



**STATE CENTER COMMUNITY COLLEGE DISTRICT**

**FRESNO • REEDLEY • CLOVIS • MADERA • OAKHURST • WILLOW INTERNATIONAL**

# **INJURY AND ILLNESS PREVENTION PROGRAM**

**July 2016**

**Prepared by Bickmore Risk Services**

# Table of Contents

|            |  |           |
|------------|--|-----------|
| <b>1.0</b> | <b>INTRODUCTION.....</b>   | <b>1</b>  |
| <b>2.0</b> | <b>RESPONSIBILITIES .....</b>  | <b>1</b>  |
| 2.1        | IIPP ADMINISTRATOR .....   | 1         |
| 2.2        | CAMPUS DELEGATE .....  | 2         |
| 2.3        | CHANCELLOR/PRESIDENT .....   | 3         |
| 2.4        | VICE PRESIDENTS.....   | 3         |
| 2.5        | MANAGERS AND SUPERVISORS.....  | 3         |
| 2.6        | EMPLOYEES .....  | 4         |
| <b>3.0</b> | <b>COMPLIANCE.....</b>   | <b>5</b>  |
| <b>4.0</b> | <b>COMMUNICATION.....</b>  | <b>5</b>  |
| 4.1        | THE SAFETY-TRAINING PROGRAM .....  | 6         |
| 4.2        | HEALTH AND SAFETY COMMITTEES.....  | 6         |
| 4.3        | HEALTH AND SAFETY MEETINGS .....   | 6         |
| 4.4        | ANONYMOUS AND CONFIDENTIAL HAZARD REPORTING .....                          | 6         |
| 4.5        | THE DISTRICT’S ANTI-REPRISAL POLICY .....                                  | 7         |
| <b>5.0</b> | <b>SCHEDULED AND PERIODIC INSPECTIONS .....</b>                            | <b>7</b>  |
| 5.1        | INSPECTION SCHEDULE .....  | 8         |
| 5.2        | OUTSIDE AGENCIES .....   | 8         |
| 5.3        | RECORD KEEPING OF SCHEDULED AND PERIODIC INSPECTIONS.....                  | 9         |
| <b>6.0</b> | <b>HAZARD CORRECTION.....</b>  | <b>9</b>  |
| 6.1        | SCHEDULES FOR CORRECTING HAZARDS.....                                      | 9         |
| 6.2        | RESOURCES.....   | 9         |
| <b>7.0</b> | <b>INJURY AND ILLNESS INVESTIGATIONS .....</b>                             | <b>10</b> |
| 7.1        | REPORTING PROCEDURES .....   | 10        |
| <b>8.0</b> | <b>TRAINING AND INSTRUCTION .....</b>                                      | <b>11</b> |
| 8.1        | TRAINING CONTENT .....   | 11        |
| 8.2        | TRAINING PROGRAM.....  | 11        |
|            | <i>General Safety Training.....</i>  | <i>11</i> |
|            | <i>Job Specific Training .....</i>   | <i>11</i> |
| 8.3        | TRAINING SCHEDULE .....  | 12        |
| 8.4        | TRAINING RESOURCES .....   | 12        |
| 8.5        | RECORD KEEPING OF TRAINING RECORDS.....                                    | 13        |
| <b>9.0</b> | <b>APPENDIX .....</b>  | <b>14</b> |
|            | APPENDIX A. REPORTING AN UNSAFE CONDITION FORM .....                       | 15        |
|            | APPENDIX B. INJURY/INCIDENT INVESTIGATION INSTRUCTIONS AND REPORTING ..... | 17        |
|            | APPENDIX C. GENERAL CODE OF SAFE PRACTICES .....                           | 20        |
|            | APPENDIX D. HAZARD INSPECTION CHECKLISTS.....                              | 22        |

*Instructions for Annual Safety Inspection*..... 23  
*Form for areas requiring Annual Hazard Inspections* ..... 24  
*Form for areas requiring Tri-Annual Hazard Inspections* ..... 28  
*Form for Emergency Eyewashes/Showers*..... 32  
*Form for Fire Extinguisher Inspection*..... 34

# INJURY AND ILLNESS PREVENTION PROGRAM

## 1.0 INTRODUCTION

State Center Community College District makes all reasonable efforts to:

- Protect the health and safety of faculty, staff, and students;
- Provide safe workplaces - academic, and administrative - for faculty, staff, and students;
- Provide information to faculty, staff, and students about health and safety hazards;
- Identify and correct health and safety hazards and encourage faculty, staff, and students to report hazards;
- Provide information and safeguards for those on campus regarding hazards arising from operations at State Center Community College District

Per California Code of Regulations, Title 8, Section 3203, State Center Community College District has adopted an Injury and Illness Prevention Program (IIPP) which describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and record keeping.

Requirements outlined in this program are mandated by regulation where the word "**shall**" is used and are advisory in nature where the word "**should**" is used.

## 2.0 RESPONSIBILITIES

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 Administrator is to assist the Chancellor and the Chancellor's Cabinet by monitoring the implementation of the IIPP and assisting managers as they carry out their responsibility for safety.

### 2.1 *IIPP Administrator*

The District's IIPP Administrator is:

**Name:** Darren Cousineau  
**Title:** Director of Environmental Health and Safety  
**Address:** 1525 E. Weldon Ave. Fresno, CA 93704  
**Telephone:** (559) 244-6145

The IIPP 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
- Facilitate the planning, organizing, and coordination of safety training
- Developing a code of safe practices and inspection guidelines
- Oversight for safety and health inspections and follow-up to ensure necessary corrective action is completed
- Establishing, conducting, and maintaining an injury/illness/accident report and investigation procedure
- Reviewing injury and illness trends
- Establishing a system for maintaining the records of inspection, hazard abatement, and training
- 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 safety related training designed by schools, departments, etc.

