

West Hills Community College District

INJURY AND ILLNESS PREVENTION PROGRAM

January 30, 2003

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I. ACKNOWLEDGMENTS

The West Hills Community College District wishes to express its appreciation to the Valley Insurance Program, JPA for providing the Model Injury and Illness Prevention document upon which this plan is based. The District also thanks the Risk Management Committee members who wrote this plan for the West Hills Community College District.

II. INTRODUCTION

On October 2, 1989, former California Governor Deukmejian signed Senate Bill 198 into law. SB 198 mandates that all employers establish and maintain a written Injury and Illness Prevention Program (IIPP). Also California Code of Regulations, Title 8, Section 3203, further describes what the IIPP is and what it must include:

The Injury and Illness Prevention Program must include:

- The identity of the person or persons with authority and responsibility for implementing the program.
- A means for identifying job safety and health hazards.
- Routine documented inspections and corrective steps taken to eliminate any hazards discovered.
- Documented training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignments.
- A method for assuring compliance with safety requirements, including disciplinary action.
- A system for communicating with employees on safety and health matters that assures employee participation. A management/labor safety and health committee is suggested as a means of meeting this element of the standard.

The effective date of the new regulation is July 1, 1991.

III. DISTRICT COMMITMENT TO SAFETY AND HEALTH

1. Safety and Health Policy Statement

The policy of the West Hills Community College District is to take all practical steps to safeguard employees, students and the public from accidents and to provide a safe and healthy work and educational environment. Therefore, an Injury and Illness Prevention Program (IIPP) has been established for the West Hills Community College District.

It is the goal of the IIPP to save lives and prevent injury resulting in the loss of time and productivity. In order to meet this goal, it is important that all employees support the IIPP and comply with all federal, state, and local laws and ordinances pertaining to accident prevention and safe working conditions.

All employees have an obligation to consciously examine everything they do to ensure that safety is not compromised. Inherently, safety is everyone's responsibility. In fact, safe performance of duties is an integral part of overall job performance.

2. Objectives of the Injury and Illness Prevention Program

The District's Injury and Illness Prevention Program is designed to:

- Protect the health and safety of students, staff and the public;
- Provide safe workplaces for District employees;
- Provide information to staff and students about health and safety hazards;
- Identify and correct health and safety hazards and encourage staff and students to report hazards;

- Provide information and safeguards for those on campus regarding hazards arising from operations at West Hills Community College District.

3. Location of the written Injury and Illness Prevention Program

A copy of the District's Injury and Illness Prevention Program will be given to each regular employee. Another copy shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, site-specific hazard assessments, supplemental training requirements, etc.) implemented at that site. A master copy of the District's Injury and Illness Prevention Program shall be kept in the office of the Vice Chancellor, Fiscal Services.

4. Responsibilities for Health and Safety

Ultimately safety is the responsibility of each individual. Creating a broad based accountability for safety is the responsibility of the Chancellor and the District's leadership. The responsibility of the IIPP program administrator is to assist the Chancellor and the leadership cabinet by monitoring the implementation of the IIPP and assisting managers as they carry out their responsibility for safety.

A. Program Administrator

The district's Program Administrator is:

Name: Jack H. Mahrt
Title: Vice Chancellor, Fiscal Services
Address: 1165 Phelps Avenue, Suite 101, Coalinga, CA 93210
Telephone: (559) 934 2119 **Fax:** (559) 935 5266

The Program Administrator's responsibilities include:

- Advising senior management on safety and health issues,
- Working with senior management to develop safety and health guidelines and policies,
- Preparing and distributing the District's guidelines, policies, and procedures on safety and health issues,
- Maintaining current information on local, state, and federal safety and health regulations,
- Serving as liaison with governmental agencies on safety-related issues,
- Planning, organizing, and coordinating safety training,
- Developing a code of safe practices and inspection guidelines,
- Arranging for safety and health inspections and follow-up to ensure necessary corrective action is completed,
- Establishing, conducting, and maintaining an injury/illness/accident report and investigation procedure,
- Coordinating with the District's administrative staff on maintaining injury and illness records (OSHA Log 200/300),
- Reviewing injury and illness trends,
- Establishing a system for maintaining the records of inspection, hazard abatement, and training,
- Assisting supervisors in conducting workplace hazard assessments to identify, evaluate, and correct hazards,
- Providing training and technical assistance to managers and supervisors on the implementation of the IIPP,
- Reviewing, updating, and evaluating the overall effectiveness of the IIPP,
- Evaluating the adequacy and consistency of training designed by schools, departments, etc.

