

INJURY AND ILLNESS PREVENTION PROGRAM
CITY COLLEGE OF SAN FRANCISCO

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INJURY AND ILLNESS PREVENTION PROGRAM

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Prepared For:

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INJURY AND ILLNESS PREVENTION PROGRAM

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I. INTRODUCTION AND PURPOSE

It is the policy of the City College of San Francisco (CCSF) to maintain a safe and healthful work environment for each employee and to comply with all applicable occupational health and safety regulations. The Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within CCSF, while addressing legal requirements for a formal, written IIPP.

II. RESPONSIBILITIES

A. Chancellor

The Chancellor has ultimate responsibility and authority for implementing and enforcing the IIPP.

B. Vice Chancellor of Finance and Administration

The Vice Chancellor of Finance and Administration has primary authority and responsibility to ensure implementation of the IIPP and to ensure the health and safety of CCSF's faculty, staff and students. This is accomplished by communicating the college's emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

C. Director of Operations

The Director of Operations has the ongoing responsibility to maintain and update this IIPP, to assess compliance with applicable regulations and campus policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions.

Unsafe conditions that cannot be immediately corrected by an employee or his/her supervisor should be reported to the Director of Operations or the Director of Operations by filling out a "Report of Unsafe Condition or Hazard" form (IIPP Form 1).

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Timely correction of workplace hazards will be tracked by the Director of Operations which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports. Specifically, the Director of Operations will:

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions;
- Review investigations of accidents and injuries to ensure that all causes have been identified and corrected;
- Where appropriate, submit suggestions to the supervisor for the prevention of future incidents;
- Review alleged hazardous conditions, determine necessary corrective actions, and assign responsible parties and correction deadlines;
- Provide appropriate safety training and personal protective equipment; and
- Submit recommendations to assist supervisors in the evaluation of employee safety suggestions.

The Director of Operations can seek assistance in the remediation of a hazard from others and RGA Environmental, Inc. for campus health and safety issues, and the Public Safety Department for personal security concerns.

D. Deans and Supervisors

Deans and supervisors play a key role in the implementation of the CCSF's IIPP. (For the purpose of this template, the term "supervisor" includes any employee who oversees the work of others.) Supervisors may be Department Chairs, Deans, Directors or others. They are responsible for:

- Communicating to their staff and students the CCSF emphasis on health and safety;
- Ensuring periodic, documented inspection of workspaces under their authority;
- Promptly correcting identified hazards;
- Modeling and enforcing safe and healthful work practices;

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- Implementing measures to eliminate or control workplace hazards;
- Stopping any employee's work that poses an imminent hazard to either the employee or any other individual; and
- Encouraging employees to report health and safety issues to the Director of Operations without fear of reprisal.

E. All Employees

It is the responsibility of all faculty and staff to comply with all applicable health and safety regulations, CCSF policies, and established work practices. This includes but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions;
- Reviewing the building emergency plan and assembly areas;
- Learning about the potential hazards of assigned tasks and work areas;
- Taking part in appropriate health and safety training;
- Following all safe operating procedures and precautions;
- Using proper personal protective equipment;
- Warning co-workers about defective equipment and other hazards;
- Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented; and
- Participating in workplace safety inspections.

III. IDENTIFYING WORKPLACE HAZARDS

Regular, periodic workplace safety inspections must be conducted throughout each campus. By law, the first of these inspections must take place when the IIPP is first adopted. The inspections should be noted on IIPP Form 3 or other documentation, and copies of this documentation must be maintained for at least one year. These regular inspections will be supplemented with additional inspections whenever new substances,

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processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or every three months.

Generally, supervisors are responsible for identification and correction of hazards that their staff and/or students face and should ensure that work areas they exercise control over are inspected at least quarterly. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

The "Report of Unsafe Condition or Hazard" Form 1 should be filled out when a referral is made to the Director of Operations as a result of a condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy. The "Report of Unsafe Condition or Hazard" form can also be obtained in the Office of the Director of Operations, , and each Dean's Office. The forms can be filled out and turned in at these locations or through departmental mail anonymously.

IV. COMMUNICATING WORKPLACE HAZARDS

Supervisors are responsible for communicating with all workers about safety and health issues in a form readily understandable by all workers. All personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal.

The Director of Operations is another resource for communication regarding health and safety issues for employees through training, and occasionally the Director of Operations may also sponsor speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by CCSF staff is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (MSDSs, see below), equipment operating manuals, the Director of Operations, campus libraries, container labels and work area postings.

A. Material Safety Data Sheets

Material Safety Data Sheets (MSDSs) provide information on the potential hazards of products or chemicals. Hard copies of MSDSs for the chemicals used at the college are available in the office of the Director of Operations and in the office of the department where the chemicals are used. If an MSDS is found to be missing, a

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new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives.

MSDSs are also available over the Internet from a variety of sources. They can be obtained by accessing the University of Vermont, Safety Information Resources web page (<http://www.hazard.com>).

B. Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals should be kept with each piece of equipment. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

V. CORRECTING WORKPLACE HAZARDS

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include but are not limited to the following:

- Tagging unsafe equipment "Do Not Use Until Repaired," and providing a list of alternatives for employees to use until the item is repaired;
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes;
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability; and
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor or Building Coordinator.

