



## **Board Policy 7343 Injury and Illness Prevention Program**

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 and its content is reviewed and updated as necessary.

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**West Hills Community College District**

**INJURY AND ILLNESS PREVENTION PROGRAM**

## Table of Contents

I.	ACKNOWLEDGEMENTS	1
II.	INTRODUCTION	1
III.	DISTRICT COMMITMENT TO SAFETY AND HEALTH	1-4
	1. Safety and Health Policy Statement	
	2. Objectives of the Injury and Illness Prevention Program	
	3. Location of Written Injury and Illness Prevention Program	
	4. Responsibilities for Health and Safety	
IV.	HAZARD IDENTIFICATION, EVALUATION AND CORRECTION	5-6
	1. Scheduled Inspections	
	2. Outside Agencies	
	3. Red Tagging of Unsafe Facilities or Equipment	
	4. Documentation of Inspections	
V.	IMMINENT HAZARD CORRECTION	6
VI.	VIOLENCE IN THE WORKPLACE POLICY	7
VII.	TRAINING AND INSTRUCTION	7-9
	1. When Training Will Occur	
	2. Areas of Training	
	3. Training Records	
VIII.	ACCIDENT, INJURY AND ILLNESS INVESTIGATIONS	9-10
	1. Reporting Procedures	
	<del>2. forms for Accident/Exposure Investigations</del>	
	3. Investigation Steps	
IX.	COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES	10-12
	1. Safety Meetings	
	2. Anonymous and Confidential Notification Procedures	
	3. The District's Anti-Reprisal Policy	
	4. Posters/Signs	
	5. District Wide Risk Management Committee	
X.	ENFORCEMENT OF THE SAFETY PROGRAM	12
Appendix:		
A	Accident Report	
B	IIPP Program Assessment Table	
C	Staff Training Matrix for the West Hills Community College District	
D	Training Documentation Log	
E	Codes of Safe Practices	
F	Safety Committee Guidelines	
G	List of Safety Forms	

## I. ACKNOWLEDGMENTS

The initial Injury and Illness Prevent Program (IIPP) was developed with the assistance of Valley Insurance Program, JPA and the Risk Management Committee members who wrote this plan for the West Hills Community College District. The Risk Management Committee continues to review and update the plan document and appendices as needed.

## 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.
- A process for investigating occupational injury or occupational illnesses.

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 of Business Services. The IIPP is also maintained and available for staff review on the West Hills Community College District website.

## 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: Ken Stoppenbrink  
Title: Vice Chancellor of Business Services  
Address: 9800 Cody Street, Coalinga, CA 93210  
Telephone: (559) 934-2160  
Fax: (559) 934-2823

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 trainings;
- Developing a code of safe practices and inspection guidelines;

- Arranging for safety and health inspections and follow- up to insure 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 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 of Business 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 of Business 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 personal protective equipment/devices (PPE) 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; and
  - Using only prescribed equipment for the job and using it properly.

E. 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

- 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 work place 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:

<u>District Facility</u>	<u>Frequency</u>	<u>Conducted by</u>
College/Center Operations	Monthly	Director of Maintenance & Operations
Art and Science Areas	Monthly	Art and Science Instructors
Office Areas	Monthly	Office Personnel
Maintenance Shop	Monthly	Skilled Maintenance Worker
District-wide	Bi-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.
- Occupational injuries, illnesses or incidents occur.
- 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:

- State Wide Association of Community Colleges (SWACC) Joint Powers Authority
- Fire Marshall'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 of Business 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 workdays 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 (see Appendix C).

## 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

Areas of training listed below with an asterisk (\*) are programs mandated by Cal/OSHA. Other safety and staff training programs have been added by the district's self insurance JPA due to potential loss, loss experience, or to comply with the insurance carrier's underwriting criteria. A full list of all mandated Cal/OSHA, state, and federal government staff training is listed in Appendix C.

Injury and Illness Prevention Program (IIPP) \*  
Hazard Communication Program \*  
Emergency Response Plan \*  
Fall Protection Program \*  
Fire Safety and Prevention Plan \*  
Ergonomics Program \*  
Hearing Conservation Program \*  
Material Safety Data Sheets (MSDS) \*  
Blood Borne Pathogens Exposure Control Plan \*  
Chemical Hygiene in College Laboratory OSHA Standard \*  
Playground Safety Inspection and Maintenance \*  
Mandated Reporting of Child Abuse \*  
Violence Prevention in the Workplace \*  
Lockout/Tagout \*  
Other Programs as necessary (Appendix C Staff Training Matrix)

## 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 occupational injuries and illnesses. 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

- When a workplace injury/illness occurs, the injured employee will call Company Nurse directly after reporting the incident to their supervisor. Company Nurse will provide first aid advice and direct the injured employee to an appropriate medical treatment site.
- The supervisor will immediately contact the Human Resources office to report deaths or serious injury or illness. Cal/OSHA (per AB 2774 effective January 1, 2011) defines “serious physical harm” to mean any injury or illness, specific or cumulative, occurring in the place of employment or in connection with employment, that results in any of the following:
  - Death
  - Inpatient hospitalization for purposes other than observation
  - The loss of any part of the body
  - Any serious degree of permanent impairment
  - Impairment sufficient to cause a part of the body or the function of any organ to become permanently and significantly reduced in efficiency on or off the job. This includes, but is not limited to, second or third-degree burns, crushing injuries, respiratory illness or broken bones.
- The Human Resources office will immediately report any serious injury to Cal/OSHA per 8 CCR 330. Other incidents will be reported to Cal/OSHA on a case-by-case basis (i.e. chemical carcinogen exposure).
- Company Nurse will complete their portion of the following forms and forward to the Human Resources office:
  - Employee’s Claim for Workers’ Compensation Benefits (Form DWC-1)
  - Employer’s Report of Occupational Injury or Illness (Cal/OSHA Form 502)
  - Supervisor’s Accident Investigation Form (Company Nurse)
- The Human Resources office will forward Form DWC-1 to the employee for completion if needed.
- The Human Resources office will forward Form DWC-1 and Form 502 to the injured employee’s supervisor for completion.
- The supervisor will immediately investigate the injury and return the completed DWC-1 and Form 502 to the Human Resources office.

