



California State University  
**Dominguez Hills**

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# **INJURY AND ILLNESS PREVENTION PROGRAM**

JANUARY 2010

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This Written Plan Is Dedicated to the  
Prevention of Occupational  
Injuries and Illnesses  
at California State University,  
Dominguez Hills  
and Is Established to Meet  
Regulatory Compliance With  
California Code of Regulations, Title 8  
General Industry Safety Orders, Section 3203

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## 1.0 CORE VALUES

# CORE VALUES

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CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

The University is committed to and maintains the following Values as the foundation and cornerstone for all its Environmental Health and Occupational Safety activities and associations:

- The Fundamental Concern for Human Life
- The Demonstrated Acceptance for Protection of the Environment and the Responsible Use and Conserving of Its Resources
- The Utilization of a Focused Customer Service Delivery System -- Based on Integrity, Honesty, Continuous Improvement and Dedicated to the Betterment of the Students, Faculty, Staff and the Community It Serves

## **2.0 Comments and Policy Statement**

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The main objective under California State University, Dominguez Hills' Safety Policy Statement is to provide a safe and healthy working environment for all employees. To achieve this goal, all campus employees must join in a cooperative effort to identify and eliminate unsafe working conditions and practices, to control health hazards, and to comply fully with the safety and health standards for every job.

The University Management Team is responsible for the leadership of the safety and health program and for its effectiveness; supervisors are responsible for developing proper attitudes toward safety and health in those that they supervise, and for ensuring that all operations are preformed with the utmost regards for the safety and health of all personnel involved. All employees are responsible for continuously focusing on safety while performing their job duties and for complying with all applicable safety and health rules and regulations.

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## STATEMENT OF POLICY

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CALIFORNIA STATE UNIVERSITY DOMINGUEZ HILLS

### ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY

The University maintains a primary commitment to the safety and health of its students, employees and visitors. As a matter of policy, our University will:

- Comply with all applicable laws and regulations related to environment, health and safety and the training thereof;
- Take all appropriate precautions to provide a safe and healthy environment for students, employees, and visitors;
- Maintain high standards of safety and responsible concern for the environment in its activities and on its Campus;
- Provide only those services that can be performed safely and without adverse effects to its people and the environment
- Maintain a formal Environmental Health and Occupational Safety Program that addresses the risks to CSUDH students, employees and visitors;
- Charge supervisors, managers and members of the EHOS staff with the responsibility for implementing the University – Environmental Health and Occupational Safety – Statement of Policy.



President, Mildred García  
JANUARY 2010

### **3.0 RESPONSIBILITY**

**The Director of the Office of Risk Management/Environment, Health & Occupational Safety is responsible for the implementation and management of the campus Injury and Illness Prevention Program.**

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The Director is responsible for compliance to the California Code of Regulations, Title 8, General Industrial Safety Orders, Section 3203 which includes:

- Communicating with employees on matters concerning safety and health
- Identifying and evaluating workplace hazards
- Implementing procedures for injury and illness investigation
- Mitigating Hazards
- Training employees
- Maintaining records

The Injury and Illness Prevention Program's objective is to:

- Facilitate identification and evaluation of workplace hazards
- Enable the correction of unsafe conditions
- Provide a means of communication between the University and the campus community on matters concerning employee health and safety
- Educate and train employees on health and safety matters
- Implement a regulation compliance strategy for University documentation and archiving
- Provide safety consultation to the campus community in a proactive manner

## **RESPONSIBILITY - continued:**

**All CSUDH managers and supervisors are responsible for specific elements of the program implementation and operations.**

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To meet this responsibility managers and supervisors will:

- Ensure that all employees are knowledgeable about the materials and equipment they are working with, what known hazards are present and how they are controlled
- Conduct preliminary investigations of all reported industrial injuries and illnesses
- Maintain Material Safety Data Sheets (MSDS) for all hazardous Materials
- Ensure that all hazardous materials are properly labeled, stored, and, as appropriate, identified for disposal
- Conduct periodic safety audits of facilities, equipment and projects to identify unsafe conditions and practices
- Initiate corrective action to employees who fail or refuse to follow established safety procedures
- Ensure that all employees are provided with, utilize, and maintain in good condition any required personal protective equipment
- Ensure that all employees receive specific and periodic medical examinations as required by federal and state regulations.
- Maintain records of all health and safety activities

## **4.0 SAFETY COMMUNICATION**

### **Provide a means of communication between the University and the campus community on matters concerning employee health and safety**

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Several methods are utilized by California State University, Dominguez Hills to communicate with employees on matters related to occupational safety and health. The Office of Risk Management/Environmental Health & Occupational Safety does the following:

- Publishes safety bulletins on an as needed basis to inform employees of current and relevant safety issues
- Provides employee safety training in specialty areas
- Supplies updated safety notices for posting on Official University bulletin boards and office website
- Advises administrative units within the University on appropriate training procedures and updates
- Provides a proactive response to direct inquiries
- Serves on various campus safety committees

At the present time, a committee that addresses safety for Units 5 and 6 exists. This committee is comprised of union and management representatives. Committee members are charged with reporting safety concerns from their respective areas as well as communicating findings, activities and new safety orders to their constituents.

## **5.0 ADHERENCE TO HEALTH AND SAFETY POLICIES AND PROCEDURES**

**All Employees shall adhere to the safe and healthy work practices defined by this Injury and Illness Prevention Program and established departmental safety and health guidelines.**

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Campus managers are responsible for the following:

- Providing guidance to their employees on job specific safety procedures
- Including a statement concerning adherence to health and safety policies and procedures in each employee performance appraisal
- Taking appropriate corrective action against any employee who fails or refuses to follow established safety procedures and orders

Compliance with the safety rules and regulations of CSUDH is a condition of employment for all University staff members.

Annually, campus managers shall nominate those employees who have made exceptional contributions to safety and health in their work place for the Governor's Employee Safety Award. In addition to the annual award, managers shall recognize employees who follow safe and healthful work practices

A guide is available and provided to campus managers and supervisors to aid in following health and safety policies and procedures. This guide provides an overview of the campus' resources, procedures and programs dedicated to safety and risk management at CSU Dominguez Hills. Additional information is available from the office of RM/EHOS on the campus of CSUDH.

## **6.0 HAZARD ASSESSMENT AND CONTROL**

### **Facilitate identification and evaluation of workplace hazards and enable the correction of unsafe conditions**

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The University supervisor is responsible for being acquainted with safe work procedures that must be used to perform each job task. Industry standards are excellent resources when it comes to being familiar with safe procedures that must be employed in the work areas. The office of RM/EHOS is available for consultation in developing safe work procedures and practices. It is the supervisor's responsibility to enforce safe work practices and procedures. Failure to do so invites unsafe acts to occur and also reinforces the continuation of unsafe behavior. It is the supervisor's responsibility to conduct periodic assessments for unsafe work practices and record action(s) taken to correct the identified condition(s).

The Office of Risk Management/Environmental Health & Occupational Safety will conduct periodic assessments that augment assessments conducted by campus managers. Personal Protective Equipment assessments will also be performed by RM/EHOS to ensure that proper personal protective equipment is provided to and worn by employees based upon Job Hazard Assessments (JHA) and the hazards associated with their specific tasks. These assessments are categorized based upon classification standards and the hazards encountered. Below is a list of assessment types, primary departments responsible for completing these assessments, and completion schedules. Certain equipment, including but not limited to eyewashes and fire extinguishers, and instructional equipment require assessments more frequently than the periods listed above. These assessments are handled by departmental specific procedures. Forms for these assessments are available through RM/EHOS.

- Science Laboratories (complete form) – RM/EHOS (annual)\*
- General Building/Grounds (complete form) – Physical Plant (annual)\*
- Maintenance Shops (complete form) – RM/EHOS (annual)\*
- Art/Theatre Laboratories (complete form) – RM/EHOS (annual)\*

The procedure for reporting unsafe conditions and practices is as follows:

1. Area supervisor shall receive notice of unsafe condition or practice in any form
2. Area supervisor shall, in consultation with RM/EHOS if necessary, address the unsafe condition or practice and implement a method of corrective action
3. If the unsafe condition or practice continues, the complainant can address the unsafe condition or practice directly to RM/EHOS, anonymously if the complainant wishes.
4. RM/EHOS will investigate and submit reports to the area supervisor and employee
5. Area supervisors will be given five (5) business days after receiving the investigation report to respond with a corrective action plan.

