



CALIFORNIA STATE  
UNIVERSITY  
E A S T B A Y

# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)



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## APPROVAL

**This Injury and Illness Prevention Program is hereby approved:**

Signature: Donna Placzek

Date: March 16, 2018

**Donna Placzek, Director  
Department of Environmental Health & Safety**

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# INJURY AND ILLNESS PREVENTION PROGRAM

## 1.0 EMPLOYER INFORMATION

**Purpose:** To comply with California Code of Regulations (CCR), Title 8, Section 3203 Injury and Illness Prevention Program (IIPP), and to minimize accidents, injuries, and illness through planning, anticipation and prevention. An effective IIPP assure the safety and health of employees while on the job.

**Scope:** This program applies to all persons employed by California State University, East Bay. Management at every level must be dedicated to protecting our employees, students, and public, and to instill in the mind of each employee a total awareness of safety and a sense of responsibility for themselves, the public, and others who depend on them.

**Key Terms:** The terms supervisor and employee are utilized throughout the IIPP. Employee refers to faculty, staff, temporary workers, student assistants, graduate assistants, and employees of the Foundation. Supervisor refers to those individuals with administrative or budgetary authority over a department or unit and includes Faculty Department Chairs.

## 2.0 AUTHORITY AND RESPONSIBILITY

### 2.1 President/Vice Presidents/Provost

2.1.1 Make safety a priority concern, consistent with the importance of all other service delivery considerations.

2.1.2 Facilitate compliance with this program and other safety programs, policies, and procedures.

2.1.3 Cooperate with and assist the Department of Environmental Health and Safety (EHS) with the implementation of this program and other safety programs, policies, and procedures.

### 2.2 Department of Risk Management and Internal Control (includes EHS and Workers' Compensation)

2.2.1 Develop, implement, revise and maintain the Injury and Illness Prevention Program (IIPP).

2.2.2 Shut down or otherwise cause the stopping of activities which significantly endanger employees' health.

2.2.3 Maintain health and safety training programs designed to instruct employees in general safe and healthful work practices, and

provide instructions with respect to hazards specific to each employee's job assignment.

- 2.2.4 Conduct periodic inspections to identify unsafe conditions and work practices.
- 2.2.5 Gather information and follow up on work-related injuries, as needed.
- 2.2.6 Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear of reprisal.
- 2.2.7 Maintain necessary health and safety related files, records, and documentation for at least one year.
- 2.2.8 Maintain records related to work-related injuries and illness (i.e. the OSHA 300 Log, incident investigations, Workers' Compensation records).
- 2.2.9 Maintain records related to any complaints and concerns involving safety and/or health issues.

### 2.3 Supervisor

- 2.3.1 Communicate to staff and students the campus emphasis on health and safety.
- 2.3.2 Assure that workplace hazards are identified and corrected in a timely manner by providing periodic inspections and follow ups.
- 2.3.3 Correct identified hazards promptly.
- 2.3.4 Document inspection of workspaces under their authority.
- 2.3.5 Model and enforce safe and healthful work practices.
- 2.3.6 Develop and implement procedures for maintaining employee's health and safety training records.
- 2.3.7 Maintain and review when necessary employee's health and safety training records.
- 2.3.8 Provide appropriate safety training and personal protective equipment.
- 2.3.9 Implement measures to eliminate or control workplace hazards.
- 2.3.10 Gather information and follow up on work-related injuries.

- 2.3.11 Stop any employee's work that poses an imminent hazard to either the employee or any other individual.
- 2.3.12 Encourage employees to report health and safety issues without fear of reprisal.
- 2.3.13 Submit for recognition to the Safety Committee the employee who follows safe and healthful work practices. The method of recognition will be determined by the committee.
- 2.3.14 Review and Update College/Departmental Occupational Health and Safety policies at least every five (5) years, unless otherwise specified by regulations.

2.4 Department of Facilities Management (FM)

- 2.4.1 Maintain campus facilities.
- 2.4.2 Respond to service requests for maintenance, repair and construction services submitted by the campus community via telephone, electronically or in writing.
- 2.4.3 Communicate with the campus community major facilities affected by maintenance or repair.
- 2.4.4 Assign priorities to work requests consistent in accordance with the existing work priority system.
- 2.4.5 Develop, implement, revise and maintain departmental job specific training programs designed to instruct employees in general safe work practices.
- 2.4.6 Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear of reprisal.

