding where somebody goes while they are bleeding is not making provision in advance.]

- First-aid materials are kept where employees can reach them without asking permission or finding a key.
- The kit is checked on the schedule in the compliance calendar and restocked after every use.
- Emergency numbers and the route to the nearest facility are posted with the other required notices.

3. Corrosive Materials and Eyewash (§3400(d))

Based on what was recorded about this workplace, §3400(d) is likely to apply here: materials are used that may expose the eyes or body to injurious corrosive substances. Where that is so, suitable quick-drench or eye-flush facilities are required **WITHIN THE WORK AREA** for immediate emergency use — not in another building, and not behind a locked door.

Whether a particular product counts is read off its Safety Data Sheet, not off this chapter. Section 4 of the SDS states the first-aid measures, and Section 8 states whether eyewash or drench facilities are called for. Where the SDS says so, the fixture is required and no risk assessment overrides it.

4. What This Chapter Does Not Cover

- Reporting a serious injury to Cal/OSHA. That duty and its eight-hour clock are in the Injury and Illness Prevention Program chapter (§342(a), §330(h)).
- Recording injuries on the Form 300 log. That is §14300 and is covered by the recordkeeping sections of this Program.
- Bloodborne pathogen exposure control, which is a separate standard (§5193) and binds only where employees have reasonably anticipated contact with blood or other potentially infectious materials. A designated first-aid responder often does.

Fire Prevention Plan (8 CCR §3221)

Rosa's Kitchen (SAMPLE — not a real business). has 22 employees. §3221(a) requires this plan to be in writing and to be kept at the workplace where employees can review it. The oral-communication exception at §3221(d)(2) does not apply here.

1. What §3221(b) Requires This Plan to Contain

§3221(b)(1)

A list of the major fire hazards, their proper handling and storage procedures, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard

§3221(b)(2)

The names or job titles of those responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires

§3221(b)(3)

The names or job titles of those responsible for control of fuel source hazards

2. Fire Hazards, Storage, and What Puts Them Out (§3221(b)(1))

[No fire hazards have been recorded for this workplace. §3221(b)(1) asks for the major fire hazards by name, with how each is handled and stored, what could ignite it, and what would put it out. The list below is a starting point drawn from the standard's subject matter and from what actually burns on residential construction sites. It is not a statement about this employer. Confirm the rows that apply, strike the rest, and add what is missing.]

Hazards to confirm, strike, or add to:

Fire hazard	Handling and storage	Fire protection equipment
Gasoline and diesel for saws, generators and compactors	Approved safety cans with flame arrestors, stored outside occupied structures and away from any ignition source. Refuel only with the engine off and cool.	Class B — dry chemical (ABC) extinguisher
LPG cylinders for temporary heat, torches and roofing kettles	Upright, valve protected, secured against falling, stored outdoors. Never inside an enclosed structure or a vehicle overnight.	Class B — dry chemical (ABC) extinguisher; shut the valve first if it can be reached safely
Hot work — cutting, welding, grinding, torch-applied roofing	A permit and a fire watch. Combustibles moved 35 feet away or covered. Fire watch stays for at least 30 minutes after the work stops.	Class A/B — extinguisher at the work position, not on the truck
Combustible waste — sawdust, form lumber, packaging, cardboard, insulation offcuts	Removed from the structure daily and kept out of stairwells, exits and mechanical rooms. Not burned on site.	Class A — water or ABC extinguisher

Fire hazard	Handling and storage	Fire protection equipment
Temporary heating equipment	Placed on a stable non-combustible surface, clear of combustibles by the manufacturer's stated distance, off and cool before the site is left.	Class A/C — ABC extinguisher
Temporary electrical — extension cords, task lighting, temp panels	GFCI protected, cords out of water and out of doorways, no daisy chains, damaged cords removed from service rather than taped.	Class C — ABC extinguisher; de-energize first
Solvent-soaked and oil-soaked rags (stains, finishes, linseed oil)	Closed metal container emptied daily. These self-heat: a pile of rags left in a corner overnight is a genuine ignition source and not a theoretical one.	Class A/B — ABC extinguisher

3. Who Maintains the Fire Protection Equipment (§3221(b)(2))

[Nobody has been named. §3221(b)(2) asks for a name or a job title. Two of the three things §3221(b) requires are names, and this is one of them. A plan that leaves it blank has not answered the subsection.]

- Portable extinguishers are inspected monthly and serviced annually, and the tag records both.
- An extinguisher that has been discharged, damaged or found out of charge is taken out of service and replaced the same day, not at the next service.

4. Who Controls the Waste (§3221(b)(3) and (c))

[Nobody has been named. §3221(b)(3) asks for a name or a job title for control of fuel source hazards. Housekeeping that is everybody's job is nobody's job by Friday afternoon.]

- Combustible waste is removed from the structure daily.
- Exits, stairs, corridors and mechanical rooms are kept clear — these are the places where accumulated waste turns a fire into a trapped crew.
- Solvent- and oil-soaked rags go in a closed metal container that is emptied at the end of each day.
- Waste is not burned on site.

5. Maintenance of Ignition-Prevention Equipment (§3221(e))

Equipment and systems installed to prevent the accidental ignition of combustible materials are maintained regularly and properly, according to established procedures. Where a manufacturer sets a schedule, that schedule is the procedure.

6. Telling Employees (§3221(d))

- Employees are apprised of the fire hazards of the materials and processes they are exposed to.
- Upon initial assignment, each employee is reviewed on the parts of this plan they must know to protect themselves in an emergency.
- The written plan is kept at the workplace and made available for employees to review.
- Getting out of the building is covered by the Emergency Action Plan in this program. This plan is about stopping the fire from starting; that one is about what happens once it has.

Hazard Communication Program (8 CCR §5194)

Rosa's Kitchen (SAMPLE — not a real business). maintains this written Hazard Communication Program so that the hazards of all chemicals produced or imported are classified, and information concerning those hazards is transmitted to employees. Rosa Delgado (sample), General Manager is responsible for the program.

1. Container Labels and Other Forms of Warning

Shipped containers arrive labelled by the manufacturer or importer. Workplace containers are labelled either with the full information required for a shipped container, or with the product identifier together with words, pictures, symbols, or a combination of these, which provide at least general information regarding the hazards.

- Labels on incoming containers are not removed or defaced.
- Any container whose label is lost or illegible is relabelled before it is returned to use.
- Employees are trained to read and understand the label elements, including pictograms, signal words and hazard statements.

2. Safety Data Sheets

Copies of the safety data sheet for each hazardous chemical in the workplace are maintained, and are readily accessible to employees during each work shift.

- Safety data sheets are kept where employees work, not only in an office, and access does not depend on asking a supervisor.
- Where sheets are kept electronically, a reliable means of access is maintained, including during a power or network outage.
- A sheet that has not arrived with a shipment is requested from the manufacturer, importer or distributor, and the request is recorded.

3. Hazardous Chemical Inventory

The list below identifies the hazardous chemicals known to be present, using a product identifier that is referenced on the appropriate safety data sheet. It is reviewed whenever a chemical is added or removed.

[The chemical inventory has not yet been completed. §5194(e)(1)(B) requires a list of the hazardous chemicals known to be present, by product identifier. This program is not complete until it is supplied.]

4. Non-Routine Tasks and Unlabeled Pipes

Before an employee performs a non-routine task involving a hazardous chemical — for example cleaning a mixing vessel, entering a confined space, or working on a system that normally stays closed — the supervisor informs the employee of the chemicals involved, the hazards they present, and the protective measures required for that task.

- Contents of unlabeled pipes in a work area are identified to any employee working on or near them, before that work begins.
- The same information is given to contractors' employees who will perform work in the area.

5. Employee Information and Training

Employees are provided information and training on hazardous chemicals in their work area at the time of their initial assignment, and whenever a new chemical hazard is introduced into their work area.