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

All completed report forms are to be submitted to:

Human Resource Department  
9900 Cody Street  
Coalinga, CA 93210  
Phone Number: (559) 934-2158 for questions.

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

## 2. 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 Vice Chancellor shall appoint members of the West Hills Community College District's Risk Management Committee. Its voting members shall consist of the following members. The Program Administrator shall name the Chair of the Committee.

- Budget Services Supervisor
- Director of Human Resources
- Director of Child Development Centers
- District Chemical Hygiene Officer
- One Full Time Chemistry Instructor
- One Full Time Biology Instructor
- Director of Maintenance and Operations of each college
- One Dean or Associate Dean of Educational Services for each college
- Director of Farm of the Future
- Director of North District Center, Firebaugh
- Director of Nursing
- Director of Health Careers

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.

Document content maintained by: Anne Jorgens, Budget Services Supervisor  
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## ACCIDENT REPORT

Name of Injured Person:		Social Security #:	
Date of Accident:	Time:	<input type="checkbox"/> am <input type="checkbox"/> pm	Phone#:
Location of Accident:			
Area or Department where the accident happened:			
Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Temporary <input type="checkbox"/>	Student Worker <input type="checkbox"/> Occupation:
Typical work shift at time of accident: Starting Time:		<input type="checkbox"/> am <input type="checkbox"/> pm	Ending Time: <input type="checkbox"/> am <input type="checkbox"/> pm
Last Day Worked :	Did the injury result in disability beyond the date of the accident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the person returned to work? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Date returned :	Time:	<input type="checkbox"/> am <input type="checkbox"/> pm
How did the accident or injury happen?			
Describe the injury or illness:			
Part (s) of the body injured:			
Unsafe act causing the accident, if known:			
Unsafe condition (s) causing the accident, if known:			
Action taken to prevent similar accident:			
Recommendations of additional action beyond your resources:			
List witnesses:		Was first aid given? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If this is a first-aid report and the person was not sent to doctor check here. <input type="checkbox"/>			
Name and address of doctor:			
Name and address of Hospital:			
Supervisor directly responsible for employee:			
Signature of Employee:			Date:
Signature of Employer Representative:			Date:

IIPP PROGRAM ASSESSMENT TABLE

No.	Accountability	IIP Program Requirement	Standard*	Effectiveness Measurement*	Assessment
1	Chancellor	Responsibility	<ul style="list-style-type: none"> <li>• Does employer's written IIP Program provide the name and/or job title of the person/s with the authority and responsibility for implementing the program</li> </ul> <p>If job title alone is used to identify the responsible person(s), a method must be available, e.g., a list of persons by job titles, by which employees can identify the name of the individual whose title is designated as the person(s) responsible for the IIP Program.</p>	<p>Are employees actually aware of whom the person is with the authority and responsibility for their IIP Program and can they access the person if necessary?</p> <p>The most important part of this program element is to assure management accountability. The Program Administrator is to assist and help the Chancellor and the line managers oversee the program implementation.</p> <p>Note: The administrators, managers and supervisors are the individuals held accountable per AB 1127 for the safety of the employees, not the Program Administrator.</p>	
2	Chancellor	Compliance	<ul style="list-style-type: none"> <li>• Whether a system for ensuring that employees comply with safe and healthful work practices is set forth in the employer's written IIP Program</li> </ul>	<p>Have employees been recognized for performing safe/healthful work practices, disciplined for performing unsafe/ un-healthful work practices, offered training or retraining programs to ensure compliance with safe and healthful work practices?</p>	
3	Chancellor	Communication	<ul style="list-style-type: none"> <li>• Whether a system for communicating with employees in a form readily understandable by all affected employees about safety and health matters, e.g., meetings, training programs, posting, written communications, an anonymous notification system, is set forth in the employer's written IIP Program, and whether employees are encouraged to inform their employer about hazards at the worksite without fear of reprisal.</li> </ul>	<p>Are employees actually aware of methods to communicate with their employer about health and safety matters, and have they utilized the available communication methods? Do employees know how to access the Risk Management Committee, Safety Committees or the Chancellor regarding safety?</p>	

No.	Accountability	IIP Program Requirement	Standard*	Effectiveness Measurement*	Assessment
4	Chancellor	Hazard Assessment	<ul style="list-style-type: none"> <li>• Whether procedures for identifying and evaluating workplace hazards, such as scheduled periodic inspections performed by a competent observer, are set forth in the employer's written IIP Program and are performed at the following times: <b>(a)</b> when the IIP Program is first established; <b>(b)</b> when new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and/or health hazard; and <b>(c)</b> whenever the employer is made aware of a new/previously unrecognized hazard.</li> <li>• While not a specific Cal/OSHA mandate, scheduled, periodic safety inspections should be instituted to identify hazards brought about by the ever-changing conditions in the work environment.</li> </ul>	Do procedures chosen by the employer result in a comprehensive evaluation of the hazards present at the workplace, and communication of those findings to appropriate personnel?	
5	Chancellor	Accident/ Exposure Investigation	<ul style="list-style-type: none"> <li>• Whether a procedure to investigate the occurrence of occupational injuries or illnesses is set forth in the employer's written IIP Program</li> </ul>	Do the investigational procedures chosen by the employer result in a determination of the cause(s) of the occupational injury or illness?	
6	Chancellor	Hazard Correction	<ul style="list-style-type: none"> <li>• Whether methods and/or procedures for correcting unsafe or unhealthful work conditions, work practices, and procedures in a timely manner based on the severity of the hazard are set forth in the employer's written IIP Program. Specific abatement methods must be included in the employer's IIP Program and must address: <b>(a)</b> when unsafe or unhealthful conditions, work practices, or procedures are observed or discovered; and <b>(b)</b> when an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel must be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the condition must be provided the necessary safeguards.</li> </ul>	Do the methods and/or procedures chosen by the employer to correct a workplace hazard achieve abatement of the hazard?	

