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CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

# **INJURY AND ILLNESS PREVENTION PROGRAM**

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## PURPOSE

California State University, Dominguez Hills (CSUDH) is committed to providing a safe working environment for all employees. To achieve this goal, an Injury and Illness Prevention Program (IIPP) has been developed. It is written in accordance with the California Code of Regulations, Title 8, Section 3202, *Injury and Illness Prevention Program*. The IIPP is designed to illustrate specific practices that:

- Communicate hazards to employees
- Assess, investigate, and correct hazards
- Provide effective injury prevention training to all staff
- Assign record-keeping responsibilities
- Comply with all applicable environmental, health, and safety laws and regulations

The program policy enforces compliance with the following:

8 California Code of Regulations§ 3203	<a href="#">Injury and Illness Prevention Program</a>
CSU Executive Order 1031	<a href="#">CSU System-Wide Record Retention Policy</a>
CSU Executive Order 1039	<a href="#">CSU Environmental Health and Safety Policy</a>

**Inclusions:** All CSUDH state employees are included in this Injury and Illness Prevention Program.

**Exclusions:** Auxiliary programs, tenants, contractors, and vendors maintain their own IIPPs. These include but are not limited to:

- Loker Student Union
- California Academy of Math and Science
- Farmer's Market
- Dignity Sports Center

## **PROGRAM RESPONSIBILITY**

### **ENVIRONMENTAL HEALTH AND SAFETY (EHS) DIRECTOR**

The IIPP plan administrator is the EHS director. This individual is responsible for maintaining the IIPP and making changes as required by law. The administrator shall also ensure that the policies and procedures implemented at CSUDH are consistent with IIPP requirements. The plan administrator shall:

- Interpret regulations and develop compliance strategies regarding safe work practices, hazard mitigation, injury/illness investigation, and safety training programs
- Communicate with campus leadership regarding relevant safety and health matters
- Establish procedures to correct unsafe working conditions or work practices
- Establish a recordkeeping system that maintains inspection, training, and other standard-specific documentation
- Review the campus IIPP annually and make revisions as necessary

### **EHS DEPARTMENT**

Members of the EHS staff shall provide oversight and support to all university management and department safety coordinators to ensure proper implementation of the IIPP. To meet this responsibility, EHS staff shall:

- Perform hazard assessments and periodic inspections of campus workspaces
- Conduct incident investigations
- Ensure corrective actions are implemented in a timely manner
- Assist with developing or obtaining safety training materials and/or contracted training
- Maintain and report campus injury and illness metrics

### **DEANS, DIRECTORS & VICE PRESIDENTS**

Deans, Directors, and Vice Presidents must ensure IIPP compliance within their governance. This includes compliance with federal and state health and safety regulations, and CSUDH safety policies and procedures. They are responsible to:

- Communicate their commitment to supporting health and safety in the workplace
- Designate department safety coordinators, when applicable
- Ensure correct and adequate equipment is used in classroom learning activities
- Participate in employee safety training

## **MANAGERS/SUPERVISORS**

All CSUDH department managers and supervisors are responsible for the well-being of their employees during the performance of their work duties. This includes compliance with federal and state health and safety regulations, and CSUDH safety policies and procedures. To meet this responsibility, supervisors shall:

### **Workplace Safety:**

- Conduct Job Safety Analysis (JSA) as needed for specific tasks or hazardous equipment
- Conduct periodic departmental safety checks
- Identify new hazards associated with changes in equipment, chemicals, or procedures
- Stop work if there is reason to believe it poses a hazard to the worker and/or is immediately dangerous to life and health
- Correct any unsafe conditions and/or work practices as soon as they are identified
- Maintain Safety Data Sheets (SDS) for all hazardous materials
- Ensure hazardous materials are properly labeled, stored, inventoried, and identified for proper disposal

