



HUMBOLDT STATE UNIVERSITY

INJURY AND ILLNESS PREVENTION PROGRAM

POLICY

It is the commitment of Humboldt State University to maintain a safe and healthful environment for its students, faculty, staff, and visitors. Based on principles of occupational safety, industrial hygiene, academic excellence, and fiscal responsibility, the University will promote comprehensive injury and illness prevention, and hazardous materials management programs. University operations shall be conducted in compliance with applicable regulations and accepted practices for health, safety and environmental protection.

PURPOSE AND SCOPE

The purpose of this written injury and illness prevention program is to provide a comprehensive and integrated compliance plan based on existing and new health and safety programs to achieve a safe work environment and, thus, reduce the incident rate of occupational injuries and illnesses.

This program applies to all University employees, faculty and staff, and activities or operations conducted under the auspice of University business.

Completion of this plan indicates that it is the intention of Humboldt State University to fully comply with California Labor Code Section 6401.7 and California Code of Regulations Title 8, Sections 1509, 3203 and 5194.

RESPONSIBILITY

The ultimate responsibility for establishing and maintaining effective policies regarding environmental health and safety issues rests with the University President, Dr. Rollin C. Richmond. General policies which govern the activities and responsibilities of the environmental health and safety program are thereby established under the authority of the President.

The Injury and Illness Prevention (IIP) Program administrator, Environmental Health and Safety (EH&S) Coordinator, Tom Manoli, has the authority and the responsibility for implementing and maintaining this IIP Program for Humboldt State University. The EH&S office is located in the Student and Business Services building room 413 (ext. 5711) and operates under the Director of EH&S Dave Bugbee, HSU Risk Manager.

Managers and supervisors are responsible for implementing and maintaining the Injury & Illness Prevention Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

WRITTEN PROGRAM

Individual departments are responsible for developing a written Injury and Illness Prevention Plan. Each department's IIPP must be a written document that addresses the minimum elements of the standard. Compliance with this requirement can be accomplished by completing the model plan in Appendix A and identifying department-specific hazards and corresponding safety procedures.

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include the following practices:

- Informing workers of the provisions of our IIP Program.
 - The IIPP is posted at <http://www.humboldt.edu/~ehos/iip.html>
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of our IIP Program.
- Training programs.
- Regularly scheduled safety meetings.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer assigned by the department administrator or safety officer.

Periodic inspections are performed according to the following schedule:

- At the initial establishment of the IIP Program;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur; and
- Whenever workplace conditions warrant an inspection.
- On a regular schedule as established in departmental IIPP's.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;

- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

Workplace accident and exposure reports are reviewed by the Environmental Health and Safety Coordinator.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered; and
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIP Program is first established;
- To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
- To all workers given new job assignments for which training has not previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- At scheduled intervals pursuant to requirements of applicable Title 8 CCR sections.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and

- To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIP Program.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

RECORDKEEPING

Humboldt State University is a governmental entity (county, city, district, or and any public or quasi-public corporation or public agency) and as such we are not required to keep written records of the steps taken to implement and maintain our IIP Program.

Appendix A

HUMBOLDT STATE UNIVERSITY DEPARTMENTAL INJURY & ILLNESS PREVENTION PLAN

The _____ Department is committed to maintaining a safe environment for its students, academic appointees, staff and visitors.

Implementing Authority and Responsible Parties

DEPARTMENT HEAD or CHAIRPERSON: _____

Extension: _____

The above named person has the authority and responsibility to implement the department Injury and Illness Prevention Program. This person is also responsible for designating at least one employee as the department safety coordinator to assist in implementing mandated health and safety programs.

The following individual(s) is the Department Safety Coordinator:

Name: _____

Ext.: _____

Description of authority and responsibility:

Name: _____

Ext.: _____

Description of authority and responsibility:

Department Administrator: _____ Date _____

SECTION A

COMMUNICATING SAFETY ISSUES

The department uses the following methods to ensure effective health and safety communication to employees, and to ensure that employees feel comfortable raising concerns about safety issues without fear of reprisal:

- Supervisors and managers are provided with training on their roles and responsibilities as they pertain to injury and illness prevention, including being informed of the hazards to which they may be exposed. (contact EH&S 5711 for assistance.)
- Information on safe working conditions, work practices, and hazard control is included in initial training at the start of employment and all subsequent training.

- Other forms of employer-to-employee communications on health and safety topics include: Posters, Meetings, Written procedures, MSDSs, Chemical Hygiene Plan, Warning labels, Bulletins, other (specify):
- Employees are encouraged to bring to the University's attention any potential health or safety hazard that may exist in the work area. The University provides Hazard Identification forms (Appendix D) for this purpose.
- Employees have been advised by the following method that adherence to safe work practices and the proper use of required personal protective equipment will be monitored and conformance will be reinforced by:
 - Recognition for compliance/good safety record, including:
 - Incentive awards
 - Positive commentary on job performance evaluations
 - Consideration in merit increases in salary
 - Discipline for non-compliance, including:
 - Employees have been advised there will be no reprisals or other job discrimination for expressing any concern, comment, suggestion or complaint about a safety-related matter.