## **2.2 Campus Delegate**

### **FRESNO CITY COLLEGE**

**Title:** Vice President of Administrative Services  
**Address:** 1101 E. University Ave., Fresno, CA 93741  
**Telephone:** (559) 442-4600

### **REEDLEY COLLEGE/MADERA CENTER/OAKHURST CENTER**

**Title:** Vice President of Administrative Services  
**Address:** 995 North Reed Ave., Reedley, CA 93654  
**Telephone:** (559) 638-3641

### **CLOVIS COMMUNITY COLLEGE**

**Title:** Vice President of Administrative Services  
**Address:** 10309 N. Willow Ave., Fresno CA 93730  
**Telephone:** (559) 325-5200

The Campus Delegate's responsibilities include:

- Advising the IIPP Administrator on college specific safety and health issues

- Coordinate the campus Health and Safety Committee
- Planning, organizing, and coordinating safety training
- Developing and implementing a code of safe practices and inspection guidelines
- Arranging for safety and health inspections and follow-up to ensure necessary corrective action is completed
- Conducting, and maintaining an injury/illness/accident report and investigation procedure
- Reviewing injury and illness trends
- 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
- Provide feedback to the IIPP Administrative of the overall effectiveness of the IIPP
- Evaluating the adequacy and consistency of safety related training designed by schools, departments, etc.

### **2.3 Chancellor/President**

The Chancellor/President is the Chief Administrator of the IIPP. The Chancellor/President, together with the Cabinet, is responsible for integrating safety into the culture of the District by:

- Demonstrating a genuine interest in safety-specific principles
- Ensuring that certificated and classified managers implement the IIPP
- Demonstrating support for safety programs
- Demonstrating that safety is everyone's responsibility

### **2.4 Vice Presidents**

Vice Presidents are responsible for ensuring:

- Quality of safety performance by managers and supervisors
- That they demonstrate their personal beliefs that safety is critically important to them and the District
- Individuals under their management have the authority to implement appropriate health and safety policies, practices, and programs
- Areas under their management have adequate funding for health and safety programs, practices, and equipment
- Areas under their management are in compliance with State Center Community College District's health and safety practices, policies, and programs

### **2.5 Managers and Supervisors**

Managers and supervisors are responsible for implementing State Center Community College District's IIPP. This includes:

- Investigating all incidents and accidents within their areas of responsibility to determine causes and take corrective/preventative action. (This is not to be confused with the workers' compensation claim reporting process.)
- Conducting, documenting and maintaining records of regularly scheduled safety inspections within their areas of responsibility
- Ensuring that workplaces and equipment are safe, well maintained, and in compliance with external agency regulations, generally accepted safe practices, and State Center Community College District's policies, programs, and practices
- Establishing safety-related work rules and procedures for all operations and exposures within their areas of responsibility
- Developing their own knowledge and skills in safety and health relative to their areas of responsibility and ensuring that all employees receive safety training relative to their work exposures
- Ensuring that workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs
- Enforcing health and safety rules fairly and uniformly related to job performance
- Evaluating employees on compliance with safe work practices as part of the performance management process
- Acknowledging employees who contribute to the maintenance of a safe workplace and disciplining employees who fail to follow safe work practices
- Encouraging employees to report workplace hazards without fear of reprisals
- Ensuring that training, inspection, and investigation records and employee health and safety records are forwarded to the College Delegate to be retained for the designated period(s) of time

## **2.6 Employees**

Employees are responsible for following the requirements of the IIPP. This involves:

- Keeping themselves informed of conditions affecting their health and safety
- Participating in training programs, as required
- Adhering to healthful and safe practices in their workplaces
- Advising their supervisors of potential hazards in the workplace
- Reporting all "near miss" incidents and accidents immediately

### **3.0 COMPLIANCE**

State Center Community College District shall ensure that employees comply with safe and healthful work practices. Managers and supervisors are responsible for establishing and maintaining good health and safety practices. To ensure compliance:

- Employees are recognized for following safe and healthful work practices (e.g., oral acknowledgments, recognition at meetings, awards, tokens, etc.).

Note: Recognition will not be given to individuals or departments based on the absence of accidents or injuries. This is to avoid reinforcing poor safety-related behaviors that may have yet to be manifested in an incident and to ensure that all incidents and accidents are reported.

- Employees are trained and retrained, as necessary or as required.
- Health and safety practices are integrated into employee job descriptions and performance appraisals.
- Disciplinary actions with employees for failure to follow safe and healthful work practices are taken, when appropriate.
- The anti-reprisal policy for employees reporting safety and health concerns is enforced.

### **4.0 COMMUNICATION**

State Center 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.

State Center Community College District uses various communication systems to relay information to all employees on matters relating to occupational safety and health, including:

- Safety Training Program
- Health and Safety Committees
  - College Health and Safety Committee (A separate committee exists for Fresno, Reedley, and North Centers, District Office)
- Departmental health and safety meetings
- Anonymous and confidential hazard reporting
- The District's anti-reprisal policy

These systems are described below:



#### **4.1 The Safety-Training Program**

The safety-training program is an integral component of the communication system. The training program is described in section 8 of this document.

#### **4.2 Health and Safety Committees**

##### **College Health and Safety Committees (Fresno, Reedley, Clovis)**

The Health and Safety Committee's activities include, but are not limited to, the following:

- Create and disseminate reports on the safety and health issues reviewed by the committee;
- Review the results of scheduled periodic safety inspections;
- Review investigations of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit recommendations to the administration for the prevention of future incidents;
- Review investigations of alleged hazardous conditions reported to the committee or any committee member;
- Consider employee safety suggestions;
- Review and report action taken by the District to abate citations issued by the Division of Occupational Safety and Health;
- Review the implementation of safety rules and safe practices;
- Recommend persons for conducting the scheduled periodic inspections specified in the IIPP;
- Review the committee operating agreement annually;
- Develop Action Plans that address strategic planning occupational health and safety issues.

Health and Safety Committee meetings shall be held on a quarterly basis or more frequently as determined by the committee.

#### **4.3 Health and Safety Meetings**

Health and Safety meetings shall occur on a routine bases at the department/functional workgroup level. These meetings can be incorporated into routine departmental meetings.

#### **4.4 Anonymous and Confidential Hazard Reporting**

Any employee may report a hazard or share a health and safety concern anonymously by calling or writing to the following:

Darren Cousineau  
Director, Environmental Health & Safety  
1525 E. Weldon Ave. Fresno,  
CA 93704  
(559) 265-5745

Joseph Diebert  
Occupational Health & Safety Officer  
1101 E. University Ave. Fresno,  
CA 93741  
(559) 244-2623

#### **4.5 *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 State Center Community College District or to appropriate governmental agencies. Supervisors shall inform employees and students of this policy and encourage reporting of workplace hazards to the management.

#### **5.0 SCHEDULED AND PERIODIC INSPECTIONS**

State Center Community College District shall have procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. The Campus Delegates are responsible for seeing that periodic inspections are conducted by deans, managers, supervisors, and delegates. The Campus Delegate will assist supervisors in developing self-inspection forms, checklists, and guides for inspection and record keeping. On request, the Campus Delegate will also assist in conducting periodic surveys to assist the supervisors in identifying and correcting potential hazards.

The Campus Delegates will communicate unsafe conditions and work practices with the IIPP Administrator.

## 5.1 *Inspection Schedule*

Inspections shall be conducted according to the following schedule, where applicable:

- Upon initial establishment of IIPP
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced
- When new, previously unrecognized hazards are identified
- When occupational injuries or illnesses occur
- Periodically, as defined below:
  - **Monthly**
    - All Fire Extinguishers, Eyewash and Safety Shower stations
  - **Tri-Annually (at the end of each fall, spring and summer semester)**
    - District Operations - Carpentry, auto, maintenance, grounds, janitorial, storage, paint shop, and hazardous waste
    - Fine arts (e.g., painting, printmaking, sculpture, and ceramics)
    - Applied Technology/Vocational Program Areas
    - Health Sciences
    - Print shop
    - Media Center/Technology Support Services
    - Cafeteria and food services
    - Child Development Center and playgrounds
    - Chemistry laboratories and chemical storage areas
    - Biology laboratories and chemical storage areas
  - **Annually (at the end of the summer semester)**
    - Administration offices
    - Classrooms (not identified above)
    - Auditorium, theaters
    - Library, learning resource center, book store, staff lounge
    - Athletic fields and bleachers
    - Resident Halls
    - Gymnasium, weight room, swimming pool, courts
    - All sidewalks, walkways, and parking lots
    - All other areas not previously identified in the tri-annual inspections

## 5.2 *Outside Agencies*

Several outside agencies conduct random, regular, or periodic inspections at State Center Community College District, which assist the District in achieving some of its inspectional responsibilities. These include:

- Valley Insurance Program Joint Powers Agency
- Fire Marshal's Office
- City Fire Department
- County Environmental Health Department

### **5.3 Record Keeping of Scheduled and Periodic Inspections**

Records of scheduled and periodic inspections to identify unsafe conditions and work practices shall be maintained for a minimum of three years. The records shall include:

- The name(s) of the person(s) conducting the inspection,
- Any descriptions of the unsafe conditions and work practices,
- The actions taken to correct the identified unsafe conditions and work practices.

The Supervisor is responsible to follow up on the status of corrective action requests. The Supervisor shall forward the completed inspection to the Campus Delegate. The Campus Delegate is responsible for maintaining these records.

## **6.0 HAZARD CORRECTION**

State Center Community College District has a commitment to correct unsafe or unhealthful work conditions in a timely manner, based on the severity of the hazards.

### **6.1 Schedules for Correcting 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 exposed personnel will be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with necessary safeguards.

### **6.2 Resources**

Resources to correct hazards include the following:

- Unsafe conditions that cannot be corrected with resources available to the supervisor or manager must be reported to the next higher level of management.
- If the correction required is part of District Operations and/or campus Building Services shall coordinate and correct the hazard. The IIPP Administrator and/or the Campus Delegate shall verify the hazard was corrected.

## **7.0 INJURY AND ILLNESS INVESTIGATIONS**

State Center Community College District shall investigate occupational injury or illness. The following standardized procedures for reporting and investigating occupational injuries, illnesses, and accidents are reviewed below.

### **7.1 Reporting Procedures**

- When a workplace injury/illness occurs, the injured employee will call Company Nurse<sup>®</sup> directly after reporting the incident to their supervisor. The attending nurse will provide first aid advice and direct the injured employee to an appropriate medical treatment site.
- In event of death or serious injury or illness, the supervisor shall immediately contact the IIPP Administrator's office and the Campus Delegate.

Death or serious injury or illness is defined as more than 24-hours' hospitalization for other than observation; permanent disfigurement, and loss of body part. The IIPP Administrator and/or the Benefits Specialist, shall immediately report any serious injury or illness to Cal/OSHA within 8 hours of making said determination. Other incidents will be reported to Cal/OSHA on a case-by-case basis (i.e., chemical carcinogen exposure).

- The Company Nurse<sup>®</sup> will complete their portion of the following forms and forward to the College Benefits Specialist:
  - Employee's Claim for Workers' Compensation Benefits (Form DWC-1)
  - The Employer's Report of Occupational Injury or Illness (Cal/OSHA Form 5020)
  - Supervisor's Accident Investigation Form (CN)
  - Supervisor's Accident Investigation Form (VIP)
- The College Benefits Specialist will forward Form DWC-1 to the employee for completion. The Benefits Specialist will forward the Form 5020 and the Supervisor's Accident Investigation Form (VIP) to the injured employee's supervisor for completion.
- The supervisor will immediately investigate the injury and return the completed 5020 form and the Supervisor's Accident Investigation form (VIP) to the College Benefits Specialist.
- The Benefits Specialist will provide a copy of the completed Supervisor's Accident Investigation Form to the Campus Delegate. The Campus Delegate will review the investigation to determine if an inspection and corrective action is warranted. Accident investigation records shall be maintained in the District's Benefits Department.

## **8.0 TRAINING AND INSTRUCTION**

### **8.1 *Training Content***

State Center Community College District's policy requires that all employees shall be trained to protect themselves from hazards in their working and educational environments. Managers shall assure that employees and students are trained in:

- General health and safety practices;
- Task-specific health and safety practices and hazards;
- Recognition and assessment of health and safety risks;
- Minimization of risks through sound safety practices and use of protective equipment;
- Regulations and statutes applicable to their activity; and
- State Center Community College District's health and safety policies

### **8.2 *Training Program***

State Center Community College District has organized its training program as described below. The IIPP Administrator will review all safety related training for adequacy and consistency.

#### **General Safety Training**

- All District employees shall receive IIPP training. This and other general safety training shall be provided by department managers or their designee. Training will include information on State Center Community College District's health and safety policies and practices, employee health and safety rights and responsibilities, employee health and safety services at State Center Community College District, and what the employee should expect in terms of further training.

#### **Job Specific Training**

- Job specific training will be provided by the department manager, supervisor, or Campus Delegate, often in conjunction with the IIPP Administrator, to employees where special hazards may be encountered.
- Training topics may include, but is not limited to, hazard communication (i.e., hazard identification, hazardous materials safety, hazard reporting), emergency response and evacuation procedures, fire and earthquake safety, rights and responsibilities, personal protection, and record keeping.
- Additional training is provided for those employees with specific high-hazard exposures including those exposed in robotic labs, vocational laboratories, athletics, science laboratories, as well as facility shops and food service areas.

## **Training Methods**

- Training is by one or more of the following methods: Web-based safety training. (Based on the job classification; automatic assignment of training modules are tailored to job specific training requirements), formal and informal safety meeting, discussions, and class lecture. Generally, the Campus Delegate will arrange for regulatory mandated training and the supervisors will be responsible for conducting regularly scheduled safety training.
- Safety data sheets, videos, pamphlets, booklets, class syllabus, and postings may be used to supplement training.
- All safety related training shall be in a communication form readily understood by the students or employees.

### **8.3 Training Schedule**

Training shall be provided to all employees:

- When the IIPP is first established;
- When new employees are hired;
- When employees are given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- When employees become supervisors (so that they can familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed).

### **8.4 Training Resources**

- The IIPP Administrator will assist departments and supervisors in providing health and safety training to employees on a variety of topics. These include IIPP training, laboratory safety training, respirator training, heat illness prevention, and many others.
- The Web-Based Training program is a valuable tool to assist managers. Based on job classifications, the program provides an automatic assignment of training modules tailored to job specific training requirements.
- The IIPP Administrator has a safety video library, a collection of safety publications, and access to safety professionals to assist supervisors and departments in implementing training programs.

### **8.5 Record Keeping of Training Records**

- Documentation of health and safety training for each and employee shall include: **(1)** name or other identifier, **(2)** training dates, **(3)** type(s) of training, and **(4)** training providers. This documentation shall be maintained for at least three years.
- The Web-Based Training program will be utilized to document health and safety training. The supervisor is responsible for updating the training records for their employees.

Document content maintained by:

IIPP Administrator, Darren Cousineau, Director of Environmental Safety and Health

Last updated: July 14, 2016



## 9.0 Appendix

***Appendix A. Reporting an Unsafe Condition Form***



# Safety Report Form State Center Community College District

Please use this form to make a safety suggestion or report an unsafe workplace condition or practice.

**Reports may be made anonymously.**

**Hazard Location:**

Campus/Center \_\_\_\_\_

Building Name \_\_\_\_\_

Room Number and Description \_\_\_\_\_

Department \_\_\_\_\_

Other \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Describe unsafe condition or practice** (Include as many details as possible.

If outside on the grounds, you can draw a diagram on the back.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Causes or contributing factors** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Other Comments** \_\_\_\_\_

**Your suggestion for improving the situation described above** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Has this matter been reported to the supervisor in the hazard area?** Yes  No

