INJURY & ILLNESS PREVENTION PROGRAM

For Compliance with:
California code of Regulations,
Title 8
General Industry Safety Orders
Section 3203

CHARLES D. KISSEL
CSUF Auxiliary Services Corporation
Injury and Illness Prevention Program

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Policy Statement
It is the policy of the Auxiliary Services Corporation at California State University, Fullerton (“ASC”) to maintain, insofar as is reasonably possible, a facility environment for students, faculty, staff and visitors that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury and illness. No staff, student, or employee at the ASC will be required to perform any task determined to be unsafe or unreasonably hazardous. To accomplish this, the ASC shall work towards maintaining the facility and providing resources that will allow for a safe and healthful working environment, meeting all Federal, State and local laws and regulations. ASC employees must join in a cooperative effort to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.

Managers and coordinators are responsible for the leadership of the safety and health program and for its effectiveness. Immediate supervisor/s are responsible for developing a positive attitude towards safety and health in those that they supervise, and for ensuring that all operations are performed with the utmost regards for the safety and health of all personnel involved; and all employees are responsible for carrying out their daily tasks while observing safe practices and complying with all applicable safety and health rules and regulations.
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Purpose
The ultimate goal is to establish a program that will provide a safe and healthy working environment to all ASC personnel while protecting the students, faculty, staff and visitors at the ASC from potential hazards and/or conditions, which may compromise the safety and health of our campus community. The Injury and Illness Prevention Program (IIPP) will serve as the document that manages the working environment and facility environment in order to; minimize potential hazardous conditions; identify remaining hazards; correct those identified conditions; and put procedures and/or practices into place to prevent recurrence of those unsafe conditions.

The purpose of this document is to maintain and establish a written Injury and Illness Prevention Program (IIPP), which conforms to California Code of Regulations (CCR) title 8, Section 3203 standards and addresses the following eight elements:

- Responsibility.
- Compliance.
- Communication.
- Hazard Assessment and Control.
- Accident/Exposure Investigation.
- Hazard Correction.
- Training and Instructions.
- Record keeping.
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Responsibility

The Executive Director, Charles D. Kissel, of ASC is responsible for the implementation and management of the organization’s Injury and Illness Prevention Program (IIPP).

The Executive Director is responsible for compliance to the California Code of Regulations, Title 8, General Industrial Safety Orders, Section 3203 that 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 intent behind implementing the Injury and Illness Prevention Program (IIPP) is to:

- Facilitate identification and evaluation of workplace hazards.
- Enable the correction of unsafe conditions.
- Provide a means of communication between the Management and employees on matters concerning employee health and safety.
- Educate and train employees on health and safety matters.
- Implement a regulation compliance strategy for documentation and archiving.
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Responsibility Continued:

Managers, Supervisors, and Coordinators are responsible for implementing and maintaining the Injury and Illness Prevention Program (IIPP) in their work areas and for answering employee questions about the Injury and Illness Prevention Program (IIPP).

To accomplish this, managers, supervisors, and coordinators should:

- 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 industrial injuries and illnesses (consider adding near misses).
- Maintain Safety Data Sheets (SDS) for all chemicals used in their work area.
- Conduct periodic safety inspections of the facility, equipment, and projects to identify unsafe conditions and practices.
- Initiate corrective action for employees who fail or refuse to follow established safety procedures.
- Ensure that required personal protective equipment is provided, utilized, and maintained in good condition.
- Maintain records of all health and safety activities.
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Adherence to Health and Safety Policies and Procedures

All employees, including managers, supervisors and coordinators, are responsible for adhering to the safe and healthy work practices defined by the IIPP and established safety and health guidelines. Our system of ensuring that all employees comply with these practices include the following:

- Providing training and guidance to employees on job specific safety procedures.
- Evaluating the safety performance of all employees to be included in their performance appraisal. Exceptional contributions to safety and health in their workplace shall be nominated for the Safety Award. In addition to the annual award, managers shall recognize employees who follow safe and healthful work practices. Corrective action against any employee is needed for failure or refusal to follow established safety procedures and orders.
- Informing employees of the provisions of the Injury and Illness Prevention Program (IIPP).
- Recognizing employees who perform safe and healthful work practices.
- Informing employees to check ASC website.
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Safety Communication

All managers, supervisors, and coordinators are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. The communication system at the ASC on the matters of health and safety encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system to address health and safety topics and/or issues includes the following:

- New employee orientation including a discussion of safety and health policies and procedures.

- Review of our Injury and Illness Prevention program (IIPP).