- The requirements of §5194 and the location and availability of this written program.
- Operations in their work area where hazardous chemicals are present.
- Methods and observations used to detect the presence or release of a hazardous chemical.
- The physical, health, and simple asphyxiation hazards of the chemicals in the area.
- Measures employees can take to protect themselves, including work practices, emergency procedures and personal protective equipment.
- The details of this program, including an explanation of the labelling system and the safety data sheet, and how employees can obtain and use the hazard information.

6. Availability of this Program

This written program is made available, upon request, to employees, their designated representatives, the Chief of the Division of Occupational Safety and Health, and the National Institute for Occupational Safety and Health.

Control of Hazardous Energy (Lockout/Tagout) (8 CCR §3314)

§3314 applies to the cleaning, repairing, servicing, setting-up and adjusting of machines and equipment where the unexpected energization or start-up, or the release of stored energy, could injure someone. It is not about running a machine. It is about the moment someone reaches into one.

1. The Rule That Shapes This Document (§3314(g)(2)(A))

“The employer's hazardous energy control procedure shall include separate procedural steps for the safe lockout/tagout of each machine or piece of equipment affected by the hazardous energy control procedure.”

One procedure may cover several machines only where one of the following is true:

- The machines' operational controls are configured in a similar manner, the locations of their disconnect points are identified, and their shutdown sequences are similar; or
- The machine or equipment has a single, readily identified energy supply with no stored hazardous energy.

That exception is narrower than it is usually read. A shop of different machines does not qualify because it would be convenient. Section 5 of this document carries one procedure sheet per machine.

2. What Each Procedure Must Contain (§3314(g)(1))

- A statement of the intended use of the procedure.
- The procedural steps for shutting down, isolating, blocking and securing the machine or equipment.
- The procedural steps for the placement, removal and transfer of lockout or tagout devices, and who is responsible for them.
- The requirements for testing to determine and verify the effectiveness of the lockout or tagout devices and other energy control measures.

3. Locks, Tags and Devices (§3314(d), (e))

- Prime movers, equipment and power-driven machines with lockable controls, or readily adaptable to them, are locked out.
- The employer provides the accident prevention signs, tags, padlocks, seals or other similarly effective means. Employees do not supply their own.
- Tagout devices are non-reusable, attachable by hand, self-locking, and non-releasable with a minimum unlocking strength of at least 50 pounds — a tag that can be pulled off by hand is not a tagout device.
- A tag is a warning. A lock is a barrier. Where a control can be locked, it is locked, and a tag alone is not the answer.
- One lock per person. The person who applied a lock is the person who removes it, and removing someone else's lock is not a shortcut but the way people are killed.

4. Groups and Shift Changes (§3314(h), (i))

- On group lockout, each authorized employee affixes their own personal lockout or tagout device to the group lockout device when they begin work, and removes it when they stop. The group device comes off last.
- Where work continues across a shift change, protection is transferred in an orderly way between the off-going and oncoming employees, so the machine is never unprotected for the length of a handover.

5. Machine-Specific Procedures (§3314(g)(2)(A))

[No machine with hazardous energy has been recorded for this workplace. §3314(g)(2)(A) requires separate procedural steps for each machine, so if any machine here is cleaned, serviced, set up or adjusted, this section is incomplete until it is listed. A blank sheet follows; copy it for each machine.]

Lockout/Tagout Procedure — [Machine name]

[This sheet names an equipment category, not a machine. §3314(g)(2)(A) asks for each machine or piece of equipment. Write in the actual unit — make, model and where it is — or this procedure covers nothing in particular.]

Intended use of this procedure: the cleaning, repairing, servicing, setting-up and adjusting of the machine named above.

Machine-specific fact	Fill in
Energy sources	Electrical, hydraulic, pneumatic, mechanical, thermal, chemical, gravity — list every one
Isolating devices and where they are	Disconnect, valve, breaker, blind — and the location of each
Stored energy and how it is released	What holds energy after the power is off, and what makes it safe
How the isolation is verified	What is tried, tested or measured, and what result proves it worked
Authorized employees for this machine	Who is permitted to lock this machine out
Special conditions	Anything about this machine that the six steps above do not cover

Steps, in order:

1. Notify

Tell every affected employee that the machine is being shut down and locked out, and why.

2. Shut down

Stop the machine by its normal stopping procedure. An emergency stop is not a shutdown procedure.

3. Isolate

Operate every energy-isolating device listed below so the machine is isolated from every energy source.

4. Lock and tag

Each authorized employee affixes their own lock and tag to each isolating device. One lock per person, and the person who applied it is the person who removes it.

5. Release stored energy

Relieve, disconnect, restrain or otherwise render safe every source of stored or residual energy — springs, hydraulic and pneumatic pressure, capacitors, elevated parts, thermal mass, tension.

6. Verify

Try to start the machine by its normal controls, confirm it does not start, and return the controls to off. Test for the absence of energy where testing is the only way to know.

To restore: check the machine is clear of tools and people, confirm all guards are back, notify affected employees, then each person removes their own lock and tag before the machine is energized.

Written by: _____ Date: _____ Reviewed: _____

6. Annual Inspection (§3314(j))

The procedure is inspected at least annually to evaluate its continued effectiveness. The inspection is performed by an authorized employee or person OTHER than the one(s) using the procedure being inspected — a person cannot audit their own habit.

The certification identifies:

- The machine or equipment on which the procedure was being used
- The date of the inspection
- The employees included in the inspection
- The person performing the inspection

7. Training (§3314(l))

Authorized employees — those who apply the locks:

- The hazardous energy control procedures, and the hazards of the activities they perform.
- Recognising the energy sources on the machines they work on, the magnitude of that energy, and the methods for isolating it.

Affected employees — those who operate the machines or work nearby:

- The purpose and use of the energy control procedure.
- That they must never attempt to restart or re-energize a machine that is locked or tagged out.

Heat Illness Prevention Plan (8 CCR §3395 / §3396)

TRANSLATION NOTE: a Spanish-language counterpart to this plan is maintained and posted alongside it, as required by §3395(i) and §3396(i).

Rosa's Kitchen (SAMPLE — not a real business). maintains this Heat Illness Prevention Plan under 8 CCR §3395 for outdoor places of employment and §3396 for indoor work areas. Coverage is determined for each work area. Every work area that is not indoor is treated as outdoor.

1. Work Areas Covered

[Work areas have not been enumerated. This plan is not complete until each area is listed and classified as indoor or outdoor.]

2. Provision of Water

Drinking water is provided free of charge, and is fresh, pure, suitably cool and located as close as practicable to where employees are working. Where water is not plumbed, at least one quart per employee per hour is available for the entire shift, and containers are refilled during the shift. Employees are encouraged to drink frequently.

3. Access to Shade (outdoor areas, §3395)

- Shade is present when the temperature exceeds 80 degrees Fahrenheit, and is available at all times on request otherwise.
- Shade accommodates all employees on a recovery or rest period and those on meal periods, seated in a normal posture without touching one another.
- Shade is located as close as practicable to the work area.
- Employees are allowed and encouraged to take a preventative cool-down rest in the shade for at least five minutes whenever they feel the need to do so, and are monitored during it.

4. Cool-Down Areas (indoor areas, §3396)

- A cool-down area is available at all times, blocked from direct sunlight and shielded from other radiant heat sources.
- It is maintained at less than 82 degrees Fahrenheit, unless the employer demonstrates that is infeasible.

- It accommodates the employees on a recovery period, seated normally without touching one another, and drinking water is available there.

5. High-Heat Procedures (§3395(e))

This employer's industry is not among those listed in §3395(a)(2), so the high-heat procedures in subsection (e) do not apply. Every other requirement of §3395 does apply -- the industry list limits subsection (e) only, not the standard.