No.	Accountability	IIP Program Requirement	Standard*	Effectiveness Measurement*	Assessment
7	Chancellor	Training and Instruction	<ul style="list-style-type: none"> <li>Whether an effective training program designed to instruct employees in general safe work practices and to provide specific instruction with respect to hazards specific to each employee's job assignment is set forth in the employer's written IIP Program and whether the required training is provided: <b>(a)</b> when the program is first established; <b>(b)</b> to all new employees; <b>(c)</b> to all employees given new job assignments for which training has not previously been received; <b>(d)</b> whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard; <b>(e)</b> whenever the employer is made aware of a new or previously unrecognized workplace hazard; and <b>(f)</b> for supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed and how to communicate information about those hazards effectively</li> </ul>	Does training result in an increase in a worker's understanding of workplace hazards and an improvement in a worker's performance of safe and healthy work practices?	
8	Chancellor	Record Keeping	<ul style="list-style-type: none"> <li>Whether there is adequate written documentation of the steps taken to implement and maintain the employer's program</li> </ul>	<p>Records of scheduled and periodic workplace inspections, including person(s) conducting the inspections, any unsafe condition and/or work practice which has been identified, the action and timetable for correction of the identified hazards, and whether the records have been maintained for at least three years.</p> <p>Records of safety and health training, including employee name or other identifier, training dates, the type(s) of training, training providers, and whether the records have been maintained for at least three years. (Training records for employees who have worked for less than one year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.)</p>	

No.	Accountability	IIP Program Requirement	Standard*	Effectiveness Measurement*	Assessment
9	Chancellor	Labor/ Management Safety and Health Committee	<ul style="list-style-type: none"> <li>Whether, if the employer utilizes a labor/management safety and health committee to comply with the communication requirements of the IIPP, the committee meets the requirements found in 8 CCR §3203(c)(1)(7).</li> </ul>	<p>The Health and Safety Committee meets at least quarterly with minutes provided to affected employees.</p> <p>Records are retained for at least one year.</p> <p>The Committee reviews results of safety inspections, reviews accident investigation results, and makes recommendations to management.</p> <p>The Committee reviews investigations of alleged hazards, investigates allegations as warranted, and assists in remedial action.</p>	

**STAFF TRAINING MATRIX FOR THE WEST HILLS COMMUNITY COLLEGE DISTRICT**  
**Cal-OSHA, OHS or Federal Mandatory Training (Red \*) – District required training (Black)**

TOPIC	ADMIN/ MGMT/ CONF STAFF	CLERICAL STAFF	ICS TEAM STAFF	INSTRUCTORS	COACHES & ASSTS.	SCIENCE LAB STAFF	AH/RN PROGRAM STAFF	CDC STAFF	RESIENICE HALL STAFF	FOOD SERVICE STAFF	FARM/AG STAFF	M & O STAFF	DRIVERS
Arson Awareness & Prevention								X	X		X	X	
<span style="color: red;">Back Injury &amp; Lifting *</span>	X	X		X				X	X	X	X	X	
<span style="color: red;">Bloodborne Pathogens *</span>		X		X				X	X	X	X	X	X
<span style="color: red;">Chemical Hygiene in College Lab *</span>						X	X					X	
Conflict Management: Staff-to-Staff	X	X	X					X	X	X	X	X	
Defensive Driving (all drivers)					X						X	X	X
Diversity Awareness & Appreciation	X	X		X				X	X	X	X	X	
Electrical Safety										X	X	X	
<span style="color: red;">Emergency Response Plan *</span>	X	X	X	X				X	X	X	X	X	
Employee: New Hire Video	X	X		X				X	X	X	X	X	X
<span style="color: red;">Ergonomics (office setting) *</span>	X	X		X				X	X	X	X	X	
<span style="color: red;">Fall Protection *</span>												X	
<span style="color: red;">FERPA: Confidentiality of Records *</span>	X	X		X				X					
<span style="color: red;">Fire Safety &amp; Prevention Plan *</span>	X	X		X				X	X	X	X	X	
First Aid & CPR		X		X				X	X		X	X	X
Food Safety & Kitchen Sanitation								X		X			
Food Service Equipment: Safe Use								X		X			
Food Service Equipment: Sanitation								X		X			
Foodborne Illnesses								X		X			
Forklift Operation											X	X	
<span style="color: red;">Hazard Communication Plan *</span>						X	X	X			X	X	
Health Emergencies: Overview	X	X		X				X	X	X	X	X	
Health Emergencies: Seizures		X		X				X	X	X	X	X	
<span style="color: red;">Hearing Conservation *</span>										X	X	X	
<span style="color: red;">Health Illness Prevention *</span>					X		X	X			X	X	
IIPP Injury & Illness Prevention Program	X	X		X				X	X	X	X	X	X
Ladder Safety											X	X	
<span style="color: red;">Lockout/Tagout *</span>											X	X	
<span style="color: red;">Mandated Reporting of Child Abuse *</span>	X	X		X				X	X		X		
Mold Awareness								X	X	X	X	X	
<span style="color: red;">MSDS Material Safety Data Sheets *</span>	X					X	X	X			X	X	
<span style="color: red;">NIMS 200a: Incident Command Systems *</span>	X		X										
<span style="color: red;">NIMS IS-100 Incident Command Systems *</span>	X	X	X	X				X	X	X	X	X	