Under Title 8 CCR 3203, any employee may bring forth a safety complaint without fear of reprisal and is afforded protection against such acts under this code.

## **7.0 INCIDENT INVESTIGATION**

**All incidents causing any type or severity of bodily injury to employees, students and/or visitors must be thoroughly reviewed with the goal of future prevention as the primary focus.**

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### **Preliminary Investigation.**

Preliminary incident and injury investigations are conducted by the employee's appropriate administrator and forwarded to RM/EHOS within 24 hours of notification of injury or illness by the employee. Depending on the nature of the incident, a secondary investigation will be conducted by RM/EHOS soon after receipt of preliminary investigation information. The preliminary investigation must cover the following information:

#### **What happened?**

- The investigation should describe what took place that prompted the injury to the employee.

#### **Why did the incident happen?**

- The investigation must obtain all the facts surrounding the occurrence:
  - What caused the situation to occur?
  - Was the employee trained and qualified to perform the functions involved?
  - Were proper operating procedures established for the task involved?
  - Were procedures followed, and if not, why not?

#### **What should be done?**

- The person conducting the investigation must determine which aspects of the operation or process require additional attention. The intent is not to establish blame, but to determine what type of constructive action can eliminate the cause(s) of the incident.

#### **What action has been taken?**

Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed. Any interim or temporary precautions should also be noted. Any pending corrective actions and reason for delaying its implementation should be identified.

## **8.0 INCIDENT INVESTIGATIONS FOR SERIOUS INJURY / ILLNESS**

**Incident Investigations for serious injuries or illness will be conducted by RM/EHOS upon knowledge of occurrence.**

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Serious injury or illness means any injury or illness occurring at or in connection with California State University, Dominguez Hills employment 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 permanent disfigurement.

RM/EHOS shall report, by telephone, a serious injury or illness, or death, of an employee occurring at or in connection with California State University, Dominguez Hills employment to the Cal/OSHA District Office as soon as practically possible but no longer than 8 hours after knowledge of or if with diligent inquiry would have knowledge of a death or serious injury or illness (California Code of Regulations, Title 8, Section 342(a)).

**This information shall include:**

- The time and date of incident.
- Employers name, address and telephone number.
- Name and Job title, or badge number of person reporting the incident.
- Address of the site of incident or event.
- Name of person to contact at site of incident.
- Name and address of the injured employee(s).
- Nature of injury.
- Location where injured employee(s) were moved to.
- List and identity of other law enforcement agencies present at the site of the incident.
- Description of incident and whether the incident scene or instrumentality has been altered.

## 9.0 CORRECTION OF UNSAFE CONDITIONS AND WORK PRACTICES

**A report of corrected safety deficiencies shall be completed by the responsible manager and returned to RM/EHOS.**

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Upon receipt of a hazard assessment report, the responsible manager shall take necessary corrective action and if the unsafe condition cannot be immediately abated, develop a suitable timetable for correcting the unsafe condition based on the severity of the hazard.

A Corrected Hazard Report shall be completed by the responsible manager and returned to RM/EHOS upon completion of the abatement action. Any employee who is or potentially could be affected by the unsafe condition or practice shall be notified of the hazard and the status of the investigation and the abatement of the hazard.

RM/EHOS shall assist in hazard assessments by indicating the hazard classification for each unsafe condition noted on the Notice of Safety Deficiency. The following hazard classification will be used:

- A *serious hazard* exists if there is a substantial probability that death or serious physical harm could result from a deficiency, including but not limited to, circumstances where there is a substantial probability that either of the following could result in death or great bodily injury.
- A *general hazard* is a deficiency that is specifically determined not to be of a serious nature, but has a relationship to occupational safety and health employees or may cause property damage.
- A *minor hazard* is one where a procedural deficiency exists.

When an imminent hazard situation is identified during any safety assessment or otherwise becomes known, immediate corrective action shall be taken by the responsible manager. When an imminent hazard exists that cannot be immediately abated without endangering employees' and/or property, all students and employees shall be evacuated from the area except those who may be necessary to correct the hazardous condition. RM/EHOS shall be notified immediately upon recognition that an imminent hazard situation exists.