2.5 Department of Human Resources

- 2.5.1 Communicate with employees, at time of hire, where the required safety postings are located, what postings are posted, and required safety training.
- 2.5.2 Maintain records related to grievances involving safety and/or health issues.

2.6 University Police Department (UPD)

- 2.6.1 Respond to all reports of police, fire and medical emergencies.

- 2.6.2 Conduct security patrols.
- 2.6.3 Document and investigate reports of criminal incidents.
- 2.6.4 Enforce Local, Federal, and State laws pertaining to criminal activities.
- 2.6.5 Enforce Local and State traffic regulations.
- 2.6.6 Promote the safety of life and property on the University campus.
- 2.6.7 Provide campus community with 24-hour telephone and walk-in service via Public Safety Dispatchers.
- 2.6.8 Provide traffic and crowd control.
- 2.6.9 Provide escort services.
- 2.6.10 Develop, implement, revise and maintain CSUEB Workplace Safety and Security Plan.
- 2.6.11 Respond appropriately to Violence in the Workplace complaints.

2.7 Directors/Deans/Department Chairs/Department Heads

- 2.7.1 Assist EHS in carrying out the requirements of this program.
- 2.7.2 Ensure College/Departmental implementation of the IIPP and to ensure the health and safety of the department's faculty, staff and students.
- 2.7.3 Implement, revise and maintain departmental job specific training programs designed to instruct employees and students in general safe work practices.
- 2.7.4 Assure that each new employee receives training in safe and healthful work practices, initial IIPP and Emergency Procedures.
- 2.7.5 Understand the employee's job task(s) and related hazards.
- 2.7.6 Provide instructions to employees with respect to hazards specific to their job description.
- 2.7.7 Report all work-related injuries or illnesses the Workers' Compensation Coordinator or EHS.
- 2.7.8 Communicate with employees on health and safety matters and encourage employees to report hazards at the workplace without fear of reprisal, to a supervisor or EHS.

- 2.7.9 Review and Update College/Departmental Occupational Health and Safety policies at least every five (5) years, unless otherwise specified by regulations.
- 2.7.10 Submit for recognition to the Safety Committee the employee who follows safe and healthful work practices. The method of recognition will be determined by the Committee.
- 2.7.11 Assure that workplace hazards are identified and corrected in a timely manner by providing periodic inspections and follow ups.
- 2.7.12 Document employees not complying with this program.

2.8 Employees

- 2.8.1 Must comply with this program.
- 2.8.2 Report any safety and/or health hazards to the immediate supervisor.
- 2.8.3 Report any injury or illness encountered on campus to their Supervisor and Workers' Compensation Coordinator or EHS.
- 2.8.4 Report any safety and/or health hazards verbally or in writing, initially to the Supervisor then EHS or other applicable Directors/Deans/Department Chairs/Department Head.

2.9 CSU, East Bay Safety Committee

- 2.9.1 Meets regularly, but not less than quarterly.
- 2.9.2 Prepares and make available upon request to faculty and/or staff, written records of the safety and health issues discussed at the committee meetings.
- 2.9.3 Maintain committee meeting records for at least one (1) year. The records are maintained in EHS.
- 2.9.4 Perform departmental building safety inspections. Review results of periodic inspections for applicable work area(s) and make any necessary corrections.
- 2.9.5 Work with EHS to develop hazard correction strategies.
- 2.9.6 Assist EHS in the development of safety checklists.
- 2.9.7 Review investigations of occupational accidents and causes of incidents resulting in occupational injury, illness, or exposure to



hazardous substances, and where appropriate, submit suggestions to management for the prevention of future incidents.

- 2.9.8 Review revisions and make any suggestions to the IIPP, Hazard Communications Program, and Emergency Procedures.
- 2.9.9 Submit recommendations to assist in the evaluation of employees safety suggestions.
- 2.9.10 Review abatement action(s) taken by the campus to abate citations issued by city, county and/or state regulatory agency.
- 2.9.11 Recognize employees who follow safe and healthful work practices. The method of recognition will be determined by the committee.