6. Control of Indoor Heat (§3396(e))

Where an indoor work area reaches 87 degrees Fahrenheit, or 82 degrees where employees wear clothing that restricts heat removal or work in a high radiant heat area, controls are applied in this order:

- Engineering controls first -- air conditioning, cooling fans, evaporative coolers, increased natural ventilation where outdoor air is cooler, local exhaust, shielding from radiant heat sources, insulation of hot surfaces, isolation of hot processes.
- Administrative controls where engineering controls are not feasible or not sufficient -- acclimatization, rotation, scheduling work in cooler hours, work/rest schedules, reducing work intensity, relief workers.
- Personal heat-protective equipment last -- water-cooled or air-cooled garments, cooling vests, wetted over-garments, heat-reflective clothing.

A plan that lists cooling vests as a primary control is non-compliant on its face. Where the target is not feasible, heat is reduced to the lowest feasible level and the basis for that infeasibility is recorded.

7. Acclimatization

- All employees are closely observed by a supervisor or designee during a heat wave -- any day when the predicted high is at least 80 degrees Fahrenheit and at least ten degrees higher than the average high of the preceding five days.
- An employee newly assigned to a high-heat area is closely observed for the first 14 days of employment.
- Employees are allowed to acclimatize gradually, with lighter duty and more frequent rest in their first days.

8. Emergency Response

- Employees showing signs of heat illness are not left alone and are not sent home without being offered on-site first aid or emergency medical services.
- Where an employee shows signs of serious heat illness, emergency medical services are contacted immediately and the employee is moved to a cool area and cooled while waiting.
- Clear and precise directions to the work site are given to emergency responders, and are prepared in advance for every site, including customer sites that change daily.

9. Training

- Employees are trained before they begin work, and supervisors before they begin supervising.
- Training covers the environmental and personal risk factors for heat illness, this employer's procedures, the importance of drinking water, the importance and right to a cool-down rest, acclimatization, the signs and symptoms of heat illness, how to report them, and the emergency response procedures.
- Training is provided in a language and at a literacy level the employees understand.

10. Review

This plan is reviewed at least annually, before the onset of hot weather, and whenever work areas or operations change.

Wildfire Smoke Protection Plan (8 CCR §5141.1)

This plan is in force whenever the current Air Quality Index for PM2.5 at a worksite reaches 151 or above and exposure to wildfire smoke can reasonably be anticipated. It is not a seasonal plan. Smoke arrives when it arrives, and the obligation to know the number starts before the shift does, not after somebody complains.

Why you have this chapter: No work areas were recorded, so outdoor work could not be ruled out. If every area where your people work is indoors, record them and this chapter will drop out of your next version.

1. When This Plan Does Not Apply (§5141.1(a)(2))

Each of the following is a condition that has to be true at the time, for the employees in question. None of them exempts a company. A crew inside a filtered cab is exempt while they are in it and covered the moment they get out.

- Enclosed buildings or structures where the air is filtered by a mechanical ventilation system and the windows, doors and other openings are kept closed except to enter and leave.
- Enclosed vehicles where the air is filtered by a cabin air filter and the windows, doors and other openings are kept closed except to enter and leave.
- Worksites where the employer demonstrates by measurement that the PM2.5 concentration is below a current AQI of 151.
- Employees exposed to a current AQI for PM2.5 of 151 or greater for a total of one hour or less during a shift.
- Firefighters engaged in wildland firefighting.

2. Finding Out the Number (§5141.1(c))

Employee exposure is determined before each shift and periodically afterwards, by AQI forecast or by direct measurement at the worksite.

[No method has been recorded for checking the AQI before a shift. §5141.1(c) requires the determination, and a plan that does not say who checks what, where, and when has not made it. Name the source, the person, and the point in the day.]

Acceptable sources:

- U.S. EPA AirNow (airnow.gov), by ZIP code for the worksite
- The local air quality management district's current readings
- The U.S. Forest Service or CARB wildfire smoke forecasts
- Direct measurement of PM2.5 at the worksite, by someone who knows how to use the instrument and how to convert the reading to an AQI

3. Telling the Crew (§5141.1(d))

- Employees are told the current AQI for PM2.5 and the protective measures available to them, by Pre-shift line-up.
- Employees may report worsening air quality, and any symptom of wildfire smoke exposure, to a supervisor at any time.
- No employee is retaliated against for making such a report. This is stated in the standard itself, and it is the part of the standard that stops working the first time somebody is made to regret speaking up.
- An employee who reports symptoms may seek medical treatment without fear of reprisal.

4. Controlling the Exposure (§5141.1(f)(1))

Engineering controls first, then administrative controls, and respirators only where those are not feasible or not enough.

Engineering

Move the work into a filtered building or a cab with a working cabin air filter, and keep it closed up.

Administrative

Move the work to a time or a place with cleaner air; reduce how long and how hard people work outdoors; add breaks in clean air. Heavy exertion moves far more smoke into the lungs than standing still does, so slowing the work is a real control and not a gesture.

Respirators

Provided at AQI 151 and above for voluntary use; required above AQI 500. See section 5.

5. Respirators: Two Tiers, Not One (§5141.1(f)(2))

At a current AQI for PM2.5 of 151 through 500, respirators are PROVIDED and their use is VOLUNTARY.

- NIOSH-approved respirators that protect against PM2.5 — an N95 filtering facepiece is the ordinary choice.
- Enough of them, in more than one size, so that an employee who wants one gets one that fits their face.
- No fit testing and no medical evaluation are required, because §5144(c)(2) exempts the voluntary use of filtering facepieces from those requirements.
- Employees are still told how to put one on, how to seal-check it, and what it will not do.

Above a current AQI for PM2.5 of 500, respirator use is REQUIRED.

At that point the exemption for voluntary use falls away and the full weight of §5144 applies to this workplace: a written respiratory protection program, medical evaluation of each wearer, and fit testing before use. An employer who has planned only for the voluntary tier has an obligation waiting for them on the worst air day of the year. The Respiratory Protection Program in this manual is what that obligation is met with.

[No stock of respirators has been recorded. Respirators that have to be bought after the smoke arrives are respirators the crew does not have. Record how many, what sizes, and where they are kept.]

6. Training (§5141.1(e) and Appendix B)

Training covers the topics Appendix B sets as the minimum, and is given in a language readily understandable by the employees — here, English, Spanish.

- The health effects of wildfire smoke.
- The right to obtain medical treatment without fear of reprisal.
- How employees can obtain the current AQI for PM2.5.
- The requirements of §5141.1.
- The employer's two-way communication system under §5141.1(d).
- The employer's methods to protect employees from wildfire smoke.
- The importance, usage and limitations of respirators.
- The proper use and maintenance of respirators, including how to put one on and take it off, how to do a seal check, and what a respirator cannot do for you.

7. Who Runs This Plan

Rosa Delgado (sample), General Manager is responsible for checking the AQI, deciding what protective measures apply, and making sure respirators are on hand before they are needed.

Workplace Violence Prevention Plan (Labor Code §6401.9)

Rosa's Kitchen (SAMPLE — not a real business). maintains this written Workplace Violence Prevention Plan under Labor Code §6401.9, which has been operative since 1 July 2024. It applies to all employees at every worksite under this employer's control, including employer-provided transportation.

1. Definitions

Workplace violence is classified in four types:

- Type 1 — Committed by a person who has no legitimate business at the worksite, including violence with criminal intent.
- Type 2 — Directed at employees by customers, clients, patients, students, inmates, or visitors.
- Type 3 — Against an employee by a present or former employee, supervisor, or manager.
- Type 4 — Committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

A threat of violence is a statement or conduct that causes a person to fear for their safety and that serves no legitimate purpose. Workplace violence does not include lawful acts of self-defence or defence of others.

2. Scope

This plan covers every worksite under this employer's control and every employee working at one, including employees working at customer or third-party sites and employees using employer-provided transportation.

3. Responsibility (§6401.9(c)(1))

Rosa Delgado (sample), General Manager is responsible for implementing this plan. A plan that assigns responsibility to 'management' rather than to a named person does not satisfy §6401.9(c)(1).

4. Employee Involvement (§6401.9(c)(2))

- Employees and any authorized employee representative are actively involved in developing and implementing this plan.
- Employees participate in identifying and evaluating workplace violence hazards, and in designing and delivering training.
- Employee input is sought at the annual review and after any incident.

