

Santa Clarita Community College District



INJURY AND ILLNESS PREVENTION PROGRAM

Revised

March 2018

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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 Director, Human Resources or designee.

Program Administrator

The District's Program Administrator is:

Name: Director – Human Resources
Location: Human Resources - University Center, Room 360
Office Phone: (661) 362-3427

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.
- Facilities' work order system to report issues and concerns.

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 (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.
3. Forms or checklists should be kept on file.

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 Risk Management Department 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 five years:

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:
 Director - Human Resources
 College of the Canyons • 26455 Rockwell Canyons Road • Santa Clarita, CA 91355
 Phone: 661-362-3427 • 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 Safety Inspection Form

Building _____ Date _____

Inspector _____

Areas of Inspection

Comments

Equipment:

- Guards** on mechanical equipment _____
- Proper **PPE** worn (gloves, goggles, _____
ear plugs, etc.) _____
- Ladders** in good condition _____
- Tools** in good condition _____

Electrical and Fire:

- Power cords** (3-prong, good condition, _____
commercial grade only) _____
- Power strips** w/ circuit breaker, _____
no household extension cords _____
- Electrical panels** unobstructed _____
- 18" clearance** from fire sprinkler heads _____
- Nothing hanging from **sprinkler** heads, _____
pipes, or smoke detectors _____
- 24" clearance** from ceiling _____
- Alarm pull-stations and fire extinguishers** _____
clearly identified and unobstructed _____
- Fire extinguishers** (tamper seals in place, _____
tags show inspection <1 yr old, 3 ft clearance) _____

Environment:

- Work area adequately **illuminated** _____
- Temperature** within normal limits _____
- Noise levels** within normal limits _____
- Ventilation** (adequate, free from dust _____
and fumes, vent grills clean) _____
- No signs of **water leaks** in ceiling tiles, _____
floor, or other areas _____

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