The Program Administrator may assign all or some of these tasks to other individuals within the District.

B. Administration

The Chancellor, and District Administrator's are responsible for integrating safety into the culture of the District. The West Hills Community College District's Administration **shall** ensure that all employees comply with safe and healthful work practices. The Administration has the responsibility to provide employees and students with a safe school and work environment.

The Administration will, to the best of their knowledge and ability:

- Provide leadership, direction and demonstrate a genuine interest in safety-specific issues.
- Ensure compliance and adherence to all safety policies, directives and standards by personnel under their direction.
- Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.
- Promote safety training and education, and ensure applicable training has been received.
- Ensure areas under their management have adequate funding for health and safety programs, practices, and equipment.
- Establish a policy of regular safety inspections of equipment, facilities and crews to ensure safe operation and protection of District personnel and assets and to follow federal, state and local standards and regulations.
- See that health and safety practices are integrated into employee job descriptions and performance appraisals.
- Ensure that all accidents are immediately investigated and reported promptly to the Vice Chancellor, Fiscal Services.

C. Managers and Supervisors

Each Manager/director/supervisor is responsible for implementing the provisions of this program within his/her department. He/she is to ensure that:

- All employees, full-time or part-time, regular or temporary receive safety training relative to their work exposures.
- All employees are instructed and understand the use and need for protective equipment relating to their job.
- Workplaces and equipment are safe, well maintained, and in compliance with external agency regulations and generally accepted safe practices.
- Necessary safety equipment and protective devices for each job are available and used properly.
- Employees are evaluated on compliance with safe work practices as part of the management performance process.
- Disciplinary action/s are taken with employees for failure to follow safe and healthful work practices.
- Written documentation is maintained reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.
- In-service educational programs are prepared periodically for all employees and that documentation is maintained for all educational activities.
- Regularly scheduled and documented safety inspections are conducted within their areas of responsibility.
- Employees are recognized for following safe and healthful work practices (e.g., oral acknowledgements, recognition at meetings, awards, tokens, etc). NOTE: Recognition will **not** be given based on absence of accidents or injuries.
- Acknowledge and encourage employees to recommend correction of safety deficiencies or report workplace hazards, without fear of reprisal.

- Devote a portion of staff meetings, as necessary, to review departmental accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.
- All accidents and incidents are thoroughly investigated and recorded to determine cause/s and take corrective/preventative action. All accidents/incidents are to be promptly reported to the Vice Chancellor, Fiscal Services.
- Prompt, corrective action is taken wherever hazards are recognized or unsafe acts are observed.
- Chemical hazards are known to employees, material safety data sheets are available, and employees are trained on the safe use of such chemicals

D. Employees

Employees are required, as a condition of employment, to follow the requirements of the IIPP. This involves:

- Adhering to all safety policies and procedures.
- Reporting potential unsafe conditions to their immediate supervisor
- Keeping work areas clean and orderly at all times and use all safeguards and safety equipment.
- Wear safety protective devices as necessary (or when instructed to do so).
- Reporting all accidents and “near miss” incidents immediately.
- Cooperating and taking part in the IIPP workshops, training, and safety meetings as appropriate or required.
- Keeping themselves informed of conditions affecting their health and safety, including, but not limited to;
 - Learning to lift and handle materials properly.
 - To use only prescribed equipment for the job and use it properly.

E. Students

Students shall be encouraged to:

- Support District safety requirements for employees and students.
- Help the District in its hazard correction activities.
- Serve on college safety committees when appointed.

F. Faculty (in addition to those enumerated in Section 4.4)

- Train students in safe uses of equipment, machinery, and materials handling.
- Maintain safe and orderly instructional areas.
- Supervise students, with safety being the ultimate consideration.

Appendix E contains model codes of safe practices. These examples will be used as a guide to instructors and supervisors in developing specific employee and students notices of expected safe practices.

