The Santa Clarita Community College District
Injury and Illness Prevention Program

Adopted

October, 2011
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INTRODUCTION

The Santa Clarita Community College District is committed to providing all employees with a safe and healthy work environment. To achieve this goal, the District has developed this Injury & Illness Prevention Program (IIPP) to provide the structure and procedures for preventing, identifying, mitigating, and correcting actual and potential hazards in the workplace. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee, we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all employees, volunteers, students and visitors at College of the Canyons.

A safe and healthy workplace is a responsibility shared by the entire campus community. If you have any questions regarding this Injury & Illness Prevention Program, please contact the Program Administrator listed on page 3.

GOALS

Through implementation of the Injury and Illness Prevention Program, the District endeavors to:

1. Protect the health and safety of employees by decreasing the potential risk of disease, illness, injury, and harmful exposures to district personnel;
2. Reduce workers’ compensation claims and costs;
3. Reduce time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees; and
4. Improve employee morale and efficiency.

STATUTORY AUTHORITY

♦ California Labor Code Section 6401.7.
♦ California Code of Regulations Title 8, Sections 1509 and 3203.
RESPONSIBILITY

All Employees
Maintaining a safe and healthy work environment is the responsibility of each employee. Knowledge and use of safe work practices as well as reporting and correcting unsafe conditions are the best way to prevent injuries on the job. All employees are responsible for:

- Practicing safe work habits, using all safeguards and personal protective equipment -- provided;
- Adhering to all District safety policies and procedures;
- Keeping work areas clean and orderly;
- Attending online and in-person safety training as required or requested by the District;
- Knowing how to report unsafe work conditions and immediately reporting potentially unsafe conditions to a supervisor;
- Correcting unsafe conditions within his/her authority and means; and
- Immediately reporting all injuries, accidents, and “near-misses” to a supervisor. All injuries must also be reported to the Human Resources Department.

Administrators, Supervisors, and Managers
Administrators, Supervisors, and Managers are responsible for implementing and maintaining the IIPP in their work areas. All supervisors are responsible for:

- Ensuring workplaces and equipment are in good and safe working order;
- Ensuring safeguards and personal protective equipment have been provided as appropriate and that employees are properly trained in use of such equipment;
- Ensuring employees receive general safety training and have been trained as to how to safely perform the duties specific to their position;
- Supporting the District’s safety training efforts by ensuring that appropriate safety training is attended by employees;
- Enforcing the District’s safety policies and procedures;
- Answering employee questions about the IIPP;
- Ensuring employees know any report of a workplace hazard will be received without fear of reprisal;
- Ensuring reported and evaluated workplace hazards or unsafe practices are rectified in a timely manner; and
- Immediately reporting any injury, accident, or “near-miss” to the Program Administrator.
Program Administrator

The District’s Program Administrator is:

Name: Yvette Barrios, Human Resources Analyst
Location: Human Resources - University Center, Room 360
Office Phone: (661) 362-3426
Cell Phone: (661) 644-1144 (Emergency)
Email: yvette.barrios@canyons.edu

The Program Administrator is responsible for:

• Administering and providing oversight to this Injury & Illness Prevention Program;
• Ensuring the District’s safety training program provides a breadth and depth of training to ensure employees have the information to perform their work safely;
• Promoting safety training offerings to all employees and notifying employees when safety training, certification, and/or recertification is required;
• Maintaining training records for each employee;
• Ensuring that all new hires receive information on how to access the IIPP;
• Serving on the District’s Safety Committee;
• Monitoring District compliance with the IIPP; and
• Annually reviewing, updating and evaluating the overall effectiveness of the IIPP.
COMPLIANCE

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. District Administrators, Supervisors, and Managers will identify, mitigate potential hazardous conditions, and provide training, resources and personal protective equipment necessary to safely perform their work duties;

2. District Administrators, Supervisors, and Managers will set positive examples for working safely and require that all staff under their direction work safely; and

3. When necessary, District Administrators, Supervisors, and Managers will use the progressive discipline process if an employee fails to follow established safety policies and procedures and attend required training.
COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. Department supervisors are responsible for communicating with employees about workplace safety in a form that is readily understandable.

Employees are encouraged to bring to the District’s attention any potential health or safety hazard that may exist in the work area. Employees are encouraged to participate in the safety program and give suggestions without fear of reprisal.

The District will utilize any of the following communication tools to foster better communication on safety related topics:

- Employee safety training programs;
- Periodic safety updates and/or bulletins;
- Safety suggestion box;
- Periodic general emails to all employees requesting feedback on safety related topics/issues;
- Adopting a district safety policy statement;
- Communicating safety as a district priority to all levels of management; and
- Documenting all communication efforts.