TOPIC	ADMIN/ MGMT/ CONF STAFF	CLERICAL STAFF	ICS TEAM STAFF	INSTRUCTORS	COACHES & ASSTS.	SCIENCE LAB STAFF	AH/RN PROGRAM STAFF	CDC STAFF	RESEIANCE HALL STAFF	FOOD SERVICE STAFF	FARM/AG STAFF	M & O STAFF	DRIVERS
NIMS IS-700 Incident Command Systems *	X		X										
NIMS IS-800 Incident Command Systems *	X		X										
Pandemic Flu	X	X		X				X	X	X	X	X	
Playground Safety Inspections *	X							X				X	
Reasonable Suspicion: Drug/Alcohol	X	X		X				X	X	X	X	X	
Road Rage (all drivers)					X						X	X	X
Safe Operation of Utility Cards (drivers)					X						X	X	X
Safety Inspections	X	X				X		X	X	X	X	X	
Sexual Harassment: Staff to Staff		X		X				X	X	X	X	X	
Sexual Harassment: AB1825 *	X												
Scissor Lift Training *												X	
Slips, Trips & Falls	X	X		X				X	X	X	X	X	
Supervisor Role in Safety	X												
Tractor Safety (all drivers)											X	X	X
Van Safety					X						X	X	X
Violence Prevention *	X	X		X				X	X	X	X	X	

Revised and approved by WHCCD Risk Management Committee: 1/28/11

**STAFF TRAINING MATRIX FOR THE WEST HILLS COMMUNITY COLLEGE DISTRICT**  
**Cal-OSHA, OHS or Federal Mandatory Training (Red) – District Required Training (Black)**

**Regulations and/or Codes for Training Requirements**

<b>TOPIC</b>	<b>Regulations or Codes</b>	<b>Frequency of Training</b>	<b>Who is to be Trained</b>	<b>Additional Requirements</b>
Accident Investigations	3203(a)(7)(f)	Initial hire	Supervisors	In IIPP
Agriculture Equipment & Tractor Operation	3441(a), 3664(b)	Initial hire, then annual	Operators and qualified staff only	Certified training program required
Arson Awareness & Prevention	6151(g)(1)-(2)	Initial hire, then annual	Assigned employees	Written Fire Safety and Prevention Plan
<b>Back Injury &amp; Lifting</b>	5110(b)(3)	Initial hire	Employees in affected job classifications	Written Ergonomics Plan
<b>Bloodborne Pathogens</b>	5193(g)(2)	Initial hire, then annual	Potentially exposed employees (lab, RN/ AH, custodial, M&O)	Written Bloodborne Pathogens Plan
<b>Chemical Hygiene in College Lab</b>	51941(f)(2)	Initial hire, then with any new or different chemical use	Any laboratory setting instructors	Written Chemical Hygiene Plan
Confined Spaces	5157(g), 5158(c)(2)	Initial hire	Employees in affected job classifications	
Conflict Management: Staff to Staff		Initial hire	All employees	Board Policy and Procedure
Defensive Driving	Government Code	Initial hire	Any employee who drives a district owned/leased vehicle	Written Transportation & Driver Selection Policy
Diversity Awareness & Appreciation		Initial hire	All employees	Board Policy and Procedure
Electrical Safety		Initial hire	Employees in affected job classifications	
Elevating Platforms, Aerial Devices (Scissor Lifts)	3648(l)(7), 3648(c), 3646(c), 3638(d)	Before use	Restricted to authorized/trained personnel	
<b>Emergency Response Plan</b>	3220(e) Government Code 8607, OHS	Initial hire, then annual	Initial hire – All employees; Annually – ICS team members	Written Emergency Response Plan
Employee: New Hire Video	IIPP	Initial hire	All employees	
<b>Ergonomics (office setting)</b>	5110(b)(3)	Initial hire	All employees	Written Ergonomics Plan
<b>Fall Protection</b>	1671.1	Initial hire	Affected employees	Written Fall Protection Plan
<b>FERPA: Confidentiality of Records</b>	OMB/Dept of Ed, 1232g	Initial hire	Any employee with student records access	
<b>Fire Safety and Prevention Plan</b>	6151(g)(1)-(2)	Initial hire, then annual	Assigned employees	Written Fire Safety and Prevention Plan
First Aid & CPR	3439(b), 6251(d)(2), 3400(b), 5157, 5158, 5193, 6052	Initial hire, then every 2 years	Assigned employees	
Food Safety & Kitchen Sanitation		Initial hire	Cafeteria and CDC food handlers	
Food Service Equipment: Safe Use		Initial hire	Cafeteria and CDC food handlers	
Food Service Equipment: Sanitation		Initial hire	Cafeteria & CDC food handlers	
Foodborne Illnesses		Initial hire	Cafeteria & CDC food handlers	
Forklift	3657(i), 3664(b), 3668	Initial hire, then every 3 years	Operators and qualified staff only	Certified training program required
Fume Hood Testing		Annual	Certified testers	
<b>Hazard Communication Plan</b>	5194(b)(1)	Initial hire, then with any new or different chemical use	Any exposed employees	Written Hazard Communication Plan
Health Emergencies: Overview		Initial hire	Classroom instructors, coaches	

