



Frequently Asked Questions About Workplace Safety Programs

- 01** How often should workplace safety programs be reviewed?

Employers should review workplace safety programs regularly and whenever operations change. Common triggers include new locations, staffing changes, equipment updates, new job responsibilities, or changes in supervisor oversight.
- 02** What should be included in a workplace safety program?

A workplace safety program should include procedures for identifying hazards, training employees, reporting incidents, investigating concerns, documenting corrective actions, and monitoring compliance. In California, employers should also ensure their Injury and Illness Prevention Program reflects current Cal/OSHA requirements.
- 03** What is an Injury and Illness Prevention Program?

An Injury and Illness Prevention Program, or IIPP, is a required California workplace safety program that outlines how an employer identifies and addresses workplace hazards. It typically includes employee training, workplace inspections, incident investigation procedures, corrective action protocols, and documentation practices.
- 04** When should an IIPP be updated?

An IIPP should be updated when workplace conditions, job duties, locations, equipment, or safety responsibilities change. Employers should also review the program periodically to confirm that written procedures still match day-to-day operations.
- 05** What happens if workplace safety training is not documented?

If training records are incomplete or unavailable, employers may have difficulty showing that employees received required information. During an OSHA or Cal/OSHA review, documentation often becomes an important part of demonstrating that safety procedures were communicated and followed.
- 06** What do OSHA and Cal/OSHA inspectors commonly review?

Inspectors may review written safety programs, IIPP documentation, employee training records, incident reports, hazard assessments, corrective actions, and evidence of management oversight. The review often focuses not only on whether policies exist, but whether the organization can show that they are being applied consistently.



07 Who is responsible for maintaining workplace safety documentation?

Responsibility may vary by organization, but safety documentation often involves HR, operations leaders, supervisors, and executive management. Employers should clearly define who is responsible for maintaining records, updating procedures, documenting training, and following up on corrective actions.

08 How should employers handle incident investigations?

Employers should document what happened, when it occurred, who was involved, what hazards or process gaps may have contributed, and what corrective actions were taken. Consistent investigation procedures can help organizations identify recurring issues and reduce future compliance exposure.

09 What are common gaps found during safety program reviews?

Common gaps include outdated policies, incomplete training records, inconsistent supervisor practices, undocumented corrective actions, and procedures that no longer reflect current operations. These issues are often discovered after a workplace change, employee complaint, injury, or regulatory inquiry.

10 How does workplace safety connect to broader HR compliance?

Workplace safety often overlaps with onboarding, supervisor training, employee documentation, policy acknowledgments, leave administration, and corrective action procedures. Reviewing safety practices within the broader HR compliance framework can help employers identify process gaps before they become larger issues.

11 Can a workplace safety program reduce compliance risk?

A well-maintained workplace safety program can help employers identify issues earlier, improve documentation practices, and support compliance efforts during inspections or investigations. It also helps create more consistent expectations for supervisors and employees.

12 Need support reviewing your workplace safety procedures?

Duffy Kruspodin's HR Services team can help employers evaluate workplace safety practices within the broader context of HR compliance, including policies, documentation, training records, and internal reporting processes.

**Let's Build a Stronger
HR Foundation for Your Business.**



HR should be an asset, not a challenge. Let's discuss how our HR solutions can support your growth.

Email Alli Smith, PHR at allison@dk.cpa to learn more.