### **Employee Safety:**

- Ensure employees receive all required health and safety training
- Ensure employees understand the hazards of their work and ways to protect themselves
- Ensure that employees who utilize unsafe work practices are retrained
- Undertake disciplinary action for employees who willfully and/or repeatedly violate safety protocols
- Ensure that all employees are provided with required personal protective equipment (PPE), where required, and are trained in its proper use and maintenance
- Ensure that all employees receive initial and periodic medical examinations, where required by federal and state regulations
- Conduct preliminary incident investigations for all reported workplace injuries and illnesses
- Foster an environment in which employees can report hazardous conditions or unsafe work practices without fear of reprisal or inaction
- Maintain records of all departmental health and safety assessments, inspections, investigations, and training
- Participate in employee safety training
- Recognize employees who follow safe and healthful work practices

## DEPARTMENT SAFETY COORDINATORS

Some university departments assign Department Safety Coordinators (DSC). This person will function as a liaison between their department and EHS. This person will monitor activities within the department to ensure workplace safety is maintained. The DSC shall:

- Maintain all department safety records as it relates to including inspections, training records, and safety meetings sign-in sheets
- Coordinate safety meetings
- Report to EHS any unsafe behaviors or conditions that cannot be corrected on their own

## EMPLOYEES AND STUDENT WORKERS

Compliance with CSUDH safety policies is a condition of employment for all university employees. Employees shall:

- Report any unsafe conditions or practices immediately
- Never perform a job for which they have not received prior training
- Participate in required employee safety training
- Use required PPE for each given task
- Report any workplace injuries to their supervisor, regardless of severity
- Comply with health and safety directives including signage, labels, and posters
- Cooperate with incident and/or injury investigations to help determine a root cause

## COMPLIANCE

All employees are trained to follow safe work practices and report hazards. Department managers are responsible for ensuring that these practices are regularly and clearly communicated. The following methods are used to reinforce compliance with the IIPP:

- Distribution of policies
- Employee training programs
- Recognition of employees who follow safe practices
- Refresher training when safety practices are deficient
- Performance evaluations

Corrective action may take place when documentation exists that the employee was properly trained, but knowingly neglected to follow safety procedures. Corrective action may include, but is not limited to, a letter of warning, suspension, or dismissal. are required to follow safety

policies and standard operating procedures. Disciplinary action will be in conformance with CSUDH policies and/or corrective bargaining agreements. The Employee Labor Relations Department must be consulted on any disciplinary matter as it relates to compliance with this program.

## **COMMUNICATION AND ACCESS**

All employees are provided with training to notify them of their right to access the Injury and Illness Prevention Program. CSUDH is a public university; the IIPP is available to anyone who visits the EHS page on the university website. A written copy of the plan can be printed directly from the EHS webpage. Upon request, employees or their representative shall be provided with a written copy within no more than five (5) business days. CSUDH will communicate this program to employees:

- During new employee orientation
- When changes are made to the plan
- During regularly scheduled safety meetings
- When employees neglect to follow the plan

A full training review of the program will be conducted at least every three years by every employee.

## **RESOURCES**

CSUDH maintains many resources to help communicate safety programs, policies, and procedures. They include:

### **EHS Website**

The EHS website has accessible and downloadable resources, forms, checklists, policies, and other educational materials.

### **CSU Learn**

This program maintains a library of online safety training courses.

### **EHS Staff**

The EHS staff is available to support safety training programs.

Additional communication methods include:

- Safety Data Sheets
- Job Descriptions
- Job Safety Analysis

- Posters, signs, and labels
- Instructor led training
- Fact sheets

## HAZARD ASSESSMENT

Under the guidance of the EHS director, department managers are tasked with identifying and reporting hazards in the workplace. To assist in this process, several programs have been instituted. They include:

- Job descriptions created for each position
- Job Safety Analysis (JSA) conducted for specific hazardous tasks and equipment
- Regular departmental and facility inspections and audits
- Means for employees to report or anonymously report hazards

In addition to these programs, a hazard assessment shall be conducted:

- When new equipment, processes, or chemicals/materials are introduced to the workplace
- When occupational injuries or exposures occur
- When workers are assigned to processes for which a hazard assessment has not been conducted
- Any time a manager determines that an assessment is warranted

## ACCIDENT/EXPOSURE INVESTIGATION

CSUDH employs a systematic approach to reporting, documenting, and investigating workplace incidents and injuries. This system is detailed on the [Worker's Compensation Webpage](#).

