

**INJURY AND ILLNESS PREVENTION  
PLAN  
SISKIYOU JOINT COMMUNITY  
COLLEGE DISTRICT**

Revision: March 1, 2021

## **INTRODUCTION**

The Siskiyou Joint Community College District has developed this formal Injury and Illness Prevention Program to ensure safe and healthful working conditions for all District employees. The Injury and Illness Prevention Program is intended to standardize various safety programs and procedures into one effective, uniform program and to ensure compliance with State and Federal safety regulations.

The Program has been designed with the major emphasis on the health and safety of all District employees while trying to remain viable and effective. The Program identifies the role and responsibilities of all District employees relative to the Plan. All District administrators, managers and employees are required to adhere to the policies and procedures set forth under this Program. However, all administrators, managers and employees are encouraged to provide constructive criticism of the Program in the interest of periodic modifications to ensure that the Program remains one that not only espouses injury prevention but also allows for efficient implementation of all program components to achieve the desired goal of employee health and safety.

## **INJURY AND ILLNESS PREVENTION POLICY**

The Siskiyou Joint Community College District is committed to providing a safe and healthful workplace for all of its employees. To fulfill its obligation the District incorporates an Injury and Illness Prevention Program. The District, its Board and its management pledges to support this program to ensure that it remains a viable method of protecting all employees.

The District Policy will be to promote an active and aggressive Risk Control Program with the reduction and/or control of safety and health risks a priority in all District plans and budgets.

Siskiyou Joint Community College District IIPP has been developed in response to Section 3203 of the California Code of Regulations Title 8 and Section 6401.7 of the California Labor Code.

## **EMPLOYEE ACCESS TO THE IIPP**

Our employees – or their designated representatives – have the right to examine and receive a copy of our IIPP. This will be accomplished by providing unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the IIPP. Unobstructed access means that the employee, as part of the regular duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain with written IIPP program.

Where we have distinctly different and separate operations with distinctly separate and different IPPs, we may limit access to the IIPP application to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

### **DESIGNATION OF KEY PERSONNEL**

The District hereby designates the following Program Managers responsible for implementing and maintaining its Injury and Illness Prevention Program:

Darlene Melby, Vice President, Administrative Services.

Veronica Rivera, Director of Facilities.

These assignments are effective December 4, 2019 and continue until another person is assigned the responsibility.

All administrators, directors and managers are responsible for ensuring that the District provides all employees with a safe and healthful workplace and that the District is in compliance with all CAL/OSHA and other applicable Federal, State and local safety and health standards. In order that the Program Managers, Instruction Deans and Directors may fulfill their responsibilities, the District grants to those the appropriate authority so that all District and program obligations are met.

The District offers its full support to the Program Managers, Instruction Deans and Directors and pledges to provide these persons with the time and resources necessary to fulfill their responsibilities.

### **PLAN REVIEW**

The District is aware that the work force, workplace and workplace safety regulations may change over time. It is important that the Injury and Illness Prevention Program remain viable in regards to any future changes. Therefore, the Safety Committee is responsible for reviewing the written Plan annually.

The purpose of the review is to ensure that the written Plan is appropriate for the District at the time of review and to make any needed changes. The Safety Committee is required to provide written notice to the District Vice President for Administrative Services by December 31 of the designated year that the review was conducted or an extension is needed.

The written notice indicates at least one of the following:

- ❖ The Plan was reviewed and is still appropriate for the District
- ❖ The Plan was reviewed, it appears the following changes should be made: (identify the proposed amendments)

### **OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES – COMPLIANCE**

The District is aware that Occupational Safety and Health regulations and workplace practices are designed to reduce or eliminate employee occupational injuries and illnesses. However, the regulations and work practices are only effective if all employees faithfully abide by them. Therefore, the District, through the Safety Committee, implements a system or systems to ensure that all employees comply with workplace safety and health practices.

The system or combinations of systems includes any one or combination of the following:

**TRAINING AND RETRAINING PROGRAMS:** These are fully addressed in this Plan beginning on page 12 .

**EMPLOYEE RECOGNITION PROGRAM:** A program which recognizes outstanding employees may be developed. Recognition Programs must be approved by the Safety Committee and be incorporated as part of this Plan.

**DISCIPLINARY ACTION:** The District feels that positive incentives are a better way to support employee compliance with workplace practices than disciplinary action. However, there may be instances where employees are found to blatantly disregard known safety rules, regulations or workplace practices. Employees found violating workplace safety practices or found jeopardizing the safety of any other employee, student or visitor are subject to disciplinary action in accordance with existing District policy. Disciplinary action is only taken for violations of known rules, regulations, work practices or policies. Any action taken cannot violate employee rights under CAL/OSHA regulations and must be enforced in a nondiscriminatory fashion.

