



Injury and Illness Prevention Plan

(Rev 9/19/2016)

Title 8 California Code of Regulations Section 3203

CHAFFEY COMMUNITY COLLEGE DISTRICT

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) primary administrator, the **Director, Human Resources**, has the authority and the responsibility for implementing and maintaining this program. Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program is available in the **Human Resources department**, from each manager and/or supervisor, where appropriate and on the District's website http://www.chaffey.edu/environmental_health_safety/index.shtml.

The Management of the **Chaffey Community College District** is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In addition, every employee is responsible for their own safety as well as the safety of the people they work with.

COMPLIANCE

All **Chaffey Community College District** employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Inform employees of the provisions of our IIPP when first assigned.
- Evaluate the safety performance of all employees and acknowledge through the performance evaluation.
- Provide training to employees whose safety performance is deficient.
- Discipline employees for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with you about occupational safety and health in a form you can readily understand. Discussing safety concerns are part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- Internal staff bulletins are provided electronically to all employees as appropriate.
- Staff and department meetings in areas where appropriate.
- Material postings in high traffic areas.
- On-Line Report of Hazardous Conditions Form.

HAZARD ASSESSMENT

A competent observer in our workplace performs periodic inspections and evaluations to identify workplace hazards as follows:

- When we initially established our IIPP.
- When new substances, processes, procedures or equipment which present potential new hazards are introduced.
- When new, previously unidentified hazards are recognized.
- When occupational injuries and illnesses occur.
- Whenever workplace conditions warrant an inspection.
- Periodic California Schools Risk Management (CSRM) site safety surveys.

ACCIDENT/EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses, as appropriate.
- Examine the workplace for contributing factors associated with the incident/exposure.
- Determine the cause of the incident/exposure.
- Take corrective action to prevent the incident/exposure from reoccurring.
- Record the findings and actions taken. (Completed Work Orders)

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures are corrected in a timely manner based on the severity of the hazards. Hazards are corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- To all new employees.
- To all employees through on-line safety training courses.
- To all employees with respect to hazards specific to each employee's job assignment.
- To all employees given new job assignments for which training has not been previously provided.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent 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.

General workplace safety and health practices are implemented in the District Code of Safe Practices.

RECORDKEEPING

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written/Database documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Written/Database documentation of training and instruction.

RELATED SAFETY PLANS AND PROGRAMS

The following safety programs are part of our IIP Program and are attached at the end of this document:

1. Hazard Communication Program
2. Chemical Hygiene Plan
3. Biosafety
 - a. Bloodborne Pathogens/Universal Precautions
 - b. Medical Waste Plan
4. Heat Illness Prevention Plan
5. Company Nurse
6. Code of Safe Practices

RESOURCES & GLOSSARY

Guide to Developing Your Workplace Injury and Illness Prevention Program with checklists for self-inspection

http://www.dir.ca.gov/dosh/dosh_publications/IIPP.html#25

Division of Occupational Safety and Health (Cal/OSHA)

<http://www.dir.ca.gov/dosh/>

IIPP Glossary of Terms

Accident:

The word “accident” could be interchanged with “incident”. “Accident” is used in this case to conform to the language found in the OSHA standard. Use of the word “accident” is not intended to assign fault or responsibility.

Administrator:

Person responsible for the execution of public affairs, as distinguished from policy-making.

Implementing:

To carry out or accomplish.

To ensure fulfillment by concrete measures.

Maintaining:

To keep in an existing state (as of repair, efficiency, or validity).

Preserve from failure or decline.

Communication system: The manner and methods in which employer and employees provide and share health and safety information.

Examples should include the following:

- Internal staff bulletins, whether distributed electronically or materially.
- Distribution of CSRM’s “Safety Matters” Safety Chats throughout the site, approximately bi-monthly.
- Staff and departmental meetings (documentation of attendance required).
- Material postings in high-traffic public areas.
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
- Training (documentation of attendance required).
- Regularly scheduled Health and Safety Committee meetings (documentation of attendance required) and the posting of minutes in public areas.
- New employee orientation, including introduction to the Illness and Injury Prevention Program (documentation of attendance required).

COMPLIANCE

Conformity in fulfilling a legal requirement.

Imminent hazard:

An immediate source of danger.

Competent Person:

A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

Qualified (Responsible) Person:

A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely all assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.