## INJURY REPORTING

When injuries and incidents occur, supervisors and EHS will complete a [Supervisor's Report of Work Incident and EHS Investigation](#) and any required supplemental forms. Employees will complete an [Employee/Volunteer Report of Work Incident](#) form. These reports will include the following information:

- Employee incident statement
- Supervisor narrative
- Description of any hazardous conditions present
- Description of any unsafe work practices involved



- Corrective actions

The completed forms are submitted to the Worker's Compensation department for any required medical follow-up or insurance reporting.

### Cal/OSHA Reporting

EHS shall report serious injuries to the California Occupational Safety and Health Administration (Cal/OSHA) and comply with 8 CCR §342 *Reporting Work-Connected Fatalities and Serious Injuries*.

## INVESTIGATION

Department managers and the EHS department will conduct an investigation whenever injuries occur. This may include:

- Visiting the accident scene as soon as possible
- Inspecting equipment, surfaces, and tools for disrepair
- Determining the direct cause of the incident
- Interviewing witnesses
- Taking corrective action to prevent recurrence

## HAZARD CORRECTION

Hazards that are discovered during normal operations/inspections or as the result of an injury must be corrected under the direction of the department supervisor in a timely manner. If the correction requires repairs, the *Facility Services* department shall be notified. Until that time when normal operations can resume, the supervisor shall:

- Notify employees to stop unsafe work practices
- Block off area when necessary (e.g., a chemical spill or broken equipment)
- Arrange alternative work assignments or methods
- If energized equipment is involved, the equipment shall be locked and tagged in accordance with the CSUDH Lockout/Tagout Policy

If an imminent hazard exists, work must cease, and the affected area cleared of all employees, students, faculty, and/or visitors except those qualified to correct the hazard. Qualified employees must be equipped with adequate tools and personal protective equipment to address the hazard. Specific abatement activities (such as asbestos removal or chemical spills)

shall be reported to the EHS department. All abatement documentation shall be maintained by the managing department.

## **TRAINING AND INSTRUCTION**

### **ACCESS TO IIPP**

Employees Are provided an explanation of the IIPP and their right to access it:

- When the IIPP is first established
- When new employees are hired
- When changes are made to the IIPP

### **GENERAL SAFETY PRACTICES**

CSUDH employees are regularly trained in general safe work practices. This includes:

- The Emergency Action Plan
- Hazard communication and chemical hazards
- Ergonomics
- Lockout/tagout
- Injury and hazard reporting
- Approved clothing and personal protective equipment
- Availability of toilet and handwashing facilities and drinking water
- Provisions for first aid and medical services involving workplace injuries

### **JOB-SPECIFIC TRAINING**

Training that addresses job-specific hazard training is provided:

- When employees are hired
- When mandated by law for a specific job function (e.g. bloodborne pathogens, respiratory protection, laboratory safety, hazardous waste, hot work, heat illness protection)
- When new managers or supervisors are hired, promoted, or change departments
- When new substances, processes, procedures, or equipment are introduced to the workplace
- When new hazards or previously unknown hazards are discovered
- When certification is required (e.g. forklift or scissorlift certification)
- When employees are negligent in following safety protocols
- During regularly scheduled training sessions

## **RECORD KEEPING**

All recordkeeping, including safety training records, must comply with CSU's System-Wide Record Retention Policy (Executive Order 1031).

Training records must include:

- Training Topic
- Date
- Name and signature of the trainer
- Signature of the trainee

Unless noted, safety records and documentation shall be maintained for a minimum of three years within the following departments:

### **RISK MANAGEMENT**

- Driver Safety Training Records (4 years)

### **INFORMATION TECHNOLOGY**

- All online training course records

### **DEPARTMENT MANAGERS**

- Department safety training attendance records
- Employee safety certification records
- Safety training materials
- Employee injury reports (for the duration of employment)

### **WORKER'S COMPENSATION DEPARTMENT**

- OSHA 300 log (5 years)
- Employee injury reports (for 30 years)
- Injury and Illness Reporting