

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
1.0 Purpose and Scope.....	1
2.0 Authority and Responsibility.....	1
3.0 Compliance with Safety and Health Work Practices.....	6
4.0 Effective Communications with Employees.....	6
5.0 Hazard Assessment and Inspections.....	9
6.0 Accident and Injury/Illness Investigation & Reporting.....	10
7.0 Methods and/or Procedures for Hazard Correction.....	12
8.0 Employee Training and Instruction.....	12
9.0 Recordkeeping Requirements.....	14

APPENDIX

- I. General Code of Safe Practices**
- II. Report of Safety Hazard**
- III. General Department Safety Checklist**
- IV. Supervisor's Report of Work Injury/Illness**

INJURY AND ILLNESS PREVENTION PROGRAM

1.0 EMPLOYER INFORMATION

Purpose: To comply with California Code of Regulations (CCR), Title 8, Section 3203 Injury and Illness Prevention Program (IIPP), and to minimize accidents, injuries, and illness through planning, anticipation and prevention. An effective IIPP assure the safety and health of employees while on the job.

Scope: This program applies to all persons employed by California State University, Hayward. Management at every level must be dedicated to protecting our employees, students, and public, and to instill in the mind of each employee a total awareness of safety and a sense of responsibility for themselves, the public, and others who depend on them.

Key Terms: The terms supervisor and employee are utilized throughout the IIPP. Employee refers to faculty, staff, temporary workers, union, student assistants, graduate assistants, and foundation employees. Supervisor refers to anyone who supervises or oversees the activities of any other employee, including part-time and student employees.

2.0 AUTHORITY AND RESPONSIBILITY

2.1 President/Vice Presidents/Provost

2.1.1 Make safety a priority concern, consistent with the importance of all other service delivery considerations.

2.1.2 Facilitate compliance with this program and other safety programs, policies, and procedures.

2.1.3 Cooperate with and assist the Department of Environmental Health and Safety (EHS) with the implementation of this program and other safety programs, policies, and procedures.

2.2 Department of Environmental Health & Safety

- 2.2.1 Develop, implement, revise and maintain the Injury and Illness Prevention Program (IIPP), and other campuswide programs, policies and procedures.
- 2.2.2 Budget and plan for the resources required to carry out this plan.
- 2.2.3 Shut down or otherwise cause the stopping of activities which significantly endanger employees health.
- 2.2.4 Maintain health and safety training programs designed to instruct employees in general safe and healthful work practices, and provide instructions with respect to hazards specific to each employee's job assignment.
- 2.2.5 Provide Human Resources and the Office of Faculty Development with initial training materials for employees.
- 2.2.6 Revise initial training materials and forward updated revisions to Human Resources and the Office of Faculty Development.
- 2.2.7 Conduct periodic inspections to identify unsafe conditions and work practices.
- 2.2.8 Conduct safety inspections, upon request.
- 2.2.9 Assure that workplace hazards are identified, evaluated, and corrected in a timely manner.
- 2.2.10 Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear or reprisal.
- 2.2.11 Maintain all health and safety related files, records, and documentation for a minimum of three years.

2.3 Department of Facilities Management (DOFM)

2.3.1 Maintain campus facilities.

2.3.2 Respond to service requests for maintenance, repair and construction services submitted by the campus community via telephone, electronically or in writing.

2.3.3 Communicate with the campus, major facilities affected by maintenance or repair.

2.3.4 Assign priorities to work requests consistent in accordance with the existing work priority system.

2.3.5 Develop, implement, revise and maintain departmental job specific training programs designed to instruct employees in general safe work practices.

2.3.6 Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear of reprisal.

2.4 Department of Human Resources

2.4.1 Communicate with employees, at time of hire, where the required safety postings are located, and what postings are posted.

2.4.2 Provide initial training to employees. The training will include the IIPP, Hazard Communications Program, and Emergency Procedures.

2.4.3 Maintain records related to Workers' Compensation injuries/illness, and any complaints or grievances involving safety and/or health issues.

