

Integrated Business Services Sample Injury & Illness Prevention Program (IIPP)

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I. INTRODUCTION

In order to maintain a safe and healthful work environment has developed this Injury and Illness Prevention Program for all employees. This document describes the goals, statutory authority, and the responsibilities of all employees and students under the Program. It addresses Compliance, Hazard Identification, Accident Reporting and Investigation, Hazard Mitigation, Training, Communication, and Program Documentation. By making employee safety a priority for every employee, we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at ____.

II. GOALS

Diligent implementation of this program will reap many benefits for _____. Most notably it will:

1. protect the health and safety of employees and decrease the potential risk of disease, illness, injury, and harmful exposures to personnel,
2. reduce workers' compensation claims and costs,
3. improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees,
4. improve employee morale and efficiency as employees see that their safety is important, and
5. minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

III. REFERENCES

California Labor Code, Section 6401.7

California Code of Regulations, Title 8, Sections 1509 and 3203

IV. RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to campus facilities and operations rests with _____. General policies governing the activities and responsibilities of the Environmental Health and Safety program are established under his final authority.

Responsibilities for Injury and Illness Prevention under the _____ Finance Bulletin BUS-73 are as follows:

The Department (Department Head):

1. maintains a place of employment which is safe and healthful,
2. provides and enforces the use of safety devices, personal protective equipment, and safeguards,
3. adopts and uses methods and processes reasonably adequate to assure work performed and place of employment are safe,
4. takes every reasonable precaution to protect the life and safety of employees,
5. provides the Workers' Compensation Manager with timely information as needed and assistance to meet legal requirements for claims management, and
6. maintains communication with work-injured employees and cooperates with efforts to return employees to productive employment.

The Supervisor:

1. encourages the proper attitude toward job safety performance in himself/herself and in his/her subordinates,
2. trains employees in job safety and health practices,
3. reports work-related injuries and illnesses in accordance with University procedures and State law,
4. investigates every accident and report of injury promptly and thoroughly to determine cause and prevent recurrence, and

5. requires all employees to comply with the Occupational Safety and Health Standards and all rules, regulations, and orders applicable to his/her own actions and conduct.

The Employee:

1. complies with all Occupational Safety and Health Standards and rules, regulations, and orders that are applicable to his/her own actions and conduct,
2. takes every reasonable precaution to protect the health and life of other employees,
3. does not remove, displace, damage, destroy, or carry off any safety device, notice, or warning furnished for use in any place of employment or interfere in any way with the use thereof by any other person, and
4. reports work-related injuries and illnesses promptly to his/her supervisor and cooperates with _____ efforts to provide timely, fair, and equitable benefits pursuant to State law.

Additional responsibilities under this Injury and Illness Prevention Program are:

The Office of Environmental Health and Safety is responsible for:

1. assisting departments in their management of this Injury and Illness Prevention Program,
2. providing consultation to the Community on matters of health and safety,
3. monitoring and advising personnel using radiation, carcinogens and other hazardous material, and
4. interpreting external regulations and recommending appropriate compliance strategies.

V. COMPLIANCE

Employee compliance will be reinforced by one or more of the following:

1. appropriate comments on performance evaluations
2. recognition at safety meetings
3. written commendation or letters of recognition

Employee non-compliance will be addressed by one or more of the following:

1. an immediate discussion between the supervisor and the employee who is discovered working in an unsafe manner,
2. corrective safety training, and/or
3. appropriate disciplinary action up to dismissal.

VI. DEPARTMENT SAFETY COORDINATOR

Each department will designate a Department Safety Coordinator. The duties of the Department Safety Coordinator are to:

1. act as liaison and contact point between the Environmental Health and Safety Office and the department,
2. disseminate or distribute pertinent safety information, documentation, and publications,
3. know the location of required safety documentation such as inspection reports, safety training documentation, required written safety programs, and
4. request technical assistance from the Environmental Health and Safety Office as needed or desired to insure a safe and healthful environment.

One or more persons within a department may undertake the duties of Department Safety Coordinator. Each department will complete the attached "Designation of Department Safety Coordinator" (EH&S Form 48) and return it to the Environmental Health and Safety Director. The department will send corrections or updates to the Environmental Health and Safety Office safety personnel as necessary. The department will maintain a current copy of this form for its records. Additional duties may be assigned to the Department Safety Coordinator(s) at the discretion of the Department Head.

VII. HAZARD IDENTIFICATION

A health and safety inspection program is essential in order to reduce unsafe conditions that may expose staff, faculty, students, and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each department to ensure that appropriate, systematic safety inspections are conducted periodically.

A. Scheduled Safety Inspections

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the attached forms (or equivalent) with appropriate abatement of any hazards detected. Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist.
2. Semi-annual inspections of all potentially hazardous areas (shops, stores, docks, etc.,) will be conducted to detect and eliminate any hazardous conditions that may exist.
3. Semi-annual inspections of all equipment will be conducted to detect and eliminate any hazardous conditions that may exist.

B. Unscheduled Safety Inspections

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures that present new hazards are introduced into the workplace.
2. _____ may conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace.

3. Safety review will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

Environmental Health and Safety Office staff are available for consultation and assistance in conducting these various hazard assessments.

VIII. ACCIDENT REPORTING

Where an accident occurs, in order to ensure timely Workers' Compensation accounting, the department must complete a "Report of Occupational Injury or Illness" form. This form is available on-line at the Integrated Business Service.

Serious occupational injuries, illnesses or exposures to hazardous substances (as defined by Cal/OSHA) must be reported to _____ safety staff immediately. These include fatalities and injuries that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. THESE INJURIES MUST BE REPORTED TO CAL-OSHA WITHIN 8 HOURS OF THE EVENT. _____ will perform the required reporting to Cal/OSHA.

IX. ACCIDENT INVESTIGATIONS

With the assistance from the, Supervisors will investigate all reported accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or attendant hazards. Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazards implicated in these events.

Serious accidents will be investigated by _____ safety personnel in conjunction with a representative from the injured employee's department. For near-miss incidents, departmental personnel may conduct the investigation and retain documentation at the departmental level. Contact _____ safety personnel if assistance is desired.

X. HAZARD MITIGATION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. _____ recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the department. Integrated Business Services is available to determine appropriate abatement actions. The attached Hazard Identification Form will be used to document hazards that have been identified, and the resulting action taken to abate them.

For serious hazards that present an imminent danger to life or limb, immediate action will be taken to mitigate the hazard. The Department Head, _____, and all affected employees will be notified of the hazard. If the hazard cannot be immediately abated, all personnel will be removed from the affected area. Access to the area will be controlled until the safety of personnel can be assured.

If continued use of the area or equipment must be maintained, then affected personnel will be provided with the proper training, protective equipment or other safeguards deemed necessary to protect them from the hazard.

Serious, concealed dangers will be reported to the Office of Environmental Health.

If the serious concealed danger cannot be abated within 15 days, then it will also be made known to all affected employees in writing.

Environmental Health & Safety Office staff is available for consultation and assistance on matters involving hazard mitigation and for deciding what constitutes a "serious concealed danger." All external reporting requirements will be directed through the EH&S Office.

XI. TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided.

A. General Safe Work Practices

At a minimum, all employees will be trained in the following:

1. Fire Safety, Evacuation and Emergency Procedures,
2. Earthquake Safety and Disaster Response,
3. Safe Lifting and Back Injury Prevention,

Attendance at one of the regularly scheduled EH&S General Safety Training Programs will meet this requirement. Other training forums are acceptable if they include all topics listed above.

B. Specific Safe Work Practices

In addition to this general training, **each employee will be instructed how to protect themselves from the hazards specific to their individual job duties.** At a minimum, this entails how to use workplace equipment, safe handling of hazardous materials, and use of personal protective equipment. **Training must be completed before beginning to work on assigned equipment and whenever new hazards or changes in procedures are implemented.**

Managers are responsible for providing supervisors with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

It is the responsibility of each supervisor to know the hazards related to his/her employee's job tasks and ensure they receive appropriate training.

1. Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
2. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace that may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.

3. All training will be documented and kept in department files. The attached Individual Employee Safety Training Documentation (EH&S Form 52R) or equivalent will be used for this purpose.

XII. COMMUNICATION

Two-way communication involving employee input on matters of workplace safety is essential to maintaining an effective Injury and Illness Prevention Program. To foster better safety communication, the following guidelines will be implemented:

1. Each department/unit will use an Employee Bulletin Board for posting safety information in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted as they become available.
2. Managers and supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard mitigation projects, and accident investigation results, as well as feedback on previous employee suggestions.
3. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached Department Safety Meeting Documentation (EH&S Form 45) or equivalent should be used to document attendance and topics covered.

The Environmental Health and Safety Office maintains electronic safety information accessible through the Internet. At the discretion of the Department Head, additional communication methods may be used and may include posters, meetings, bulletins, manuals, Code of Safe Practices, or standard operating procedures. Department/units may also reference the EH&S newsletter entitled "On the Safe Side" as one form of employer-to-employee communication.

Employees are encouraged to bring to the companies attention any potential health or safety hazard that may exist in the work area. A mechanism for anonymous employee input, such as a suggestion box or mail station for safety suggestions, hazard identification, complaints, etc., which is accessible to all employees will be implemented. The attached Hazard Notification and Action Form (EH&S Form 46) or equivalent can be used for this purpose. These forms may also be sent directly to EH&S for follow-up. The individual may include his or her name on this form, or it may be sent anonymously.

Employees are to be advised that there are no reprisals for expressing a concern, comment, suggestion or complaint about a safety matter and that adherence to safe work practices and proper use of personal protective equipment are integral parts of workplace safety.

Supervisors will follow-up all suggestions and investigate the concerns brought up through these communication methods, utilizing EH&S assistance if needed. Feedback to the employees is critical and must be provided for effective two-way communication.

The department will pursue readily understandable health and safety communication for dissemination to all affected employees.

XIII. DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury and

Illness Prevention Program are being implemented, the following records will be kept on file in the department for at least the length of time indicated below:

1. Copies of all Safety Inspection Forms. (EH&S 49 series) Retain 5 years.
2. Copies of all Hazard Identification Forms. (EH&S 46) Retain 5 years.
3. Copies of all Accident Investigation Forms. (LR-1) Retain 5 years.
4. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
5. Copies of all Safety Postings and Safety Meeting Agendas. Retain 5 years.
6. Copies of Employee Exposure Records, or other required Employee Medical Records. Retain 30 years or for the duration of each individual's employment if >30 years.

The Department will ensure that these records are kept in their files and present them to Cal/OSHA or other regulatory agency representatives if requested. Review of these records may be conducted by EH&S during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at _____ with responsibility shared by management and staff alike. If you have any questions regarding this Injury and Illness Prevention Program, contact the _____ at _____.