**SUPERVISORY OBSERVATIONS:** Any environmental safety concerns should be referred to the Safety Committee via “Safety” email. A representative of the Safety Committee will respond to the sender acknowledging receipt and the date the item will be discussed at the Safety Committee meeting. Noted safety concerns regarding

employee behavior shall be reported to the appropriate supervisor for referral to Human Resources.

## COMMUNICATION

Communication to employees and between employees and the District, on matters relating to Occupational Safety and Health is an important aspect of assuring the success of the District's Injury and Illness Prevention Program. Therefore, through the Safety Committee, the District has implemented a system or combination of systems intended to accomplish the following:

- ❖ Provide a means for the District to readily communicate to employees, in a readily understandable form, on matters relating to Occupational Safety and Health through the use of such mediums as the Safety web page, campus-wide e-mail, handouts, training sessions and direct communication with the Safety Committee; and,
- ❖ Provide encouragement for employees to inform the District of workplace hazards without fear of reprisal.
- ❖ Employees wishing to point out potential safety hazards should utilize the Unsafe Conditions Form. (Appendix A-7) This form is available in the Administration, Maintenance and Operations, individual Departments and on the District Safety Website (can be submitted online) and can be submitted anonymously.

The communication portion of this Program consists of any one or combination of the following:

**TRAINING PROGRAMS:** Training programs are considered a key component of the communication system. These programs are fully addressed in this Plan beginning on page 14 .

**MEETINGS:** Meetings are a part of department safety functions. Each department head or manager documents the type and frequency of manager/supervisor and employee safety meetings. These meetings are intended as a brief session to discuss one or more safety items and encourage open discussions between employees and management.

Documentation is kept of each meeting. This documentation includes, at minimum, the following:

- ❖ Meeting topic(s)
- ❖ Any recommendations agreed upon during the meeting which may improve workplace safety
- ❖ List of attendees
- ❖ Date of meeting
- ❖ Time and length of meeting

Each manager/supervisor conducting meetings maintains a file of the meetings' documentation, and forwards a copy of such documentation to the Human Resources Department. ***Human Resources email- HR@siskiyous.edu***

**SAFETY COMMITTEE:** The District Safety Committee is considered an important part of the overall system of communication. The committee may include members as identified in Administrative Procedure 6800.

1. The committee meets regularly, but not less than quarterly.
2. Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records are made available to all affected employees through the use of web posting, newsletters or other appropriate written materials. Records of the meetings are kept on file in the Director of Facilities office for at least three (3) years.
3. Minutes or records of safety committee meetings are made available to the California Division of Industrial Safety should they be requested.
4. Review the results of all periodic scheduled workplace inspections.
5. Review reports of investigations of occupational accidents and causes of any incident resulting in injury, illness or exposure to hazardous substances. Where necessary or appropriate, the committee submits suggestions to management for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions brought to the attention of any committee member.
7. When deemed necessary by the committee, conduct its own inspections and/or investigation to assist in remedial solutions for hazardous conditions made known to any committee member.
8. Submit to administration recommendations to assist in the evaluation of employee safety suggestions.
9. Communicate with the California State Division of Industrial Safety when requested by the Division to verify abatement action taken by the District pursuant to Division citations.

**MISCELLANEOUS:** When appropriate, the District or Safety Committee may use written, e-mail, or web page communications such as intra District memos, envelope stuffers, newsletters and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health.

## IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify and evaluate workplace hazards. The main system for identifying and evaluating workplace hazards are scheduled periodic inspections of the workplace. The purpose of these inspections is to identify unsafe conditions and work practices.

- ❖ Workplace inspections are scheduled to meet the following minimum requirements: An initial inspection when the program is first established;
- ❖ The overall facility inspection will be performed annually and when:
  - a. any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
  - b. a previously unrecognized hazard is discovered.
  - c. an accident or illness occurs.
- ❖ Specific work area inspection by each Site or Department periodically, but not less than annually.

**BY DISTRICT PERSONNEL:** Periodic workplace inspections are an important part of the overall inspection program. District personnel may have time and expertise limitations as regards monthly inspections; however, the District personnel bring a unique perspective to their workplace hazards. Therefore, inspections of the workplace will be conducted periodically by District personnel and concerns will be reported to the Safety Committee. These concerns will be evaluated by the Safety Committee and appropriate action taken by the District.

