



CALIFORNIA STATE  
UNIVERSITY  
E A S T B A Y

# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)



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## APPROVAL

**This Injury and Illness Prevention Program is hereby approved:**

**Signature:** *Donna Placzek*

**Date:** 1/11/12

**Donna Placzek, Director  
Department of Environmental Health & Safety**

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# 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, East Bay. 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, student assistants, graduate assistants, and employees of the Foundation and Union. Supervisor refers to those individuals with administrative or budgetary authority over a department or unit and includes Faculty Department Chairs.

## 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 EHS and Worker's Compensation (Department of Risk Management and Internal Control)

2.2.1 Develop, implement, revise and maintain the Injury and Illness Prevention Program (IIPP).

2.2.2 Shut down or intervene to stop activities which significantly endanger employees and/or the campus community.

- 2.2.3 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.
- 2.2.4 Conduct periodic inspections to identify unsafe conditions and work practices.
- 2.2.5 Conduct and assist with accident/incident investigations.
- 2.2.6 Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear of reprisal.
- 2.2.7 Maintain necessary health and safety related files, records, and documentation as per regulatory requirements.
- 2.2.8 Maintain records related to work-related injuries and illness (i.e. the OSHA 300 Log, incident investigations, Worker's Compensation records).
- 2.2.9 Maintain records related to any complaints and concerns involving safety and/or health issues.

### 2.3 Supervisor

- 2.3.1 Communicate to staff and students the campus emphasis on health and safety.
- 2.3.2 Assure that workplace hazards are identified and corrected in a timely manner by providing periodic inspections and follow ups.
- 2.3.3 Correct identified hazards promptly.
- 2.3.4 Document inspection of workspaces under their authority.
- 2.3.5 Model and enforce safe and healthful work practices.
- 2.3.6 Develop and implement procedures for maintaining health and safety training records.
- 2.3.7 Review and modify when necessary the employee's health and safety training program.
- 2.3.8 Provide appropriate safety training and personal protective equipment.
- 2.3.9 Implement measures to eliminate or control workplace hazards.

- 2.3.10 Gather information and follow up on work-related injuries.
- 2.3.11 Stop any employee's work that poses an imminent hazard to either the employee or any other individual.
- 2.3.12 Encourage employees to report health and safety issues without fear of reprisal.
- 2.3.13 Submit for recognition to the Safety Committee the employee who follows safe and healthful work practices. The method of recognition will be determined by the committee.
- 2.3.14 Review and Update College/Departmental Occupational Health and Safety policies at least every five (5) years, unless otherwise specified by regulations.
- 2.3.15 Work with EHS to implement the above responsibilities.

#### 2.4 Department of Facilities Management

- 2.4.1 Maintain campus facilities.
- 2.4.2 Respond to service requests for maintenance, repair and construction services submitted by the campus community.
- 2.4.3 Communicate maintenance or repair issues which affect the campus community.
- 2.4.4 Assign priorities to work requests that address hazardous conditions.
- 2.4.5 Develop, implement, revise and maintain departmental job specific training programs designed to instruct employees in general safe work practices.
- 2.4.6 Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear of reprisal.

#### 2.5 Department of Human Resources

- 2.5.1 Communicate with employees, at time of hire, where the required safety postings are located, what postings are posted, and required safety training.
- 2.5.2 Maintain records related to grievances involving safety and/or health issues.
- 2.5.3 Provide guidance to management regarding employees not complying with this program.

- 2.5.4 Coordinate New Employee Orientation training.
- 2.6 University Police Department (UPD)
  - 2.6.1 Respond to all reports of police, fire and medical emergencies.
  - 2.6.2 Conduct security patrols.
  - 2.6.3 Document and investigate reports of criminal incidents.
  - 2.6.4 Enforce Local, Federal, and State laws pertaining to criminal activities.
  - 2.6.5 Enforce Local and State traffic regulations.
  - 2.6.6 Promote the safety of life and property on the University campus.
  - 2.6.7 Provide campus community with 24-hour telephone and walk-in service via Public Safety Dispatchers.
  - 2.6.8 Provide traffic and crowd control.
  - 2.6.9 Provide escort services.
  - 2.6.10 Develop, implement, revise and maintain CSUEB Workplace Safety and Security Plan.
  - 2.6.11 Respond appropriately to Violence in the Workplace complaints.
- 2.7 Directors/Deans/Department Chairs/Department Heads
  - 2.7.1 Assist EHS in carrying out the requirements of this program.
  - 2.7.2 Ensure College/Departmental implementation of the IIPP and to ensure the health and safety of the department's faculty, staff and students.
  - 2.7.3 Implement, revise and maintain departmental job specific training programs designed to instruct employees and students in general safe work practices.
  - 2.7.4 Assure that each employee receives training in safe and healthful work practices, IIPP, Hazard Communications, and Emergency Procedures initially and whenever there are changes.
  - 2.7.5 Provide instructions to employees with respect to hazards specific to their job description.