The following methods are used to ensure that health and safety communications are readily understandable by all affected employees. oral verification written verification supervisor observation/evaluation other:

Documentation related to Injury & Illness Prevention Program communication is maintained by the following:

- department safety coordinator
- individual supervisors
- department chair/manager
- Specialty committees:
- other:

Employees are encouraged to bring to the University's attention any potential health or safety hazard that may exist in the work area. A mechanism for anonymous employee input, such as a suggestion box or mail station for safety suggestions, hazard identification, complaints, etc. which is accessible to all employees will be implemented. The Hazard Identification form (or equivalent) can be used for this purpose. These forms may also be sent directly to EH&S (ext. 5711) for follow-up.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods, utilizing EH&S assistance if needed. Feedback to the employees is critical, and must be provided for effective two-way communication.

SECTION B

IDENTIFYING WORK PLACE HAZARDS

The department uses the forms in Appendix B to conduct regularly scheduled work area inspections, document incident investigations and health and safety training.

SECTION C

INJURY AND ILLNESS INVESTIGATIONS

All occupationally related injuries are investigated initially by the responsible supervisor who then completes the *Accident/Exposure Investigation Report* (see Appendix C). Supervisors should visit the work area where an injury (or near miss) occurred as soon as possible and:

- Interview the injured worker and any witnesses;
- Examine the work area for factors associated with the accident/exposure;
- Take prompt corrective action to prevent incidents from recurring;
- Record the findings and corrective actions taken.
- Supervisors may use the optional form on the following page as a guide to conducting an investigation.
- EH&S will provide a secondary review and, as appropriate, a more detailed investigation after the injury reported is forwarded to EH&S by Human Resources.

SECTION D

CORRECTION OF HAZARDS

Identified hazards must be corrected in a timely manner commensurate with the degree of hazard and risk of occurrence. Supervisors must initiate corrective action such as removing simple tripping hazards or initiating a work request for Plant Operations to repair facility related components which may pose a hazard. Hazards which cannot be promptly abated must be communicated to employees along with appropriate safe work practices and/or personal protective equipment requirements.

Supervisors can contact EH&S for additional consultation to identify hazard correction options.

OCCUPATIONAL INJURY AND ILLNESS INVESTIGATION REPORT

- I. Employee Supervisor Name: Phone: Position title: Department:
- II. Injury/Illness Information Date: Location: Nature of injury/illness: Activity at time of injury/illness:
- III. Analysis and Recommended Preventive Actions
 - A. Probable causation factors - 1) hazardous physical condition:2) inattention to task:3) insufficient training:4) no/improper protective equip. 5) other:

B. Preventive Actions/Controls1) engineering:2) administrative:3) personal protective equipment:4) other: Comments: Date of investigation: Investigator: c:\wpwin\forms\iipinves.rep

SECTION E

SAFETY AND HEALTH TRAINING

Department supervisors utilize a combination of the following methods to ensure that employees are trained so that they know:

What hazards they are potentially exposed to in their work areas;

- What safe work practices, including the proper selection and use of personal protective equipment, are to be used; and,
- What to do in case of an emergency.
- Department Training Methods: (check applicable boxes)
- Supervisor provides direct, hands-on training of tasks
- Employees are sent to on-campus training sessions provided by EH&S
- Supervisor arranges for consultant training on campus
- Employees are sent to off-campus training
- Employees are shown video training tapes with discussion afterwards
- Employees are provided written work safety practices/procedures, discussion afterwards
- Web-based training via EH&S home page link
- Other:

Training records for department employees are kept: (specify location)
(Utilize Appendix D to document training.)

SECTION F

RECORD KEEPING & DOCUMENTATION

Department supervisors have the responsibility to ensure that accurate documentation is retained for employee training sessions, safety inspections, identified & corrected hazards and other related safety communications from employees.

Department safety records shall be kept:

Appendix B

***DEPARTMENTAL
HAZARD ASSESSMENT AND CORRECTION
RECORD***

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Date of Inspection:

Person Conducting Inspection:

Unsafe Condition or Work Practice:

Corrective Action Taken:

Appendix C

ACCIDENT/EXPOSURE INVESTIGATION REPORT

Date & Time of Accident:

Location:

Accident Description:

Workers Involved:

Preventive Action Recommendations:

Corrective Actions Taken:

Manager Responsible:

Date Completed:

