

Risk Management & Safety Services

707-826-5711

Injury Illness & Prevention Program: Departmental Specific

Applicability: This template is intended for departments whose operations involve operational hazards beyond those typically found in office environments. Departments should consult with EH&S if they are unsure whether a departmental IIPP is required.

Department Responsibility: Each department is responsible for reviewing this plan at least annually and whenever there are significant changes to personnel, facilities, equipment, operation, or regulatory requirements. The Department Chair/Director and Department Safety Liaison are responsible for ensuring the information contained in this document remains accurate and current.

1.0 Introduction

The Cal Poly Humboldt Department Injury & Illness Prevention Program (Department IIPP) establishes the department specific procedures used to implement the University's campus wide Injury & Illness Prevention Program (IIPP). This plan identifies the hazards, responsibilities, training requirements, inspection process, and safe work practices applicable to the department's operations.

This Department IIPP applies to all department employees, student assistants, volunteers, and other individuals performing work under the direction and control of the department while conducting University business, whether on campus or at approved off-site locations.

This document is intended to serve as a practical resource for department leadership, supervisors, employees, and students to ensure occupational hazards are identified, evaluated, communicated, and corrected in accordance with University policy and applicable California occupational safety and health regulations.

2.0 Departmental Overview

Department	
Building(s)	
Department Chair/Director	
Department Safety Liaison (DSL)	
Phone	
Email	
Date Completed	
Annual Review Date	

2.1 General Scope of Work

Describe the department's operations, work locations, equipment, and activities that may present occupational hazards.

3.0 Department Hazard Profile

Check any hazards or work settings that apply

Work Hazards/Setting	Applies?
Office	
Laboratory	
Shop	
Biological	
Chemical	
Radiation	
Laser	
Compressed Gas	
Field Research	
Confined Space	
Animal Handling	
Ergonomics	
Driving	
Ladders	
Powered Equipment	
Heat	
Noise Hazard	
Respirator Use	
Hazardous Waste	
Other:	

4.0 Roles and Responsibilities

Describe the responsibilities of each position for implementing this Department IIPP.

Position	Responsibilities
Chair / Director	
Department Safety Liaison (DSL)	

Supervisors	
Employees	
Students	

5.0 Hazard Assessment

How are job hazards identified?

How often are safety inspections performed and what kind?

Who performs inspections?

What checklist or hazard analysis forms are used?

Where and how are records stored?

When are follow up inspections performed after a finding?

6.0 Hazard Correction

How are hazardous environments reported?

How are imminent hazards controlled before permanent correction?

What is the process to submit a work order or to fix the identified hazards?

Who tracks progress and completion of addressing the hazard?

Who shuts down unsafe work?

7.0 Communication

Please outline how safety topics or concerns are communicated. Examples include department meetings, email, bulletin boards, committees etc.

How can employees anonymously report hazards?

How are employees informed when hazards have been corrected?

8.0 Department Training Matrix

Provide the required training for the various positions in your department

See example below

Position	Required Training	Frequency
Office Staff	IIPP, Ergonomics	Yearly, At Hiring Appointment
Biology Lab Assistants	Biosafety, Chemical Hygiene, HazCom	Every Semester, At Hiring Appointment
Shop Tech	LOTO, Machine Guarding	Yearly, At Hiring Appointment
Custodians	PPE, Bloodborne Pathogens	Yearly, At Hiring Appointment
Physics Lab	Laser safety	Every Semester, At Hiring Appointment

Insert table or list below or add as additional page:

9.0 Department Specific Procedures

Include a list or table of all activities requiring standard operating procedures (SOPs) like the example below. No need to attach the SOPs, identifying that they are available and their location is sufficient.

Example

Activity	SOP Available?	Location
Autoclave	Yes	SharePoint
Forklift	Yes	Shop
Chainsaw	Yes	Google Drive
Laser	Yes	Binder

10.0 Required Safety Programs

Check all that apply. Note: Some of these may be campus wide programs under EH&S/Risk/Facilities.

Program	Applies?	Responsible Person
Chemical Hygiene Plan		
Biosafety		
Respirator Program		
Hearing Conservation		
Lock Out Tag Out (LOTO)		
Confined Space		
Personal Protective Equipment (PPE)		
Heat Illness		
Hazard Communication		
Machine Guarding		
Fall Protection		
Ladder Safety		
Laser Safety		
Radiation Safety		
Hazardous Waste Management		
Compressed Gas Safety		
Field Research/Field Safety		
Vehicle Safety		
Ergonomics		
Shop Safety		
Other?		

11.0 Emergency Planning

Building(s):

Emergency Contacts:

AED Locations (If Applicable):

Fire Extinguisher Locations:

Chemical Spill Kits/Supplies:

Emergency Shutdown Procedures:

After Hours Contact:

12.0 Annual Review

Reviewed By:

Date:

Changes Made:

Department Chair/ Director Approval

Signature and Date