**Has this matter been reported to Operations and Maintenance or Building Services?** Yes  No

**Has a Maintenance Service Request been submitted?** Provide MSR # \_\_\_\_\_ Yes  No

**Optional Information:** If you include your name, we will update you on action taken, but it is not required.

Your Name and Extension (Optional) \_\_\_\_\_

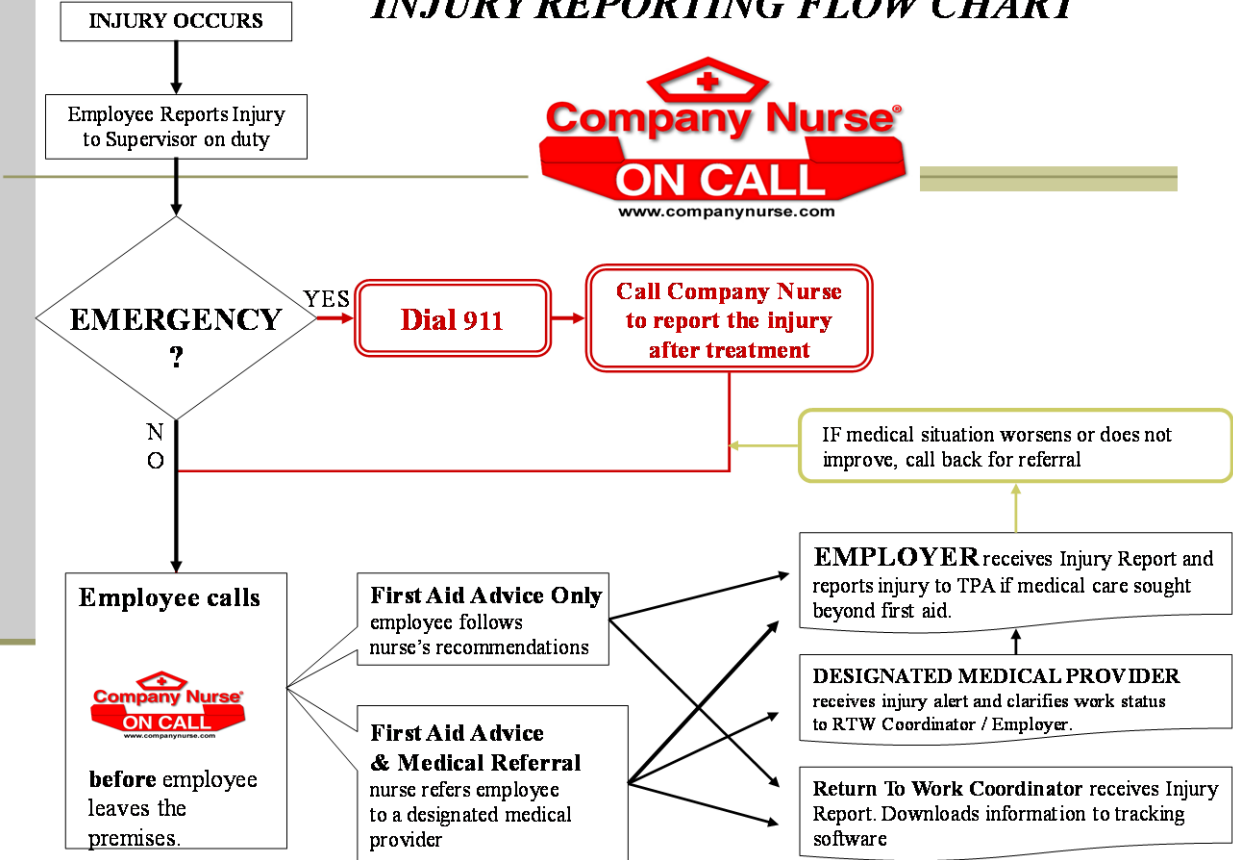
Your Department (Optional) \_\_\_\_\_

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take action against an employee in reprisal for exercising rights to participate in communications involving safety.

The District will investigate any hazard report or safety question from employees as required by the Injury and Illness Prevention Program Standard (GISO §3203). The District's response will be communicated to the affected employee(s), unless the report is made anonymously.

## ***Appendix B. Injury/Incident Investigation Instructions and Reporting***

# INJURY REPORTING FLOW CHART



## SUPERVISOR'S INVESTIGATION OF EMPLOYEE INJURY

### TO BE COMPLETED BY COMPANY NURSE

|  |          |                     |                    |                 |              |                      |
|--|----------|---------------------|--------------------|-----------------|--------------|----------------------|
| Call Confirmation #:   | Time:    | Company Nurse Name: |                    |                 |              |                      |
| <b>Employer Information</b>  |          |                     |                    |                 |              |                      |
| College Name, location, and Address:   |          | Business Address:   |                    |                 |              |                      |
| Phone:   |          |                     |                    |                 |              |                      |
| <b>Employee Information</b>  |          |                     |                    |                 |              |                      |
| Last   | First    | Middle Initial      | Gender             | Date of Birth   | Date of Hire |                      |
| Address Street   |          |                     | City               | State           | Zip          | Personal Telephone # |
| Department   | Division | Shift               | Occupation         | Supervisor Name |              |                      |
| <b>Date, Time, and Place of Incident/Report</b>  |          |                     |                    |                 |              |                      |
| Date/Time of Incident  |          | Day of Week         | Date/Time Reported | Injury Location |              |                      |
| <b>Triage Description</b>  |          |                     |                    |                 |              |                      |
| 1. Please describe your medical complaint.   |          |                     |                    |                 |              |                      |
| 2. How did this accident happen? (Please state all details)  |          |                     |                    |                 |              |                      |
| 3. Please specify machine, tool, substance or object most closely connected with the accident.         |          |                     |                    |                 |              |                      |
| 4. What was the employee doing when accident occurred? (i.e. loading truck, walking down stairs, etc.) |          |                     |                    |                 |              |                      |

### TO BE COMPLETED BY SUPERVISOR/MANAGER

|  |  |  |
|--|--|--|
| Explain in detail how the injury/illness occurred and the specific activity being performed:<br><i>(Sources: employee, witnesses, investigation, and observations)</i>   |  |  |
| Select at least one (or more) from each section below.   |  |  |
| <b>INITIAL CAUSE</b>   | <b>CONTRIBUTING FACTORS AND ACTIVITIES</b>   | <b>PREVENTIVE ACTIONS</b>  |
| <input type="checkbox"/> Struck by or against object (indicate) _____<br><input type="checkbox"/> Caught in/under/between<br><input type="checkbox"/> Fall / Slip / Trip<br><input type="checkbox"/> Material handling/lifting<br><input type="checkbox"/> Repetitive motion<br><input type="checkbox"/> Chemical exposure<br><input type="checkbox"/> Body fluid exposure:<br>___ Needle stick<br>___ Sharps<br><input type="checkbox"/> Animal bite<br><input type="checkbox"/> Other, Explain _____ | <b>Equipment</b><br><input type="checkbox"/> Equipment failure<br><input type="checkbox"/> Equipment unavailable<br><input type="checkbox"/> Improper equipment or material used for job<br><b>Personal protective equipment</b><br><input type="checkbox"/> Not worn<br><input type="checkbox"/> Not readily available<br><input type="checkbox"/> Not adequate for the task<br><input type="checkbox"/> Personal protective equipment failure<br><b>Training/Experience</b><br><input type="checkbox"/> Lack of training<br><input type="checkbox"/> Safety training provided, not followed<br><input type="checkbox"/> New task for employee or lack of experience<br><b>Work Area</b><br><input type="checkbox"/> Work area set up improperly<br><input type="checkbox"/> Inadequate lighting or noise issues<br><input type="checkbox"/> Housekeeping issues<br><input type="checkbox"/> Environmental factors (rain, wind, temp. etc)<br><input type="checkbox"/> Ventilation issues<br><input type="checkbox"/> Ergonomic factors | <b>Supervisor Will:</b><br><input type="checkbox"/> Develop/revise safety procedures and update IIPP or Chem. Hyg. Plan<br><input type="checkbox"/> Request ergonomic evaluation<br><input type="checkbox"/> Order new equipment<br><input type="checkbox"/> Order new personal protective equipment<br><input type="checkbox"/> Remove equipment from use and repair/replace<br><input type="checkbox"/> Schedule preventive maintenance<br><input type="checkbox"/> Will retrain employee before task is re-assigned.<br><input type="checkbox"/> Perform on-site review of work activity, update job safety analysis.<br><input type="checkbox"/> Reconfigure work area<br><input type="checkbox"/> Communicate corrective actions to others in job category.<br><input type="checkbox"/> Other _____ |
| Preventive action will be completed by Name/Department:  |  | Expected date of completion:   |
| <b>SUPERVISOR/MANAGER'S SIGNATURE:</b>   |  | <b>Date of Investigation:</b>  |
| <b>DEPARTMENT HEAD'S SIGNATURE:</b>  |  | <b>Date:</b>   |