5. Coordination with Other Employers (§6401.9(c)(3))

Where employees of another employer work at a shared worksite — staffing agency workers, contractors, or crews working at a customer site — this employer coordinates on workplace violence hazards, reporting procedures, and emergency response, so that all workers at the site know how to report and how to respond.

6. Reporting and Anti-Retaliation (§6401.9(c)(4)–(6))

- Employees report workplace violence incidents, threats, and concerns to the person named in Section 3.
- Employees may report without fear of reprisal. No employee will be retaliated against for reporting an incident, a threat, or a hazard, or for participating in an investigation.
- Employees are informed of the results of an investigation and of any corrective action taken.
- Compliance with this plan is expected of every employee, supervisor and manager, and is addressed through the same system the Injury and Illness Prevention Program uses.

This plan and its training are provided in English and Spanish, at a literacy level employees understand.

7. Emergency Response (§6401.9(c)(7))

- Employees are alerted to a workplace violence emergency by verbal alert and telephone.
- Employees evacuate or shelter in place according to the nature of the emergency, to the assembly points identified for each worksite.
- Law enforcement is contacted by the person named in Section 3, or by any employee where there is an immediate threat.

8. Training (§6401.9(e))

- Training is provided when the plan is first established, and at least annually thereafter.
- Training covers this plan and how to obtain a copy, how to report workplace violence, the hazards specific to employees' jobs, the four types of workplace violence, and the corrective measures in place.
- Training includes an opportunity for interactive questions and answers with a person knowledgeable about this plan.
- Additional training is provided when a new hazard is identified or the plan changes.

9. Hazard Identification and Correction (§6401.9(c)(8)–(9))

Inspections for workplace violence hazards are conducted:

- When this plan was first established.
- After each workplace violence incident.
- When changes in the workplace or in work practices affect employee safety.
- When new materials, processes or procedures are introduced.
- When the employer becomes aware of a new or previously unrecognized hazard.

Hazards identified at this workplace include:

- Working alone
- Contact with the public or customers on site
- Cash handling
- Unauthorized or uncontrolled access points
- Inadequate lighting, including parking areas
- Limited or blocked escape routes
- Late-night or early-morning operations
- Understaffing
- Work performed in customers' homes or at third-party sites
- Workplace-related stalking, or domestic violence reaching the workplace

Identified hazards are corrected using engineering controls and work practice controls — for example lighting, access control, barriers, alarms and panic devices, visitor sign-in, buddy systems for field work, check-in procedures for employees working alone, and staffing sufficient to maintain order and respond to incidents in a timely way. Corrections are made in a timeframe based on the severity of the hazard, with interim protection where immediate correction is not possible.

10. Post-Incident Response and Investigation (§6401.9(c)(11))

- Every workplace violence incident and every threat is investigated, beginning as soon as practicable after it is reported.
- The investigation reviews what happened, the circumstances that contributed, and whether existing controls were effective.
- Employees involved are offered medical care and, where available, employee assistance or counselling.
- Findings drive corrective action, and employees are informed of the outcome.

11. Violent Incident Log (§6401.9(d))

A violent incident log is maintained for every workplace violence incident. Each entry records the date, time and location; the type or types of violence; a detailed description; the classification of the person who committed the violence; the circumstances at the time; where the incident occurred; the type of incident; the consequences to the employee; the actions taken in response; and who completed the log and when.

The log contains no personal identifying information. Names and other identifying details of any employee, patient, client or other person involved are recorded only in the separate incident investigation record, which is kept confidential and access-restricted.

This separation exists so that the log can be released as written. Under §6401.9(f) employees and their representatives may request these records and must receive them within 15 calendar days, free of charge, for examination and copying. A log containing identifying information would have to be redacted by hand under that deadline.

12. Recordkeeping and Retention (§6401.9(f))

- Violent incident log — retained for a minimum of 5 years (§6401.9(f)).
- Hazard identification, evaluation and correction records — retained for a minimum of 5 years (§6401.9(f)).
- Incident investigation records — retained for a minimum of 5 years (§6401.9(f)).
- Training records — retained for a minimum of 1 year (§6401.9(f)).
- Records are made available to the Division on request.
- Records are made available to employees and their representatives within 15 calendar days of a request, free of charge, for examination and copying.
- Records are never deleted at the end of a retention period without review; the retention periods above are floors, not expiry dates.

13. Annual Review (§6401.9(c)(12))

- This plan is reviewed at least annually, with employee participation.
- It is also reviewed after any workplace violence incident, and whenever a deficiency in the plan becomes apparent.
- The review date, the participants, and any revisions are recorded with the version history.

Pending regulation. Under §6401.9(h) the Occupational Safety and Health Standards Board must adopt a general industry workplace violence prevention standard by 31 December 2026. When it is adopted this plan will require review against the final rule.

Required Postings and Notifications (8 CCR §340, §14300.32, §14300.41, §3204(g), §1509(c))

Postings are the cheapest compliance failure there is. Nothing has to be assessed, written or trained — a piece of paper has to be on a wall — and an inspector notices its absence within a minute of walking in.

A POSTING goes on a wall whether or not anybody asks. A NOTIFICATION is told to a person. They are different duties and one does not discharge the other.

1. What Must Be Posted

What	Authority	Where	When
Cal/OSHA Notice — “Safety and Health Protection on the Job”, as furnished by the Division	§340	At least one in each establishment, in a conspicuous place where notices to employees are customarily posted. Where work sites are dispersed, as in construction, at each location where employees report daily.	Always up. The employer takes steps to ensure it is not altered, defaced or covered by other material.
Form 300A, Annual Summary of Work-Related Injuries and Illnesses	§14300.32	A copy in each establishment, in a conspicuous place where notices to employees are customarily posted.	From February 1 of the year following the year it covers, until April 30. Certified first by a company executive — an owner, a corporate officer, the highest-ranking official at the establishment, or that person's immediate supervisor.

The Code of Safe Practices posting at §1509(c) is a Construction Safety Orders duty and is not listed above, because this employer's work is general industry.

2. What Must Be Told, Not Posted (§3204(g))

This is the one employers most often believe they have already done. §3204(g) is an ANNUAL duty to tell each employee, in person or in a way that reaches them. A poster on a wall does not satisfy it, and neither does having told them once when they were hired.

§3204(g) — Upon an employee first entering employment, AND at least annually thereafter.

The existence, location and availability of medical and exposure records; who is responsible for maintaining them and providing access; and each employee's rights of access to them

§3204(g)(2) — On request, at any time.

A copy of §3204 itself, kept readily available to employees on request

3. The Form 300A Trap (§14300.32)

- It is posted from February 1 to April 30, not for the whole year and not only on February 1. Taking it down in March is a violation; so is never putting it up because there were no recordable injuries — a summary showing zero is still a summary that must be posted.
- It is CERTIFIED before it goes up, by a company executive: an owner, a corporate officer, the highest-ranking official at the establishment, or that person's immediate supervisor. A safety coordinator signing it is not certification.
- Employees who do not report to a fixed location weekly are sent or handed a copy during the same February-to-April window (§14300.32(b)(7)). For a contractor with crews who never see the office, this is the part that gets missed.

4. Electronic Submission to Cal/OSHA (§14300.41)

Posting the Form 300A on the wall and submitting it to Cal/OSHA are two different duties with two different deadlines, and an employer who does the first often believes they have done the second. The posting runs February 1 to April 30. The submission, where it is owed at all, is due March 2 through the federal Injury Tracking Application.

This establishment: Cannot be determined from the answers given

22 employees puts this establishment in the 20-249 band, where the duty depends entirely on whether its NAICS code is on Appendix H. Without the code there is no answer -- and an unknown code is not an exemption.

[Missing: NAICS code. Until this is supplied the answer is unknown, and unknown is not an exemption — the determination has to be made before March 2.]

Every employer must still report a serious injury, illness, or death to Cal/OSHA immediately, whether or not they keep injury records (§14300.2, §342).