TOPIC	Regulations or Codes	Frequency of Training	Who is to be Trained	Additional Requirements
Health Emergencies: Seizures		Initial hire	Classroom instructors, coaches	
Hearing Conservation	5098(a), 5097(d)(5) (A & B), 5099(a)	Initial hire	All employees exposed to +85 dBA TWA	Written Hearing Conservation Plan
Heat Illness Prevention	3395(e)	Initial hire	Exposed employees, supervisors	
IIPP Injury & Illness Prevention Program	3203(a)(7), 1509(e)	Initial hire, then when IIPP is updated	All employees including supervisors	Written Injury & Illness Prevention Program Plan
Ladder Safety		Initial hire	Assigned employees	IIPP
Lockout/Tagout	3314(j)	Initial hire	Affected employees	
Mandated Reporting of Child Abuse	Cal Pen Code, Section 11164-11174.4	Initial hire	Any employee who works with children under 18 years of age	Written Child Abuse and Neglect Mandated Reporting Procedures
Mold Awareness		Initial hire	Assigned employees	
MSDS Materials Safety Data Sheets	5194(b)(1)	Initial hire, then with any new or different chemical use	Any exposed employees	Written Hazard Communication Plan
NIMS 200a: Incident Command System	3220(e) Gov Code 8607, OHS	ICS team members	ICS team members	
NIMS IS-100 Incident Command System	3220(e) Gov Code 8607, OHS	Initial hire	All employees	
NIMS IS-700 Incident Command System	3220(e) Gov Code 8607, OHS	Initial hire	All employees	
NIMS IS-800 Incident Command System	3220(e) Gov Code 8607, OHS	ICS team members	ICS team members	
Pandemic Flu		Initial hire	All employees	
Playground Safety Inspections	Education Code	Initial hire	CDC staff, M&O staff	
Personal Protective Equipment(PPE)	3380(c)	Initial hire	PPE users	
Pesticide Safety	5194(h)	Initial hire	Handlers and applicators	Use outside professional provider for this service
Power-Actuated Tools	1685(a)(1), 1689(a)	Initial hire, then annual	Operators and qualified staff only	
Reasonable Suspicion: Drug/Alcohol	Gov Code	Initial hire	Any employee who drives a district owned/leased vehicle	
Road Rage	Gov Code	Initial hire	Any employee who drives a district owned/leased vehicle	
Safety Inspections	3203(a)(7)(f)	Initial hire	Supervisors	
Sexual Harassment: Staff-to-Staff		Initial hire	All support staff	Board Policy and Administrative Procedure
Sexual Harassment: AB1825	AB1825	Initial hire, then every 2 years	All supervisors, administrative staff	Board Policy and Administrative Procedure
Slips, Trip & Falls	IIPP	Initial hire		
Supervisor Role in Safety	3203(a)(7)(F), IIPP	Initial hire	All supervisors	IIPP
Tree Work General	3420(b), 3421(c), 3423(a), 3427	Initial hire	Assigned employees	Use outside professional provider for this service
Van Safety	Government Code	Initial hire	Any employee who drives a district owned/leased vehicle	
Violence Prevention	IIPP	Initial hire	All staff	Board Policy and Administrative Procedure
Welding & Cutting Safety – Hot Work	4799, 4848(a), 1537(a)	Initial hire	Operators and qualified staff only	

### Training Documentation Log

**Topic:** \_\_\_\_\_

**Name of Instructor or Agency:** \_\_\_\_\_

Please attach agenda or course outline

Employee Name	Signature	<i>Refresher Training</i>									
		Initial Training Date	Initials & Date	Initials & Date	Initials & Date	Initials & Date	Initials & Date	Initials & Date	Initials & Date	Initials & Date	Initials & Date

## CODES OF SAFE PRACTICES

The following Codes of Safe Practices are provided as examples only and ARE NOT intended to encompass all activities conducted or hazards identified. It is the District's (supervisor/instructor's) responsibility to complete accurate hazard analyses and develop Codes of Safe Practices for the specific task or position.

### Office Safety Clerical/Administrative/Management

The District's Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. Report all unsafe conditions and equipment to the supervisor or Administrator.
2. Report all accidents, illnesses, and injuries to the supervisor or Administrator.
3. In the event of fire, sound the alarm and evacuate along established escape routes.
4. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated refuge.
5. Only trained employees may attempt to respond to a fire or other emergency.
6. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
7. Materials, including flammables and combustibles, and equipment shall not be stored under or in front of doors, stairways, exits, or fire extinguisher locations.
8. All spills shall be wiped up promptly, using appropriate materials.
9. Work areas including areas under or around desks shall be kept free of boxes or debris, and trash shall be placed in appropriate receptacles.
10. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
11. File cabinet drawers shall be opened one at a time and closed when work is finished.
12. Proper lifting and carrying techniques and appropriate equipment shall be used.
13. All electrical equipment shall be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
14. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
15. All equipment such as fans, paper cutters, and shredders shall have built in guards to prevent cuts and abrasions.
16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
17. Use of ladders or step stools shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working conditions.
18. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed at the workplace.
19. VDT work stations, including monitors, chairs, and keyboards, shall be adjustable.
20. VDT work stations should be adjusted as appropriate for employee comfort and to relieve physical strain and unnecessary exertions, to the extent possible.
21. VDT monitor background and screen lighting should be compatible.
22. Use rest periods provided to relax eyes and body to prevent conditions associated with intensive VDT use.
23. Files, materials, and supplies shall be stored in such a manner to prevent damage to the articles or injury to personnel when they are moved.
24. Weapons are not permitted in the work environment.
25. Equipment such as scissors and staplers should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.

### Facilities and Operations Staff

The District's Illness and Injury Prevention Program requires employees in the designated Job Safety Class to abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the supervisor or Administrator.
3. Report all accidents, illnesses, and injuries to the supervisor or Administrator.