The Employee Safety Recommendation form (or equivalent) found in Appendix A may be used for the purpose of reporting and/or providing input on matters of workplace safety to their department supervisors and/or placing them in a safety suggestion box. These forms are available on the District’s Human Resources intranet site at www.canyons.edu/intranet and/or from the Human Resources Office.

Site Administrators, Supervisors, and/or Managers will follow up on all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.
HAZARD IDENTIFICATION

A health and safety hazard inspection program is essential in order to ensure a safe working environment and reduce unsafe conditions. The safety hazard inspection system will identify hazards that exist or may develop in the workplace. The District will ensure that appropriate, systematic safety inspections are conducted periodically.

Scheduled Safety Inspections

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using General Safety Inspection form [the attached forms (or equivalent)] found in Appendix B. The District will mitigate or eliminate any safety hazards identified in a timely manner.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist;
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

 Unscheduled Safety Inspections

1. The District will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe and healthful workplace;
2. Human Resources will ensure safety reviews are conducted when reported occupational accidents occur to identify and correct hazards that may have contributed to the accident.
ACCIDENT INVESTIGATIONS

The District will investigate all reported accidents, injuries, occupational illnesses, and “near-miss” incidents to understand why the incident occurred and to prevent future similar accidents, injuries, and occupational illnesses. The District will mitigate or eliminate any safety hazards identified in a timely manner.

To ensure timely reporting of work related injuries and illnesses, both employee and supervisor must complete their respective Report of Employee Injury/Exposure Form and District Accident Investigation Form available from the Human Resources Office.

HAZARD CORRECTION

All reported hazards will be promptly investigated and the District will take immediate steps to mitigate or eliminate any hazards verified. The Program Administrator and facilities leadership will coordinate corrective action plans, including timetables for completion.

When an imminent hazard is verified and cannot be corrected immediately, all exposed employees will be immediately removed from the area.
TRAINING

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program.

The Program Administrator will coordinate the process for providing Site Administrators, Supervisors, and Managers with the training necessary to familiarize themselves with the safety and health hazards their employees are exposed to.

General Safe Work Practices

All employees and supervisors must be trained in general safe work practices.

Specific Safe Work Practices

In addition to general training, each employee will be instructed how to protect themselves from the hazards unique to their individual job duties. Training must be completed before beginning to work on assigned equipment and whenever new hazards or changes in procedures are implemented.
DOCUMENTATION

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the Human Resources Office for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms.

2. Records of accidents, exposures, occupational illnesses, incidents and near misses.

3. Copies of all Accident Investigation Forms.

4. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual’s employment.

5. Copies of all Safety Meeting Agendas.

The District will ensure that these records are maintained and presented to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Chancellor (or designee) during routine inspections to measure compliance with the Program.

A copy of this Injury and illness Prevention Program is available in the Human Resources Office at the Valencia campus and at the campus switchboard at the Canyon Country Campus. The Program is available online on the District’s Human Resources intranet site at www.canyons.edu/intranet.
The Santa Clarita Community College District
Injury and Illness Prevention Program
EMPLOYEE SAFETY RECOMMENDATION FORM

Please use this form to report unsafe or uncorrected conditions that could endanger employees or students, or to make a safety or health-related suggestion to the District Safety Committee.

Do not use this form in lieu of a work order to the maintenance department. Emergency conditions should always be reported immediately to your supervisor.

Return this completed form to your supervisor or any member of the District Safety Committee. You may also report conditions anonymously by writing, calling, faxing, or emailing the Program Coordinator at:

District Safety Committee Program Coordinator:
Yvette Barrios - Human Resources
College of the Canyons • 26455 Rockwell Canyons Road • Santa Clarita, CA 91355
Phone: 661-362-3426 • Fax: 661-362-5598

Campus: ______________________________________
Today’s date: ___________________ Date condition identified: ___________________
Your name (optional): ________________________________
Work or office phone number (optional): ________________________
Has this condition been previously reported? □ Yes □ No □ Unknown
To whom: __________________________________
Nature of concern or suggestion: ___________________________________________________
_____________________________________________________________________________
If a safety concern, where exactly is the hazardous condition or concern?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Benefits Expected from change: ___________________________________________________
_____________________________________________________________________________
ACTION TAKEN (FOR COMMITTEE USE):
_____________________________________________________________________________
_____________________________________________________________________________
GENERAL HEALTH AND SAFETY INSPECTION CHECKLIST

The Safety Coordinator, in compliance with the Safety Committee, is responsible for formal workplace inspection schedules to ensure that all buildings, classrooms, offices, grounds, and storage areas are inspected at least twice annually, to include but not limited to:

- Procedure Code Updates – Ask if any new updates are available.
- Check for Codes of Safe Practice Binder -Should be available and easily accessible.
- Safety Meeting Attendance Binder –Should be updated with at least 90% compliance.
- Emergency Plans and Evacuation - Routes should be posted in each room.
- Housekeeping and a sanitary workplace is necessary. Aisles should be kept clean and unobstructed. Storage of supplies and/or equipment should be in a safe, neat and organized manner to prevent fires, trips, slips, falls or to prevent stored materials from falling. All work areas should be free from any condition that would create a fire, life safety and/or emergency evacuation hazard.
- Fire Extinguishers, where installed, must be mounted on the wall where all room occupants can find it in an emergency. The extinguisher must be in-service, fully charged, and not blocked. A 3 ft clearance is required in front of and around all extinguishers. Do not hang items on fire extinguishers such as coats, hall passes, backpacks, or bags.
- Fire Alarms (Alarm Panels & Manual Pull Stations) require at least 3 ft of clearance in front of and around the devices. Do not paint, block, or cover alarm equipment with cloth or paper.
- Emergency Lights require at least 3 ft of clearance in front and around devices. Do not paint, block, or cover lights with cloth or paper. Check lights to ensure they’re working properly.
- Decorative Paper and student artwork must be limited to approximately 20% of the wall space in each room. Do not place or hang anything combustible on doors, windows, ceilings, light fixtures, or from wall-to-wall using wires, cables or string.
- Electrical Panels in classrooms and storage rooms require 3 ft of clearance in front of and around the panel. Panel doors must remain closed. Do not cover panel doors with combustible materials, such as paper or cloth.
- Overhead Storage of equipment and supplies can be a major hazard in the event of an earthquake. All overhead storage should be secured or removed. Shelving lips or railings may be installed to prevent items from falling.
- File Cabinets, Bookcases, and Other furnishings should be secured to the wall or floor to prevent them from tipping over during an earthquake and injuring occupants and/or blocking access to exits.
- Access to Exits must be maintained at all times. Do not block front or back doors (if present) of classrooms or offices. All students and staff must have free access to both exit doors in case of an emergency. The pathway to exit doors must be as wide, or wider, than the door itself. Carts, desks, cabinets, equipment, etc. should not impede the evacuation process in an emergency.
- Extension Cords may only be used for temporary power to approved curriculum devices such as overhead projectors. Extension cords must be unplugged after each use and at night. Only use UL approved and grounded (3 prong cord). Do not extend cords across walls, ceilings, walkways, or under rugs or carpeting.
• Power Bars or Surge Protectors must have UL approval and grounded (3 prong cords). Extension cords or other power bars may not be plugged directly into another power bar. Turn off power bars at night or when not in use.
• TV’s & AV Carts must be in good operating condition and roll with ease. Equipment on the carts, such as TV’s and other large objects, must be secured to the cart. TV’s mounted to walls or ceilings must be secured to the mounting bracket and strapped to the bracket. TV’s that are only strapped to the mounting bracket are unsafe.
• Chemical Safety All hazardous or toxic chemicals must be stored out of the reach from children or in lockable cabinets. Employees are not permitted to bring any chemical to work without a copy of the Safety Data Sheet (SDS) and prior approval from the site administrator or district safety coordinator. All containers (including water) must be properly labeled with chemical name, etc.
• Ventilation Systems and Heaters work and are not be covered or blocked. Do not cover or block heater access doors, air vents, air intakes, etc. Do not store anything within 3 ft of a heater or ventilation system. Portable space heaters are NOT permitted in classrooms. Smell for gas leaks.
• Kitchen Appliances in classrooms are not recommended. However, if used, they must be used as described by the manufacture and turned off at night and when not in use. Provide 3 ft. of clearance around the appliance and do not store combustible materials, such as paper on top or around cooking appliances.
• Storage Rooms such as electrical rooms, boiler rooms, kiln rooms, and heater rooms are not approved for storage of combustible materials. Do not block access to this equipment and maintain a 3 ft. clearance in front of and around the equipment at all times.
• Classroom Furnishings must meet or exceed State Fire Marshall requirements and may contain allergens, insects, pests etc. Staff should not bring to work household furniture, curtains, partitions, etc.
• Ladders or stepstools should be available for use. Staff should always use a ladder or a stepstool and never stand on desks, chairs, boxes or other items.
• Chemical Checks must be done in every department. Spot check all chemicals by referencing the chemical inventory section of the “Cuesta College Business Plans for disclosure of Hazardous Material.” If a Chemical is not found note the name and add it to binder.
• Eye Wash Stations Evaluations are preventive maintenance inspections to check for such problems as valve leakage, clogged openings and lines, and adequacy of the fluid volume.