

CALIFORNIA STATE UNIVERSITY

BAKERSFIELD

INJURY AND ILLNESS PREVENTION PROGRAM

Revised August, 2000

OUR COMMITMENT TO SAFETY

The Safety Policy
for
California State University, Bakersfield

To the Members of the Campus Community:

Careful attention to sound safety practices is a basic responsibility of every member of our university community. It is essential that this responsibility be understood and accepted in a spirit of caring cooperation by each person involved, so that a safe working and educational environment can be maintained for faculty, staff, students and visitors to the CSUB campus. To provide guidelines for that cooperative effort, this Injury and Illness Prevention Program has been developed and adopted.

Tomás A. Arciniega, President

California State University, Bakersfield Illness & Injury Prevention Program

Executive Summary

The California Occupational Safety and Health Administration (CAL OSHA) requires all employers to develop and implement an Injury and Illness Prevention Program (IIPP). The CSUB Illness & Injury Prevention Program is based upon a model provided by the CSU Chancellor's Office. The program has been customized to fit work conditions specific to the Bakersfield campus.

The IIPP defines management's responsibility for provision of a safe work place and employees' responsibilities for conducting themselves according to established safety practices. The IIPP creates a framework for implementation of CAL OSHA's very specific construction and general industry safety orders. Procedures for safety communications, safety training, hazard control, and record keeping are outlined.

Written regulatory compliance programs are referenced as resources. These operational plans provide the details necessary to achieve regulatory compliance. Additional programs will be developed as needed to maintain compliance. New programs are always offered, for review and comment, to members of the campus community who must eventually implement the regulations.

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1.0 REGULATORY AUTHORITY

California Labor Code Section 6401.7 (Chapter 1369, Statutes 1989); California Code of Regulations, Title 8, Section 3203; CSU Environmental Health and Safety Program Development and Administrative Guide.

2.0 ADMINISTERING AGENCY

California Division of Occupational Safety and Health, Department of Industrial Relations (CAL/OSHA).

3.0 SCOPE

Although the laws and implementing regulations apply only to employees, the University is committed to providing for the health and safety of students as well.

4.0 ILLNESS & INJURY PREVENTION POLICY

It is the objective of California State University, Bakersfield to maintain an environment for faculty, staff, students and the public that will protect their health and prevent accidental injury. Students and employees will not be required to perform tasks that are unreasonably hazardous. The University will establish and maintain a system of interactive policies, plans, programs, procedures and practices that are intended to help identify and control occupational hazards. In addition, departments will provide facilities and equipment that meet all applicable federal, state and local safety laws and regulations.

While the overall responsibility for campus health and safety rests with the President, the immediate responsibility for workplace health and safety belongs to each campus employee who performs a supervisory role. Each supervisor is expected to set productive objectives that are intended to advance the campus toward compliance with the laws and regulations. All faculty and staff are to ensure that safe and healthful conditions and practices are provided and followed within the areas under their control. The University administration insists that every effort be exerted to ensure that safety is an integral part of all CSUB work practices and campus activities.

5.0 OBJECTIVES

An effective Injury and Illness Prevention Program will assist management in determining what hazards exist in the work place, how to correct hazards that may occur and what actions to take to prevent them from recurring. The following objectives can be achieved by implementing the Illness and Injury Program:

- a. Reduction of work-related injuries, illnesses, property loss and environmental impairment;
- b. Development and implementation of safe and healthful work practices for each specific job performed by the University's employees;

- c. Provision of general safety and health rules to all employees;
- d. Adherence to disciplinary procedures to ensure that safety rules and work procedures are put into practice and enforced;
- e. Satisfactory maintenance of equipment;
- f. Prevention of hazards through self-inspections;
- g. Prompt correction of identified hazards;
- h. Prompt investigation of hazardous conditions, workplace accidents, near-miss incidents, and reported illness and injuries; and
- i. Compliance with the California Code of Regulations, Title 8, Section 3202.

6.0 RESPONSIBILITIES

The ultimate responsibility for establishing and maintaining effective policies regarding environmental health and safety issues specific to campus facilities and operations rests with the University President. General policies that govern the activities and responsibilities of the Safety and Risk Management (S&R) program are thereby established under the final authority of the President.