Distribution:

***Appendix C. General Code of Safe Practices***

## **State Center Community College District General Code of Safe Practices**

All employees are required to follow these general safety guidelines. These guidelines have been established in order to provide a safe working environment.

1. Observe and obey every rule, regulation, and order necessary for the safe conduct of work. Supervisors will take such action as is necessary to maintain compliance.
2. Report all injuries to the supervisor no matter how slight.
3. Receive safety instruction through orientation, training, and "safety" meetings.
4. Be familiar with and practice all of the safety requirements associated with your job.
5. Report all unsafe acts and unsafe conditions to your supervisor immediately.
6. Do not report to work if under the influence of alcohol, drugs, or other controlled substances.
7. Do not participate in horseplay, fighting, and any other action that has a negative impact on the safety or well being of employees. These activities are prohibited.
8. Use all appropriate and required safety equipment.
9. Wear clothing and footwear that is appropriate for the job.
10. Keep all safety guards and devices in place and in proper working condition.
11. Use the right tool for the job. Modifying tools is not permitted; modified tools can fail and cause an injury.
12. Keep tools in good condition.
13. Keep the work area clean, neat, and orderly.
14. Lift safely. Prevent strains by using the stronger leg muscles rather than the back; this practice will increase your strength and control.
15. Perform only the work that has been authorized to be done.
16. Do not expose yourself to a known hazard without obtaining the necessary safety equipment and instruction needed to perform the job safely.
17. Assist coworkers who are less experienced.
18. When in doubt, ask questions first. Use good judgment at all times when at work.
19. Contribute to the safety program.



***Appendix D. Hazard Inspection Checklists***

## **Instructions for the Annual and Tri-Annual Hazard Identification Inspections**

### **For the person conducting the inspection:**

1. Complete the checklist at least annually or tri-annually depending on the required frequency for your area.
2. Print a copy a copy of the inspection checklist for use during the inspection tour.
3. Mark potential hazards according to your judgment.
4. Check all items that apply, and make comments where warranted – use additional sheets if needed.
5. When using additional sheets, record the inspection identification information from the checklist on the additional sheets, and record the observation number prior to the comment on the additional sheet to reference the appropriate line on the inspection
6. Place an “X” in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), or does not apply to the area (NA).
7. Document corrective action taken and date of completion – attach additional sheets as needed.
8. Send a copy of the completed checklist to the Campus Delegate and retain the original for one year.

### **Instructions for the Campus Delegates**

1. Develop a written report that indicates the inspection compliance for each department. Provide comparison to prior inspection results when that information is available.
2. Send inspection results report to the Director, Environmental Health and Safety.

Inspection Goal: The goal is to improve safety and to have as many responses in the “yes/safe” column as possible.

# Form for the Annual Hazard Identification Inspection



## State Center Community College District Annual Hazard Identification Inspection Checklist

- Administration offices
- Classrooms (General Purpose)
- Auditorium, theaters
- Library, learning resource center, book store, staff lounge
- Athletic fields and bleachers
- Resident Halls
- Gymnasium, weight room, swimming pool, courts
- All sidewalks, walkways, and parking lots
- All other areas not previously identified in the tri-annual inspections

|                      |  |              |  |
|----------------------|--|--------------|--|
| <b>Location:</b>     |  | <b>Area:</b> |  |
| <b>Inspected By:</b> |  | <b>Date:</b> |  |

*This checklist is to be completed annually (at the end of the summer semester). Mark potential hazards according to your judgment. Check all items that apply, and make comments where warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA). Send a copy of this checklist to the Campus Coordinator and retain the original for one year. Document corrective action taken and date of completion - Use the bottom of the second page or attach additional sheets as needed.*

