



This manual was designed to be both user-friendly and entity-specific. Each of the Elements is to be customized per the instructions below. Areas that need to be customized are also highlighted in yellow throughout each specific policy/procedure.

Element 1 – Safety Policy Statement

- **Replace page E1-p3** with your entity’s safety policy statement which was approved by PennPRIME and the resolution which was approved by your elected officials.

Element 3 – Assignment of AIPP Responsibilities

- On **page E3-p2** and on the line below, insert the name and job title of the person who is designated as the AIPP Coordinator (Safety/Risk Management Contact).
-

Element 4 – Program Goals and Objectives

- On **page E4-p2**, insert your entity-specific safety goals and objectives.

Element 5 – Employee Involvement Methods

- On **page E5-p2**, circle the numbers in the list that apply to your entity. List the same numbers on this line. _____
- On **page E5-p3**, list other employee involvement methods used by your entity.

Element 6 – Employee Suggestion and Communication Program

- On **page E6-p2**, circle the numbers in the list that apply to your entity. List the same numbers on this line. _____
- On **page E6-p2**, list other ideas generated by your entity regarding employee suggestions and communication.

Element 7 – Methods for Accident Investigation/Reporting/Recordkeeping

- On **page E7-p1** and on the line below, list the job title of the person responsible for oversight of this policy. _____
- **Replace pages E7-p5 and E7-p6** with your entity’s accident investigation form only if it differs from the one in this manual.



Element 8 – Onsite Safety Surveys

- On **page E8-p3** and on the line below, list the job title of the person responsible for oversight of this policy. _____
- On **page E8-p3**, circle the facilities that must be inspected at your entity monthly and annually and identify any additional high risk facilities.

Element 9 – Analysis of Inspection and Investigation Findings

- On **page E9-p1** and on the line below, list the job title of the person responsible for oversight of this policy. _____

Element 10 – Industrial Hygiene Services

- On **page E10-p4** and on the line below, list the job title of the person responsible for oversight of this policy. _____

Element 11 – Industrial Health Services

- On **page E11-p1** and on the line below, list the job title of the person who has primary oversight of this policy. _____
- On **page E11-p2**, circle the numbers in the list that apply to your entity and list those same number on the line. _____

Element 12 – Safety Training

- On **page E12-p1** and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.0– Standard Operating Procedures

- Starting on page **E14.0-p4**, complete the assessment checklists for each Element, then for easy customization, go to the written SOPs containing fill-in-the-blank fields found in the section for each Element.

Element 14.1 – Electrical and Machine Safeguarding

- On **page E14.1-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____



Element 14.2– Personal Protective Equipment

- On **page E14.2- p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.2a – Respiratory Protection

- On **page E14.2a-p1**, and on the line below, list the job title of the person who is the Program Administrator of this policy. _____

Element 14.3a – Hearing Conservation

- On **page E14.3a-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____
- On **page E14.3a-p1**, list work areas and/or tasks that require mandatory hearing protection.

Element 14.3b – Sight Conservation

- On **page E14.3b-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____
- On **page E14.3b-p5**, list work areas and/or tasks require mandatory sight protection.

Element 14.4 – Lockout/Tagout Procedures

- On **page E14.4-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.5 – HazMat Handling, Storage, Disposal

- On **page E14.5-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____
- On **page E14.5-p6**, list the pre-approved waste spill response contractor for your entity.

Element 14.6 – Confined Space Entry (CSE)

- On **page E14.6-p1**, and on the line below, list the job title of the person who is the Program Administrator of this policy. _____



Element 14.7 – Fire Prevention and Control

- On **page E14.7-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.8 – Substance Abuse Awareness

- On **page E14.8-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.9 – Control of Exposure to Blood Borne Pathogens

- On **page E14.9-p1**, and on the line below, list the job title of the person who is the Program Administrator of this policy. _____

Element 14.10 – Preoperational Process Review

- On **page E14.10-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.11a – Seat Belt Use

- On **page E14.11a-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.11b – Motor Vehicle Record Review

- On **page E14.11b-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.11c – Fixed and Portable Ladders

- On **page E14.11c-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____

Element 14.11d – Compressed Gas Cylinders

- On **page E14.11d-p1**, and on the line below, list the job title of the person who has primary oversight of this policy. _____