6.1 University Administration

Because of the wide diversity of operations within the University and the necessary differences in organizational structure within various departments, it is recognized that certain responsibilities and procedures in this program cannot be equally applied. There are some details that might be impossible or impractical for one department head to implement while another would have no difficulty establishing a complete range of activities. Therefore, department heads will have some latitude in formulating and implementing alternative methods as long as the Injury and Illness Prevention Program objectives are not compromised. It is the responsibility of cabinet officers to assure implementation of the Injury and Illness Prevention Program within their area of responsibility.

6.2 Deans, Directors, Department Heads

It is the responsibility of deans, directors and department heads to develop written departmental procedures that ensure compliance with the Injury and Illness Prevention Program for operations under their control. These individuals are also responsible for:

- a. Developing a training program designed to instruct employees and students in safe work practices and specific job duties prior to assignment to potentially hazardous employment;
- b. Documenting employee and student training, injuries, incident reports and grievances involving safety issues;
- c. Forwarding training records to the Safety and Risk Management Office;
- d. Maintaining an inventory of hazardous materials present in all work areas within the department;
- e. Informing outside contract employees, who work in areas under department jurisdiction, of the hazards to which those employees may be exposed;

- f. Designating staff who will be responsible for serving as departmental safety coordinators;
- g. Posting appropriate safety notices in a conspicuous location; and
- h. Ensuring that each supervisor adheres to adopted procedures and enforces safety regulations.

6.3 Supervisory Personnel

Supervisors are responsible for:

- a. Enforcing safe work practices and procedures;
- b. Implementing the training program designed to instruct employees and students in safe work practices and specific job duties;
- c. Instructing employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations;
- d. Permitting only those employees or students qualified by training to operate potentially hazardous equipment and making certain that employees or students understand all safety procedures associated with their job duties;
- e. Conducting regular safety meetings in the area of their responsibility;
- f. Investigating accidents and preparing written documentation;
- g. Requesting a Material Safety Data Sheet when one is not already available for a hazardous material or piece of equipment;
- h. Correcting and/or reporting unsafe conditions to their immediate superior.

6.4 Safety and Risk Management (S&R)

It is the responsibility of S&R staff to:

- a. Develop and manage the Injury and Illness Prevention Program in conjunction with the CSUB Health and Safety Committee;
- b. Consult with other campus managers regarding regulatory compliance, hazard identification and evaluation, procedures for correcting unsafe conditions, systems for communicating with employees, safety meeting scheduling, employee training programs, compliance strategies and record keeping;
- c. Monitor activities, on a consultative basis, in the areas of biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, occupational safety, pest management, public health and sanitation, radiation safety and safety education and training;
- d. Maintain environmental and industrial hygiene monitoring records;
- e. Investigate employee complaints of hazardous conditions and refer findings to appropriate managers; and
- f. Maintain campus wide safety training records.

6.5 CSUB Health and Safety Committee

This labor/management committee has been established to achieve and maintain a beneficial relationship through continuing communications on issues relating to occupational safety and health. This committee will discuss, explore, study and resolve problems referred to it by employees. It will also provide employees with the opportunity to voice concerns relating to hazards without fear of reprisal. The committee is authorized to make recommendations on those problems that have been discussed, explored and studied. Frank and open discussions are encouraged. However, the committee has no authority to change, delete or modify any of the terms of its charge nor to settle any grievance being processed on campus. Members of this committee include the Director of Disabled Student Services, Safety & Risk Manager, Director of Facilities Management, Director of Personnel Services, Director of Public Safety, Academic Deans, or their appointees, one individual from each of the employee collective bargaining units and ad hoc members appointed by consensus of the Safety Committee membership.

The CSUB Health and Safety committee will:

- a. Meet at least once each quarter;
- b. Prepare and maintain written records of the safety and health issues discussed;
- c. Review investigations of alleged hazardous conditions brought to attention of any committee member;
- d. Submit recommendations to assist in the evaluation of employee safety suggestions; and
- e. Upon request, verify abatement actions taken in response to CAL/OSHA citations.

