



California State University
Dominguez Hills

INJURY AND ILLNESS PREVENTION PROGRAM

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Core Values, Statement of Policy, Responsibility

Core Values

The University is committed to and maintains the following values as the foundation and cornerstone for all its Environmental Health and Occupational Safety activities and associations:

- The fundamental concern for human life
- The demonstrated acceptance for protection of the environment and the responsible use and conserving of its resources
- The utilization of a focused customer service delivery system -- based on integrity, honesty, continuous improvement and dedicated to the betterment of the students, faculty, staff and the community it serves

The main objective of California State University, Dominguez Hills' Injury and Illness Prevention Program's Policy Statement is to provide a safe and healthy working environment for all employees. To achieve this goal, all campus employees must join in a cooperative effort to identify and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the safety and health standards for every job. All employees are responsible for continuously focusing on safety while performing their job duties and for complying with all applicable safety and health rules and regulations.

Statement of Policy

The University maintains a primary commitment to the safety and health of its students, employees and visitors. As a matter of policy, our University will:

- Comply with all applicable laws and regulations related to environment, health and safety and the training thereof;
- Take all appropriate precautions to provide a safe and healthy environment for students, employees, and visitors;
- Maintain high standards of safety and responsible concern for the environment in its activities and on its Campus;
- Provide only those services that can be performed safely and without adverse effects to its people and the environment
- Maintain a formal Environmental Health and Occupational Safety Program that addresses the risks to CSUDH students, employees and visitors;
- Charge supervisors, managers and members of the Risk Management/Environmental Health and Occupational Safety (RM/EHOS) department with the responsibility for implementing the University's Injury and Illness Prevention Program (IIPP).

Section 1: Responsibility

Risk Management/EHOS

The Risk Management/Environmental Health and Occupational Safety Department is responsible for the implementation and management of the campus Injury and Illness Prevention Program. RM/EHOS is responsible for compliance with the California Code of Regulations, Title 8, General Industrial Safety Orders, Section 3203 which includes:

- Communicating with employees on matters concerning safety and health
- Identifying and evaluating workplace hazards
- Implementing procedures for injury and illness investigation
- Mitigating Hazards
- Training employees
- Maintaining records

The Injury and Illness Prevention Program's objective is to:

- Facilitate identification and evaluation of workplace hazards
- Enable the correction of unsafe conditions
- Provide a means of communication between the University and the campus community on matters concerning employee health and safety
- Educate and train employees on health and safety matters
- Provide safety consultation to the campus community in a proactive manner

CSUDH Managers and Supervisors

All CSUDH managers and supervisors are responsible for specific elements of the program implementation and operations. To meet this responsibility managers and supervisors will:

- Ensure that all employees are knowledgeable about the materials and equipment they are working with, what known hazards are present and how they are controlled
- Conduct preliminary investigations of all reported injuries and illnesses
- Maintain Material Safety Data Sheets (MSDS) for all hazardous materials and ensure that all hazardous materials are properly labeled, stored, and, as appropriate, identified for disposal
- Conduct periodic safety audits of facilities, equipment and projects to identify unsafe conditions and practices
- Initiate corrective action to employees who fail or refuse to follow established safety procedures
- Ensure that all employees are provided with, utilize, and maintain in good condition any required personal protective equipment
- Ensure that all employees receive specific and periodic medical examinations as required by federal and state regulations.
- Maintain records of all health and safety activities for their employees
- Implement and maintain the IIPP in their respective work areas and for answering employee questions about the IIPP.

Campus managers are responsible for the following:

- Providing guidance to their employees on job specific safety procedures
- Including a statement concerning adherence to health and safety policies and procedures in each employee performance appraisal
- Taking appropriate corrective action against any employee who fails or refuses to follow established safety procedures and orders

Employees

All Employees shall adhere to the safe and healthy work practices defined by this Injury and Illness Prevention Program and established departmental safety and health guidelines. Compliance with the safety rules and regulations of CSUDH is a condition of employment for all University staff members.

A guide is available and provided to campus managers and supervisors to aid in following health and safety policies and procedures. This guide provides an overview of the campus' resources, procedures and programs dedicated to safety and risk management at CSU Dominguez Hills. Additional information is available from Risk Management.