#### 2.10 Other University Health & Safety Committees

- 2.10.1 Meet regularly or periodically. The Safety Committee membership may rotate periodically.
- 2.10.2 Prepare written and maintain committee meeting records.
- 2.10.3 Discuss safety and health related issues within applicable area.
- 2.10.4 Maintain Safety Committee Minutes and submit a copy to EHS. Assess ongoing College/Departmental compliance with applicable regulations and campus programs, policies, and/or procedures.
- 2.10.5 Communicate with applicable employees of hazard corrections and committee activities.
- 2.10.6 Recognize employees who follow safe and healthful work practices and submit to CSU, East Bay Safety Committee. The method of recognition will be determined by the Committee.

#### 2.11 Volunteer Team Leaders/Building Safety Coordinators (VTLs/BSCs)

- 2.11.1 Prepare for emergencies and participate as the lead persons in a building emergency situation(s).
- 2.11.2 Participate in the debriefings of emergency responses.

#### 2.12 Students

- 2.12.1 Adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants or other responsible parties.

- 2.12.2 Report any injury or illness encountered on campus to a faculty member, UPD, Student Health Services, or EHS. Faculty members must convey this to students.
- 2.12.3 Report any safety and/or health hazards in writing or verbally to an instructor and/or Risk Management.

### **3.0 Compliance with Safety and Health Work Practices**

- 3.1 All employees will understand that compliance with the IIPP and other health and safety programs, policies and procedures is a mandatory condition of employment. This will be conveyed during initial IIPP training.
- 3.2 Overall performance in maintenance of a safe and healthy work environment should be recognized by the Supervisor and noted in the employee's performance evaluation.
- 3.3 Employees who willfully violate University programs, policies, procedures or guidelines could result in disciplinary action in accordance with the current Collective Bargaining Agreements for Corrective Action.
- 3.4 Annually, campus Managers/Supervisors may 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/Supervisors are encouraged to recognize employees who follow safe and healthful work practices. The method of recognition will be determined by the College/Department.

### **4.0 Effective Communications with Employees**

- 4.1 Supervisors are responsible for communicating with all employees about safety and health issues (IIPP and any other campus program, policy, or procedure) in a form readily understandable by all employees.
- 4.2 Cal OSHA required posting can be found on the bulletin board located in the Department of Human Resources in the Student Services and Administration Building (SA).
- 4.3 Communication from Employees
  - 4.3.1 Employees who recognize a safety hazard that could result in an injury or illness must promptly tell their supervisor about the hazard.
  - 4.3.2 The employee can notify EHS regarding safety and/or health hazard(s). The employee may remain anonymous by not including his/her name. EHS will either investigate the concern or refer it to the appropriate department(s) for action.
  - 4.3.3 Employees will not be harassed or otherwise discriminated against because of their communication of a health or safety hazard.

- 4.4 A noted safety and/or health hazard can be written and submitted to the Department of Environmental Health & Safety or the employee's supervisor on the Report of Safety Hazard form shown in **Appendix II** or an equivalent form. The person receiving the report must complete the form and provide a copy to EHS. The submitting employee may remain anonymous by not including his/her name.
- 4.5 Employees will be informed about safety matters by e-mail, voice mail, distribution of written memoranda or any other appropriate methods.
- 4.6 The Safety Committees are another source for communication regarding health and safety issues for department employee. The Safety Committees are made up of employees from different Colleges/Departments. A Safety Committee Member will inform employees of hazard corrections and committee activities. Additionally, Safety Committee minutes and other safety-related items can be made available at a convenient location.
- 4.7 Training Programs
  - 4.7.1 Training will be provided to employees on an on-going basis. EHS will identify regulatory required training programs that are required for each job classification or job type.
  - 4.7.2 Supervisors will ensure regulatory required training programs are provided to employees either on a periodic basis, before assignment to a new job, or when work assignments change.
- 4.8 General Code of Safe Practices
  - 4.8.1 The General Code of Safe Practices is written to provide safety guidelines for the general employee population. **See Appendix I or equivalent form.**

## 5.0 Hazard Assessment and Inspections

- 5.1 Hazards are identified in the following manner:
  - 5.1.1 Imminent Danger – An imminent danger is any condition where there is reasonable certainty that a danger exists that can be expected to cause death or serious physical harm immediately or before the danger can be eliminated through normal procedures.
  - 5.1.2 Serious – A serious hazard is a substantial probability that death or serious physical harm could result.
  - 5.1.3 Other Than Serious – A hazard that has a direct relationship to job safety and health, but probably would not cause death or serious physical harm.

### 5.2 General Inspections

- 5.2.1 General inspections are conducted for the purpose of identifying and evaluating hazards including scheduled periodic inspections to identify unsafe conditions and work practices.
- 5.2.2 General inspections are conducted by the College/Department utilizing "CSU East Bay, General Department Safety Checklist," or an equivalent form. See **Appendix III** or equivalent form.
- 5.2.3 An employee can request EHS to perform an inspection of their work area.
- 5.3 Periodic inspections by building and/or department.
  - 5.3.1 Supervisors will provide the following inspections:
    - 5.3.1.1 Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represents a new occupational safety and health hazard.
    - 5.3.1.2 Whenever the supervisor is made aware of a new or previously unrecognized hazard.

## **6.0 Accident Investigation & Reporting**

- 6.1 It is essential that all work-related accidents occurring either on University property or at off-campus University sponsored events get reported to the employee's Supervisor and the Workers' Compensation Coordinator or EHS within eight (8) hours.
- 6.2 If the accident occurs after normal business hours or on the weekend, the Manager/Supervisor and the Workers' Compensation Coordinator will need to be notified the next business day.
- 6.3 Call 911 immediately from any campus phone if the injury requires emergency assistance.
- 6.4 Supervisor's Report of Work Injury/Illness is a standardized form designed by CSU, East Bay for the employee's Supervisor. The form is required to be completed and forwarded to the Workers' Compensation Coordinator within eight (8) hours upon notification of an injury or illness. See **Appendix IV** for form or equivalent form.
- 6.5 Work-related injuries/accidents will be investigated in a timely manner.
- 6.6 Action requirements for investigation and corrective actions:
  - 6.6.1 Conditions which are immediately dangerous to life and health (IDLH) will require immediate response. The supervisor is required to shut down any equipment or process until an investigation and corrective action is completed.

6.6.2 All employees exposed to the hazard must be removed from the danger area except those necessary to correct the existing condition. Employees working in the hazard area will be notified of the hazard and provided the necessary safeguards so that they will not be injured.

## **7.0 Methods and/or Procedures for Hazard Correction**

- 7.1 Hazards will be corrected within a timely manner based on the severity of the hazard. Revised or new hazard evaluations will be completed whenever new job classes are created, whenever significant production equipment or materials are changed, or safety improvements are recognized.
- 7.2 Until an investigation is concluded and the hazard is corrected, all potentially affected employees will be informed of the hazard and the interim protective measures that have been taken. If an imminent hazard is observed or discovered that cannot be immediately corrected without endangering employee(s) and/or property, all exposed employees will be immediately removed from the area, except those necessary to correct the existing condition. Employees who are assigned to correct the hazardous condition must be provided with the necessary personal protective equipment (PPE), safeguards, and training.

## **8.0 Employee Training and Instruction**

- 8.1 Supervisor will assure that each employee receives specific job task training in safe and healthful work practices whenever:
  - 8.1.1 an employee is initially assigned to a job task, or whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and/or health hazard.
  - 8.1.2 a previously unrecognized hazard is discovered.
  - 8.1.3 an employee has been observed to perform a job task in an unsafe manner or involved in an accident or near-miss incident.
- 8.2 EHS provides and/or coordinates applicable ongoing training to employees.
- 8.3 EHS will provide to all Colleges/Departments updated revisions to the IIPP. The Colleges/Departments are responsible for forwarding the information to all employees.
- 8.4 Faculty employees will provide training to students regarding applicable safety and health work practices, emergency procedures, and reporting injuries and/or illnesses, safety and health concerns.
- 8.5 Training and instruction will be provided to groups or individually in one of the following ways:

- 8.5.1 through formal and informal safety meetings and discussions.
- 8.5.2 through distribution and review of the IIPP manual and other safety programs, policies and procedures.
- 8.5.3 through other written communications and posting.
- 8.5.4 by various other methods as applicable to providing instruction in a form readily understandable to all affected employees.