2.5 University Police Department (UPD)

2.5.1 Respond to all reports of police, fire and medical emergencies.

2.5.2 Conduct security patrols.

2.5.3 Document and investigate reports of criminal incidents.

- 2.5.4 Enforce Local, Federal, and State laws pertaining to criminal activities.
- 2.5.5 Enforce Local and State traffic regulations.
- 2.5.6 Promote the safety of life and property on the University campus.
- 2.5.7 Provide campus community with 24-hour telephone and walk-in service via Public Safety Dispatchers.
- 2.5.8 Provide traffic and crowd control.
- 2.5.9 Provide escort services.
- 2.5.10 Develop, implements, revises and maintains CSUH Workplace Safety and Security Plan.
- 2.5.11 Respond appropriately to Violence in the Workplace complaints.

2.6 Directors/Deans/Department Chairs/Department Heads/Supervisors

- 2.6.1 Assist EHS in carrying out the requirements of this plan.
- 2.6.2 Implement, revise and maintain departmental job specific training programs designed to instruct employees and students in general safe work practices.
- 2.6.3 Assure that each employee receives training in safe and healthful work practices and initial IIPP, Hazard Communications and Emergency Procedures.
- 2.6.4 Understand the employee's job task(s) and related hazards.
- 2.6.5 Conduct accident investigations.
- 2.6.6 Report any injury or illness encountered to an employee to the Department of Human Resources.

2.6.7 Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear of reprisal, to a supervisor or EHS.

2.7 Employees

2.7.1 Must comply with this program.

2.7.2 Report any safety and/or health hazards to the immediate supervisor.

2.7.3 Report any injury or illness encountered on campus to their supervisor.

2.7.4 Report any safety and/or health hazards anonymously, in writing, or verbally to EHS or supervisor.

2.8 CSU, Hayward Safety Committee

2.8.1 Meets regularly, but not less than quarterly.

2.8.2 Prepares and make available upon request to faculty and/or staff, written records of the safety and health issues discussed at the committee meetings.

2.8.3 Maintain committee meeting records for at least one (1) year. The records are maintained in EHS.

2.8.4 Review results of periodic inspections for applicable work area(s) and make any necessary suggestions.

2.8.5 Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submit suggestions to management for the prevention of future incidents.

2.8.6 Review revisions and make any suggestions to the IIPP, Hazard Communications Program, and Emergency Procedures.

2.8.7 Submit recommendations to assist in the evaluation of employees safety suggestions.

2.8.8 Review and verify abatement action(s) taken by our

campus to abate citations issued by city, county and/or state regulatory agency.

2.9 Other University Health & Safety Committees

2.9.1 Meet regularly or periodically.

2.9.2 Prepare written and maintain committee meeting records. The records are maintained by the designee of the committee.

2.9.3 Discuss safety and health related issues within applicable area.

2.10 Building Safety Assistants (BSA)

2.10.1 Participate as the lead persons in a building emergency situation(s).

2.10.2 Perform non-departmental building safety inspections.

2.10.3 Work with EHS to develop hazard correction strategies.

2.10.4 Assist EHS in the development of safety checklists.

2.10.5 Act as the primary person to interact with EHS regarding their assigned building.

2.11 Students

2.11.1 Adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants or other responsible parties.

2.11.2 Report workplace hazards that become known to them, to their instructors or other responsible parties.

2.11.3 Report any injury or illness encountered on campus to a faculty member, Public Safety, Student Health Services, or EHS. Faculty members must convey this to students.

2.11.4 Report any safety and/or health hazards anonymously, in writing, or verbally to EHS.

3.0 Compliance with Safety and Health Work Practices

3.1 All employees will understand that compliance with the IIPP and other health and safety programs, policies and procedures is a mandatory condition of employment. This will be conveyed during initial IIPP training.

3.2 Employees who willfully violate University programs, policies, procedures or guidelines could result in disciplinary action in accordance with the current Collective Bargaining Agreements for Corrective Action.