Section 2: Safety Communication

Several methods are utilized by California State University, Dominguez Hills to communicate with employees on matters related to occupational safety and health. Risk Management/Environmental Health and Occupational Safety will communicate safety information to the campus community including but not limited to the following:

- Publish and post safety bulletins on an as needed basis to inform employees of current and relevant safety issues on the Risk Management website.
- Provides employee safety training in specialty areas
- Advises administrative units within the University on appropriate training procedures and updates
- Provides a proactive response to direct inquiries
- Serves on various campus safety committees

Section 3: Hazard Assessment and Control

Hazard assessment and controls will be utilized to facilitate the identification and evaluation of workplace hazards and enable the correction of unsafe conditions.

The University supervisor is responsible for being acquainted with safe work procedures that must be used to perform each job task. Industry standards are excellent resources when it comes to being familiar with safe procedures that must be employed in the work areas. Risk Management/EHOS is available for consultation in developing safe work procedures and practices. It is the supervisor's responsibility to enforce safe work practices and procedures. Failure to do so invites unsafe acts to occur and also reinforces the continuation of unsafe behavior. It is the supervisor's responsibility to conduct periodic assessments for unsafe work practices and record action(s) taken to correct the identified condition(s).

The Office of Risk Management/Environmental Health and Occupational Safety will conduct periodic inspections and hazards assessments that augment those conducted by managers/supervisors.

Reporting Unsafe Conditions

The procedure for reporting unsafe conditions and practices is as follows:

1. Supervisor shall receive notice of unsafe condition or practice in any form
2. Supervisor shall, in consultation with RM/EHOS if necessary, address the unsafe condition or practice and implement a method of corrective action
3. If the unsafe condition or practice continues, the complainant can address the unsafe condition or practice directly to RM/EHOS, anonymously if the complainant wishes.
4. RM/EHOS will investigate and submit reports to the supervisor and employee
5. Area supervisors will be given five (5) business days after receiving the investigation report to respond with a corrective action plan.

Under Title 8, California Code of Regulations, Section 3203, any employee may bring forth a safety concern without fear of reprisal and is afforded protection against such acts under this code.

Section 4: Accident/Incident Investigation

All incidents causing any type or severity of bodily injury to employees, students and/or visitors must be thoroughly reviewed with the goal of future prevention as the primary focus.

Preliminary Investigation

Preliminary incident and injury investigations are conducted by the employee's supervisor and forwarded to RM/EHOS within 24 hours of notification of injury or illness by the employee. Depending on the nature of the incident, a secondary investigation may be conducted by RM/EHOS soon after receipt of the preliminary investigation information.

The preliminary investigation must cover the following information:

What happened?

- The investigation should describe what took place that prompted the injury to the employee.

Why did the incident happen?

- The investigation must obtain all the facts surrounding the occurrence:
 - What caused the situation to occur?
 - Was the employee trained and qualified to perform the functions involved?
 - Were proper operating procedures established for the task involved?
 - Were procedures followed, and if not, why not?

What should be done?

- The person conducting the investigation must determine which aspects of the operation or process require additional attention. The intent is not to establish blame, but to determine what type of constructive action can eliminate the cause(s) of the incident.

What action has been taken?

- Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed. Any interim or temporary precautions should also be noted. Any pending corrective actions and reason for delaying its implementation should be identified.

Incident Investigations for Serious Injury/Illness

Incident Investigations for serious injuries or illness will be conducted by RM/EHOS upon knowledge of occurrence. Serious injury or illness means any injury or illness occurring at or in connection with California State University, Dominguez Hills employment which requires inpatient hospitalization for a period in excess of 8 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any permanent disfigurement.

A serious injury or illness of an employee shall be reported to the nearest Cal/OSHA District Office as soon as practically possible but no longer as 8 hours after knowledge of or if with diligent inquiry would have knowledge of a death or serious injury or illness (California Code of Regulations, Title 8, Section 342(a)).

This information shall include:

- The time and date of incident.
- Employers name, address and telephone number.
- Name and Job title, or badge number of person reporting the incident.
- Address of the site of incident or event.
- Name of person to contact at site of incident.
- Name and address of the injured employee(s).
- Nature of injury.
- Location where injured employee(s) were moved to.
- List and identity of other law enforcement agencies present at the site of the incident.
- Description of incident and whether the incident scene or instrumentality has been altered.

Section 5: Correction of Unsafe Conditions and Work Practices

Upon receipt of a hazard assessment report, the responsible manager shall take necessary corrective action and if the unsafe condition cannot be immediately abated, develop a suitable timetable for correcting the unsafe condition based on the severity of the hazard.