- 2.7.6 Understand the employee's job task(s) and related hazards.
- 2.7.7 Report all work-related injuries or illnesses to the Worker's Compensation Coordinator or EHS.
- 2.7.8 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.
- 2.7.9 Review and Update College/Departmental Occupational Health and Safety policies at least every five (5) years, unless otherwise specified by regulations.
- 2.7.10 Submit for recognition to the Safety Committee the employee who follows safe and healthful work practices. The method of recognition will be determined by the Committee.
- 2.7.11 Assure that workplace hazards are identified and corrected in a timely manner by providing periodic inspections and follow ups.
- 2.7.12 Document employees not complying with this program and if necessary work with HR for guidance regarding possible disciplinary action.

## 2.8 Employees

- 2.8.1 Must comply with this program.
- 2.8.2 Report any safety and/or health hazards to their immediate supervisor.
- 2.8.3 Report any injury or illness encountered on campus to their supervisor and the Worker's Compensation Coordinator or EHS.
- 2.8.4 Report any safety and/or health hazards initially to their immediate supervisor, and if necessary to EHS or other applicable Directors/Deans/Department Chairs/Department Head. The report can be verbal or written.

## 2.9 CSU, East Bay Safety Committee

- 2.9.1 Meets regularly, but not less than quarterly. The Safety Committee membership may rotate periodically.
- 2.9.2 Prepares and makes available upon request to faculty and/or staff, written records of the safety and health issues discussed at the committee meetings.
- 2.9.3 Maintain committee meeting records for at least one (1) year. The records are maintained in EHS.

- 2.9.4 Perform departmental building safety inspections. Review results of periodic inspections for applicable work area(s) and make any necessary corrections.
- 2.9.5 Work with EHS to develop hazard correction strategies.
- 2.9.6 Assist EHS in the development of safety checklists.
- 2.9.7 Review investigations of occupational accidents and causes of incidents resulting in occupational injury, illness, or exposure to hazardous substances, and where appropriate, submit suggestions to management for the prevention of future incidents.
- 2.9.8 Review revisions and make any suggestions to the IIPP, Hazard Communications Program, and Emergency Procedures.
- 2.9.9 Submit recommendations to assist in the evaluation of employees' safety suggestions.
- 2.9.10 Review abatement action(s) taken by the campus to remediate citations issued by city, county and/or state regulatory agency.
- 2.9.11 Recognize employees who follow safe and healthful work practices. The method of recognition will be determined by the committee.

## 2.10 Other University Health & Safety Committees

- 2.10.1 Meet regularly or periodically. The Safety Committee membership may rotate periodically.
- 2.10.2 Maintain and prepare written committee meeting records/minutes. Submit a copy of the minutes to EHS.
- 2.10.3 Discuss safety and health related issues within applicable area.
- 2.10.4 Assess ongoing College/Departmental compliance with applicable regulations and campus programs, policies, and/or procedures.
- 2.10.5 Communicate with applicable employees of hazard corrections and committee activities.
- 2.10.6 Recognize employees who follow safe and healthful work practices and submit nomination(s) to the CSU, East Bay Safety Committee.

## 2.11 Building Safety Assistants (BSA)

2.11.1 Prepare for emergencies and respond as the lead persons in a building emergency situation(s).

2.11.2 Participate in the debriefings of emergency responses.

2.12 Students

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

2.12.2 Report any injury or illness encountered on campus to a faculty member, UPD, Student Health Services, or Risk Management. Faculty members must convey this to students.

2.12.3 Report any safety and/or health hazards in writing or verbally to an instructor and/or Risk Management.

### **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 Overall performance in the maintenance of a safe and healthy work environment should be recognized by the Supervisor and noted in the employee's performance evaluation.

3.3 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.

3.4 Annually, campus Managers/Supervisors may nominate those employees who have made exceptional contributions to safety and health in their work place for the Governor's Employee Safety Award. In addition to the annual award, Managers/Supervisors are encouraged to recognize employees who follow safe and healthful work practices. The method of recognition will be determined by the College/Department.

### **4.0 Effective Communications with Employees**

4.1 Supervisors are responsible for communicating with all employees about safety and health issues (IIPP and any other campus program, policy, or procedure) in a form readily understandable by all employees.

4.2 Cal OSHA required posting can be found on the bulletin board located in the Department of Human Resources in the Student Services and Administration Building (SA).

### 4.3 Communication from Employees

4.3.1 Employees who recognize a safety hazard that could result in an injury or illness must promptly tell their supervisor about the hazard.

4.3.2 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.

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

4.4 A noted safety and/or health hazard can be written and submitted to the Department of Environmental Health & Safety or the employee's 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 and provide a copy to EHS. The submitting employee may remain anonymous by not including his/her name.

4.5 Employees will be informed about safety matters by e-mail, voice mail, distribution of written memoranda, by articles in a campus newsletter or any other appropriate method.

4.6 The Safety Committees are another source of communication for health and safety information. A Safety Committee Member will inform employees in their represented area of hazard corrections and committee activities.

### 4.7 Training Programs

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

4.7.2 Supervisors will ensure required training is provided to employees either on a periodic basis, before assignment to a new job, or when work assignments change.

### 4.8 General Code of Safe Practices

4.7.1 The General Code of Safe Practices is written to provide safety guidelines for the general employee population. **See Appendix I.**

## 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.
  - 5.2.2 General inspections are conducted by the College/Department utilizing “CSU East Bay, General Department Safety Checklist,” or an equivalent form. **See Appendix III** or equivalent form.
  - 5.2.3 An employee can request EHS to perform an inspection of their work area.
- 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 represents a new occupational safety and health hazard.
    - 5.3.1.2 Whenever the supervisor is made aware of a new or previously unrecognized hazard.

## 6.0 Accident Investigation & Reporting

- 6.1 It is essential that all work-related accidents occurring either on University property or at off-campus University sponsored events get reported to the employee’s Supervisor and the Worker’s Compensation Coordinator or EHS within eight (8) hours.
- 6.2 If the accident occurs after normal business hours or on the weekend, the Manager/Supervisor and the Worker’s Compensation Coordinator will need to be notified the next business day.
- 6.3 Call 911 immediately from any campus phone if the injury requires emergency assistance.
- 6.4 Supervisor’s Report of Work Injury/Illness form is required to be completed and forwarded to the Worker’s Compensation Coordinator within eight (8) hours upon notification of an injury or illness. **See Appendix IV** for form or equivalent form.

6.5 Work-related injuries/accidents need to be investigated by the supervisor in a timely manner. EHS will assist with the investigation as needed.

6.6 Action requirements for investigation and corrective actions:

6.6.1 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.

6.6.2 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.

## **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 provides and/or coordinates applicable ongoing training to employees.

- 8.3 EHS will provide to all Colleges/Departments updated revisions to the IIPP. The Colleges/Departments are responsible for forwarding the information to all employees.
- 8.4 Faculty employees will provide training to students regarding applicable safety and health work practices, emergency procedures, and reporting accidents/injuries and safety and health concerns.
- 8.5 Training and instruction will be provided in one of the following ways:
  - 8.5.1 formal and informal safety meetings and discussions.
  - 8.5.2 distribution and review of the IIPP manual and other safety programs, policies and procedures.
  - 8.5.3 written communications and posting.
  - 8.5.4 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 Worker's Compensation Coordinator. Records of accidents occurring in a department should be maintained by the Department.
- 9.2 Records of accident/injury investigations are maintained by Risk Management. These records are maintained for at least five (5) years.
- 9.3 Supervisor's Report of Work Injury/Illness is maintained for at least three (3) years from the date of the incident or report of illness to the Worker's Compensation Coordinator.
- 9.4 Medical records of injuries and illness involving employees that are seen by Student Health & Counseling Services are maintained in Student Health & Counseling Services.
- 9.5 Records of employees' medical monitoring are maintained by Student Health & Counseling Services and/or St. Rose Occupational Medicine clinic. Medical records will be maintained for at least 30 years after termination of the employee.
- 9.6 Records of employees' health and safety training are maintained by EHS and/or the College/Department for at least three (3) years.
- 9.7 Records of students' health and safety training will be maintained by the applicable College/Department for at least three (3) year.
- 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. A copy of the training outline and attendance rosters will be made available to EHS upon request. 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 EHS will maintain the Campus Safety and Health Committee Meeting minutes for at least (1) year. They will be made available to any employee upon request.