## **10.0 SAFETY AND HEALTH TRAINING**

**All applicable University employees will receive health and safety training and instruction to assist them in the safe performance of their assigned jobs.**

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Although it's not the University policy that supervisors conduct training for their employees, it is the supervisor's responsibility to ensure all employees under their direction have received required training. RM/EHOS also encourages supervisors of employees that perform high hazard tasks to perform periodic training on their own. This can be easily accomplished by presenting safety information available through various media such as handouts, videotapes and the internet. RM/EHOS can assist with providing guidelines and direction in this area.

Training and instruction which ensures that each employee is knowledgeable about the materials and equipment they are or will be working with, what known hazards are present, and how they are controlled shall be provided to:

- All new employees
- All re-assigned employees for which training has not previously been received
- Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- Supervisors to familiarize themselves with the safety and health hazards to which employees under their responsibility may be exposed

Training and instruction shall inform employees:

- That the success of the California State University, Dominguez Hills Injury and Illness Prevention Program depends on mutual cooperation
- Of the safe work procedures required for their jobs, and how these procedures protect them against exposure
- When personal protective equipment is required or needed, how to use it and its maintenance
- What to do if emergencies occur in the workplace

## **SAFETY AND HEALTH TRAINING - continued:**

*All employees must understand that:*

- They shall not undertake a job until they have received instructions on how to perform it properly and safely
- They shall not undertake any job that appears to be unsafe
- They are to use all engineering controls and personal protective equipment available to them
- They are to report to supervisory personnel all unsafe conditions encountered during work
- Any work-related injury or illness suffered, however slight, must be reported to management at once

### *Training Schedule*

New Employee Orientation (NEO) is offered for all new campus employees, the safety segment will cover: general office safety, ergonomics, and life safety. Those employees requiring specialized and additional training will receive such training according to their job classifications.

Annual refresher training based on Cal/OSHA requirements and job classification will also be held following the schedule below:

Month	Subject
January	Fire Safety
February	Injury & Illness Prevention Program
March	Emergency Evacuation
April	Heat Stress
May	Fall Protection
June	Hearing Conservation
July	Respiratory Protection
August	Asbestos Awareness
September	Hazard Communications - Right to Know
October	Lock Out / Block Out
November	Safe Lifting / Back Safety
December	Bloodborne Pathogens – Exposure Control

*\*The above schedule is flexible as additional topics and non-scheduled sessions are provided by RM/EHOS where and whenever the need arises.*

## **SAFETY AND HEALTH TRAINING - continued:**

RM/EHOS is responsible for:

- Assisting managers in ensuring that their employees are receiving adequate safety training by providing advice, guidance, and information concerning regulatory requirements relative to training contents
- Providing a list of employees that are required to attend annual training, which sessions, and the training schedule to Managers, Supervisors and Deans annually

RM/EHOS' overall Injury and Illness Prevention Plan strategy provides oversight and coordination on a number of programs. This arrangement helps ensure that comprehensive safety measures are incorporated into all areas and disciplines (e.g., radiation safety, biological safety, hazardous waste management, etc....).

- Each manager shall maintain employee records of training for each employee. These records shall include the employee's name, training dates, type of instruction and training provider. This documentation shall be maintained for three years and a copy of these records sent to RM/EHOS.

## 11.0 RECORDKEEPING

**All records are maintained for a minimum of three years with the exception of the Cal-OSHA 300 Log and Summary of Occupational Injuries and Illness which are maintained for five years.**

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Records related to the implementation of and maintenance of California State University, Dominguez Hills Injury and Illness Prevention Program are maintained by RM/EHOS.

The following records will be maintained for at least three years:

- Notice of Safety Deficiencies and Audits
- Report of Corrected Safety Deficiencies
- Documentation of safety and health training conducted by the RM/EHOS
- Scheduled and periodic inspections
- Incident review records and interviews pertaining to injury incidents
- Committee meeting records

Records of Health and Safety Assessments conducted by campus supervisors shall include identification of persons conducting the assessment, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe condition or work practice. These records shall also be maintained for three years.

The following records will be maintained for at least five years:

- Cal-OSHA Log 300 and Summary of Occupational Injuries and Illness