This program does not produce the Form 300 log, the Form 300A summary or the Form 301 incident reports. Those record what actually happened to particular employees and are certified by a company executive; they are the employer's record to keep, not a document to be generated from an intake form.

5. Keeping the Wall Honest (§340)

- The employer takes steps to ensure notices are not altered, defaced or covered by other material. A required poster behind the schedule board is not posted.
- Where work sites are dispersed, as in construction, the notice goes at each location where employees report daily — not only at the office nobody visits.
- The postings are walked and checked at least annually, and whenever a new site opens.

[No posting location has been recorded. §340 asks for a conspicuous place where notices to employees are customarily posted, which means a specific wall that somebody is responsible for. Name it.]

6. What This Document Does Not Cover

These are the Cal/OSHA postings under Title 8. A California employer also owes wage orders, pay notices, workers' compensation, disability insurance and harassment postings under other bodies of law that have nothing to do with occupational safety. They are real obligations and they are not listed here, because listing them would imply this program covers them.

Personal Protective Equipment — Hazard Assessment and Training (8 CCR §3380(f))

§3380(f)(1) requires the employer to assess the workplace to determine whether hazards are present, or are likely to be present, that necessitate personal protective equipment — and then to select PPE suitable for each hazard found, communicate that selection to the employees who need it, and ensure it fits properly. This chapter covers the four kinds of PPE that carry a written hazard-assessment and training certification under §3380(f): head, eye and face, hand, and foot protection.

- §3381 — Head protection
- §3382 — Eye and face protection
- §3384 — Hand protection
- §3385 — Foot protection

Two other kinds of PPE have their own, more specific program elsewhere in this manual rather than being folded in here: respiratory protection is governed by §5144 (its own chapter, with medical evaluation and fit testing), and hearing protectors are governed by §5097–§5100 (the Hearing Conservation Program). Body protection — ordinary protective clothing — is required by §3383 but does not carry this section's certification duty.

Defective or damaged PPE must never be used (§3380(f)(3)). Remove it from service and replace it before the affected employee continues work.

Hazard Assessment

Rosa's Kitchen (SAMPLE — not a real business) certifies the workplace hazard assessment below, identifying the areas or tasks assessed, the hazard found in each, and the PPE selected for it. The certification is updated whenever a new task, process, material or piece of equipment changes what this assessment covers — it is not a one-time form.

PPE Hazard Assessment Certification

Title 8 CCR §3380(f)(1)-(2)

One row per work area or task. Add rows as new tasks, processes, materials or equipment introduce a hazard this assessment does not yet cover. Defective or damaged PPE may never be used (§3380(f)(3)) — note it here and replace it before work continues.

Work area / task	Hazard identified	PPE selected	Basis for selection

This document is the written certification required by §3380(f)(2). §3380 sets no fixed retention period; keep the current certification on file, and keep a superseded one as the record of when the assessment changed.

Workplace evaluated: Rosa's Kitchen (SAMPLE — not a real business).

Certified by (name / title): _____

Assessment date(s): _____

Training

Every employee required to use head, eye/face, hand, or foot protection is trained, before doing that work, on:

- When PPE is necessary.
- What PPE is necessary.
- How to properly don, doff, adjust and wear the PPE.
- The limitations of the PPE.
- The proper care, maintenance, useful life and disposal of the PPE.

Each employee must demonstrate an understanding of that training and the ability to use the PPE properly before being allowed to do work that requires it (§3380(f)(5)). Where the employer has reason to believe a trained employee's understanding or skill has fallen short — because the workplace changed, the PPE changed, or an employee's use of it showed a gap — that employee is retrained (§3380(f)(6)).

PPE Training Certification

Title 8 CCR §3380(f)(4)-(7)

Signed by each employee at Rosa's Kitchen (SAMPLE — not a real business). required to use head, eye/face, hand or foot protection, once they have demonstrated an understanding of the training and the ability to use the PPE properly (§3380(f)(5)). An employee who cannot must be retrained before doing PPE-reliant work (§3380(f)(6)).

Employee name	Date of training	PPE type(s) covered	Employee signature

This document is the written certification required by §3380(f)(7).

Permit-Required Confined Space Program (8 CCR §5157)

Confined space entry kills more rescuers than entrants. That is why §5157(k) requires rescue to be arranged before entry rather than improvised after it, and why the attendant under §5157(i) never goes in — not even to help.

Why you have this chapter: The question was not answered. §5157(c)(1) makes evaluating the workplace for permit spaces a duty on its own, so not having looked is an unmet obligation rather than an exemption — which is why this chapter is here rather than absent. Evaluate, record the answer, and if there are none this chapter will drop out of your next version.

1. What Makes a Space a Permit Space (§5157(b))

A confined space is large enough to enter and perform work, has limited or restricted means of entry or exit, and is not designed for continuous employee occupancy. It becomes a PERMIT-required confined space if it has any one of the following:

- Contains or has a potential to contain a hazardous atmosphere.
- Contains a material that has the potential for engulfing an entrant.
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls, or by a floor which slopes downward and tapers to a smaller cross-section.
- Contains any other recognized serious safety or health hazard.

2. Which of the Three Cases This Employer Is In

[This workplace has not been evaluated for permit-required confined spaces. §5157(c)(1) makes that evaluation a duty in its own right — not having looked is not the same as not having any. Until the evaluation is done, which of the three cases below applies is unknown.]

- No permit spaces: the §5157(c)(1) duty to evaluate and find that out is the only duty, and it is a real one.
- Permit spaces but no entry: no written program, but effective measures to keep employees out, plus §5157(c)(1), (c)(2), (c)(6) and (c)(8).
- Entry: the full written program under §5157(c)(4).

3. Duties That Apply Even Without Entry

- §5157(c)(1) — evaluate the workplace to determine whether any spaces are permit spaces.
- §5157(c)(2) — where the workplace contains permit spaces, inform exposed employees and others working in the area, by posting danger signs or an equally effective means, of the existence, location and danger of those spaces.
- §5157(c)(3) — take effective measures to prevent employees from entering. A sign alone is not an effective measure where the opening is one a person can simply step into.
- §5157(c)(6) — provide at least one attendant outside any permit space into which entry is authorised, for the duration of the entry.

- §5157(c)(8) — the host employer duties in section 7 below, where a contractor will enter.

4. The Permit Spaces at This Workplace

None listed.

Sections 5 and 6 describe what would be required if entry is ever authorised. They are not in force while employees are kept out — but the day someone needs to go in is not the day to start writing them.

5. The Entry Permit (§5157(f))

Each permit, signed by the entry supervisor before entry, identifies:

- The permit space to be entered, and the purpose of the entry
- The date, and the authorised duration of the entry
- The authorised entrants, the attendants, and the entry supervisor
- The hazards of the permit space
- The measures used to isolate the space and to eliminate or control its hazards
- The acceptable entry conditions
- The results of initial and periodic tests, with the tester's initials and the time
- The rescue and emergency services available, and how to summon them
- The communication procedures between entrants and attendants
- The equipment provided — testing, communications, personal protective, alarm, lighting, and rescue
- Any other information needed for safety, and any other permit issued for the work (such as hot work)

The completed permit is made available to the entrants at the time of entry, and cancelled permits are retained for at least one year so the annual program review under §5157(d)(14) has something to review.

6. Roles (§5157(h), (i), (j), (k))

Authorised entrant

Knows the hazards, uses the equipment properly, communicates with the attendant, and exits immediately on an order to evacuate, on recognising a warning sign or symptom, on a prohibited condition, or on an alarm.

Attendant

Knows the hazards, keeps an accurate count of who is inside, REMAINS OUTSIDE for the duration of the entry, monitors activities and conditions, orders evacuation when needed, and summons rescue. The attendant does not enter the space to attempt a rescue — that is how the second death happens.

Entry supervisor

Knows the hazards, verifies that every requirement on the permit is met before endorsing it, confirms that rescue services are available and can be summoned, removes unauthorised people, and terminates the entry when the work is done or a prohibited condition arises.