4. In the event of fire or other emergency, sound the alarm and evacuate along established routes.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated refuge.
6. Only trained employees may attempt to respond to a fire or other emergency.
7. All routes of egress shall remain unblocked, well lighted, and be kept clear of items that can impair orderly evacuation.
8. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
9. Chemicals will be properly labeled and stored to prevent accidental misuse and spills.
10. All spills shall be cleaned up promptly, using appropriate materials.
11. Waste materials, such as spilled chemicals, used oils and lubricants, and other contaminated materials, will be labeled, inventoried, stored, and shipped for disposal at authorized facilities following established safety practices and regulatory requirements.
12. Employees shall use hand carts and other mechanical material handling devices for heavy loads.
13. Use proper lifting and carrying techniques and equipment. Do not attempt to carry or move more than can be safely handled.
14. All electrical equipment shall be plugged into appropriate ground fault interrupt circuit receptacles.
15. Care will be taken to properly secure electric cables and cords to avoid trips and falls.
16. Electrical tools, such as saws, drills, generators, and pumps, shall be inspected regularly to ensure safe operation.
17. All equipment such as saws and drills shall be properly guarded to prevent cuts and abrasions.
18. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
19. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Aluminum ladders are not permitted in areas near electrical sources.
20. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior will not be allowed at the workplace.
21. Employees must wear a seat belt and shoulder harness while operating vehicles, including cars, trucks, and field equipment. Observe proper speed limits and practice defensive driving.
22. Employees shall comply with proper confined space procedures.
23. Employees shall wear proper protective equipment (including safety glasses, hard hats, safety shoes, protective clothing, respirators, etc.) as identified in the Site-Specific HSP and abide by all health and safety procedures contained therein.
24. Employees shall be trained on the use and limitations of personal protective equipment.
25. Nonessential employees shall maintain a safe distance from field equipment.
26. Before digging, a utilities locator must be contacted if underground utilities are possible, and property owners will be asked to identify hidden utilities.
27. Excavations shall proceed slowly for the first 6 feet while a spotter checks for possible utilities. OSHA excavation safety standards shall be followed at all times.
28. Walls of trenches and excavations must be shored, benched, or sloped to avoid cave-ins. Workers may not enter a trench or excavation without appropriate protective systems in place.
29. Spoils piles must be no closer than 2 feet from the edge of any excavation.
30. A safe means of egress must be constructed every 25 feet of lateral travel for trench excavations.
31. Excavations shall not be dug near building foundations, walls, or sidewalks without using proper support systems.
32. Physical barriers shall be erected around excavations.
33. Do not ride in power shovels, backhoe buckets, or other equipment not designed for this purpose.
34. Maintain safe operations around electrical sources and equipment.
35. Employees working in hot environments shall drink plenty of fluids and take frequent breaks to avoid heat stress.
36. Employees working in cold environments shall wear appropriate clothing and protective devices.
37. Weapons are not permitted in the work environment.
38. All containers shall be labeled to clearly identify the contents.
39. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
40. Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in areas where hazardous materials are present.
41. Flammable liquids and gasoline shall be stored in appropriate containers.
42. Inspect motorized vehicles and other mechanized equipment daily prior to use.
43. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

## **Equipment Maintenance Technicians**

The District's Illness and Injury Prevention Program requires employees in the designated Job Safety Class to abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the supervisor or Administrator.
3. Report all accidents, illnesses, and injuries to the supervisor or Administrator.
4. In the event of fire, sound the alarm and evacuate.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated refuge.
6. Only trained employees may attempt to respond to a fire or other emergency.
7. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
8. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.
9. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
10. File cabinet drawers shall be opened one at a time and closed when work is finished.
11. Proper lifting and carrying techniques and equipment shall be used.
12. All electrical equipment shall be plugged in appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
13. Care shall be taken to properly secure electric cables and cords to avoid trips and falls.
14. Electrical appliances, such as coffee pots and microwaves, shall be inspected regularly to replace worn or fraying cords.
15. All equipment, such as fans, saws, drills, and grinders, shall be properly guarded to prevent cuts and abrasions.
16. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
17. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition. Metal ladders may not be used near sources of electricity.
18. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed in the workplace.
19. Use proper lockout and tag-out procedures prior to performing maintenance on equipment.
20. Employees shall use proper techniques for glass cutting and disposal.
21. Employees shall wear proper personal protective equipment (e.g., gloves, steel-toed shoes, and safety glasses/goggles) while working with tools and compressed air equipment.
22. Maintenance workers shall be familiar with and abide by the instructions and recommendations contained in the Material Safety Data Sheets of all chemicals in use.
23. Emergency shower and eye wash stations will be inspected periodically to ensure they are in proper working order.
24. Be aware of surrounding area and assure proper footing to avoid trips and falls.
25. Weapons are not permitted in the work environment.
26. All containers shall be labeled to clearly identify the contents.
27. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
28. Flammable liquids and gasoline shall be stored in appropriate containers and approved flammable storage cabinets.
29. While operating vehicles, including cars, trucks, or field equipment, employees must wear a seat belt and shoulder harness, observe proper speed limits, and practice defensive driving.
30. Inspect motorized vehicles and other mechanized equipment daily prior to use.
31. Shut off engines, set brakes, and chock wheels prior to loading and unloading vehicles.

## **Science Laboratories**

The District's Illness and Injury Prevention Program requires employees abide by the following safe practices:

1. When conducting office activities, follow the Code of Safe Practices for office staff.
2. Report all unsafe conditions and equipment to the supervisor or Administrator.

3. Report all accidents, illnesses, and injuries to the supervisor or Administrator.
4. In the event of fire, sound the alarm and evacuate.
5. Upon hearing a fire alarm, stop work and proceed to the nearest clear emergency exit. Gather at the designated refuge.
6. Only trained employees may attempt to respond to a fire or other emergency.
7. All routes of egress, such as stairways, aisles, and emergency doors, shall be kept clear of items that can impair orderly evacuation.
8. Materials, including flammables and combustibles, and equipment shall not be stored under egress stairways, block doors, exits, or fire extinguisher locations.
9. All spills shall be wiped up promptly using appropriate materials.
10. Work areas shall be kept free of debris, and trash shall be placed in appropriate receptacles.
11. Adequate aisle space shall be maintained, and storage of materials on the floor shall be avoided.
12. File cabinet drawers shall be opened one at a time and closed when work is finished.
13. Proper lifting and carrying techniques and equipment shall be used.
14. All electrical equipment shall be plugged into appropriate wall receptacles.
15. Care shall be taken to properly secure electric cables and cords to avoid trips and falls.
16. All equipment, such as fans, paper cutters, and shredders, shall be properly guarded to prevent cuts and abrasions
17. Horseplay and other acts that tend to place individuals at risk or affect the safety and well-being of the individual or others in the workplace are strictly prohibited.
18. Use of ladders shall comply with all safety instructions and design specifications of the equipment, such as proper placement, secure support, adequate weight rating, allowable height, and appropriate working condition.
19. Substance abuse or other conditions that adversely affect the employee's safety, health, or behavior are not allowed at the workplace.
20. All experiments shall be conducted in the lab hood or other appropriate area.
21. Employees shall use proper techniques for glass cutting and disposal.
22. Employees shall wear the proper protective equipment while working in the lab (e.g., gloves, lab coat, and safety glasses).
23. Laboratory workers shall be familiar with and abide by the instructions and recommendations contained in the MSDS of all chemicals in use.
24. Chemicals shall be properly labeled and stored to prevent accidental misuse and spills.
25. Laboratory waste, such as spent chemicals, used samples, and other contaminated materials, shall be labeled, inventoried, stored, and shipped for disposal at authorized facilities following established safety practices and regulatory requirements.
26. Emergency shower, eye wash stations, and laboratory hoods shall be inspected periodically to ensure they are in proper working order.
27. Compressed gas cylinders shall not be stored in areas that are exposed to sources of heat. Cylinders shall be secured at all times and valves properly covered and protected.
28. Flammable liquids shall be stored in appropriate containers and approved flammable storage cab.