- Training Programs.

- Regularly scheduled safety meetings.

- Posted or distributed safety information.

- Method for employees to anonymously inform management about workplace hazards.

- An appointed liaison from the ASC will serve on campus safety committees.
INJURY AND ILLNESS PREVENTION PROGRAM

Hazard Assessment and Control

A system that helps identify and evaluate workplace hazards and allows for correction of unsafe conditions. The goal is to reduce and eliminate the number of safety hazards that may exist or occur.

Area supervisors and coordinators shall conduct periodic safety assessments of the ASC facility, its equipment, and projects to identify unsafe conditions and work practices. Records of these assessments and action taken to correct the identified unsafe conditions shall be maintained. Personal Protective equipment assessments shall also be conducted to ensure that this type of equipment is made available to employees based on the hazards associated with their specific tasks and classification. Hazards are categorized upon classification standards and the hazards encountered.

ASC Employees shall follow the following procedures when reporting unsafe conditions and practices:

- Area supervisors shall perform annual inspections of the ASC facility, in their respective areas, to evaluate their compliance. (to ensure a means of identifying and correcting unsafe conditions or procedures in a timely manner, consider semiannual or quarterly inspection frequency. An annual inspection frequency is not likely to be considered appropriate if the need to refute allegations of failing to provide a safe facility were to arise).

- Area supervisors and coordinators shall receive written documentation of unsafe conditions or non-compliant areas.

- Area supervisor shall, in consultation with HUMAN RESOURCES if necessary, address the unsafe condition or practice and implement a method of corrective action.

- Area supervisors will be given five (5) business days after receiving the investigation report to respond with a corrective action plan.

Under Title 8 CCR 3203, any employee may bring forth a safety complaint without fear of reprisal and is afforded protection against such acts under this code.
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Correction of Unsafe Conditions and Work Practices

A report of corrected safety deficiencies shall be completed by the responsible area supervisor and returned to HUMAN RESOURCES.

Upon receipt of a hazard assessment report, the responsible area supervisor shall take necessary corrective action and if the unsafe condition cannot be immediately abated, the area supervisor in consultation with HUMAN RESOURCES shall develop a suitable timetable for correcting the unsafe condition based on the severity of the hazard. Documentation shall be completed by the responsible area supervisor and returned to HUMAN RESOURCES upon completion of 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 abatement of the hazard.

Hazard classifications shall be determined by HUMAN RESOURCES Safety Coordinator and they shall assist in hazard assessments by indicating the hazard classification for each unsafe condition noted on the Notice of Safety Deficiency. The major categories that shall be used to identify hazard classification are as follows:

- **A serious hazard** exists if there is a substantial probability that death or serious physical harm could result from a deficiency.

- **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, the responsible area supervisor shall take immediate corrective action and immediately notify HUMAN RESOURCES. When an imminent hazard exists which 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.
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Accident and Injury Investigation (Preliminary Investigation)

Preliminary accident and injury investigations are conducted by the employee’s appropriate administrator and forwarded to HUMAN RESOURCES within 24 hours of notification of injury or illness by the employee. A secondary investigation will be conducted by HUMAN RESOURCES soon after receipt of preliminary investigation information (if applicable). The preliminary investigation must cover the following information:

In written form the employee must document the accident or injury by stating the following information.

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

Why did the accident 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 accident.

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.
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Accident and Injury Investigation (*Serious Injury or Illness*)

Accident Investigations for serious injuries or illness will be conducted by HUMAN RESOURCES upon knowledge of occurrence.

Definition:

- **Serious injury or illness** means any injury or illness occurring at or in connection with ASC employment which requires inpatient hospitalization for a period in excess or 24 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.

The area supervisor shall report, by telephone, a serious injury or illness, or death, of an employee occurring at or in connection with ASC to the HUMAN RESOURCES department as soon as practically possible but no longer than eight 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:**

1. The time and date of accident.
2. Employer’s name, address and telephone number.
3. Name and Job title, or badge number of person reporting the accident.
4. Address of the site of accident or event.
5. Name of person to contact at site of accident.
6. Name and address of the injured employee(s).
8. Location where injured employee(s) were moved.
9. List and identity of other law enforcement agencies present at the site of the accident.
10. Description of accident and whether the accident scene or instrumentality has been altered.
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Safety and Health Training
Area supervisors are the primary safety trainers. If the area supervisor is not trained or certified in the specific area of need, then the area supervisor shall ensure that the training for that area is scheduled and all employees who are affected are scheduled to attend.