**BY OUTSIDE SAFETY EXPERTS:** Every two (2) years the District uses Keenan and Associates to conduct more comprehensive inspections. Outside safety experts must meet or adhere to the following:

- ❖ Provide evidence of being a safety expert such as being a professional member of the American Society of Safety Engineers (ASSE), being a registered Professional Engineer (PE), having the Certified Safety Professional (CSP) designation or other recognized achievements.
- ❖ Provide references showing experience with educational institutions.
- ❖ Provide proof of Professional Liability Insurance.
- ❖ Submit reports to the Vice President for Administrative Services.
- ❖ Agree to maintain copies of all submitted reports for at least three (3) years as a backup for District records.

Job safety analysis or ergonomic studies may be used to supplement the scheduled periodic workplace inspections.

## **CORRECTIONS OF UNSAFE OR UNHEALTHFUL CONDITIONS**

The District's Injury and Illness Prevention Program through the use of:

- ❖ Employee safety and health training.
- ❖ Workplace inspections
- ❖ Systems of communication.

is designed to identify unsafe or unhealthful conditions, procedures and work practices. Each identified unsafe or unhealthful condition, procedure or work practice is addressed in a timely manner.

The Safety Committee; Vice President for Administrative Services, Director of Facilities and the Associate Vice President of Human Resources work together to determine the appropriate corrective action to abate, eliminate or correct the identified condition.

Priorities for correction are based on the severity of the hazard when observed or discovered. Priorities are always given to safeguarding employees from serious injury and illness. If a hazard is discovered which poses an imminent danger to employees or building occupants and the hazard cannot be immediately abated, mitigated or corrected without endangering personnel and/or property, all exposed personnel must be evacuated from the area. Employees remaining to correct the identified hazardous condition may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves. Outside experts will be called upon as necessary.

Managers and supervisors must notify the Director of Facilities as soon as possible after the discovery of a concealed hidden danger. If immediate corrective action cannot be implemented to abate, mitigate or correct the concealed danger, then notification about the hazard must be given to all employees having the potential for exposure to the concealed hazard.

All work orders generated to correct verified unsafe or unhealthful conditions are given the highest priority.

## **INVESTIGATIONS OF OCCUPATIONAL INJURY, ILLNESS OR EXPOSURE TO HAZARDOUS SUBSTANCES**

Investigation of occupational injury, illness or exposure to hazardous substances may be necessary to meet the following:

- ❖ Legal obligations to the State or CAL/OSHA
- ❖ Requirements of the Workers Compensation Program



- ❖ Provide an effective technique for the prevention of recurring or future accidents

Procedures for investigations of occupational injury, illness or exposure to hazardous substances must cover the following:

- ❖ What should be reported
- ❖ Who does the initial investigation
- ❖ Who does the follow-up investigation
- ❖ Who receives copies of the report
- ❖ When legally required reports must be completed

The procedures are applied as necessary depending on the nature of the accident situation.

**WHAT SHOULD BE REPORTED:** Employees are required to report any accident or incident as soon as possible to their immediate supervisor and then the Company Nurse Injury Hotline. Reporting should be done regardless of the extent of injuries or even in the absence of injuries. “Near-accidents” should also be reported as they are an indication that something is wrong.

**INITIAL INVESTIGATIONS:** The immediate or department supervisor or department head is responsible for conducting the initial accident or incident investigation using the appropriate form.

**FOLLOW-UP INVESTIGATION:** The Vice President for Administrative Services or designee reviews all initial investigation reports and refers them to the Safety Committee, if deemed appropriate. The Safety Committee (or selected members) conducts follow-up investigations when the review suggests that one is appropriate. Follow-up investigations are required for any accident which requires reporting to CAL/OSHA.

**COPIES OF INVESTIGATIVE REPORTS:** The supervisor completing the report keeps a copy in his/her department files and provides a copy of the report to the Human Resources Office.

The Human Resources office will forward information about the incident to the Safety Committee. The format used will protect the anonymity of employees and others who experience accidents.

**LEGALLY REQUIRED REPORTS:** A serious injury or illness is any injury or illness that occurs in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours or in which an employee suffers a loss of any member of the body or suffers a serious degree of permanent disfigurement.

Any serious injury or illness, or death of an employee occurring in a District workplace or in connection with any District employment is to be reported to the nearest District office of the Division of Occupational Safety and Health as soon as practically possible but not longer than eight (8) hours after discovery. The report is to be made by telephone or fax and must include the following information:

- ❖ Time and date of accident
- ❖ Employer's name, address and telephone number
- ❖ Name and title of person reporting the accident
- ❖ Address of the accident site
- ❖ Name of person to contact at the accident site
- ❖ Name and address of the injured employee(s)
- ❖ Nature of injury
- ❖ Location where the injured employee(s) was (were) moved to
- ❖ Identity of any law enforcement agencies present at the accident site
- ❖ Description of the accident and whether the accident scene has been altered

For any occupational injury or illness which results in lost work time of at least a full day or shift beyond the date of occurrence, or which requires medical treatment beyond first aid, the supervisor or the Human Resources Department completes the "Employer's Report of Occupational Injury or Illness" Form 5020, Revision 5. This report is submitted to the Division of Labor Statistics and Research, Department of Industrial Relations within five (5) days after the occurrence has been reported to the District.

The Vice President for Administrative Services ensures that for any medical treatment provided for pesticide or suspected pesticide poisoning, the "Doctor's First Report of Occupational Injury or Illness" is also submitted to the Division.

There are a number of accident situations which may require investigative action. Each situation may call for varying degrees of investigation procedures. Following are the most probable accident scenarios with the appropriate District procedures to implement.

### **ENFORCEMENT OF SAFETY POLICIES**

Employee compliance with the IIPP, the Heat Illness Prevention Plan, and all other Safety Programs is mandatory and shall be considered a condition of employment.

The following programs will be utilized to ensure employee compliance with the safety program and all safety rules.

#### **Training Programs**

The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the New Employee Safety Orientation and safety meetings. This will help ensure that all employees understand and abide by College of the Siskiyous safety policies.

## **Retraining**

Employees that are observed performing unsafe acts or not following proper procedures or rules will be retained by their Managers/ Foreman/ Safety Coordinator. A safety contact report may be completed by the Managers/ Foremen/ Safety Coordinator to document training. If multiple employees are involved, additional safety meetings will be held.

## **Safety Incentive Programs**

Although strict adherence to safety policies and procedures is required of all employees, the company may choose to periodically provide recognition of safety-conscious employees who bring forth *Unsafe Conditions* and/ or *report Near Misses*.

## **Disciplinary Action:**

The failure of an employee to adhere to safety policies and procedures established by the District can have a serious impact on everyone concerned. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act, but can also affect the safety of fellow coworkers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action.

Employees will be disciplined for infractions of safety rules and unsafe work practices that are observed, not just those that result in an injury. Often, when an injury occurs, the accident investigation will reveal that the injury was caused because the employee violated as established safety rule and/or safe work practice(s).

**Note:** *Failure to promptly report any on-the-job accident or injury, on the same day as occurrence, is considered a serious violation of the Company's IIPP. Any employee who fails to immediately report a work-related accident or injury, no matter how minor shall be subject to disciplinary action.*

Violations of the IIPP are to be considered equal to violations of other company policies. Discipline for safety violations will be administered through a system of progressive discipline. If, after training, violations occur, disciplinary action may occur as follows:

Note: *(All warnings will be documented, will include date and facts on the "Safety contact Report" form. Will include any pertinent witness statements if applicable.)*

Oral warning.

- Retraining will be provided as to correct procedure/ practice.
- Restating of the policy and correct practice(s).

Written warning.

- Retraining will be provided as to correct procedure/ practice.
- Restating of the policy and correct practice(s).

Written warning with suspension.

- Retraining will be provided as to correct procedure/ practice.
- Restating of the policy/ practice(s).

As in all disciplinary actions, each situation will be carefully evaluated and investigated. The particular step taken in the disciplinary process will depend on the severity of the violations.

**NEAR ACCIDENT:** There is no accident and no injuries; however, an accident nearly occurred. The following action is required:

- ❖ The incident is reported to the supervisor
- ❖ The supervisor conducts an initial investigation and distributes reports according to procedures

The supervisor conducts a short meeting with employees to review the investigation results and discuss preventive measures which can include assigned safety training.

**ACCIDENT OCCURS – NO INJURIES:** Although there are no injuries and no report is required to CAL/OSHA, an accident with the potential for injuries has occurred. Therefore, the same steps as listed for “Near-Accident” are to be taken.

**ACCIDENT OCCURS – SLIGHT INJURIES:** An accident occurs with slight injury to employee(s). The injured employee(s) required only first aid and then returned to work immediately. No report to CAL/OSHA is required; however, the following action is required:

- ❖ The incident is reported to the supervisor and the Company Nurse Injury Hotline is called. **Company Nurse- 877-518-6702 Code NSI06**
- ❖ The supervisor conducts an initial investigation and distributes reports according to procedures.
- ❖ The supervisor conducts a short meeting with employees to review the investigation results, discuss preventive measures, and assigned relevant Safety Training.
- ❖ The injured employee should be provided with an “Employee’s Claim for Workers’ Compensation Benefits” which are available in the Human Resources Department
- ❖ If first aid was provided by a physician, then the Human Resources Department and the supervisor should ensure that a “Doctor’s First Report of Occupational Injury or Illness” is completed

**ACCIDENT OCCURS – MODERATE INJURIES:** The accident results in injuries which require medical attention beyond first aid or results in the employee(s) missing at least a full day of work beyond the date of occurrence. This is considered a recordable injury and the following action is required:

- ❖ The incident is reported to the supervisor and the Company Nurse Injury Hotline is called. **Company Nurse- 877-518-6702 Code NSI06**
- ❖ Completion of “Employer’s Report of Occupational Injury or Illness” Form 5020, Revision 5 and submission of the completed report to the Division of Labor Statistics and Research within five (5) days of the occurrence
- ❖ If appropriate, completion of the “Doctor’s First Report of Occupational Injury or Illness” which can be obtained in the Human Resources Department
- ❖ The supervisor conducts an initial investigation and distribute reports according to procedures
- ❖ The supervisor conducts a short meeting with employees to review the investigation results, discuss preventive measures, and assigned relevant Safety Training.
- ❖ The injured employee is provided with an “Employee’s Claim for Workers’ Compensation Benefits”

**ACCIDENT OCCURS – SERIOUS INJURY OR DEATH:** The following action is required:

- ❖ The incident is reported to the supervisor and the Company Nurse Injury Hotline is called. **Company Nurse- 877-518-6702 Code NSI06**
- ❖ CAL/OSHA must be notified immediately by telephone or fax
  - ❖ **Redding Cal/OSHA Office (530) 224-4743**
- ❖ Completion of “Employer’s Report of Occupational Injury or Illness” Form 5020, Revision 5 and submission of the completed report to the Division of Labor Statistics and Research within five (5) days of the occurrence
- ❖ Completion of the “Doctor’s First Report of Occupational Injury or Illness”
- ❖ The supervisor conducts an initial investigation and distribute reports according to procedures
- ❖ The supervisor conducts a short meeting with employees to review the investigation results, discuss preventive measures, and assigned relevant Safety Training.

## **DESCRIPTION**

- ❖ Cal/OSHA regulations require that employers must report any **Serious Injury/Illness or Fatality** to the nearest Cal/OSHA District Office within **8 hours** of knowledge. If the employer can prove that extreme circumstances exist, the timeframe increases to 24 hours.

**Serious Injury:** “Serious injury or illness” means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation, diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by the commission of a Penal Code violation, except the violation of Section 385 of the Penal Code, or an accident on a public street or highway. (CCR Title 8, Section 330). Section 385 of the Penal Code relates to serious injuries/accidents or fatalities due to high voltage electrical operations.

- ❖ The **8 hour** timeframe begins when the employer knows or “with diligent inquiry” would have known of the serious injury/illness or death. The employer means someone of management or supervisory capacity.

## **EMPLOYEE TRAINING**

The District implements and maintains an Occupational Safety and Health Training Program for all employees. The training program is intended to train and instruct employees in general safety and health work practices and to provide instruction with regards to hazards specific or unique to each employee’s job.

The Human Resources Department job descriptions identify for supervisors the safety and health hazards to which employees under their immediate direction and control may be exposed.

To ensure that all employees receive adequate training, the training program includes at a minimum the following elements:

- ❖ All employees must receive training and instruction when the Injury and Illness Prevention Program is first established
- ❖ All new employees must receive appropriate training by their supervisor prior to assignment to jobs having hazards covered under the training program
- ❖ All employees given new job assignments must receive training by their supervisor applicable to new exposures for which training had not been previously provided
- ❖ All employees exposed to new hazards due to the introduction of new substances, processes, procedures or equipment to the workplace must receive training and instruction applicable to the new hazards
- ❖ Employees must receive refresher training whenever the Safety Committee is made aware of new or previously unrecognized hazards and/or when the District feels it is appropriate, or if required by CalOHSAs regulations.
- ❖ All employees must receive SB 1343 Sexual Harassment training every two (2) years
- ❖ Documentation will be maintained by Human Resources.

Training and instruction are to be provided in any format or media approved by the Safety Committee and which is readily understandable to all employees. Training formats and/or media may include but not be limited to:

- ❖ Seminars
- ❖ Workshops
- ❖ Manuals
- ❖ Booklets
- ❖ Video, film or other visual media
- ❖ Meetings

Any supervisor who conducts training should send documentation to Human Resources e-mail. Employees attending or receiving training mandated by this program shall be required to sign an attendance sheet. Supervisors and employees who refuse or fail to attend or participate in the District sponsored training are subject to disciplinary procedures under existing District policy.

To ensure that employees receive complete training and instruction, general safety and health training are included but not necessarily limited to the following:

- ❖ General safe work practices
- ❖ Access to exposure and medical records
- ❖ Emergency action plan
- ❖ Fire prevention plan
- ❖ Portable fire extinguishers
- ❖ Employee/building occupant alarm systems

General safe work practices

At a minimum, all employees will be trained in the following:

- ❖ Fire safety, evacuation, fire extinguisher, and emergency procedures
- ❖ Hazard communication - right to understand GHS(global harmonized system) & SDS (safety data sheets)
- ❖ Blood-borne pathogens
- ❖ Injury and Illness Prevention Program
- ❖ Mandated Reporter
- ❖ AB 1825 sexual-harassment (only for supervisor, manager, and director employees)

Example of information and training which may cover hazards unique or specific to individual jobs may include but not be limited to the following:

- ❖ Standard operating procedures for specific equipment or jobs
- ❖ Servicing of single, split and multiples rims or wheels
- ❖ Personal safety devices and safeguards
- ❖ Industrial trucks including forklifts
- ❖ Power operated presses
- ❖ Gas systems for welding and cutting
- ❖ Noise – when noise levels are at or exceed 85dB over an eight (8) hour TWA
- ❖ Respiratory protective equipment
- ❖ Airborne contaminants
- ❖ Confined spaces
- ❖ Changing and charging storage batteries
- ❖ Occupational exposure to hazardous chemicals in laboratories
- ❖ Hazard communication
- ❖ Asbestos
- ❖ Regulated carcinogens
- ❖ Lead exposures

- ❖ Lockout/tag-out procedures
- ❖ Excavation and trenching
- ❖ Self-propelled aerial work platforms or devices
- ❖ Emergency Planning – Hazardous Waste Operations and Emergency Response

If deemed appropriate by the Safety Committee, the District may develop and implement programs to cover first aid and fire brigades. If either one or both of these programs are implemented, then employees participating receive appropriate training.

## **RECORD KEEPING**

Record keeping of essential data is important as it documents critical activity taking place as part of the Injury and Illness Prevention Program. Record keeping is mandatory for the following:

- ❖ Workplace Inspections
- ❖ Employee Occupational Safety and Health Training
- ❖ Occupational Injuries and Illnesses
- ❖ Recognition and Disciplinary Actions
- ❖ Safety Communication

The Vice President for Administrative Services is responsible for ensuring that all relevant records are completed and kept as required by this program and/or CAL/OSHA. The record keeping activities may require the involvement of other departments such as the Human Resources Department.

Workplace inspection records are kept for all scheduled, periodic inspections.

Records will include at least one of these items:

- Functional area inspection by individuals
- Safety Committee inspections
- SWACC inspection

These records must include at minimum:

- ❖ Date of inspection
- ❖ Work areas inspected
- ❖ Name of person(s) conducting the inspection
- ❖ The unsafe conditions and work practices which have been identified
- ❖ Action taken to correct the identified unsafe conditions

Records are kept for all Safety and Health Training provided to employees. These records are kept in the Human Resource Office for each employee and must include at minimum:

- ❖ Employee Name
- ❖ Date of training
- ❖ Type of training provided



❖ Training provider(s)

Records are maintained by the Human Resources Department of all recordable occupational injuries and illnesses for that site. Recordable losses are losses which result in lost work time of at least a full day or shift beyond the date of occurrence or which requires medical treatment beyond first aid. The records or log must meet the following requirements:

- ❖ Each recordable loss is entered as soon as possible, but in no case later than six (6) working days after discovery that a recordable loss has occurred
- ❖ Records are kept on a calendar year basis

A supplementary record for each occupational injury and illness is available at each site within six (6) working days after the District has received information of a recordable loss. Supplementary records may be kept with any of the following at the discretion of the Vice President, Administrative Services, as applicable:

- ❖ California Division of Labor Statistics and Research Form 5020, Revision 3, 4 or 5
- ❖ Federal OSHA Form 101, supplementary Record of Occupational Injuries and Illness
- ❖ Internal records such as a supervisor's report of occupational injury, provided the report contains all of the information required on Federal OSHA Form 101

All records by this section are maintained by the District for at least five (5) years following the end of the year to which they relate. Should any employee work less than one (1) year for the District, the District may at its option provide records of training to that employee upon termination in lieu of maintaining records within the District as long as the transfer is documented.