|   |  | Yes | No | N/A | Corrective Action/Date Completed |
|---|--|-----|----|-----|----------------------------------|
| <b>Required* Postings – Posted on bulletin boards or other appropriate locations.</b> |  |     |    |     |                                  |
| 1   | Up-to-date Labor and Industry workplace posters are displayed (i.e. Safety & Health Protection on the Job, Emergency Telephone Numbers, Workers' Comp Notice to Employees, etc.) |     |    |     |                                  |
| 2   | SDS Information available  |     |    |     |                                  |
| 3   | Company Nurse Contact Information  |     |    |     |                                  |
| 4   | Emergency Phone Numbers  |     |    |     |                                  |
| <b>Fire Prevention, Emergency Exits, Emergency Response</b>                           |  |     |    |     |                                  |
| 5   | Portable fire extinguishers are tagged, sealed and in place on brackets  |     |    |     |                                  |
| 6   | Intercom or emergency communication equipment is operational   |     |    |     |                                  |
| 7   | Evacuation maps posted where required  |     |    |     |                                  |
| 8   | First Aid supplies are sanitary and orderly  |     |    |     |                                  |
| 9   | Fire doors are unlocked and closed at all times  |     |    |     |                                  |
| 10  | Exits are properly marked, exit signs illuminated  |     |    |     |                                  |
| 11  | Smoke Detectors inspected and tested. Battery replaced annually  |     |    |     |                                  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| 12  | Emergency exit doors are free of all objects/storage                                 |  |  |  |  |
| 13  | Occupancy limits are posted near the main exit where required                        |  |  |  |  |
| 14  | Restrooms are cleaned regularly  |  |  |  |  |
| 15  | Current emergency action plan in place   |  |  |  |  |
| 16  | Hazardous material containers are marked to identify the hazard                      |  |  |  |  |
| 17  | Space heaters are absent   |  |  |  |  |
| <b>Bookcases, Shelves, Cabinets, Storage, and Hanging Objects</b> |  |  |  |  |  |
| 18  | Maps, screens, monitors, and other suspended objects are securely attached           |  |  |  |  |
| 19  | Wall shelves are not overloaded  |  |  |  |  |
| 20  | Heavy bookcases, storage and file cabinets are secured from tipping                  |  |  |  |  |
| 21  | File drawers are closed when not in use  |  |  |  |  |
| 22  | Materials are stored to minimize unnecessary climbing, reaching and bending          |  |  |  |  |
| 23  | No storage within 18" of sprinkler heads (24" from ceiling when no sprinklers)       |  |  |  |  |
| <b>Electrical Hazards</b>   |  |  |  |  |  |
| 24  | Cords and plugs in good condition; No exposed or taped wire.                         |  |  |  |  |
| 25  | Surge protectors in place for computer equipment                                     |  |  |  |  |
| 26  | No multi extension cord usage  |  |  |  |  |
| 27  | Wallplates are in place over outlets and switches                                    |  |  |  |  |
| 28  | Breakers or fuse switches are identified   |  |  |  |  |
| 29  | Light fixtures have clean lenses and operate properly                                |  |  |  |  |
| 30  | Electrical panels have 36 inches of unobstructed access                              |  |  |  |  |
| 31  | Cooking appliances are in safe condition and approved for use                        |  |  |  |  |
| <b>Interior Walking Surfaces, Stairways, Ramps, and Corridors</b> |  |  |  |  |  |
| 32  | Building entrances, aisles and work areas are free of trip and fall hazards          |  |  |  |  |
| 33  | Entrance mats are used during wet weather  |  |  |  |  |
| 34  | No tripping hazards present. Clear of all materials (cords, wires, paper, equipment) |  |  |  |  |

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| 35  | Carpets and rugs are secure and in good condition                              |  |  |  |  |
| 36  | Floors are even (no holes/cracks);<br>Floors kept dry                          |  |  |  |  |
| 37  | Stairways, ramps and corridors are illuminated                                 |  |  |  |  |
| 38  | Stairways and corridors kept clear, no storage                                 |  |  |  |  |
| 39  | Stair treads in good condition   |  |  |  |  |
| 40  | Ramps have non-slip surface  |  |  |  |  |
| 41  | Handrails and guardrails present where required, in good condition             |  |  |  |  |
| <b>General Safety and Housekeeping</b>  |  |  |  |  |  |
| 42  | Furniture, tables, desks, chairs in good condition                             |  |  |  |  |
| 43  | Step stools available where needed. No standing on chairs, tables, boxes, etc. |  |  |  |  |
| 44  | Paper cutter equipped with guard   |  |  |  |  |
| 45  | Good housekeeping practices in place   |  |  |  |  |
| <b>Other</b>  |  |  |  |  |  |
| 46  |  |  |  |  |  |
| 47  |  |  |  |  |  |
| 48  |  |  |  |  |  |
| <b>*Required by State of California and/or State Center Community College District.</b> |  |  |  |  |  |

# Form for the Tri-Annual Hazard Identification Inspection



## State Center Community College District Tri-Annual Hazard Identification Inspection Checklist

- District Operations - Carpentry, auto, maintenance, grounds, janitorial, storage, paint shop, and hazardous waste
- Fine arts (e.g., painting, printmaking, sculpture, and ceramics)
- Applied Technology/Vocational Program Areas
- Health Sciences
- Print shop
- Media Center/Technology Support Services
- Cafeteria and food services
- Child Development Center and playgrounds

|                      |  |              |  |
|----------------------|--|--------------|--|
| <b>Location:</b>     |  | <b>Area:</b> |  |
| <b>Inspected By:</b> |  | <b>Date:</b> |  |

*This checklist is to be completed tri-annually (at the end of each fall, spring and summer semester). Mark potential hazards according to your judgment. Check all items that apply, and make comments where warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA). Send a copy of this checklist to the Campus Coordinator and retain the original for one year. Document corrective action taken and date of completion - Use the bottom of the second page or attach additional sheets as needed.*

|  |  | Yes | No | N/A | Corrective Action/Date Completed |
|--|--|-----|----|-----|----------------------------------|
| <b>Required Postings – Posted on bulletin boards or other appropriate locations.</b> |  |     |    |     |                                  |
| 1  | Up-to-date Labor and Industry workplace posters are displayed (i.e. Safety & Health Protection on the Job, Emergency Telephone Numbers, Workers' Comp Notice to Employees, etc.)     |     |    |     |                                  |
| 2  | SDS Information available  |     |    |     |                                  |
| 3  | Cal/OSHA Powered Industrial Truck Guidelines posters are displayed in the break room adjacent to the vehicles' use area and adjacent to the vehicles' storage                        |     |    |     |                                  |
| 4  | NFPA Hazardous Materials Diamond signs are posted on the exterior of the building where hazardous materials are used or stored, and the signs display the appropriate hazard ratings |     |    |     |                                  |
| <b>General Work Environment &amp; Housekeeping</b>                                   |  |     |    |     |                                  |
| 5  | Areas are clean, free of clutter, and provide ample working space  |     |    |     |                                  |
| 6  | Shelving and storage cabinets are secured to prevent tipping   |     |    |     |                                  |
| 7  | Stored materials are orderly, do not overload the shelves, and do not extend beyond the shelving   |     |    |     |                                  |
| 8  | Stairways are in good repair and   |     |    |     |                                  |