Rescue (§5157(k))

At least one standby person at the site is trained and immediately available to perform rescue and emergency services. Rescue is arranged before entry, not improvised after it.

7. Contractors (§5157(c)(8))

Where a contractor will enter a permit space at this workplace, this employer as host:

- Inform the contractor that the workplace contains permit spaces, and that entry is allowed only through compliance with a permit space program.
- Apprise the contractor of the elements that make the space in question a permit space, including the identified hazards and the employer's experience with the space.
- Apprise the contractor of any precautions or procedures the employer has implemented for the protection of employees in or near the space.
- Coordinate entry operations where employees of both employers will be working in or near permit spaces.
- Debrief the contractor at the conclusion of the entry operations regarding the program followed and any hazards confronted or created.

8. Annual Review (§5157(d)(14))

The permit space program is reviewed using the cancelled permits retained under §5157(e)(6), within one year after each entry, and revised as necessary to ensure that employees participating in entry operations are protected.

Repetitive Motion Injury Program (8 CCR §5110)

§5110 is unlike every other standard in this program. The others are owed because of what the employer does. This one is owed because of what has already happened to people — it is triggered by injuries, not by hazards.

1. The Trigger (§5110(a))

All of the following must be true:

- 2 or more employees suffered repetitive motion injuries.
- The RMIs were predominantly caused — 50% or more — by a repetitive job, process or operation.
- The affected employees were performing identical work activity (the same repetitive task).
- The RMIs were musculoskeletal injuries that a licensed physician objectively identified and diagnosed.
- The RMIs were reported to the employer within the previous 12 months.

This employer has NOT recorded that the §5110(a) trigger is met, so §5110 does not currently require a repetitive motion injury program here. Ergonomic hazards were identified at this workplace, which is why this chapter is included — but identifying a hazard is not the trigger, and this document does not claim an obligation that does not exist.

The test above is written out so it can be applied the day it starts to matter. Two physician-diagnosed repetitive motion injuries from the same repetitive task, reported within twelve months, and the program in section 2 becomes required.

Separately, and regardless of §5110: ergonomic hazards that have been identified at this workplace are hazards under §3203(a)(4) and are corrected under §3203(a)(6) like any other. Waiting for two diagnosed injuries before acting is not what the IIPP asks of anyone.

2. The Program (§5110(b))

[Not currently required. Set out here so it is ready if the trigger is met.]

Worksite evaluation

Each job, process or operation of identical work activity, or a representative number of them, is evaluated for exposures that have caused the RMIs.

Control of exposures

Exposures that have caused RMIs are corrected in a timely manner, or if not capable of being corrected, minimised to the extent feasible. The employer considers engineering controls — workstation redesign, adjustable fixtures, tool redesign — and administrative controls, such as job rotation, work pacing and rest breaks.

Training

Employees are trained on the employer's program, the exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms early, and the methods used to minimise RMIs.

3. What Counts as Compliance (§5110(c))

Measures actually implemented satisfy the obligation unless it is shown that a measure known to but not taken by the employer is substantially certain to cause a greater reduction in such injuries. In other words: doing something reasonable is the standard, but ignoring a fix you already knew about is not.

Machine Guarding (8 CCR §4002, §4184)

Rosa's Kitchen (SAMPLE — not a real business). operates machinery that requires guarding. Two sections apply and they are not the same duty.

1. The Machine Itself (§4002)

§4002(a) requires all machines, parts of machines, or component parts of machines which create hazardous revolving, reciprocating, running, shearing, punching, pressing, squeezing, drawing, cutting, rolling or mixing or similar action to be guarded.

§4002(b) requires keys, set screws, projections or recesses which create a hazard not guarded by the frame of the machine or by location to be removed, made flush, or guarded.

2. The Point of Operation (§4184)

§4184(a) requires machines with a grinding, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action, where an employee comes within the danger zone, to be guarded at the POINT OF OPERATION. §4184(b) extends the same duty to machines used in any industry not specifically covered in Group 8 that present similar hazards — so “our machine is not on the list” is not an answer.

The point of operation is where the work is done and the hand goes. A machine can be fully guarded at its belts and pulleys and still be unguarded where it matters.

3. Guards Are Not Optional Once Removed

- A guard removed for maintenance, cleaning or a changeover is replaced before the machine is returned to service. The person who removed it is responsible for it going back.
- A machine found running without a required guard is shut down and tagged out until the guard is refitted — not finished first.
- A guard that is defeated, propped, taped back or bypassed to keep production moving is treated as a serious matter and recorded as one.
- Guards are checked as part of the scheduled inspection this Program requires under §3203(a)(4).

4. Guarding and Lockout Are Different Duties

This is the confusion worth naming. Guarding (§4002, §4184) protects the operator during NORMAL OPERATION. Lockout/tagout (§3314) protects whoever is cleaning, servicing, repairing or unjamming the machine, by making sure it cannot start. Neither substitutes for the other, and the written per-machine procedures live in the Control of Hazardous Energy chapter, not here — that is the one of the two that §3314 requires in writing.

Neither §4002 nor §4184 requires a written machine guarding program. Neither section asks for a document at all. This chapter records the duty and how it is met; the guard on the machine is the compliance.

Compliance Calendar

Every recurring obligation the plans in this manual create, with the standard that imposes it. Dates are not printed here because they move: the interval is what the standard fixes.

How often	What	Plan	Authority
Each use, or each day worked	Remove combustible waste and residues from work areas	Fire Prevention Plan	§3221(c)
	Review of the analysis with the crew doing the work	Task Hazard Analysis	§3203(a)(3)
	Determine the current AQI for PM2.5 for each worksite	Wildfire Smoke Protection Plan	§5141.1(c)
Weekly to fortnightly	Test and flush emergency eyewash and drench equipment where it is installed	Medical Services and First Aid	§3400(d)
Monthly	Scheduled workplace inspection	Injury and Illness Prevention Program	§3203(a)(4)
	Scheduled restaurant safety inspection	Injury and Illness Prevention Program — Restaurant and Food Service	§3203(a)(4)
	Fire extinguisher visual inspection	Injury and Illness Prevention Program — Restaurant and Food Service	§6151
Quarterly to half-yearly	Check that every required guard is in place and effective	Machine Guarding	§4002, §4184
	Check first-aid supplies and restock	Medical Services and First Aid	§3400(c)
Annually	Review this Code of Safe Practices and update it for any new operation, material or equipment introduced since the last review	Code of Safe Practices (General Industry)	§3203(a)(3)
	Periodic inspection of the hazardous energy control procedure	Control of Hazardous Energy (Lockout/Tagout)	§3314(j)
	Review of this plan against the current site and workforce	Emergency Action Plan	§3220
	Maintain the equipment and systems installed to prevent accidental ignition of combustible materials	Fire Prevention Plan	§3221(e)
	Review of this plan against the fire hazards actually present	Fire Prevention Plan	§3221
	Review of this plan	Heat Illness Prevention Plan	§3395 / §3396
	Review of this Program	Injury and Illness Prevention Program	§3203(a)
	Review of this Program	Injury and Illness Prevention Program — Restaurant and Food Service	§3203(a)