4.0 Effective Communications with Employees

4.1 Postings

A safety bulletin board is located in the Department of Human Resources, Warren Hall (WA) 615. The following documents are posted on the bulletin boards:

4.1.1 Documents required by regulatory agencies.

4.1.2 Safety information bulletins.

4.1.3 Safety directives and new procedure notices.

4.2 Communication from Employees

4.2.1 Employees who recognize a safety hazard that could result in an injury or illness must promptly tell their supervisor about the hazard. This can be done by talking to the supervisor, writing a note, or bringing it up during a department meeting.

4.2.2 The employee can notify EHS regarding safety and/or health hazard(s). The employee may remain anonymous by not including his/her name. EHS will either investigate the concern or refer it to the appropriate department(s) for action.

4.2.3 Employees will not be harassed or otherwise discriminated against because of their communication of a health or safety hazard.

4.3 A noted safety and/or health hazard can be written and submitted to the Department of Environmental Health & Safety or your immediate supervisor on the Report of Safety Hazard form shown in Appendix II or an equivalent form. The person receiving the report must complete the form. The submitting employee may remain anonymous by not including his/her name.

4.4 Written Communication

4.4.1 Written communication will be provided to employees of any new changes in policies, procedures and/or work processes.

4.4.2 The written changes will be distributed to each department and/or school designated contact person. The department and/or school must communicate the changes to the employees.

4.5 Safety Committees

4.5.1 CSU, Hayward Safety Committee is made up of employees from different departments and/or colleges, including at least one member from any campus Bargaining Unit. The committee will meet at least quarterly. When requested by Cal/OSHA, the safety committee will verify action(s) taken by CSU, Hayward to correct a problem that was the subject of a citation issued by Cal/OSHA. The goals of this committee are as follows:

4.5.1.1 Provide appropriate channels for the resolution of safety and health issues.

4.5.1.2 Ensure compliance with Federal, State, and Local regulations.

4.5.1.3 Maintain an appropriate level of safety awareness that supports campuswide values.

4.5.2 Other University Health & Safety Committees

4.5.2.1 These safety committees are comprised of employees in the applicable departments, schools and/or union.

4.5.2.2 Safety and health issues within the department, school, or union are discussed and made available to applicable persons.

4.6 Training Programs

4.6.1 Training will be provided to employees on an on-going basis. EHS will identify regulatory required training programs that are required for each job classification or job type.

4.6.2 Departments will ensure regulatory required training programs are provided to employees either on a periodic basis, before assignment to a new job, or when work assignments change.

4.7 General Code of Safe Practices

4.7.1 The General Code of Safe Practices based on the General Industry Safety Orders, is written to provide safety guidelines for the general employee population. [See Appendix I or equivalent form.](#)

5.0 Hazard Assessment and Inspections

5.1 Hazards are identified in the following manner:

5.1.1 Imminent Danger – An imminent danger is any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately or before the danger can be eliminated through normal procedures.

5.1.2 Serious – A serious hazard is a substantial probability that death or serious physical harm could result.

5.1.3 Other Than Serious – A hazard that has a direct relationship to job safety and health, but probably would not cause death or serious physical harm.

5.2 General Inspections

5.2.1 General inspections are conducted for the purpose of identifying and evaluating hazards including scheduled periodic inspections to identify unsafe conditions and work practices. General inspections are conducted by the departments or college utilizing “CSU Hayward, General Department Safety Checklist.” [See Appendix III or equivalent form.](#)

5.2.2 The Department of Environmental Health & Safety will provide the following inspections:

5.2.2.1 Area identified by employees as being hazardous.

5.2.2.2 Area with an unsafe history.

5.3 Periodic inspections by building and/or department.

5.3.1 Supervisors will provide the following inspections:

5.3.1.1 Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard.

5.3.1.2 Whenever the supervisor is made aware of a new or previously unrecognized hazard.

5.4 A safety committee will provide the following inspections:

5.4.1 Work area report(s) to the committee by an employee as being hazardous.

5.4.2 Area with an unsafe history.

5.5 Building Safety Assistants (BSA) Inspections are conducted periodically by the assigned BSA in the building. The inspections are limited to non-departmental, building safety items.