# GENERAL CODE OF SAFE PRACTICES

## I. General Requirements

1. Report all unsafe conditions, accidents, injuries and illnesses to your immediate supervisor.
2. In the event of an emergency, in which you are in immediate danger warn others while immediately leaving the area of danger, and call 911 for help.
3. When lifting or carrying, always use proper technique to avoid back injuries or muscle strain.
4. Employees shall not possess or be under the influence of intoxicating substances while at work.
5. Horseplay, scuffling, running and other acts that tend to have an adverse influence on the safety or well being of employees are prohibited.
6. Chairs may not be used as a ladder.
7. Employees who have been working with hazardous materials must wash their hands before going on break or leaving work.
8. All liquid material containers must be properly labeled so that the contents are evident.
9. No eating is allowed in areas where hazardous materials are used or stored.
10. No smoking is allowed in any building or within 20 ft of the building.
11. All doors on fire rated corridors and doors with self-closers must remain closed when not in use. Do not prop them open.
12. Do not place or reach hands or any other parts of the body into dumpster, trash cans, recyclable bins, etc. to handle trash.
13. For reasons of safety, health and sanitation, pets of any type are not allowed in any University owned or leased building under any circumstances. This policy includes University residence halls. **Exceptions:** Service animals as defined by the Americans with Disabilities Act of 1990.

14. Although the University does not have a dress code, it is expected that an employee dresses appropriately for the job, taking into account any associated hazards.
15. Do not text, talk or use your cell phone while driving. If you must respond to a call or message, pull safely off the road.
16. Use the elevator buttons to open or close the doors. Do not use your arms, legs, or personal belonging to hold the doors open.
17. If you are stuck in an elevator, call UPD and wait for assistance. NEVER crawl out or remove yourself from an elevator that is stuck between floors.

## **II. Workplace Conditions:**

1. Keep aisles, doorways, and hallways clear, clean and dry at all times.
2. Boxes and other materials must not be left or placed in a manner that can pose a tripping hazard.
3. Access to portable fire extinguishers must be kept clear of obstructions.
4. Electrical panels and switch equipment must be kept clear for ready access.
5. Extension cords may only be used for temporary purposes, not a substitute for permanent wiring.
6. Extension cords or other loose wires may not be placed in a walk area, unless they are properly protected to prevent tripping hazard.
7. Electrical plug strips connected with a flexible cord, in long term use:
  - a. Must have a capacity of either 15 or 20 amps.
  - b. Must have an integral circuit breaker.
8. Store heavy items at or below waist level.
9. Anchor/secure cabinets and tall items for seismic safety.

**REPORT OF SAFETY HAZARD**

Name (optional)	Date	Supervisor Name	Department

**Describe the workplace condition or health/safety hazard:**

**Suggestion(s) for minimizing or eliminating the hazard:**

**Below is the response to the reported hazard.**

**Corrective action(s):**

**Submit to the Department of Environmental Health & Safety: SA 4700**

**APPENDIX III**

**General Department Safety Checklist**

**APPENDIX IV**



Risk Management & Internal Control · SA4701 · 25800 Carlos Bee Blvd · Hayward, CA 94542  
 Telephone (510) 885-4227 Fax (510) 885-4908

**Supervisor's Injury and Illness Incident Report**

**INSTRUCTIONS**

1. Report the illness/injury **IMMEDIATELY** to the Workers' Compensation Coordinator.
2. Within eight (8) hours of the injury or illness:
  - The employee's direct supervisor or administrator must complete ALL sections of this form.  
 (Under no circumstances is the injured/ill employee to complete this form.)
  - Forward the original form to the Workers' Compensation Coordinator with a copy to the department.

**I. INJURED/ILL EMPLOYEE**

Name:	Job Title:							
Address:	City:	State:	Zip:					
Home Phone No: (     )     )	Department:	Ext:						
Work Phone No: (     )     )	Usual schedule:	am / pm. TO:	am / pm					
# hrs Usually works:	Work days:	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Direct Supervisor:	Ext:							

**II. FACTS RELATED TO INJURY/ILLNESS**

Date/time of injury or onset of illness:   /   /    at :           am / pm	Any witness(es) <input type="checkbox"/> No Yes* <input type="checkbox"/>	
Date/time the employee began work:   /   /    at :           am / pm	*Witness Name(s)	Phone No.
Date of supervisor's knowledge or notice of injury/illness:   /   /		
Where on campus did injury/illness occur (department/room/location outside):		
Were other employees injured? Yes   No   If yes, who?	Was an outside agency/person responsible? Yes   No If so, who?	
Did injury/illness result in First Aid?   Yes       No	If employee died, date/time of death:	
Specific injury/illness and part(s) of body affected: (i.e., broken finger on <u>right</u> hand, tendonitis in <u>left</u> elbow, etc.)		
What was employee doing when event occurred? (i.e., lifting, keyboarding, loading boxes on truck, cleaning classroom, driving tractor, etc.)		
What office equipment, chemicals, or tools was employee using when the event occurred (i.e., computer equipment, tools, machinery)?		
Describe how injury/illness occurred. If more space is needed, please attach separate sheet of paper:		
Could anything be done to prevent injuries/illnesses of this type?   What course of action do you propose?		

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

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