

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
INJURY AND ILLNESS PREVENTION PROGRAM



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD
Safety and Risk Management

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Introduction

California State University, Bakersfield (CSUB) is committed to providing a safe environment for students, visitors, volunteers, and employees. California State University, Bakersfield has updated and adopted the Injury and Illness Prevention Program (IIPP) to ensure a campus environment that will not adversely affect the health and safety of individuals, nor subject anyone to avoidable accidental injury.

Please join in our commitment to promote a safe and healthy campus environment by becoming familiar with the contents of this program, and by utilizing the services that the campus makes available to assist you in your support of its overall safety goal. The Office of Safety, Risk & Sustainability (SR&S) can assist the campus community in establishing safe practices through education, training and by encouraging and recognizing sound risk management practices.

The Office of Safety, Risk & Sustainability

California State University, Bakersfield

Revision 003, October 2021

1.0 Authority

California Labor Code §6401.7;

California Code of Regulations, Title 8, §1509 and 3203, and

CSU Executive Order 1039, dated 11/17/2008

2.0 Scope and Applicability

This Injury and Illness Prevention Program (IIPP) applies to University employees, auxiliary employees, student employees, and California State University, Bakersfield volunteers. The IIPP applies to all University programs and activities whether on or off-campus. Contractors will adhere to these procedures unless contractual provisions provide for equivalent protection through another program, such as the IIPP for contractor's organization.

Any party can report a hazardous condition by contacting Safety, Risk & Sustainability at 654-6320 or University Police at 654-2111 or on-line at:

<http://www.csub.edu/BAS/srm/EHS/Forms/html/hazard.shtml>

3.0 Illness and Injury Prevention Program

California State University, Bakersfield has established, and maintains a system of interactive policies, programs, procedures and practices that are intended to help identify and control occupational hazards. While the overall responsibility for campus health and safety rests with the University President, the immediate responsibility for workplace health and safety belongs to each employee. Supervisors are expected to set productive objectives that will advance employees toward safe work habits and which are in compliance with applicable laws and regulations. Faculty and staff are to ensure that safe and healthful conditions and practices are followed within their work areas and upon recognizing an unsafe condition or practice, are expected to report the issue to a supervisor or to the Office of Safety, Risk & Sustainability. University administration is committed to providing resources, time, and effort to guarantee safety is an integral part of every California State University, Bakersfield activity.

4.0 Objectives

The IIPP was developed to communicate to University employees, students, and volunteers the procedures used to identify hazards in the workplace, how to correct hazards when they occur, and what steps can be taken to prevent them from recurring.

The IIPP has the following objectives:

- Identify a person or persons with authority and responsibility for implementing the program;
- Methods for communicating with employees regarding health and safety matters;
- Procedures for identifying, evaluating, and abating hazards and unsafe conditions;
- Reporting of hazardous conditions or practices, with or without anonymity;
- Reporting and investigating incidents and accidents;
- Communicate the responsibility for employee training regarding general health and safety information, job specific safety training, and required recordkeeping; and
- Identify procedures for maintaining health and safety program documentation.

5.0 Definitions

Cal/OSHA

The California Department of Occupational Safety and Health (Cal/OSHA) is the State agency that protects workers from safety hazards through regulations, inspections, and consultation.

Employee

A person who works for the California State University in return for financial or other compensation. (For purposes of the IIPP, employees working for auxiliary organizations located on the CSUB campus adhere to the program as if they were CSUB employees.)

Supervisor

An individual, regardless of the job title, having authority in the interest of the University to hire, transfer, suspend, lay-off, recall, promote, discharge, assign, reward, or discipline other

employees, or to direct them, or to adjust grievances, or to recommend such action, provided the authority is not of routine or clerical nature and requires the use of independent judgment.

Volunteer

An individual who performs work or provides services without compensation, or financial gain, and who is recognized and registered as a volunteer by the Office of Human Resources.

(CSU Volunteer Policy HR 2005-26, dated

6/14/2005, <http://www.calstate.edu/HRAdm/pdf2005/HR2005-26.pdf>)

Principal Investigator or Project Director

An individual (whether referred to in a contract or grant, or other similar term) designated by the sponsoring agency to be responsible for ensuring compliance with the academic, scientific, or technical duties, and who is for day to day management of the sponsored program.