# **Appendices**

## **Appendix 1**

### **INJURY AND ILLNESS PREVENTION (SAFETY)**

#### **RESPONSIBILITIES**

The District's Safety Committee is responsible for implementing and maintaining all aspects of the District's Injury and Illness Prevention Program including:

- ❖ Act as liaison between management and outside safety agencies;
- ❖ Establish minimum safety standards, rules and regulations, and ensure employees are aware of these regulations;
- ❖ Ensure that safe practices and conditions are established;
- ❖ Establish training programs for all employees and supervisors;
- ❖ Establish and preside over a safety committee comprised of department managers, and key employees;
- ❖ Verify and post emergency phone numbers for police, fire and medical;
- ❖ Develop an emergency evacuation and response plan for fire, earthquake or other disaster;
- ❖ Follow-up on the completion of safety recommendations of the safety consultant;
- ❖ Follow all OSHA record keeping and accident reporting requirements;
- ❖ Maintain web page and e-mail with required safety information such as Workers' Compensation, reporting of accidents and how to get medical help

## **Appendix 2**

### **VICE PRESIDENT FOR ADMINISTRATIVE SERVICES**

- ❖ Review all supervisors' reports of accidents, and see that recommendations are acted upon. Use these reports for analysis of accident trends.
- ❖ Coordinate all risk control activities.

## Appendix 3

### MANAGERS AND SUPERVISORS

Department managers and supervisors are considered the key link between the Safety Program and District employees. The duties and actions of these managers and supervisors are critical in assuring that the overall Injury and Illness Prevention Program works. Each department manager and supervisor is responsible for employee health and safety in his/her department or section and thereby has the authority to enforce appropriate parts of the Injury and Illness Prevention Program.

The department managers' and supervisors' duties and responsibilities include:

- ❖ Instruction of employees in general safe work practices and on hazards unique to specific job assignments;
- ❖ Supervision of employees to ensure that safety policies, rules and regulations are not violated;
- ❖ Supervision to ensure that employees use appropriate personal protective and safety equipment when required and that such use is in accordance with operating instructions;
- ❖ Ensure that unsafe acts or conditions are brought to the attention of the immediate supervisor, area administrator or appropriate Vice President, and the Safety Committee;
- ❖ Attend specialized training program when offered by the District for supervisors and key employees;
- ❖ Complete the "Supervisor's Report of Accident" as specified in Section 7 of this Plan, when necessary;
- ❖ Follow-up accident investigations by providing department employees with a synopsis of the accident and what precautions are necessary to prevent a reoccurrence;
- ❖ Conduct periodic inspections of the workplace when directed by the Safety Committee.
- ❖ Maintain adequate first aid supplies

## Appendix 4

### EMPLOYEE RESPONSIBILITIES

The District is taking action to ensure a safe and healthful workplace and to ensure compliance with State, Federal and local safety regulations. To assure that the District's program works, each employee should act in a manner which protects his/her health and welfare as well as that of co-workers, other District employees, students, visitors and the general public (when job duties extend beyond a District site).

Each District employee's safety responsibilities include:

- ❖ Attending or participating in District provided training and information programs;
- ❖ Following all District safety rules and regulations and applying safe work practices to all jobs;
- ❖ Reporting safety hazards to his/her immediate supervisor, the appropriate administrator or the Safety Committee;
- ❖ When appropriate, providing recommendations on how to eliminate or reduce a discovered safety hazard.

**Appendix 5**



**SUPERVISOR'S ACCIDENT INVESTIGATION REPORT**

(This report is intended to be confidential for transmission to attorneys for the District in the event that litigation arises out of this incident.)

Name of Injured: \_\_\_\_\_

Job Title of Injured: \_\_\_\_\_

Time Employee Began Work: \_\_\_\_\_ Time Reported: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time Reported: \_\_\_\_\_

Are Photos Available?       Yes       No

Date Reported: \_\_\_\_\_ Hour: \_\_\_\_\_

Accident Location Address: \_\_\_\_\_

Witnesses (Names and Contact Numbers)

1. \_\_\_\_\_

2. \_\_\_\_\_

Time Notified by Employee: \_\_\_\_\_ Time On Scene: \_\_\_\_\_ Time Off Scene: \_\_\_\_\_

**FIELD INVESTIGATION:**

Exact Location of Incident:

\_\_\_\_\_  
\_\_\_\_\_

Completely describe location of incident: including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident

\_\_\_\_\_  
\_\_\_\_\_

Describe injuries / illnesses which you observed or which were described to you:

\_\_\_\_\_  
\_\_\_\_\_

Describe demeanor of person involved and include statements made as "Excited Utterances":

\_\_\_\_\_  
\_\_\_\_\_

**Appendix 5 continued**

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:

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Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence:

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Steps taken to prevent similar incident:

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Did the employee leave work? (Check one)       Yes       No

If yes, time left work \_\_\_\_\_ am / pm

Did employee return to work? (Check one)       Yes       No

If yes, time Returned to work \_\_\_\_\_ am / pm

Did employee seek medical care? (Check one)       Yes       No

If yes, name of medical facility/Doctor: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's or Investigator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix 6



## Employee Incident Report

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_ S #: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Work Phone #: \_\_\_\_\_ Time you began work on the day of the incident: \_\_\_\_\_  
 What hours do you normally work? (please indicate a time frame i.e.: 8:00-4:30) \_\_\_\_\_

### INCIDENT INFORMATION

DATE OF INCIDENT: \_\_\_\_\_ TIME OF INCIDENT: \_\_\_\_\_  
 DATE REPORTED: \_\_\_\_\_ TIME REPORTED: \_\_\_\_\_  
 Incident initially reported to: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Were you performing your normal occupation at the time of the incident?  Yes  No  
 If no, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Location where incident occurred (**please include physical address**): \_\_\_\_\_  
 \_\_\_\_\_

Were there any witnesses?  Yes  No  
 If yes, list names and contact numbers: \_\_\_\_\_  
 \_\_\_\_\_

Were there any safety hazards?  Yes  No If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How did the incident happen? Describe specific activity you were performing at the time incident occurred, including, tools, equipment, or materials used:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Describe the part of body affected & **how** affected (please be specific with how your injury is affecting you, i.e.: sprain, fracture, contusion, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Have you injured this part of your body previously?  Yes  No  
 If yes, please explain: \_\_\_\_\_

Did you leave work following the incident?  No  Yes  
 If yes, what date and time did you return? Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Have you previously filed an injury claim?  No  Yes Date/Details: \_\_\_\_\_



**IMPORTANT INFORMATION**

Do you require medical attention now?       Yes     No

Please sign and date below and give this form to your Supervisor or site office ***immediately***. Unless this is a true medical emergency, you may not seek treatment before consulting with the HR Department.

If medical attention is not needed now for this incident, but is necessary at a later date, you **MUST** contact Human Resources at 530-938-5317 prior to seeking or obtaining treatment.

Failure to report occupational injuries in a timely manner may result in a delay of any possible workers' compensation benefits while College of the Siskiyous and the insurance carrier investigate your claim.

**\*\*Any person who makes or causes to be made any knowingly false or fraudulent material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.**

Employee signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Name of person completing this form if employee is unable to do so: \_\_\_\_\_

Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

**\*If you are involved in a Motor Vehicle Accident you will also need to fill out an INS-8 form and return it with this form.**

Please indicate if you have filled out the INS-8 form:     Yes     N/A

**RETURN COMPLETED REPORT TO THE HUMAN RESOURCES OFFICE**  
**OR**  
**FAX THIS COMPLETED REPORT *IMMEDIATELY* TO 530-938-5245**

**DO NOT DELAY IN REPORTING INJURIES TO THE HUMAN RESOURCES DEPARTMENT**



# Appendix 7

## UNSAFE CONDITIONS REPORTING FORM

This form is to be used by employees that have identified hazards not previously recognized. This form brings the hazard to the attention of the management.

Notice is hereby given that the use of this form or other reports of unsafe acts or conditions are protected by law [8 ccr, section 3203]. It is illegal for the employer to take action against an employee for making such a report. **The employer must investigate the report and explain to employees the action taken and any subsequent actions as necessary.**

Date:	Employee Name (Optional):

Supervisor has been notified:            No            Yes    Date of Notification: \_\_\_\_\_

Description of Hazard:

Possible Causes for the Hazard

Possible Ways to Control or Eliminate Hazard

Location of Hazard:

Any Immediate Action Taken by Employee Reporting

***District Use***

Date Received:	Received By:	Complaint Inspected:

Hazard Priority:                            Urgent                            High                            Medium                            Low

Action(s) Taken:    Employee(s) notified:    No    Yes    Date of Notification: \_\_\_\_\_

*Original to Safety Coordinator                            Copy to: Facilities/Maintenance                            Administrator/Dean*