|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | landings are free of stored materials   |  |  |  |  |
| 9  | Walking surfaces are in good repair and free from trip/fall hazards   |  |  |  |  |
| 10   | Walking surfaces are free of wet or oily conditions   |  |  |  |  |
| 11   | Workshops are free of apparent hazards and safety concerns  |  |  |  |  |
| <b>Emergency Response and Life Safety</b>    |   |  |  |  |  |
| 12   | Emergency evacuation procedures and routes are posted   |  |  |  |  |
| 13   | Exit doors are free of inappropriate locking devices  |  |  |  |  |
| 14   | Exits and walkways are unobstructed   |  |  |  |  |
| 15   | Exits are clearly posted or otherwise identified  |  |  |  |  |
| 16   | Eyewash/shower stations are accessible, operational & properly maintained                                     |  |  |  |  |
| 17   | Fire extinguishers are mounted, accessible, fully-charged & serviced within the last 12-months                |  |  |  |  |
| 18   | First aid kits are adequately stocked & contain only first aid supplies                                       |  |  |  |  |
| 19   | Sawdust collection system is emptied and inspected regularly  |  |  |  |  |
| <b>Personal Protective Equipment (PPE)</b>   |   |  |  |  |  |
| 20   | Employees/students are wearing appropriate PPE for tasks being completed (gloves, clothing, face shield, etc) |  |  |  |  |
| 21   | Eye protection is available (glasses, goggles) & worn when needed   |  |  |  |  |
| 22   | Hearing protection is provided (ear plugs, ear muffs) & worn appropriately when needed                        |  |  |  |  |
| 23   | Signs warning employees/students to wear PPE are posted   |  |  |  |  |
| <b>Hazardous Materials (Raw &amp; Waste)</b> |   |  |  |  |  |
| 24   | Primary & secondary chemical containers are labeled to identify the contents & specific hazard                |  |  |  |  |
| 25   | Flammable & combustible materials are stored in NFPA-approved containers/cabinets                             |  |  |  |  |
| 26   | Spill containment is provided for stored hazardous & industrial materials                                     |  |  |  |  |
| 27   | Spill response kits are available in hazardous & industrial material storage areas                            |  |  |  |  |
| 28   | No noticeable leaks or spills are present   |  |  |  |  |

|                              |   |  |  |  |  |
|------------------------------|---|--|--|--|--|
| 29                           | Waste containers are closed & properly labeled regarding waste & accumulation dates   |  |  |  |  |
| 30                           | Work areas where chemicals are present are free of open beverages & food  |  |  |  |  |
| <b>Electrical</b>            |   |  |  |  |  |
| 31                           | A 36-inch clearance is maintained in front of all electrical panels   |  |  |  |  |
| 32                           | Electrical cords and plugs are in good condition (not frayed or taped)  |  |  |  |  |
| 33                           | Wallplates are in place over outlets and switches   |  |  |  |  |
| <b>Tools &amp; Equipment</b> |   |  |  |  |  |
| 34                           | All guards are in place to prevent contact with point of operation or in-running nip point  |  |  |  |  |
| 35                           | Grinding wheel guards are in place & adjusted properly (tool/work rest 1/8 inch, tongue guard 1/4 inch; flanges in place and properly adjusted) |  |  |  |  |
| 36                           | Only Type I & Type II rated ladders are utilized & labels are in place  |  |  |  |  |
| 36                           | Tools & equipment are in good condition   |  |  |  |  |
| 37                           | Operating permits for all air compressors are current & posted  |  |  |  |  |
| <b>Welding Operations</b>    |   |  |  |  |  |
| 38                           | Compressed gas cylinders are secured in an upright position with chains or straps   |  |  |  |  |
| 39                           | Welding ventilation systems are operations, clean & filters regularly changed   |  |  |  |  |
| 40                           | Welding curtains are available & used when appropriate  |  |  |  |  |
| <b>Fueling Area</b>          |   |  |  |  |  |
| 41                           | Emergency shut-off switches are labeled and accessible  |  |  |  |  |
| 42                           | The permit to pump fuel is displayed at the pumps or in the office  |  |  |  |  |
| <b>Other</b>                 |   |  |  |  |  |
| 51                           |   |  |  |  |  |
| 52                           |   |  |  |  |  |
| 53                           |   |  |  |  |  |
|                              |   |  |  |  |  |

## Form for Emergency Eyewashes/Showers



## State Center Community College District Emergency Eyewash/Shower Inspection

Inspector: \_\_\_\_\_  
Name
Date
Building / Area

Instructions: These guidelines are for monthly emergency eyewash and shower inspection. Initial the tags attached to the equipment following the inspection. List MAINTENANCE SERVICE REQUEST (MSR) for defects you are unable to fix immediately.

**Eyewash:**

1. Run the water until it is clear.
2. Check the fountain handles/controls for ease of operation.
3. Check to ensure that water flow is at appropriate level.
4. Check for unobstructed access to the unit.

**Shower:**

1. Place testing shower curtain hood around the shower head. NOTE: The curtain is unnecessary where drainage or runoff is not a problem.
2. Turn on water and ensure that shower flows.
3. Check for unobstructed access to the unit.

| Room # & equipment type | Control Ok | Water clear | Flow Ok | MSR # (if defective) | Unobstructed Access | Initial |
|-------------------------|------------|-------------|---------|----------------------|---------------------|---------|
|                         |            |             |         |                      |                     |         |
|                         |            |             |         |                      |                     |         |
|                         |            |             |         |                      |                     |         |
|                         |            |             |         |                      |                     |         |
|                         |            |             |         |                      |                     |         |
|                         |            |             |         |                      |                     |         |
|                         |            |             |         |                      |                     |         |
|                         |            |             |         |                      |                     |         |

Comments: \_\_\_\_\_

## Form for Fire Extinguisher Inspection