6.0 Responsibilities

The ultimate responsibility for establishing and maintaining effective policies regarding health and safety resides with the University President. Policies governing activities and responsibilities under the Injury and Illness Prevention Program are established under the final authority of the President. The University President has delegated overall management for the IIPP to the Vice President of Business and Administrative Services. The Director of Safety, Risk & Sustainability is responsible for implementation of the IIPP.

6.1 Office of Safety, Risk & Sustainability

The Office of Safety, Risk & Sustainability, under the guidance of the Vice President of Business and Administrative Services, develops, manages, communicates, evaluates, and reviews the campus Injury and Illness Prevention Program. Safety, Risk & Sustainability coordinates the campus risk management program to proactively assist the campus in avoiding, mitigating, transferring, and / or controlling risk and has overall authority regarding health and safety programs.

Where imminent danger to life or health exists, the Director of Safety, Risk & Sustainability or

his/ her designee has the authority to order the cessation of an activity until the hazardous condition is abated or adequate measures are taken to minimize exposure to personnel, property, or the environment.

Safety, Risk & Sustainability's responsibilities include:

To develop, maintain, and implement the Injury and Illness Prevention Program in conjunction with campus Safety Committee.

To provide consultation regarding safety & health program issues including, but not limited to:

- Hazard identification and evaluation;
- Procedures for correcting unsafe conditions;
- Assist with safety meetings, support in developing, conducting and assessing;
- Assist with establishing training programs, safety objectives, and record keeping;
- Provides and / or coordinate general safety training;
- Receive reports of hazardous conditions or unsafe work practice and provides a method for investigating those reports;
- Maintain campus safety training records;
- Establish Occupational, Safety, and Environmental programs as necessary to fulfill regulation and campus needs. Additional services are outlined on the Safety, Risk & Sustainability web site at: <http://csub.edu/bas/srm>

Safety, Risk & Sustainability consults on campus wide activities in the areas of biological safety, chemical hygiene, business continuity planning, fire safety, hazard communication, hazard identification, hazardous materials and hazardous waste management, industrial hygiene, occupational safety, asbestos program management, public health and sanitation, radiation safety, safety training, environmental compliance, and risk management to the Vice President of Business and Administrative Services, the Chancellor's Office, Office of Risk Management, and other key administrators.

Safety, Risk & Sustainability maintains and updates the campus environmental and regulatory compliance programs as directed by law.

The Director of Safety, Risk & Sustainability acts as the campus' Radiation Safety Officer, helps to develop policies and procedures, reviews and authorizes radiation use on

campus in collaboration with the Science Safety Committee.

6.2 Associate Vice Presidents and Deans

It is the responsibility of Associate Vice Presidents and Deans to ensure departments under their direction are complying with the provisions of the IIPP. Associate Vice Presidents and Deans are charged with developing departmental procedures and policies to ensure effective compliance with the Injury and Illness Prevention Program and other University health and safety procedures, as they relate to operations under their control.

Associate Vice Presidents, and Deans, are to ensure that the following requirements are met:

- Develop a training program designed to instruct employees and students in safe work practices and specific job duties prior to assignment to potentially hazardous employment;
- Ensure adequate resources, including time, are available for the training and education of employees;
- Provide support, for the correction of hazardous conditions under their direction.

Inform all levels of employees:

- That willful non-compliance with established safety rules may lead to disciplinary action consistent with procedures described in respective collective bargaining contracts;
- That no employee is expected to undertake a job until he / she has received instructions on how to properly and safely use the assigned equipment, and is authorized to perform the job;
- That no employee should undertake a job that appears to be unsafe;
- That no employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with them safely;
- That mechanical safeguards must not be removed from equipment;
- That any work related injury or illness suffered, however slight, must be reported to management at once;
- That personal protective equipment must be used when and where required, and be properly inspected and maintained;
- That employees will not be retaliated against in any way for reporting perceived safety or health hazards, or for refusing to perform an activity they feel is unsafe.

6.3 Directors and Department Chairs

The primary responsibility for establishing and maintaining a safe and healthy workplace is at the department level. It is the responsibility of Directors and Department Chairs to develop, in collaboration with Safety, Risk & Sustainability, departmental procedures to ensure effective implementation with the IIPP and supplemental safety policies as they relate to operations under their control. Directors and Department Chairs are responsible for education and training; identification and correction of unsafe conditions and practices; and recordkeeping.