**Fork Lift / Industrial Truck Operating Rules**  
**Reprint of Cal/OSHA Regulations, Title 8, Section 3664, California Code of Regulations**

1. Only drivers authorized by the District and trained in the safe operations of industrial trucks or industrial tow tractors shall be permitted to operate such vehicles. Methods shall be devised to train operators in safe operation of powered industrial trucks.
2. Stunt driving and horseplay are prohibited.
3. No riders shall be permitted on vehicles unless provided with adequate riding facilities.
4. Employees shall not ride on the forks of lift trucks.
5. Employees shall not place any part of their bodies outside the running lines of an industrial truck or between mast uprights or other parts of the truck where shear or crushing hazards exist.
6. Employees shall not be allowed to stand, pass, or work under the elevated portion of any industrial truck, loaded or empty, unless it is effectively blocked to prevent it from falling.
7. Drivers shall check the vehicle at least once per shift, and if it is found to be unsafe, the matter shall be reported immediately to a supervisor or Transportation Services, and the vehicle shall not be put in service again until it has been made safe. Attention shall be given to the proper functioning of tires, horn, lights, battery, controller, brakes, steering mechanism, cooling system, and the lift system for fork lifts (forks, chains, cable, and limit switches).
8. No truck shall be operated with a leak in the fuel system.

9. Vehicles shall not exceed the authorized or safe speed, always maintaining a safe distance from other vehicles, keeping the truck under positive control at all times and all established traffic regulations shall be observed. For trucks traveling in the same direction, a safe distance may be considered to be approximately 3 truck lengths or preferably a time lapse of 3 seconds passing the same point.
10. Trucks traveling in the same direction shall not be passed at intersections, blind spots, or dangerous locations.
11. The driver shall slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver shall be required to travel with the load trailing.
12. Operators shall look in the direction of travel and shall not move a vehicle until certain that all persons are in the clear.
13. Trucks shall not be driven up to anyone standing in front of a bench or other fixed object of such size that the person could be caught between the truck and object.
14. Grades shall be ascended or descended slowly:
  - A. When ascending or descending grades in excess of 10 percent, loaded trucks shall be driven with the load upgrade.
  - B. On all grades the load and load engaging means shall be tilted back if applicable, and raised only as far as necessary to clear the road surface.
  - C. Motorized hand and hand/rider trucks shall be operated on all grades with the load engaging means downgrade.
14. The forks shall always be carried as low as possible, consistent with safe operations.
15. When leaving a vehicle unattended, either:
  - A. The power shall be shut off, brakes set, the mast brought to the vertical position, and forks left in the down position. When left on an incline, the wheels shall be blocked; or
  - B. The power may remain on provided the brakes are set, the mast is brought to the vertical position, forks are left in the down position, and the wheels shall be blocked, front and rear.
  - C. NOTE: When the operator is over 25 feet (7.6 meters) from or out of sight of the industrial truck, the vehicle is considered unattended.
16. When the operator of an industrial truck is dismounted and within 25 feet (7.6 meters) of the truck, which remains in the operator's view, the load engaging means shall be fully lowered, controls placed in neutral, and the brakes set to prevent movement.
  - A. Exception: Forks on fork equipped industrial trucks may be in the raised position for loading and unloading if the forks are raised no more than 42 inches above the level where the operator/loaders are standing and the power is shut off, controls placed in neutral and the brakes set. If on an incline, the wheels shall be blocked.
17. Vehicles shall not be run onto any elevator unless the driver is specifically authorized to do so. Before entering an elevator, the driver shall determine that the capacity of the elevator will not be exceeded. Once on an elevator, the power shall be shut off and the brakes set.
18. Motorized hand trucks shall enter elevators or other confined areas with the load end forward.
19. Vehicles shall not be operated on floors, sidewalk doors, or platforms that will not safely support the loaded vehicle.
20. Prior to driving onto trucks, trailers and railroad cars, their flooring shall be checked for breaks and other structural weaknesses.
21. Vehicles shall not be driven in and out of highway trucks and trailers at loading docks until such trucks or trailers are securely blocked or restrained and the brakes set.
22. To prevent railroad cars from moving during loading or unloading operations, the car brakes shall be set, wheel chocks or other recognized positive stops used, and blue flags or lights displayed in accordance with applicable regulations promulgated by the Public Utilities Commission.
23. The width of one tire on the powered industrial truck shall be the minimum distance maintained from the edge by the truck while it is on any elevated dock, platform, freight car, or truck.
24. Railroad tracks shall be crossed diagonally, wherever possible. Parking closer than 8 1/2 feet from the centerline of railroad tracks is prohibited.
25. Trucks shall not be loaded in excess of their rated capacity.
26. A loaded vehicle shall not be moved until the load is safe and secure.
27. Extreme care shall be taken when tilting loads. Tilting forward with the load engaging means elevated shall be prohibited except when picking up a load. Elevated loads shall not be tilted forward except when the load is being deposited onto a storage rack or equivalent. When stacking or tiering, backward tilt shall be limited to that necessary to stabilize the load.
28. The load-engaging device shall be placed in such a manner that the load will be securely held or supported.
29. Special precautions shall be taken in the securing and handling of loads by trucks equipped with attachments and during the operation of these trucks after the loads have been removed.
30. When powered industrial trucks are used to open and close doors, the following provisions shall be complied with:
  - A. A device specifically designed for opening or closing doors shall be attached to the truck.