IV. HAZARD IDENTIFICATION, EVALUATION AND CORRECTION

West Hills Community College District **shall** have procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. Managers are responsible for seeing that periodic inspections are conducted. The Program Administrator will assist managers to develop self-inspection forms and checklists and guides for inspection and record keeping. On request, the Program Administrator will also conduct periodic surveys to assist the managers in identifying and correcting potential hazards.

1. Scheduled Inspections

Inspections of District facilities **shall** be conducted according the following schedule:

District Facility	Frequency	Conducted by
College/Center Operations	Monthly	Director, Maintenance & Operators
Art and Science Areas	Monthly	Art and Science Instructors
Office Areas	Monthly	Office Personnel
Maintenance Shop	Monthly	Skilled Maintenance Worker
District-wide	Annually	Liability Administrator/ Insurance Carrier

Unscheduled inspections of District facilities and sites will be arranged when:

- New equipment is used, which may present potential new hazards.
- When occupational injuries, illnesses or incidents occur.
- When new, previously unrecognized hazards are identified.
- Periodically as determined by the nature of the exposure.

2. Outside Agencies

Several outside agencies can conduct random, regular, or periodic inspections at West Hills Community College District facilities, these include:

- Valley Insurance Program Joint Powers Authority
- Fire Marshal's Office
- City Fire Department
- County Environmental Health Department

3. Red Tagging of Unsafe Facilities or Equipment

The inspector shall tag facilities or equipment determined to be unsafe for use. Personnel who continue to use any item that has been so tagged or who willfully removes the tag/tape before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

4. Documentation of Inspections

Records of scheduled and unscheduled inspections **shall** be maintained for a minimum of three years. Completed Inspection Checklist forms, appropriate for each site, are to be filed in the IIPP binder at each site and a copy sent to the Vice Chancellor, Fiscal Services. The area Manager/Supervisor is responsible for maintaining these records. The records **shall** include:

- The name(s) of the person(s) conducting the inspection.
- Any descriptions of unsafe conditions and work practices.
- The actions taken to correct the identified unsafe conditions and work practices.

V. IMMINENT HAZARD CORRECTION

Whenever possible, the District will correct unsafe or unhealthful work conditions in a timely manner, based on the severity of the hazards. Hazards **shall** be corrected according the following procedures:

- When observed or discovered;
- When an **imminent** hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all personnel will be removed from the identified area except those necessary to correct the existing condition. Employees necessary to correct the hazardous

condition **shall** be trained in the appropriate correction protocols and be provided with necessary safeguards to address the problem.

VI. VIOLENCE IN THE WORKPLACE POLICY

The West Hills Community College District has developed a policy that provides guidelines for responding to violence or threats of violence in the workplace. It includes the general roles and responsibilities of employees, supervisors, the Human Resource Director, and security. There are specific procedures for responding to:

- **Type I Events**

A Type I event refers to a type of workplace violence event as categorized by Cal/OSHA. In a Type I event, the individual who initiates the violence has no legitimate relationship to the site and usually enters to commit a robbery or other criminal act.

- **Type II Events**

A Type II event refers to a type of workplace violence event as categorized by Cal/OSHA. In a Type II event the individual who initiates the violence is either the recipient or the object of services provided by the affected campus, worksite, or victim (e.g., the assailant is a current or former student, customer, or vendor).

- **Type III Events**

A Type III event refers to the type of workplace violence event as categorized by Cal/OSHA. In a Type III event, the individual who initiates the violence has some employment or student involvement with the affected worksite or campus. Usually this involves an assault by a current or former employee, supervisor, or administrator; by a current/former spouse or lover of an employee or student; a relative or friend of an employee or student; or some other person who has a dispute with an employee or student of the campus or worksite.

As well as:

- Threats of violence
- Acts of violence not involving injuries or weapons
- Acts of violence involving injuries or weapons
- the supervisor (for cases when one workday or more is lost by an employee or when treatment of the employee is required by a physician in a medical facility).

VII. TRAINING AND INSTRUCTION

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment and preventing accidents, injuries and illnesses in the workplace. The District is committed to instructing all employees in safe and healthy work practices. To achieve this goal, the District will provide general safety procedures training and special hazards or safety procedures training specific to that employee's work assignment or environment. The District will be responsible for providing and developing formal safety training in specific areas for Supervisors and employees as applicable.