Specific tasks include:

- Identify hazardous job duties and activities within their department(s). Maintain written safety procedures corresponding to hazardous job duties. Permit only those qualified through training to operate potentially hazardous equipment;
- Ensure initial and periodic training for employees and students on safe work practices specific to their job duties and the IIPP. Such training must take place before assignment of hazardous or new job duties;
- Maintain an inventory of Safety Data Sheets, and update at least annually, a list of chemicals within each area under direct supervision;
- Maintain records documenting safety meetings, safety education, and training;
- Ensure completion of Supervisor Report of Injury and Incident reporting when necessary;
- Post required safety notices in a conspicuous location;
- Ensure that supervisors adhere to, and enforce, health and safety regulations and programs;
- Conduct periodic safety meetings, or include in agenda safety items, where department personnel can openly discuss safety issues. Safety can be discussed as part of regular departmental meetings, or as separate meetings;
- Where potentially hazardous equipment is procured, request and follow manufacturer's safety procedures and insure specialized training is provided prior to employee use;
- Document and follow-up on all injuries, incident reports, or hazard reports involving

- safety issues;
- Forward training records, injury reports, incident reports, and hazard reports involving safety issues to Safety and Risk Management;

6.4 Supervisors, Principal Investigators, and Managers

First line supervisors, principle investigators, and managers are to ensure all employees have been trained in the proper procedures for each job.

Additional responsibilities include:

- Enforcing safe work practices and procedures;
- Implement safety training for employees and students in general safe work practices, as well as instructions specific to their job duties;
- Provide instruction to employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine task and emergency operations;
- Permit only those persons qualified by training to operate potentially hazardous equipment or to use potentially hazardous materials;
- Ensure that newly hired, newly assigned, and all student employees, are properly trained before starting work;
- Maintain an inventory of chemicals, and their Safety Data Sheets in all work areas. Forward a copy of the chemical inventory to Safety, Risk & Sustainability at least annually;
- Posting of safety notices or procedures in a conspicuous location for employee viewing.

6.5 Employees

All University employees and volunteers will adhere to University health and safety policies and procedures.

Responsibilities include:

- Consult with supervisors to ensure procedures are in compliance with the Injury and Illness Prevention Program;
- Develop and maintaining written classroom, laboratory, and activity procedures,

- that conform to regulatory, university and departmental guidelines;
- Supervise students in the performance of activities. Ensure only students qualified by education or training, operate potentially hazardous equipment or use hazardous materials;

Report unsafe conditions, practices, or equipment either to their supervisor or to Safety, Risk & Sustainability without fear of reprisal;

- Attend education and training sessions to understand and comply with applicable safety requirements;
- Participate in periodic safety inspections and assist in the abatement of hazardous conditions.

6.6 Advisors for Academically Related Activities and Student Clubs

- It is the responsibility of advisors for academically related activities and student clubs to:
- Develop procedures to ensure effective compliance with the Injury and Illness Prevention Program as it relates to operations under their control;
- Identify and assist in the development and delivery of student education and training, identification and correction of unsafe conditions, and incident reporting;
- Supervise students in the performance of activities;
- Permit only those persons qualified by education and training to operate potentially hazardous equipment or use hazardous materials.

6.7 Student Employees and Volunteers

Student employees and volunteers are expected to adhere to safe practices presented by faculty; staff, graduate assistants, or other authorized individuals. Report any potentially hazardous condition to a supervisor, faculty or staff member as soon as possible.

It is the responsibility of all student employees and volunteers to:

- Use common sense and good judgment at all times;
- Read and comply with procedures and guidelines provided by their supervisors;
- Inform their supervisors of workplace hazards;

- Participate in established education and training sessions;
- Report all injuries to a supervisor, faculty or staff member immediately.

7.0 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:

7.1 Campus 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 and make recommendations, on problems referred to it by employees. It will also provide employees with the opportunity to voice concerns relating to hazards without fear of reprisal. However, the committee has no authority to change, delete or modify any of the terms of its charge or to settle any grievance. Members of this committee include the Director of Disabled Student Services, Director of Safety, Risk & Sustainability, Director of Facilities Management, Associate Vice President of Human Resources, Director of University Police, Academic Deans, or their designees, one individual from each employee collective bargaining unit and ad hoc members appointed by consensus of the Safety Committee membership.

The California State University, Bakersfield Safety Committee will:

- Meet at least once each semester;
- Prepare and maintain written records of the safety and health issues discussed;
- Review investigations of alleged hazardous conditions brought to the attention of any committee member;
- Submit recommendations to assist in the evaluation of employee safety suggestions.

7.2 Science Safety Committee

The Science Safety Committee will oversee implementation of the Chemical Hygiene Plan. Committee membership includes a faculty member from Chemistry, Biology, Physics and

Engineering, Geology, Nursing, Instructional Support Technicians from each listed department, the campus Chemical Hygiene Officer, and the Director of Safety, Risk & Sustainability. The Committee will meet once a semester during the academic year. The Chemical Hygiene Officer will refer Committee recommendations to the Dean of Natural Sciences, Mathematics and Engineering following meetings or as needed.

Science Safety Committee responsibilities include:

- Reviewing reports of hazardous conditions and providing recommendations for correction;
- Developing policy recommendations that will improve safety in laboratories; Approving the annual report to the Dean of Natural Sciences, Mathematics and Engineering, which summarize laboratory inspection findings, chemical inventory findings, requests for additional safety equipment, safety related maintenance needs, and proposed revisions to the Chemical Hygiene Plan.

7.3 Department Safety Meetings

Departments should schedule regular safety meetings where safety and health issues can be freely and openly discussed by employees. Meetings should be scheduled at a time when most employees can attend and minutes should be kept to document who was in attendance and what topics were discussed. A copy of the training roster signed by employees who attended the meeting should be sent to the Office of Safety and Risk Management for inclusion in the campus safety training data base.

8.0 Employee Safety Training

Safety, Risk & Sustainability provides specified training programs as outlined by the California Department of Occupational Safety and Health for employees on an on-going basis. Departments are responsible for providing job specific training programs for employees on a periodic basis, prior to assignment on a new job, and when work assignments change. 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.

8.1 General Safe Work Practices

Safety, Risk & Sustainability has developed a training program designed to meet general safe work practice requirements. These programs are elements of larger programs which service broad campus needs. These programs include, but are not limited to:

Aerial Device Safety	Hazardous Waste Management
Asbestos Awareness	Hearing Conservation
Back Safety	Heat Illness Safety
Bloodborne Pathogen Training	IIPP Program Training

Carcinogen Safety	Laboratory Safety
Chain Saw Safety	Ladder Safety
Compressed Gas Safety	Laser Safety
Confined Space Training	Lead Awareness
Defensive Driver Training	Lockout / Tagout
Electrical Safety	Machine Shop Safety
Elevated Work Safety	Pesticide Safety
Emergency Preparedness	Radiation Safety
Ergonomics / Office Safety	Respiratory Protection
Fall Protection	Supervisory Safety
Fire and Life Safety	Trash Compaction Equip
Forklift Safety	Tree Trimmer Safety
Hazard Communication	Welding Safety

8.2 Specific Safe Work Practices

Specialized training sessions dealing with an employee's unique job assignment must be developed by each supervisor. It is the responsibility of each supervisor to understand his / her employee's job tasks and related hazards.

8.3 Scheduled Training

Each supervisor will ensure that all new employees receive general and specific training

prior to assignment to a new job, whenever new substances, processes, procedures or equipment are introduced to the workplace which represent a new hazard or whenever the supervisor receives notification of a new or previously unrecognized hazard. Training should be communicated to the employee in a way that insures the employee receives information that is readily understandable and in a language that they understand. All training will be documented in writing and kept on file within each department and a copy will be provided to the Office of Safety, Risk & Sustainability.

8.4 Safety Posters

Safety, Risk & Sustainability can provide departments with a variety of posters to be used in promoting a safe and healthful workplace and work practices. All regulated posters should be displayed in high visibility areas within each applicable workplace.

8.5 Campus Safety Bulletins

Safety, Risk & Sustainability publishes Campus Safety Bulletins as necessary to keep the campus community informed of changes in regulations or topics of interest related to campus operations.