6.6 Department Safety Coordinators

Department Safety Coordinators (DSC) are appointed by each department head or Dean for their respective department. DSC are critical to the effective implementation of the Injury and Illness Prevention Program. A DSC will:

- a. Assist the dean, director, department chair or department head with implementation of the Injury and Illness Prevention Program;
- b. Serve as liaison with S&R and other campus departments;
- c. Coordinate employee training which relates to workplace hazards;
- d. Work with S&R staff to conduct periodic safety inspections of facilities, equipment and projects to identify unsafe conditions and practices;
- e. Make recommendations and initiate corrective actions regarding identified hazards or deficiencies;
- f. Serve as liaison for the department on matters pertaining to regulatory inspections, accident/injury investigations, personnel safety training, technical consultants; and
- g. Ensure maintenance of department records related to training, accidents/injuries, monitoring or other pertinent environmental or safety data.

6.7 Employees

Employees should actively participate in the development and implementation of the Injury and Illness Prevention Program. Employee responsibilities include:

- a. Using common sense and good judgment at all times;
- b. Reading and complying with procedures and guidelines provided by their supervisors;
- c. Attending training sessions and complying with all applicable safety requirements;
- d. Informing their supervisor of workplace hazards without fear of reprisal;
- e. Asking questions of their supervisors when there is concern about an unknown or hazardous situation; and,
- f. Reporting injuries to their supervisors prior to the end of the shift.

6.8 Students

Students are expected to adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants or other authorized individuals. They must also report, to their supervisors or other responsible parties, workplace hazards that become known to them.

7.0 COMPLIANCE GUIDELINES

All employees shall adhere to safe and healthy work practices defined by established campus and departmental safety and health guidelines. Failure to do so may result in the initiation of disciplinary measures.

7.1 Discipline

Discipline is addressed in the California State University System in a variety of ways depending upon the case. Discipline may include dismissal, demotion or suspension based upon the severity of the situation. The CSU disciplinary guidelines are addressed in various memorandums of understanding between applicable bargaining units and specific sections within the California Education Code and the California Code of Regulations, Title 5.

8.0 SAFETY COMMUNICATIONS

Managers and supervisors will encourage employees to report any unsafe or unhealthy conditions they discover without fear of reprisal. The following methods have been established to communicate with employees on matters relating to health and safety.

8.1 CSUB Health and Safety Committee

The CSUB Health and Safety Committee has been established to achieve and maintain effective communications between labor and management and to resolve health and safety related problems (see Section 6.5).

8.2 Departmental Safety Meetings

Departments should schedule regular meetings at which safety and health issues may be freely and openly discussed by employees of the department. Management should attempt to schedule the meetings at a time when most employees can attend and should keep minutes to document attendance and the topics discussed.

8.3 Employee Safety Training

The University provides general training programs for employees on an ongoing basis (see section 12.0). Included are such topics as asbestos awareness, fire extinguisher, hazard communication and defensive driver training. Departments should provide specific training programs for employees on a regular basis, prior to assignment to a new job and when work assignments change.

8.4 Campus Safety Web Site

The CSUB Office of Safety and Risk Management has established a web page on the CSUB Internet site to make all written safety programs, safety alerts and safety committee meeting minutes readily available to the campus community. From the CSUB home page, first select Administration and then Safety and Risk Management.

8.5 Safety Suggestions

Safety hazard report forms are available outside the Personnel Office, in the Public Safety Office, S&R Office, and at the information desk in the Student Union. Employees and students may use the forms to report safety concerns or suggestions. The forms may be returned to any member of the CSUB Safety Committee or to the S&R Office. Hazard reports may also be filed electronically from the Safety and Risk Management web site.

8.6 Employee Recognition

In appreciation of the service rendered by employees to promote and maintain a safe campus environment, CSUB may recognize the employee in one the following ways:

- a. A letter of recognition from the Campus Safety Committee;
- b. A letter of appreciation signed by the President; and/ or
- c. A nomination for the Governor's annual safety award.