1. When Training will occur:

Training **shall** be provided to all employees:

- When the IIPP is first established;
- Upon hiring and as appropriate thereafter;
- When an employee is given a new job assignment for which training has not previously been provided;
- Whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard;

- Whenever the employer is made aware of a new or previously unrecognized hazard;
- When the District, Program Administrator, College President or Department Manager believes additional training is necessary.
- Staff/faculty who handle hazardous biological/chemicals shall be provided yearly training updates.

2. Areas of Training:

An asterisk (*) is used to indicate programs mandated by Cal/OSHA or other state regulation. Other programs have been added by the VIP-JPA due to potential loss, loss experience, or to comply with the insurance carrier's underwriting criteria.

Injury and Illness Prevention Program (IIPP) *
 Hazard Communication Plan *
 Emergency Action Plan *
 Fire Safety and Fire Extinguisher Operation *
 Ergonomics *
 Blood Borne Pathogens
 Chemical Hygiene in College Laboratory OSHA Standard *
 Hazardous Waste Operators and Emergency Response
 Playground Safety Inspection and Maintenance *
 Mandated Reporting of Child Abuse *
 Personal Protective Equipment
 Electrical Safety Related Work Practices, including Confined Spaces
 Other Programs as necessary (Appendix C sample training Matrix for California Community Colleges)

3. Training Records

Documentation of health and safety training for each employee **shall** include: **(1)** name of employee **(2)** training dates, **(3)** type(s) of training, and **(4)** training providers. Original copies of Training Records shall be on file in the Human Resource Office and **shall** be maintained for at least three years.

Each department Supervisor is responsible for maintaining Training Records for student employees under their direct supervision, and these files are to be maintained for at least three years.

VIII. ACCIDENT, INJURY AND ILLNESS INVESTIGATIONS

West Hills Community College District **shall** investigate all work-related, occupational accidents involving injuries and/or property damage in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. The following are standardized procedures for reporting and investigating occupational accident, injuries and illnesses:

1. Reporting Procedures

- Employees shall report all accidents, incidents, and exposures to their supervisors as soon as possible.
- The supervisor immediately contacts the Human Resource office to report deaths or serious injury or illness (defined as more than 24-hours' hospitalization for other than observation; permanent disfigurement; loss of body part; per 8 CCR 330).
- The Human Resource office immediately reports any serious injury or illness to Cal/OSHA.
- Other incidents will be reported to Cal/OSHA on a case-by-case basis (i.e., chemical carcinogen exposure).

For all other injuries, contact the immediate supervisor or the Human Resource office.

2. Forms for Accident/Exposure Investigations

- Supervisors shall provide Employee's Claim for Workers' Compensation Benefits (Form DWC-1) to the injured employee immediately following any accident or notice of injury. Supervisors and employees are to complete and submit the report within one business day.
- The Accident/Incident/Exposure Report (VIP-1, see Appendix A) is to be completed by the supervisor for all injury/illness/exposures within one business day.
- The Employer's Report of Occupational Injury or Illness (Cal/OSHA Form 5020) is to be completed (typed) within 24 hours by the Supervisor (for cases when one workday or more is lost by an employee or when treatment of the employee is required by a physician in a medical facility).

All completed report forms are to be submitted to:

Human Resource Department
1165 Phelps Avenue, Suite 107
Coalinga, CA 93210
Phone Number: (559) 934 2160 for questions.

The department supervisor should retain a copy of all completed Accident/Incident/ Exposure reports.

3. Investigation Steps

The investigation involves the following steps:

- Supervisor interviews injured workers and witnesses;
- Supervisor examines workplace for factors associated with the accident/exposure;
- Supervisor determines the possible cause of the accident/exposure;
- Supervisor takes corrective action to prevent the accident/exposure from recurring;
- Supervisor records the findings and corrective actions taken.

The Human Resource office personnel or the Program Administrator are available to assist in any aspect of the investigation.