## **9.0 Recordkeeping Requirements**

- 9.1 Records of all employees' accidents, injuries and illnesses occurring either on University property or at off-campus University sponsored events are maintained by the Workers' Compensation Coordinator. Records of accidents occurring in a department should be maintained by the Department.
- 9.2 Records of accident/injury investigations are maintained by Risk Management. These records are maintained for at least five (5) years.
- 9.3 Supervisor's Report of Work Injury/Illness is maintained for at least three years from the date of the incident or report of illness to the Workers' Compensation Coordinator.
- 9.4 Medical records of injuries and illness involving employees that are seen by Student Health & Counseling Services are maintained in Student Health & Counseling Services.
- 9.5 Records of employees' medical monitoring are maintained by Student Health & Counseling Services, St. Rose Occupational Medicine clinic and/or CCCMA Occupational Health clinic. Medical records will be maintained for at least 30 years after termination of the employee.
- 9.6 Records of employees' health and safety training are maintained by EHS and/or the College/Department for at least three (3) years.
- 9.7 Records of students' health and safety training will be maintained by the applicable College/Department for at least three (3) year.
- 9.8 Records of suggestions, investigations, corrective action plans, inspections, and communications related to the IIPP will be maintained in EHS for a period of at least three (3) years. These records will be available to management and representatives of regulatory organizations. Safety and health record relating to an employee or that employee's work area will be available to that employee and/or an authorized representative.
- 9.9 Records of training conducted by the Department of Human Resources will be maintained in the employee's personnel file. If an employee terminates in less

than one year, the training records will be provided to that employee, upon request, and that fact noted in the personnel file.

- 9.10 Records of training conducted by area supervisors will be maintained in the department and EHS. A copy of the training outline and attendance rosters must be forwarded to EHS. All training records will be maintained for at least three (3) years. If an employee terminates, departmental training records will be forwarded to the Department of Human Resources.
- 9.11 Safety and Health committee will maintain records of meetings (minutes) and make available to affected employees. Committee meeting records will be maintained for at least one (1) year.

## GENERAL CODE OF SAFE PRACTICES

### I. General Requirements

1. Report all unsafe conditions, accidents, injuries and illnesses to your immediate supervisor.
2. When lifting or carrying, always use proper technique to avoid back injuries or muscle strain.
3. Employees shall not possess or be under the influence of intoxicating substances while at work.
4. Horseplay, scuffling, running and other acts that can adversely affect the employee's and/or other people safety are prohibited.
5. Chairs with casters, tab arm desks and T-leg tables may not be used as a ladder.
6. Employees who have been working with hazardous materials must wash their hands before going on break or leaving the work area.
7. All liquid material containers must be properly labeled so that the contents are evident.
8. No eating is allowed in areas where hazardous materials are used or stored.
9. The University is a smoke and tobacco free campus. Smoking, vaping and chewing tobacco are prohibited on campus properties including University's vehicles.
10. All doors inside fire rated corridors must remain closed when not in use. Do not prop them open.
11. Do not place or reach hands or any other parts of the body into dumpster, trash cans, recyclable bins, etc. to handle trash.
12. For safety, health and sanitation reasons, pets of any type are not allowed on University owned or leased buildings. This policy includes University residence halls. **Exceptions:** Service animals as defined by the Americans with Disabilities Act of 1990.



13. Although the University does not have a dress code, it is expected that an employee dresses appropriately for the job, taking into account any associated hazards.
14. Do not text, talk or use your cell phone while driving. If you must respond to a call or message, pull safely off the road.

## **II. Workplace Conditions:**

1. Keep aisles, doorways, and hallways clear, clean and dry at all times.
2. Boxes and other materials must not be left or placed in a manner that can pose a tripping hazard.
3. Access to portable fire extinguishers, pull alarm stations and other emergency equipment must be kept clear of obstructions.
4. Electrical panels and switch equipment must be kept clear for ready access.
5. Extension cords may only be used for temporary purposes, not a substitute for permanent wiring.
6. Extension cords or other loose wires may not be placed in a walk area, unless they are properly protected to prevent tripping hazard.
7. Electrical power strips connected with a flexible cord, in long term use:
  - a. Must have a capacity of either 15 or 20 amps.
  - b. Must have an integral circuit breaker.
8. Store heavy items at or below waist level.
9. Anchor/secure cabinets and tall items for seismic safety.

**REPORT OF SAFETY HAZARD**

Name (optional)	Date	Supervisor's Name	Department

**Describe the workplace condition:**

**Health and/or Safety Hazard(s):**

**Suggestion(s) for minimizing or eliminating the hazard(s):**

**The below is the response to the reported hazard(s).**

**Action(s) taken to correct:**

**Submit to the Department of Environmental Health & Safety: SA 1600**

**APPENDIX III**

**General Department Safety Checklist**

**APPENDIX IV**

**Supervisor's Report of Work Injury/Illness**