9.0 HEALTH AND SAFETY INSPECTIONS

A health and safety inspection program is essential to reduce unsafe conditions that may expose faculty, staff, students and visitors to incidents that could result in injury to individuals or damage to property. It is the responsibility of each department to schedule regular and systematic inspections for all departmental areas. The departmental safety coordinators should be assigned to conduct these inspections with assistance from S&R staff if necessary.

The frequency of workplace inspections is left up to the departments' discretion. S&R recommends that all areas be inspected annually. Those departments engaged in hazardous operations are encouraged to schedule more frequent inspections. S&R staff will conduct inspections of non-departmental public access areas (hallways, stairways, interior and exterior public assembly areas, rest rooms, classrooms, etc.), and will conduct periodic unscheduled inspections of all work areas to help ensure the maintenance of a safe and healthful work place. Safety inspection forms are provided on the Safety and Risk Management web site.

Departments will schedule additional inspections whenever:

- a. Substances, processes, procedures or equipment which represent new occupational safety and health hazards are introduced;
- b. Notification of a new or previously unrecognized hazard is received; and
- c. In the event of an occupational injury, occupational illness or exposure to hazardous substances as defined by CAL/OSHA.

10.0 HAZARD CONTROL PROCEDURES

Upon completion of inspections, written findings will be submitted to department heads and the Safety and Risk Management Office. Hazards should be prioritized through consideration of both the consequence (the severity) and probability (the frequency) of an incident. Schedules for correction of hazards should reflect these priorities. Corrective action for hazard elimination is the responsibility of the department head. S&R will provide or obtain expert assistance when necessary.

10.1 Imminent Hazards

Any condition or practice that may cause death or serious physical harm is considered an imminent hazard. Imminent hazards must be reported to department heads and/or the S&R Office immediately. The department head shall inform all employees of imminent hazards and ensure that all necessary precautions are taken to prevent injuries. Operations affected by serious safety hazards should always be stopped immediately.

11.0 ILLNESS & INJURY REPORTS

It is essential that records of all accidents, injuries and illnesses occurring either on University property or at off-campus University sponsored events are prepared and reviewed in a timely manor.

11.1 Occupational Illness & Injury Reports

Injuries incurred on the job must be reported to the employee's immediate supervisor prior to the end of the work shift. The supervisor is responsible for investigating the injury and completing the Supervisor's First Report of Injury form within 24 hours of occurrence of the injury. Blank injury report forms are available in the Personnel Department and Student Health Center. Completed forms should be delivered to the Personnel Department within one working day following the injury.

11.2 Accident Reports

Public Safety will be called to the scene of all injury accidents involving the public. Public Safety staff will prepare a written report and provide copies to the Vice President for Business and Administrative Services and the Risk Manager. If the accident is severe, these individuals will be notified immediately. Accidents involving property damage or other types of liability for the University must be reported to the Safety and Risk Management Office immediately. All automobile accidents involving use of a vehicle for state business must be reported to the S&R Office within 48 using the Report of Vehicle Accident form STD. 270.

11.3 Investigations

Public Safety will conduct the initial investigation of accidents involving the public. Supervisors will conduct the initial investigation of work related injures and report their findings to Personnel on the Supervisor's First Report of injury form. Public Safety and Personnel forward work related injury reports to S&R for follow up as needed to assure that hazardous conditions are identified and corrected. The supervisor of an employee involved in an automobile accident must investigate the accident and co-sign the Report of Vehicle Accident Form. Form STD 274 must also be completed by the Supervisor in the event of a vehicle accident.

11.4 OSHA Reports

Documentation of occupational injuries or illness will be prepared by the Personnel Department using an Employer's Report of Occupational Injury or Illness form and reported to the campus claims administrator. Disabilities resulting from injuries or illnesses that do not last through the day and do not require medical service other than minor first aid treatment do not need to be reported. Any serious injury or illness, involving employee inpatient hospitalization in excess of 24 hours for other than medical observation, dismemberment, disfigurement, or death, must be reported to CAL OSHA immediately (within 8 hours) by calling 818-901-5403.

S&R staff will maintain the OSHA Injury Log (Form 200). A summary of this log will be posted in a conspicuous place near the Personnel Office for review by employees during February of each

year. Records of occupational injuries and illnesses will be kept on file in S&R for a period of five years. Personnel submits illness and injury data to the CSU Office of the Chancellor.