IX. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

West Hills Community College District **shall** communicate with employees in a form readily understandable by all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform the employers of hazards at the worksite without fear of reprisal. West Hills Community College District uses various communication systems to relay information to all employees on matters relating to occupational safety and health, including:

1. Safety Meetings

Safety meetings are one method of communicating safety to employees. Safety meetings will be conducted by department managers/supervisors as required. During these meetings, each manager/supervisor shall discuss with the employees under his/her direct supervision such issues as:

- New hazards that have been introduced or discovered in the workplace;
- Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and
- Any health or safety issue deemed by the manager to require periodic reinforcement.

2. Anonymous and Confidential Notification Procedures

Employees may inform the District and Colleges of workplace hazards anonymously by submitting a Report of Unsafe Condition or Hazard Form to the Risk Management Committee, or the Colleges Safety Committees, Campus Directors of Maintenance & Operations. The Risk Management Committee or College Safety Committee or Director of Maintenance & Operations **shall** investigate all such reports in a prompt, thorough, and confidential manner.

3. The District's Anti-Reprisal Policy

Employees and students **shall** not be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to West Hills Community College District or to the appropriate governmental agencies. Supervisors **shall** inform employees and students of this policy and encourage reporting of workplace hazards to the management.

4. Posters/Signs

The District will distribute safety and health posters. Where appropriate, signs and posters will be used to help maintain a high level of safety awareness on the job.

5. District Wide Risk Management Committee

The Chancellor shall appoint members of the West Hills Community College District's Risk Management Committee. Its voting members shall consist of seven members. The Program Administrator shall name the Chair of the Committee – the Budget Services Supervisor, the District Human Resources, the District Chemical Hygiene Officer, the Director of Maintenance and Operations of each College, and one Associate Dean of Educational Services for each College shall make up the committee.

The Risk Management Committee will serve in an advisory capacity and shall:

- Exercise oversight over all health and safety programs at West Hills Community College District, and College campus sites and centers.
- Assist the Program Administrator in the development of safety policies, regulations, site-specific job hazard assessments, inspection techniques, and schedules.
- Aid the Program Administrator in the review and analysis of accident reports. Make recommendations to the Program Administrator and Administration with regard to elimination of safety hazards or unsafe practices.
- Assist in conducting periodic on-site safety inspections.
- Assist in the development of in-service safety training programs and/or their use.
- Assist Program Administrator in the review and selection of literature and other material suitable for distribution throughout the District to assist in training or advertising the IIPP.
- Distribute/share safety posters, films, pamphlets, accident data, and other safety and health information with College campus' safety committees and departments.
- Assist the Program Administrator in developing a budget for the implementation of the IIPP.
- This committee in no way replaces or supersedes Administration or line Management's responsibility for health and safety.
- Each year, one meeting of the committee shall be publicized and open to all members of the West Hills Community College District.
This meeting will provide an opportunity to report on health and safety conditions at the District. It will also provide an opportunity for staff or students to raise questions or concerns about West Hills Community College District's teaching activities, facilities, or support services as they may affect the health and safety of lab personnel, employees, students, and the general public.
- Committee shall establish such permanent or ad hoc subcommittees or task forces from among its membership, or otherwise, as it shall deem useful in carrying out its charge. The Committee shall seek advice from the District's legal counsel as necessary and appropriate.

Responsibilities of Committee Chairperson:

- Schedule all meetings, at least quarterly
- Prepare an agenda for all meetings
- Conduct all meetings
- Follow up on committee recommendations
- Keep minutes of all meetings on file
- Convey a copy of meeting minutes to the Program Administrator
- Report any failure to meet or attend to the Chancellor
- Report at least quarterly to the Chancellor on the adequacy of the West Hills Community College District's health and safety programs, policies, and organization. Provide an annual report to the Chancellor summarizing key issues and new policies addressed by the Committee. Copies of these reports shall be available to all employees.
- Submit confidential reports to the Chancellor as deemed necessary.

X. ENFORCEMENT OF THE SAFETY PROGRAM

Disciplinary System: If the District is to have an effective Injury and Illness Prevention Program, employees must contribute by complying with safety-related requirements for their jobs. To ensure compliance, the District must have the ability to enforce the rules in the event that employees do not voluntarily comply. Employees will comply with all safety rules and regulations implemented by the District. Disciplinary action taken for violations will follow the established process for all employees as defined in Board Policy Numbers 312 and 409 and applicable Education Codes.