8.6 Campus Safety Web Site

Safety, Risk & Sustainability has established a web page to make all written safety programs, safety alerts and safety training information readily available to the campus community. From the CSUB home page, first select the link faculty / staff, then locate the Business and Administrative Services banner, click the link that reads Safety, Risk & Sustainability.

9.0 Hazard Reports

Safety hazard report forms are available in the Human Resources Department, University Police Department, and Safety, Risk & Sustainability. Employees and students may use the form to report safety concerns or suggestions. The forms may be returned to any member of the CSUB Safety Committee or directly to the Office of Safety, Risk & Sustainability. Hazard reports may also be filed electronically from the Safety, Risk & Sustainability web site.

10.0 Employee Recognition and or Discipline

All employees are required to adhere to safe work practices defined by law or by

established University and departmental guidelines.

10.1 Employee Recognition

The University understands the importance of recognition for employees who exemplify good safety practices, and as such employees who promote and maintain a safe campus environment, may be recognize in one the following ways:

- A letter of recognition from the Campus Safety Committee;
- A letter of appreciation signed by the University President; and / or
- A nomination for the Governor's Annual Safety Award.

10.2 Discipline

Discipline is addressed in the California State University System in a variety of ways. Discipline may include dismissal, demotion or suspension based upon the severity of the situation. California State University disciplinary guidelines are addressed in various memorandums of understanding between applicable bargaining units and specific sections within Title 5 of the California Education Code, and Title 8 of the California Code of Regulations.

11.0 Safety Inspections

A safety inspection program is essential in order to reduce unsafe campus conditions which may expose faculty, staff, students and visitors to incidents that could result in injury to individuals or damage to property.

11.1 Scheduled Workplace Inspections

It is the responsibility of each department to ensure that a regular and systematic inspection process is scheduled and performed for all areas. Safety, Risk & Sustainability conducts annual fire and safety inspections for all areas of the campus. Departments engaged in hazardous operations are encouraged to conduct more frequent inspections. The Office of Safety, Risk & Sustainability can provide consultative assistance in hazard abatement efforts should workplace deficiencies be found.

11.2 Unscheduled Workplace Inspections

Departments should conduct inspections whenever new substances, processes, procedures or equipment, which represent a new occupational safety and health hazard, are introduced. Departments should conduct an inspection whenever notification of a new

or previously unrecognized hazard is received.

The Office of Safety, Risk & Sustainability will conduct periodic unscheduled inspections of selected workplaces to help ensure the maintenance of a safe and healthful workplace. Safety, Risk & Sustainability, in conjunction with departmental representatives, will conduct a health and safety inspection in the event of an occupational injury, occupational illness, or exposure to hazardous substances as defined by the Cal/OSHA.

12.0 Injury and Illness Reporting

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

12.1 Occupational Illness & Injury Reports

Supervisors are responsible for investigating occupational illness and injury and for completing the Supervisor's First Report of Injury form within twenty-four (24) hours of occurrence. Blank injury report forms are available in the Human Resources Department, the Student Health Center and on the CSUB web site at:

<http://www.csub.edu/BAS/srm/files/supervorors%20report%20of%20injury.pdf>.

- All injuries received on the job should be reported to the immediate supervisor of the injured employee.
- Supervisors will ensure that the appropriate injury report forms are filed with the Office of Human Resources.
- Campus employees who become aware of an injury to a student, visitor, guest or contractor should report the injury to University Police or the Office of the Vice President for Business and Administrative Services.

12.2 Serious Incident Reporting

Serious occupational injuries, illness or exposures to hazardous substances, as defined by the California Department of Occupational Safety and Health, must be reported to the Office of Safety and Risk Management no later than twenty four (24) hours after they become known. Safety and Risk Management will contact Cal/OSHA as required by law.

For the purposes of the above reporting requirement, "serious injury or illness" is any injury

or illness which requires inpatient hospitalization for a period in excess of 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

12.3 Accident Reports

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

12.4 Accident Investigation

- University Police will conduct initial investigation of accidents involving the public.
- Supervisors will conduct initial investigation of work-related injuries and report their findings to Human Resources on the Supervisor's First Report of injury form.
- University Police and Human Resources will forward work related injury reports to Safety, Risk & Sustainability 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.