A Corrected Hazard Report shall be completed by the responsible manager and returned to RM/EHOS upon completion of the abatement action. Any employee who is or potentially could be affected by the unsafe condition or practice shall be notified of the hazard and the status of the investigation and the abatement of the hazard.

RM/EHOS shall assist in hazard assessments by indicating the hazard classification for each unsafe condition noted on the Notice of Safety Deficiency. The following hazard classification will be used:

- A *serious hazard* exists if there is a substantial probability that death or serious physical harm could result from a deficiency, including but not limited to, circumstances where there is a substantial probability that either of the following could result in death or great bodily injury.
- A *general hazard* is a deficiency that is specifically determined not to be of a serious nature, but has a relationship to occupational safety and health employees or may cause property damage.
- A *minor hazard* is one where a procedural deficiency exists.

When an imminent hazard situation is identified during any safety assessment or otherwise becomes known, immediate corrective action shall be taken by the responsible manager. When an imminent hazard exists that cannot be immediately abated without endangering employees' and/or property, all students and employees shall be evacuated from the area except those who may be necessary to correct the hazardous condition. RM/EHOS shall be notified immediately upon recognition that an imminent hazard situation exists.

Section 6: Safety and Health Training

All applicable University employees will receive health and safety training and instruction to assist them in the safe performance of their assigned jobs. It is the supervisor's responsibility to ensure all employees under their direction have received required training. RM/EHOS also encourages supervisors of employees that perform high hazard tasks to perform periodic training on their own. This can be easily accomplished by presenting safety information available through various media such as handouts, posters, videos and the internet. RM/EHOS can assist with providing guidelines and direction in this area.

Training and instruction which ensures that each employee is knowledgeable about the materials and equipment they are or will be working with, what known hazards are present, and how they are controlled shall be provided to:

- All new employees
- All re-assigned employees for which training has not previously been received
- 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
- Supervisors to familiarize themselves with the safety and health hazards to which employees under their responsibility may be exposed

Training and instruction shall inform employees:

- That the success of the California State University, Dominguez Hills Injury and Illness Prevention Program depends on mutual cooperation
- Of the safe work procedures required for their jobs, and how these procedures protect them against exposure
- When personal protective equipment is required or needed, how to use it and its maintenance
- What to do if emergencies occur in the workplace

All employees must understand that:

- They shall not undertake a job until they have received instructions on how to perform it properly and safely
- They shall not undertake any job that appears to be unsafe
- They are to use all engineering controls and personal protective equipment available
- They are to report to supervisory personnel all unsafe conditions Any work-related injury or illness suffered, however slight, must be reported to management at once

New Employee Orientation

New Employee Orientation is offered for all new campus employees, the RM/EHOS segment will cover: office safety, ergonomics, asbestos notification, safe driving and Risk Management/EHOS resources. Employees requiring specialized and additional training will receive such training according to their job classifications.

Risk Management/EHOS is responsible for:

- Assisting managers in ensuring that their employees are receiving adequate safety training by providing advice, guidance, and information concerning regulatory requirements relative to training contents
- Providing a list of employees that are required to attend annual training to their supervisor, manager, and/or Dean annually

RM/EHOS' overall Injury and Illness Prevention Plan strategy provides oversight and coordination on a number of programs. This arrangement helps ensure that comprehensive safety measures are incorporated into all areas and disciplines on campus.

Each manager shall maintain employee records of training for each of their employees. These records shall include the employee's name, training dates, type of instruction and training provider. This documentation shall be maintained for three years and a copy of these records sent to RM/EHOS.

Section 7: Recordkeeping

All records are maintained for a minimum of three years with the exception of the Cal-OSHA 300 Log and Summary of Occupational Injuries and Illness which are maintained for five years. Records related to the implementation of and maintenance of California State University, Dominguez Hills Injury and Illness Prevention Program are maintained by RM/EHOS.

The following records will be maintained for at least three years:

- Notice of Safety Deficiencies and Audits
- Report of Corrected Safety Deficiencies
- Documentation of safety and health training conducted by the RM/EHOS
- Scheduled and periodic inspections
- Incident review records and interviews pertaining to injury incidents
- Committee meeting records

Records of Health and Safety Assessments conducted by campus supervisors shall include identification of persons conducting the assessment, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe condition or work practice. These records shall also be maintained for three years.

The following records will be maintained for at least five years:

- Cal-OSHA Log 300 and Summary of Occupational Injuries and Illness