6.0 Accident and Injury/Illness Investigation & Reporting

6.1 It is essential that all accidents, injuries, illnesses occurring either on

University property or at off-campus University sponsored events are reported immediately and in writing to the Department of Human Resources.

Note: For emergency response, report initially all accidents, injuries and/or illnesses to the immediate Supervisor and/or Human Resources and the University Police. The University Police will contact the Department of Environmental Health & Safety and other applicable responders.

- 6.2 A report of employee Injury and Employee's Claim for Workers' Compensation benefits, DWC Form 1, will be completed on all injuries and work related illnesses. Exceptions are minor injuries requiring first aid only. These forms will be completed within 24 hours of the injury. Contact the Department of Human Resources for information regarding current Insurance Carrier form.
- 6.3 Work-related accidents will be investigated in a timely manner. Minor accidents and reported near misses will also be investigated using the same protocol as more serious accidents. A near miss is an incident that, although not serious in itself, could have resulted in a serious injury or significant property damage. This incidents will be investigated to learn how to avoid serious accidents in the future.
- 6.4 Report immediately any serious injury, illness, or death. Report to EHS at extension 5-4139 during normal business hours, and report to DPS after hours by dialing 911 from any campus telephone or 510-885-3791 from an off campus location or cellular telephone. Cal/OSHA requires employers to report **EVERY** case involving a **serious injury or illness, or death, immediately** by telephone or telegraph to the nearest California Division of Occupational Safety and Health (DOSHS) district office within eight (8) hours. For the Hayward campus, contact the Oakland District office at 510-622-2916. For the Contra Costa campus, contact the Concord District office at 925-602-6517.
- 6.4.1 A **serious injury or illness** is one in which an employee is hospitalized for more than 24 hours for other than medical observation, or an employee suffers loss of any member of the body or any serious degree of permanent disfigurement.
- 6.4.2 **Immediately** means as soon as practically possible but not longer than **EIGHT** hours from employer's receipt of knowledge of the death or serious injury or illness.

6.7 Supervisors' Report of Work Injury/Illness is a standardized form designed by CSU, Hayward for the employee's supervisor. The report is required to be completed and forwarded to the Department of Human Resources within eight (8) hours upon notification of an injury or illness. These forms are maintained for at least three years after the date of the incident or report of illness. **See Appendix IV for form or equivalent form.** The investigation will attempt to determine the following:

6.7.1 any tools, equipment, job site, or building conditions, etc., that may have caused or contributed to the incident,

6.7.2 any action of the affected employee that may have caused or contributed to the injury or illness,

6.7.3 any appropriate action to be taken to prevent recurrence.

6.8 An investigation of safety and health conditions will be conducted by EHS whenever:

6.8.1 An injury or illness requiring medical treatment has resulted.

6.8.2 An accident or near accident has occurred.

6.8.3 Recommended by a medical doctor.

6.8.4 Necessary to adequately respond to an employee request or question.

6.9 Action requirements for investigation and corrective actions:

6.9.1 Conditions which are immediately dangerous to life and health (IDLH) will require immediate response. The supervisor is required to shut down any equipment or process until an investigation and corrective action is completed.

6.9.2 All employees exposed to the hazard must be removed from the danger area except those necessary to correct the existing condition. Employees working in the hazard area will be notified of the hazard and provided the necessary

safeguards so that they will not be injured.

6.9.3 A moderate threat to the health and safety of an employee will receive prompt investigation and a completed investigation within one week of receiving the report.

6.9.4 Low threat conditions will be investigated within three weeks.

7.0 Methods and/or Procedures for Hazard Correction

7.1 Hazards will be corrected within a timely manner based on the severity of the hazard. Revised or new hazard evaluations will be completed whenever new job classes are created, whenever significant production equipment or materials are changed, or safety improvements are recognized.