- B. The force applied by the device to the door shall be applied parallel to the direction of travel of the door.
- C. The entire door opening operation shall be in full view of the operator.
- D. The truck operator and other employees shall be clear of the area where the door might fall while being opened.

If two or more trucks working in unison lift loads, the total weight of the load shall not exceed the combined rated lifting capacity of all trucks involved.

### **Control of Hazardous Energy Lock Out / Tag Out**

Safe practices require that lock out/tag out procedures be followed when working on electrical and mechanical equipment. Lock out devices and tags are intended to protect the employees who may be working on the systems being shut down. They are not to be used to discourage tampering, to prevent unauthorized operation, or for other purposes.

#### **Lock Out / Tag Out Procedures**

##### **DISCONNECT ELECTRICAL POWER**

- When a circuit must be opened for repairs, alterations, or examinations, immediately lock it, block it open, or remove all fuses.
- Attach "DANGER - DO NOT OPERATE" tags to all open devices. Sign and date the tags, stating the reason for the disconnect.
- Put your own lock on the open disconnect. Use multiple locking devices where necessary.
- When it is not possible to install a lock, secure the circuit by another practical and safe means and attach a completed tag.
- Switches that open only the control circuit (e.g., "lock-stop stations") are not positive disconnects and shall not be used for lock out protection.
- Use a voltage tester to check all electrical circuits. Ensure the tester is operational.
- Do not close an open disconnect unless absolutely certain that it is safe to do so, even if no tag has been attached.
- Immediately report to your supervisor any equipment that does not have proper and safe disconnecting means. (The plug and receptacle of cord-connected equipment constitute adequate disconnecting means.)
- Do not remove another person's lock. See your supervisor.
- Contractors shall furnish and use their own locks.

##### **SECURE MECHANICAL COMPONENTS**

- Bleed down steam, air, or hydraulic cylinders. Block valves with a locking device. Attach "DANGER" tag, sign it, date it, and state the reason for the isolation.
- Block gears, dies, and other mechanisms.
- Release coiled springs, spring loaded devices, and securing cams.
- Put blocks under equipment which might descend, slide, or fall.
- Put blocks or stands under raised vehicles and equipment to protect against failure of hoists, jacks, or elevating equipment.

## Safety Committee Guidelines

Each College campus or center should have a safety committee. This fact sheet will tell you what committees do and how to start them.

### What Is a Safety Committee?

A safety committee is a key piece of your campus's safety program and an important part of the district's overall safety structure. Here are some of the roles a safety committee can play in a department:

- Provide a two-way communication link with the Chancellor/President on the effectiveness of the safety management process.
- Serve as a forum for department employees to report and discuss unsafe working conditions.
- Identify employee needs for safety training and schedule training sessions accordingly.
- Assist management in prioritizing actions to address safety concerns.
- Establish a system for keeping current information – such as Material Safety Data Sheets (MSDSs) – on any potentially hazardous materials the department may be using or storing available and accessible.
- Disseminate information about requirements concerning workplace health, safety, and environmental protection.
- Help maintain the chemical inventory.
- Ensure the department's written Injury & Illness Prevention Program (IIPP) is kept current and that all employees receive documented training on its contents.

### Safety Committee Meetings

The law requires safety committee meet at least quarterly and have minutes recorded. Meetings should include the following activities:

- Setting schedules for regular inspections of workspaces and reviewing inspection findings.
- Reviewing recent accidents
- Establishing or reviewing preventive measures and any correction deadlines.
- Addressing safety suggestions or complaints.
- Reviewing and investigating reports of hazardous conditions and coordinating corrections.
- Submitting suggestions to department management for safety program improvements.
- Developing and maintaining a system to communicate with others in the department regarding safety issues, such as posters, fliers, or suggestion boxes.

### Safety Committee Membership

Usually, a committee of four to ten members is a good working size. Members should represent all major work groups within the campus or department, including:

- Faculty
- Management and administrative staff
- Classified staff
- Student employees (where appropriate)

Individuals with some previous health and safety knowledge, experience, or interest are good candidates for committee membership. Every person in a department should know who his or her safety committee representative is. These resources, plus the department safety committee, interact to create and maintain a healthy and safe workplace on campus.

### List of Safety Forms

This appendix lists those forms that can be used in support of the District's safety program.

- Classroom/On-Campus Injury-Incident Report
- Report of Unsafe Conditions or Hazards
- Off-Campus Classroom Sites Checklist
- General Facility Inspection Form
- Science Area Hazard Identification Checklist
- Workplace Hazard Identification Checklist
- Shops & Crafts Hazard Identification Checklist
- Food Service Hazard Identification Checklist
- Classroom Hazard Identification Checklist
- Farm of the Future Shop Checklist
- CDC Inspection Checklist
- Activity Area Hazard Identification Checklist
- Office Hazard Identification Checklist
- Athletic Program Forms:
  - Baseball/Softball Checklist
  - Basketball Checklist
  - Cross Country Checklist
  - Football Checklist
  - Golf Checklist
  - Soccer Checklist
  - Spirit/Cheerleading Checklist
  - Track & Field Checklist
  - Volleyball Checklist
  - Weight Training Checklist
  - Wrestling Checklist
  - Annual Bleacher Inspection Report
  - Athletics Equipment Form