How often	What	Plan	Authority
	Fire extinguisher maintenance check	Injury and Illness Prevention Program — Restaurant and Food Service	§6151
	Employee education on fire extinguisher use	Injury and Illness Prevention Program — Restaurant and Food Service	§6151
	Confirm the trained first-aid person is still employed here and still certified	Medical Services and First Aid	§3400(b)
	Evaluate the workplace to determine whether any spaces are permit-required confined spaces	Permit-Required Confined Space Program	§5157(c)(1)
	Post the certified Form 300A annual summary	Required Postings and Notifications	§14300.32
	Tell each employee about their medical and exposure records — what exists, where it is, who holds it, and their right to see it	Required Postings and Notifications	§3204(g)
	Walk the wall: confirm every required posting is up, current, and not covered by anything else	Required Postings and Notifications	§340
	Check the stock of N95 respirators kept for smoke events	Wildfire Smoke Protection Plan	§5141.1(f)(2)
	Review of this plan, with employee input	Workplace Violence Prevention Plan	Labor Code §6401.9(c)
	Workplace violence prevention training	Workplace Violence Prevention Plan	Labor Code §6401.9(e)
When it happens	Cover this Code in new-employee orientation and record who was trained on it	Code of Safe Practices (General Industry)	§3203(a)(7)
	Training of authorized employees on the energy control procedures and the hazards of the work	Control of Hazardous Energy (Lockout/Tagout)	§3314(l)
	Instruction of affected employees in the purpose and use of the energy control procedure	Control of Hazardous Energy (Lockout/Tagout)	§3314(l)
	Training an employee on their duties under this plan	Emergency Action Plan	§3220(e)
	Review the parts of this plan an employee must know to protect themselves	Fire Prevention Plan	§3221(d)(2)
	Addition of a new chemical to the inventory, with its SDS	Hazard Communication Program	§5194(e)
	Training on a newly introduced chemical hazard	Hazard Communication Program	§5194(h)
	Heat illness training for employees and supervisors	Heat Illness Prevention Plan	§3395(h) / §3396(h)
	Re-assessment of a work area's indoor or outdoor coverage	Heat Illness Prevention Plan	§3396(b)

How often	What	Plan	Authority
	Inspection performed because something changed	Injury and Illness Prevention Program	§3203(a)(4)
	Training on a newly introduced hazard	Injury and Illness Prevention Program	§3203(a)(7)
	Complete or update the written PPE hazard assessment certification	Personal Protective Equipment — Hazard Assessment and Training	§3380(f)(1)-(2)
	Train each employee required to use head, eye/face, hand or foot protection, and retrain when required	Personal Protective Equipment — Hazard Assessment and Training	§3380(f)(4)-(6)
	Check whether §5110 has been triggered — two or more physician-diagnosed RMIs from identical work activity, predominantly caused by a repetitive job, reported in the last 12 months	Repetitive Motion Injury Program	§5110(a)
	Determine whether this establishment must submit injury records to Cal/OSHA electronically	Required Postings and Notifications	8 CCR §14300.41
	Task hazard analysis for a new task, phase or method	Task Hazard Analysis	§3203(a)(4)
	Training on wildfire smoke covering the Appendix B topics	Wildfire Smoke Protection Plan	§5141.1(e)
	Violent incident log entry	Workplace Violence Prevention Plan	Labor Code §6401.9(d)
	Response to an employee request for the log or the plan	Workplace Violence Prevention Plan	Labor Code §6401.9(f)

Intervals in detail

- Remove combustible waste and residues from work areas — Daily, and before the site is left for a weekend or a holiday (§3221(c)).
- Review of the analysis with the crew doing the work — At the start of the task, and at the start of each shift the task continues (§3203(a)(3)). *Record kept: Signatures of everyone doing the task.*
- Determine the current AQI for PM2.5 for each worksite — Before the start of each shift and periodically through it, whenever wildfire smoke can reasonably be anticipated (§5141.1(c)). *Record kept: AQI reading, time and source, and what was done about it. §5141.1 does not require this record — but nothing else shows the determination was ever made..*
- Test and flush emergency eyewash and drench equipment where it is installed — On the manufacturer's schedule; plumbed units are commonly flushed weekly and self-contained units checked for fluid expiry (§3400(d)). *Record kept: Date, unit, who tested, anything found.*
- Scheduled workplace inspection — Monthly (§3203(a)(4)). *Record kept: Inspector, unsafe conditions found, corrective action taken.*
- Scheduled restaurant safety inspection — Monthly (§3203(a)(4)). *Record kept: Inspector, unsafe conditions found, corrective action taken.*
- Fire extinguisher visual inspection — Monthly (§6151). *Record kept: Date, who checked, extinguishers checked.*
- Check that every required guard is in place and effective — As part of the scheduled workplace inspection, and after any maintenance, changeover or repair that involved removing a guard (§4002, §4184). *Record kept: Machine, guard checked, who checked, anything found.*

- Check first-aid supplies and restock — Regularly enough that they are complete and usable when needed — §3400(c) requires them to be adequate and in sanitary and usable condition, not merely present (§3400(c)). *Record kept: Date checked, who checked, what was replaced.*
- Review this Code of Safe Practices and update it for any new operation, material or equipment introduced since the last review — Annually, and whenever the work changes (§3203(a)(3)). *Record kept: The reviewed Code, dated.*
- Periodic inspection of the hazardous energy control procedure — At least annually, performed by an authorized employee or person other than the one(s) using the procedure being inspected (§3314(j)). *Record kept: The machine or equipment, the date, the employees included, and the person who performed the inspection — the four things §3314(j) requires the certification to identify.*
- Review of this plan against the current site and workforce — At least annually, and whenever the workplace layout, the emergency exits, the alarm, or the named contacts change (§3220).
- Maintain the equipment and systems installed to prevent accidental ignition of combustible materials — On the schedule the manufacturer or the installer sets, and at least annually (§3221(e)). *Record kept: What was serviced, when, by whom.*
- Review of this plan against the fire hazards actually present — At least annually, and whenever a new process, material or heat source is brought on site (§3221).
- Review of this plan — At least annually, before the hot season begins (§3395 / §3396).
- Review of this Program — At least annually, and whenever conditions, operations or regulations change (§3203(a)).
- Review of this Program — At least annually, and whenever conditions change (§3203(a)). *Record kept: The dated review, and what changed.*
- Fire extinguisher maintenance check — Annually (§6151). *Record kept: The maintenance tag and the service record.*
- Employee education on fire extinguisher use — On hire and at least annually (§6151). *Record kept: Training record, signed.*
- Confirm the trained first-aid person is still employed here and still certified — Whenever the trained person leaves, changes shift or their certification lapses — first-aid certification is typically two years, but the certifying body sets it (§3400(b)). *Record kept: Name, certifying body, date trained, expiry.*
- Evaluate the workplace to determine whether any spaces are permit-required confined spaces — Before work begins at a new location, and whenever the workplace or the work changes (§5157(c)(1)). *Record kept: What was evaluated, by whom, and the conclusion for each space.*
- Post the certified Form 300A annual summary — By February 1, kept up until April 30. Certified by a company executive before it goes up (§14300.32). *Record kept: The certified summary, and the years it covers.*
- Tell each employee about their medical and exposure records — what exists, where it is, who holds it, and their right to see it — On first entering employment, and at least annually thereafter (§3204(g)). *Record kept: Date, what was said, who was told.*
- Walk the wall: confirm every required posting is up, current, and not covered by anything else — At least annually, and whenever the workplace moves or a new site opens (§340). *Record kept: What was checked, where, and what was replaced.*
- Check the stock of N95 respirators kept for smoke events — Before fire season and after any event that drew the stock down (§5141.1(f)(2)). *Record kept: Count on hand, sizes, expiry.*
- Review of this plan, with employee input — At least annually (Labor Code §6401.9(c)).
- Workplace violence prevention training — At least annually, and when a new hazard or plan change is introduced (Labor Code §6401.9(e)). *Record kept: Date, content, attendees — kept 1 year.*
- Cover this Code in new-employee orientation and record who was trained on it — On hire, and on any change to the Code (§3203(a)(7)). *Record kept: Training sign-in sheet naming the Code as the subject.*
- Training of authorized employees on the energy control procedures and the hazards of the work — Before performing service or maintenance, and whenever a procedure or a machine changes (§3314(l)). *Record kept: Date, content, attendees.*