7.2 Until an investigation is concluded and the hazard is corrected, all potentially affected employees will be informed of the hazard and the interim protective measures that have been taken. If an imminent hazard is observed or discovered that cannot be immediately corrected without endangering employee(s) and/or property, all exposed employees will be immediately removed from the area, except those necessary to correct the existing condition. Employees who are assigned to correct the hazardous condition must be provided with the necessary personal protective equipment (PPE), safeguards, and training.

8.0 Employee Training and Instruction

8.1 Supervisor will assure that each employee receives specific job task training in safe and healthful work practices whenever:

8.1.1 an employee is initially assigned to a job task, or whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and/or health hazard.

8.1.2 a previously unrecognized hazard is discovered.

8.1.3 an employee has been observed to perform a job task in an unsafe manner or involved in an accident or near-miss incident.

8.2 EHS will develop and revise all initial training materials for employees and forward to the Department of Human Resources and the Office of Faculty Development. This training material is the IIPP, Hazard Communications Program, and Emergency Procedures.

8.3 EHS provides and/or coordinates applicable ongoing training to employees

8.4 EHS will provide to all departments/schools updated revisions to the IIPP, Hazard Communications Standard and Emergency Procedures. The department/school is responsible for forwarding the information to all employees.

8.5 Human Resources provides initial IIPP, Hazard Communications Program, and Emergency Procedures training to all employees. Any questions related to the contents of training, refer the employee to EHS.

8.6 Student Health Services provides training to applicable employees on the Bloodborne Pathogen Standard.

8.7 Faculty employees provide training to students regarding applicable safety and health work practices, emergency procedures, and reporting injuries and/or illnesses, safety and health concerns.

8.8 Training and instruction will be provided to groups or individually in one of the following ways:

8.8.1 through formal and informal safety meetings and discussions.

8.8.2 through distribution and review of the IIPP manual and other safety programs, policies and procedures.

8.8.3 through other written communications and posting.

8.8.4 by various other methods as applicable to providing instruction in a form readily understandable to all affected employees.

9.0 Recordkeeping Requirements

9.1 Records of all employees' accidents, injuries and illnesses occurring

either on University property or at off-campus University sponsored events are maintained by the Department of Human Resources. Records of accidents occurring in a department should be maintained by the Department.

- 9.2 Records of accident investigations are maintained in the Department Human Resources and EHS. These records are maintained for at least three (3) years.
- 9.3 Supervisors' Report of Work Injury/Illness is maintained for at least three years after the date of the incident or report of illness in the Department of Human Resources.
- 9.4 Records of all accidents, injuries and illness involving employees that are seen by Student Health Services are maintained in Student Health Services.
- 9.5 Records of employees' medical monitoring is maintained by Student Health Services. Medical records will be maintained for at least 30 years after termination of the employee.
- 9.6 Records of employee training is maintained by EHS for at least one (1) year.
- 9.7 Records of safety and health inspections conducted and the resulting corrective action taken will be maintained by EHS. The records will be maintained for a period of at least three (3) years and made available for inspection at any time.
- 9.9 Records of suggestions, investigations, corrective action plans, inspections, and communications related to the IIPP will be maintained in EHS for a period of at least three (3) years. These records will be available to management and representatives of regulatory organizations. Safety and health record relating to an employee or that employee's work area will be available to that employee and/or an authorized representative.
- 9.10 Records of training conducted by the Department of Human Resources will be maintained in the employee's personnel file. If an employee terminates in less than one year, the training records will be provided to that employee, upon request, and that fact noted in the personnel file.
- 9.11 Records of training conducted by area supervisors will be maintained in the department and EHS. A copy of the training outline and attendance rosters must be forwarded to EHS. All training records

will be maintained for at least three (3) years. If an employee terminates, departmental training records will be forwarded to the Department of Human Resources.

9.12 Records of training conducted by EHS will be maintained in EHS. The records will be maintained for at least three (3) years.

9.13 Safety and Health committee will maintain records of meetings (minutes) and make available to affected employees. Committee meeting records will be maintained for at least one (1) year.