Supervisors should use the "Hazard Correction Report" (IIPP Form 4) to document corrective actions, including projected and actual completion dates. If necessary, supervisors can seek assistance in developing appropriate corrective actions by submitting

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a "Report of Unsafe Condition or Hazard" to the Director of Operations. If the Director of Operations requires assistance from other CCSF resources these resources should be contacted immediately.

If an imminent hazard exists, work in the area should cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. The supervisor shall then immediately contact the Director of Operations regarding the incident. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

VI. INVESTIGATING INJURIES AND ILLNESSES

A. Injury Reporting

Employees who are injured at work must report the injury immediately to their supervisor. Students who are not employees who are injured or involved in an accident should report the incident to their instructor. In either case, if immediate medical treatment beyond first aid is needed, call CCSF Public Safety at Extension 3200 or call 9-911. The injured party will be taken to the appropriate hospital or medical center. If non-emergency medical treatment for work-related injuries or illnesses is needed, call the Office of the Vice Chancellor of Finance and Administration.

The supervisor of the injured employee must work with the Office of the Director of Operations to ensure that the "Employer's Report of Occupational Injury or Illness" form and a "Workers' Compensation Claim Form" are completed properly and submitted to the Workers' Compensation Division.

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

B. Injury Investigation

The employee's supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

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- Interviewing injured personnel and witnesses;
- Examining the injured employee's workstation for causative factors;
- Reviewing established procedures to ensure they are adequate and were followed;
- Reviewing training records of affected employees;
- Determining all contributing causes to the accident;
- Taking corrective actions to prevent the accident/exposure from reoccurring;
and
- Recording all findings and actions taken.

The supervisor's findings and corrective actions should be documented and presented to the Vice Chancellor of Finance and Administration using the "Occupational Accident, Injury or Illness Investigation Report" (IIPP Form 5). If the supervisor is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought. Available resources include the Director of Operations, and other CCSF safety organizations (see Section X).

The Division of Worker's Compensation will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the Director of Operations. Corrective actions that are not implemented in a reasonable period of time will be brought to the attention of Director of Operations.

VII. EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours on District time. Safety training may be presented by a knowledgeable supervisor, other personnel, or by representatives of CCSF. Regardless of the instructor, all safety training must be documented using the "Safety Training Attendance Record" (IIPP Form 6) or an equivalent record that includes all the information required on IIPP Form 6. By law, this documentation must be kept for at least one year.

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A. Initial IIPP Training

When the IIPP is first implemented, all personnel will be trained on the structure of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Director of Operations, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the Director of Operations or appropriate supervisor. These individual training sessions will be documented using IIPP Form 7, "New Employee Safety Training Record," or the equivalent. This document must also be kept by CCSF for at least one year.

B. Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Specific topics which may be appropriate to personnel include but are not limited to the following:

- Fire prevention techniques and fire extinguisher use;
- Obtaining emergency medical assistance and first aid;
- Disaster preparedness and response, including building evacuation procedures;
- Health and safety for computer users;
- Back care, body mechanics, and proper lifting techniques;

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- Hazard communication, including training on MSDSs, chemical hazards and container labeling;
- Proper housekeeping; and
- Chemical spill reporting procedures.

VIII. ENSURING COMPLIANCE

All personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, campus policy, and CCSF safety procedures. Overall performance in maintenance of a safe and healthful work environment should be recognized by the supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.

Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations, campus policy, and/or CCSF safety procedures. All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful and intentional non-compliance may result in disciplinary measures up to and including termination.

IX. RECORD KEEPING

Documents related to the IIPP are maintained in the office of the Vice Chancellor of Finance and Administration. By law, certain documents related to the IIPP must be kept for at least one year. These records include:

- Records of scheduled and periodic workplace inspections, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions (IIPP Form 3 or equivalent), and
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered (IIPP Forms 6 and 7 or equivalent).

Other documents related to the IIPP that should be kept on file include:

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- Reports of Unsafe Conditions or Hazards (IIPP Form 1);
- Safety Committee Meeting Documentation (IIPP Form 2);
- Hazard Correction Reports (IIPP Form 4); and
- Accident, Injury or Illness Investigation Reports (IIPP Form 5).

X. CAMPUS SAFETY RESOURCES

A number of programs and service organizations have been established to address injury and illness prevention and to maintain and promote a safe and healthful work environment for the campus community. A list is provided below, please use the Campus Telephone Directory for up-to-date telephone numbers.

Office of the Director of Operations - For information on various safety topics, including hazard evaluations and employee training

415.239.3133

RGA Environmental, Inc. - For information on various safety topics, including hazard evaluations and employee training

510.547.7771

<http://www.rgaenv.com>

Personnel Office - For information on personnel policies and labor contracts

Buildings and Grounds - Campus Services - For installation and repair of facility safety equipment

415.239.3546

CCSF Public Safety Department - For information on personal security at the workplace

415.239.3200

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FORMS

- FORM 1 – REPORT OF UNSAFE CONDITION OR HAZARD
- FORM 2 – SAFETY COMMITTEE MEETING DOCUMENTATION
- FORM 3 – GENERAL SAFETY INSPECTION REPORT
- FORM 4 – HAZARD CORRECTION REPORT
- FORM 5 – OCCUPATIONAL ACCIDENT, INJURY OR ILLNESS INVESTIGATION REPORT
- FORM 6 – SAFETY TRAINING ATTENDANCE RECORD
- FORM 7 – NEW EMPLOYEE SAFETY TRAINING RECORD