- Instruction of affected employees in the purpose and use of the energy control procedure — On assignment, and whenever a procedure changes (§3314(l)). *Record kept: Date, content, attendees.*
- Training an employee on their duties under this plan — When the plan is first established, when an employee is first assigned, and whenever their duties or the plan change (§3220(e)). *Record kept: Date, content, attendees.*
- Review the parts of this plan an employee must know to protect themselves — Upon each employee's initial assignment, and whenever the hazards of their work change (§3221(d)(2)). *Record kept: Date, content, attendees.*
- Addition of a new chemical to the inventory, with its SDS — Whenever a hazardous chemical arrives that is not already on the inventory (§5194(e)). *Record kept: The inventory and the safety data sheet.*
- Training on a newly introduced chemical hazard — Before an employee is first assigned to work with it (§5194(h)). *Record kept: Date, content, attendees.*
- Heat illness training for employees and supervisors — Before the employee begins work that could expose them to heat (§3395(h) / §3396(h)). *Record kept: Date, content, attendees.*
- Re-assessment of a work area's indoor or outdoor coverage — Whenever a work area is added, or its enclosure or use changes (§3396(b)).
- Inspection performed because something changed — Whenever a new substance, process, procedure or equipment is introduced, a new hazard is identified, or an injury occurs (§3203(a)(4)).
- Training on a newly introduced hazard — Whenever a new hazard is introduced or recognised, and for every new employee and every new job assignment (§3203(a)(7)). *Record kept: Date, content, attendees.*
- Complete or update the written PPE hazard assessment certification — Before work requiring head, eye/face, hand or foot protection begins, and again whenever a new task, process, material or piece of equipment introduces a hazard the current assessment does not cover (§3380(f)(1)-(2)). *Record kept: The workplace evaluated, who certified it, and the assessment date(s).*
- Train each employee required to use head, eye/face, hand or foot protection, and retrain when required — Before the employee first performs work requiring the PPE; retrain whenever the workplace or the PPE changes, or an employee's demonstrated understanding or skill is found lacking (§3380(f)(4)-(6)). *Record kept: Each employee's name, the training date(s), and the PPE covered.*
- Check whether §5110 has been triggered — two or more physician-diagnosed RMIs from identical work activity, predominantly caused by a repetitive job, reported in the last 12 months — Whenever a repetitive motion injury is reported (§5110(a)). *Record kept: The injury reports considered, and the conclusion.*
- Determine whether this establishment must submit injury records to Cal/OSHA electronically — Before March 2; the answer needs the establishment's NAICS code and its peak employee count for last year (8 CCR §14300.41). *Record kept: The determination, and the code it was based on.*
- Task hazard analysis for a new task, phase or method — Before the work starts, and again whenever the method, equipment, crew or conditions change (§3203(a)(4)). *Record kept: The signed analysis, kept with the site records.*
- Training on wildfire smoke covering the Appendix B topics — Before an employee is first exposed, and whenever the plan or their work changes (§5141.1(e)). *Record kept: Date, content, attendees.*
- Violent incident log entry — After every workplace violence incident, whether or not anyone was injured (Labor Code §6401.9(d)). *Record kept: The log itself, with no personal identifying information — kept 5 years.*
- Response to an employee request for the log or the plan — Within 15 calendar days of the request (Labor Code §6401.9(f)).

Appendix: Record Forms

A written program is judged by whether it is live, not by whether it is well written: whether employees know it exists, whether it is actually communicated to them, whether hazards found get corrected, and whether an accident produces a corrective action. These forms are what produces that evidence. Cal/OSHA also publishes free inspection checklists by subject — electrical, ladders, excavation, machine guarding and around sixty more — in English and Spanish; use them alongside Form 3 rather than rewriting them. They may be copied freely and may be replaced with an equivalent electronic record, provided the same fields are captured and the retention periods are met.

Form 1 — Employee Acknowledgment of this Program

Title 8 CCR §3203(a)(3) and §3203(a)(8)

Signed by every employee when they are first given this Program, and again whenever it is materially revised. This is the record that employees of Rosa's Kitchen (SAMPLE — not a real business). know the Program exists, know where to find it, and were given it in a form they understand.

Employee name	Date provided	Language provided in	Told how to obtain a copy (Y/N)	Employee signature

Retain for the duration of employment and at least one (1) year after.

Form 2 — Safety Meeting Record

Title 8 CCR §3203(a)(3); §1509(c) for construction

One sheet per meeting. Construction employers hold these at least every 10 working days. Record what was actually discussed rather than a topic title — a log of dates with no subject matter does not show the Program was communicated.

Date	Led by	Subjects discussed	Hazards or concerns raised by employees	Action taken / by whom	Attendees (names or signatures)

Retain for at least one (1) year.

Form 3 — Scheduled Inspection Record

Title 8 CCR §3203(a)(4) and §3203(b)(1)

Completed for each scheduled and periodic inspection at Rosa's Kitchen (SAMPLE — not a real business). Every unsafe condition or work practice identified must be recorded here together with the action taken to correct it, and tracked until the correction is verified.

Date	Area / process inspected	Person conducting the inspection	Unsafe condition or work practice identified	Action taken to correct	Date corrected

Retain for at least one (1) year — Title 8 CCR §3203(b)(1).

Form 4 — Hazard Correction Record

Title 8 CCR §3203(a)(6)

Correction timing is set by the severity of the hazard, not by convenience. Record the severity assessed, the interim protection used where a hazard could not be corrected immediately, and who verified the correction.

Date identified	Hazard	Severity	Interim protection in place	Corrective action	Verified by / date

Retain with the inspection records for at least one (1) year.

Form 5 — Incident Investigation Record

Title 8 CCR §3203(a)(5)

Completed for every occupational injury, illness, and near-miss. The purpose is the cause and the corrective action, not fault. Serious injury, illness, or death must additionally be reported to Cal/OSHA immediately — this form does not satisfy that obligation.

Date / time of incident	Person(s) involved	Location and task	Description of what happened	Cause(s) determined	Corrective action and date

Retain for at least one (1) year; longer where other standards apply.

Form 6 — Employee's Report of Injury or Exposure

Title 8 CCR §3203(a)(5)

Completed by the injured employee, in their own words, as soon as they are able. It does not replace the investigation record — it is the account the investigation is partly based on. Filing it is not an admission of anything by anybody.

Employee name and job title	Date, time and location of injury	Task being performed at the time	Date and time reported, and to whom	What happened	Part of the body injured, and how	Medical attention — when, and from whom	Witnesses	What would have prevented this?

Retain for at least one (1) year; longer where other standards apply.

Form 7 — Training Sign-In Sheet

Title 8 CCR §3203(a)(7) and §3203(b)(2)

One sheet per training session. The four columns below are the four things the standard requires be documented; a sheet missing any of them is not a compliant record.

Employee name or identifier	Date of training	Type / subject of training	Training provider	Employee signature

Retain for at least one (1) year — Title 8 CCR §3203(b)(2).

Form 8 — Individual Employee Training Record

Title 8 CCR §3203(a)(7) and §3203(b)(2)

One sheet per employee, kept for as long as they work here. Every training they receive goes on it, including retraining after an unsafe practice and refreshers on a certification. This is the sheet to reach for when someone asks what a particular person has been trained to do.

Employee name	Training topic	Date completed	Trainer initials	Employee initials

Retain for the duration of employment and at least one (1) year after — longer than the §3203(b)(2) floor, because the question this answers outlives the year.

Form 9 — Notice of Safety Infraction

Title 8 CCR §3203(a)(2)

Completed when an employee is observed working contrary to a safety rule. Record the retraining given as well as the action taken — a system that only punishes is not the system this Program describes. The employee signs to acknowledge receipt, not agreement, and may add their own account.

Date and location	Employee	Unsafe practice observed	Previous infractions, if any	Retraining given	Action taken	Supervisor and employee signatures

Retain with the training records; at least one (1) year.

Form 10 — Employee Hazard Report

8 CCR §3203(a)(3)

Any employee may use this form to report an unsafe condition or practice. Giving your name is OPTIONAL. No employee will be retaliated against for making a report. Hand it to any supervisor or leave it wherever this program says reports are collected; what happens next is recorded on Form 4, Hazard Correction Record.

Date	Where the hazard is	What is unsafe, and what you think should be done	Your name (optional)

Kept with the hazard correction records, at least one year (§3203(b)(1)).