12.0 EMPLOYEE SAFETY TRAINING

Effective dissemination of safety information lies at the heart of a successful Injury and Illness Prevention Program. It is necessary to provide training for employees concerning general safe work practices, as well as specific instruction with respect to hazards unique to each employee's job assignment.

12.1 General Work Practices

Safety and Risk Management provides a series of OSHA compliance safety training programs each year. S&R will assist departments in the development of training programs designed to meet safe work practice requirements.

12.2 Specific Work Practices

Specialized training sessions, dealing with an employee's unique job assignment, must be provided to convey an understanding of the employee's job tasks and possible related hazards. Each department head will:

- a. Ensure that all employees receive general and task specific training prior to assignment on a new job;
- b. Ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the work place which represent a new hazard or whenever the supervisor receives notification of a new or previously unrecognized hazard; and
- c. Ensure documentation of training topics on the CSUB training logs provided on the S&R web site. A copy of each log should be sent to the S&R office.

12.3 Long Range Training Plan

A long-range training plan should be developed which sets priorities for safety training sessions. Plans for refresher training should be incorporated into the long-range plan.

13.0 RECORD KEEPING

CAL\OSHA regulations require maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational safety and health.

13.1 Illness and Injury Records

Refer to Section 11.4.

13.2 Material Safety Data Sheets (MSDS)

Each MSDS received by the campus must be maintained for at least thirty years unless an inventory, including the identity of the substance or agent, where it was used and when it was used, is retained for at least thirty years. The Chemical Hazard Communication Program specifies procedures for maintenance of MSDS and chemical inventories.

13.3 Employee Exposure Records

Each employee exposure record will be preserved and maintained for the term of employment plus thirty years. These records include results from monitoring for exposure to chemical, physical and biological agents. Exposure records will be stored in the S&R office.

13.4 Medical Records

The medical records for each employee will be preserved and maintained for the duration of employment plus thirty years according to the procedures specified in the Employee Medical Monitoring Program. Such records include medical histories; the results of medical exams and lab tests; first aid records; and descriptions of treatments and prescriptions.

13.5 Employee Exposure and Medical Record Analysis

Each analysis using exposure or medical records will be preserved and maintained for at least thirty years.

13.6 Documentation of Activities

The University will keep records of steps taken to establish and maintain the Injury and Illness Prevention Program. Records will be kept in the S&R office. These records will be retained for at least three years and will include:

- a. Records of scheduled and periodic inspections to identify unsafe conditions and work practices including the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken; and
- b. Documentation of health and safety training for each employee, specifically, employee name or other identifier, training dates, types of training and the name of the training provider.

14.0 EMPLOYEE ACCESS TO EXPOSURE AND MEDICAL RECORDS

The University recognizes that employees, their designated representatives and authorized representatives of the Chief of the Division of Occupational Safety and Health (CAL/OSHA) have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests access to a record, the University shall assure that access is provided in a reasonable time, place and manner.

15.0 IMPLEMENTATION

The CSUB Illness and Injury Prevention Program will be revised every two years. Regulatory compliance programs will be reviewed and revised as required by regulation or as needed.

16.0 RESOURCES

These programs provide operating procedures for compliance with environmental health and occupational safety regulations. All of these programs are located on the CSUB Safety and Risk Management Internet web page. To access this information, go the CSUB homepage, first select Administration and then select Safety and Risk Management. Printed copies of regulatory compliance programs are also available upon request from the Safety and Risk Management Office.

Written Regulatory Compliance Programs

Asbestos Related Work	Industrial Truck Safety
Bloodborne Pathogen Exposure Control	Lead Exposure Control
Chemical Hazard Communication	Lock Out / Tag Out
Chemical Hygiene	Medical Waste Management
Confined Space Entry	Personal Protective Equipment
Emergency Action	Radiation Safety
Employee Medical Monitoring	Respiratory Protection
Ergonomics	Tree Trimming Operations
Hearing Conservation	
Hazardous Materials Spill Response	