12.5 Cal/OSHA Reporting

Documentation of occupational injuries or illness will be prepared by the Human Resources Department. Any serious injury or illness, involving employee inpatient hospitalization in excess of twenty-four (24) hours for other than medical observation, dismemberment, disfigurement, or death, must be reported to Cal/OSHA immediately (within 8 hours).

Human Resources staff will maintain the Cal/OSHA 300 Log. A summary of this log will be posted in a conspicuous place near the Human Resources Office for review by employees during February of each year. Records of occupational injuries and illnesses will be kept on file in Human Resources for a period of five years.

13.0 Hazard Control Procedures

Upon completion of scheduled or unscheduled inspections, all findings will be prepared in writing and submitted to the appropriate Dean, Director, or Department Chair. Corrective actions or a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department. Safety, Risk & Sustainability will, however, assist in obtaining expert corrective assistance where appropriate and necessary. Serious violations and hazards should always be given top priority and be corrected immediately, or consideration should be given to stopping operations affected by the violations or hazards.

13.1 Imminent Hazard Situation

Employees, whether conducting a safety inspection, or in the normal course of their duties, should immediately notify their Supervisor, Department Chair, Dean and the Office of Safety, Risk & Sustainability, as appropriate, if a condition exists that presents an imminent hazard to health or safety.

A Supervisor, Department Chair, Dean, Safety, Risk & Sustainability or Human Resources will inform all employees of any imminent hazard that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent injuries and illnesses.

An imminent hazard is any condition or practice where there is reasonable certainty that a hazard exists that can be expected to cause death or serious physical harm immediately or before the hazard can be eliminated through normal corrective measures.

- A conspicuous written notice will be attached to the equipment or facility presenting the hazardous condition, prohibiting use by employees or students;
- The written notice may not be removed until the hazardous condition no longer exists, and the required safeguards and safety devices are implemented;
- This written notice may only be removed, and the equipment or area released for use, by a representative from Safety, Risk & Sustainability or a supervisor responsible for the process or area which was "tagged";
- Personnel who continue to use an item that has been so tagged, or who willfully remove a tag before the unsafe condition is corrected, are subject to severe disciplinary action, up to and including, dismissal as allowed by campus policy and respective collective bargaining contracts;
- Entry or use may be allowed with the written permission of a staff member from Safety, Risk & Sustainability, for the sole purpose of eliminating the hazardous condition.

14.0 Record Keeping

Many standards and regulations set down by Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to environmental health and occupational safety.

14.1 Occupational Injuries and Illnesses Log

The University will maintain a master log and summary of occupational injuries and illnesses. This log will be maintained in Human Resources. Records of occupational injuries and illnesses will be kept on file in the Human Resources Office and will be made available for review by Cal/OSHA personnel.

14.2 Safety Data Sheets

Each Safety Data Sheet received by the campus must be maintained for at least thirty (30) years.

14.3 Employee Exposure Records

Employee exposure records will be preserved and maintained by the Office of Safety, Risk & Sustainability for at least thirty (30) years.

Departments using any regulated carcinogens have additional reporting and record keeping requirements specified by Cal/OSHA. These departments will provide a list of all carcinogens used to Safety, Risk & Sustainability.

14.4 Employee Medical Records

Employee medical records (as defined in section 3204, Title 8, California Code of Regulations) will be preserved and maintained for at least the duration of employment plus thirty (30) years except for certain health insurance claims records, first aid records, or the medical records of employees who have worked for less than one (1) year if they are provided to the employee upon termination of employment.

Such records include medical and employment questionnaires or histories; the results of medical exams and lab tests; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints.

14.0 Record Retention and Documentation

Essential records, including those legally required for Workers' Compensation, insurance audits and government inspections will be maintained for as long as required. Departments will keep records of steps taken to establish and maintain the Injury and Illness Prevention Program.

Record types include:

- Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation should include the name of the person conducting the inspection, the unsafe conditions and work practices identified, and the corrective action taken. These records will be maintained for at least three years.
- Documentation of health and safety training for each employee. Specifically, employee name or other identifier, training dates, type of training and the name of the training provider will be included. Records will be retained for at least three years.