It is the supervisor’s responsibility to ensure all employees under their direction have received required training. Area supervisors of employees that perform high hazard tasks are encouraged to perform periodic training on their own. This can be easily accomplished by presenting safety information available through various media such as handouts, videotapes and the Internet.

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.
- To 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.
- To supervisors to familiarize themselves with the safety and health hazards to which employees under their responsibility may be exposed.
- So that the success of the ASC Injury and Illness Prevention Program (IIPP) depends on cooperation.
- When personal protective equipment is required or needed, how to use it and its maintenance.
- What to do if emergencies occur in the workplace.
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Safety and Health Training Continued
Area supervisors are the primary safety trainers. If the area supervisor is not trained or certified in the specific area of need, then the area supervisor shall ensure that the training for that area is scheduled and all employees who are affected are scheduled to attend.

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 to them.
- They are to report to supervisory personnel all unsafe conditions encountered during work in written form.
- Any work-related injury or illness suffered, however slight, must be reported to supervisor at once.

Training Schedule:

New Employee Orientation (NEO) is offered for all new employees, the safety segment will cover general office safety, ergonomics, and life safety. Those employees requiring specialized and additional training will receive such training according to their job classifications.

All employees require annual refresher training. Failure to complete annual refresher courses shall result in disciplinary action by the area supervisor.

ASC staff and management are encouraged to attend safety-training meetings provided by HUMAN RESOURCES. Attendance at such meetings, satisfy refresher-training requirements stated above.
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Safety and Health Training Continued
Area supervisors are the primary safety trainers. If the area supervisor is not trained or certified in the specific area of need, then the area supervisor shall ensure that the training for that area is scheduled and all employees who are affected are scheduled to attend.

HUMAN RESOURCES is responsible to ASC for the following:

- 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 job types and hazards that require employees to attend annual training.

- Each manager shall maintain employee records of training for each employee. These records shall include the employee’s name, classification, training dates, types of training and the training provider. This documentation shall be maintained for three years and a copy of these records sent to HUMAN RESOURCES.
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Record Keeping

ASC will maintain all records for one year. Cal/OSHA Log and Summary of Occupational Injuries and Illness are maintained for five years and will serve as the ASC’s record of the IIPP.

Both ASC and HUMAN RESOURCES maintain ASC’s Injury Illness Prevention Program records.

The following records will be maintained for at least one year:

- Report of Unsafe Condition or Hazard.
- Employee Report of Accident, Injury or Illness.
- Hazard Correction Report.
- Accident Investigation.
- Notice of Safety Deficiencies.

Supplements: (To be given by HUMAN RESOURCES)

- Documentation of safety and health training conducted by HUMAN RESOURCES.
- Scheduled and periodic inspections.
- Safety Committee Meetings.

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 be maintained for one year.
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Ergonomics Supplement
The purpose of this program is to effectively eliminate or control work related cumulative trauma disorders by providing ASC employees involvement in the identification and intervention of hazards posed by poor work practices and or poorly designed workstations.

Ergonomics as defined in this context is the science of fitting jobs and workstations to people. The knowledge of a person’s physical abilities, personal attributes, and limitations are all factors, which contribute to the human characteristics that are relevant to the job design. Good ergonomic design makes the most efficient use of an employee’s capabilities while ensuring that job demands do not exceed those capabilities.

Responsibility:

Employee:
- Each employee has the individual responsibility to report any work related injury or illness to their immediate supervisor, and to the ASC’s Human Resources department.

Administrator
- An employee with ergonomically designed workstation is expected to utilize those features to minimize and or eliminate the likelihood for cumulative trauma related disorders. Failure to do so will constitute a breach of that employee’s commitment to implement a safe and healthful work environment.
- It is the responsibility of every employee to communicate to management any medical restrictions imposed by a doctor.

Management/Supervision:
- The management of a given department has the responsibility to ensure the working conditions within that area provide a safe and healthful environment.
- If an employee reports symptoms or an actual injury related to a cumulative trauma disorder management is required to instruct the employee to report such an occurrence to the ASC’s Human Resources department.
- Upon initial knowledge of a work related cumulative trauma related disorder, management shall initiate a workstation evaluation by contacting HUMAN RESOURCES. Any recommendations from such an evaluation shall be implemented unless the employee can be accommodated otherwise.
- If an employee returns to work with a doctor’s notice of restrictions, then management must not allow that employee to work in a manner, which exceeds those medical limitations. Approval by Workers’ Compensation Administrator is required.
Injury Illness Prevention Program