Training records will be kept in each department and copies will be forwarded to the Office of Safety, Risk & Sustainability.

14.1 Employee Access to Medical Records

The University recognizes that employees and their designated representatives and authorized representatives of the Chief of the California Department of Occupational Safety and Health have a right to 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 will assure that access is provided in a reasonable time, place and manner.

15.0 Resources

The Office of Safety, Risk & Sustainability oversees specific safety programs which are incorporated into the overall campus Injury and Illness Prevention Program. This helps ensure that adequate environmental health and safety measures are taken when carrying

out campus operations. Existing programs are outlined below. Written copies of programs and procedures may be obtained from the Office of Safety, Risk & Sustainability.

15.1 Chemical Hygiene Plan

The written Chemical Hygiene Plan provides that the Office of Safety, Risk & Sustainability will consult with individuals who work in laboratories with hazardous materials and / or hazardous processes. Assistance provided includes information on methods of safe handling and storage of reactive and toxic substances, as well as personal protection. Available toxicological information includes permissible exposure limits to certain chemicals, as well as effects of overexposure to various target organs.

Safety, Risk & Sustainability staff will, upon request, conduct walk-through surveys of lab spaces for the purpose of advising the research staff about physical and chemical hazards routinely found in research lab settings. Problems connected with chemical storage, waste management, earthquake preparedness, electrical hazards, personal protection, etc., are focused upon.

15.2 Emergency Preparedness

The campus Emergency Response Manual provides for a consistent and adequate means of handling a variety of emergencies. University personnel, students and the public are informed of and included in the preparedness and response strategy. The campus Emergency Response Manual outlines the actions to be taken by the University in response to emergency situations. The goal of this Manual is the preservation of life, the protection of our environment and property, and the continuity of campus operations.

15.3 Hazard Communication

The written Hazard Communication Program provides for an inventory of hazardous substances used in each workplace; a system for labeling containers; safety data sheet collection for each hazardous substance used; and a comprehensive training program for employees who use hazardous materials.

15.4 Occupational Safety Programs

The campus Occupational Safety Program provides for safe working / walking surfaces, adequate illumination, proper maintenance of tools and other equipment, proper guarding of machinery, electrical safety, lockout / tagout procedures for energized systems, safe use

and storage of compressed gas, confined space entry procedures, procedures for the safe handling of materials, and industrial truck safety.

15.5 Radiation Safety

The Radiation Safety program provides for the safety of personnel, students and the public during operations involving ionizing, ultra-violet, laser and microwave radiation sources. Working within guidelines approved in the University's broad scope license with the California Department of Public Health, Radiologic Branch, Safety, Risk & Sustainability administers the radiation safety program to ensure that all exposures to radioactive sources are kept to a level as low as reasonably achievable.



APPENDIX A: Report of Unsafe Condition or Hazard

I. Unsafe Condition or Hazard				
Location of Hazard				
Building:		Floor:		Room:
Date:		Time:		
II. Management Investigation				
Name:		Date:		
Results of investigation:				
Proposed action:				
Follow-up dates: 14 days 30 days 60 days 90 days				
Resolution date:				
Completed copies of this form should be routed to the appropriate Dean, Department Head, Chair or Supervisor.				



APPENDIX C: Incident Report

Name of offender:

CSUB ID if available:

Location on campus of incident:

Date/Time:

Reported by:

Phone #:

Check all applicable encountered with this individual

1. Physical contact:

Pushing	Hitting	Inappropriate touching	Other
Grabbin g			

2. Other Physical Actions:

Hitting an object	Throwing an object	Slamming fists	Violent gestures
Presence of weapons		Other	

3. Verbal insults and threats:

Direct verbal threat	Threat to use weapon	Repeated mention of weapons and / or violence	Other
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4. Classroom disruption:

Intimidating or abusive comments	Harassment of other students	
Verbal Insults	Disoriented Behavior	Repeated refusals to follow classroom guidelines for civility

Have you reported this incident to University Police?	Yes If Yes, When?	No
Have you reported this incident to your dean or supervisor?	Yes If Yes, When	No

Incident Report Completed by:

Date:

Once completed, return to your Dean, Supervisor, University Police, Human Resources or the Office of Safety, Risk & Sustainability.