



CITY COLLEGE OF SAN FRANCISCO

**INJURY AND ILLNESS PREVENTION
PROGRAM**



Table of Contents

Title 8, Injury and Illness Prevention Program Statement

Safety and Health Officer Designation

Occupational Safety and Health Policy

PART I: INTRODUCTION

PART II: POLICY STATEMENT

PART III: RESPONSIBILITY

Section 1: Risk Coordinator

Section 2: Management Responsibilities

Section 3: Supervisor Responsibilities

Section 4: Employee Responsibilities

Section 5: Employee Rights

Section 6: Facilities, Planning, and Construction Responsibilities

Section 7: Custodial Responsibilities

PART IV: COMPLIANCE

Section 1: District Commitment

Section 2: Employee Compliance

Section 3: Enforcement of Safety Policies



PART V: COMMUNICATION

Section 1: General Information

Section 2: New Employee Orientation

Section 3: Review of Injury and Illness Prevention Program

Section 4: Training Programs

Section 5: District Safety Committee

Section 6: Posted/Distributed Information

Section 7: Hazard Reporting System

PART VI: HAZARD ASSESSMENT

Section 1: General Information

Section 2: Hazard Identification and Evaluation

Section 3: Safety Inspections

Section 4: Hazard Classification of Employee Groups

PART VII: HAZARD CORRECTION

Section 1: Hazard Correction Responsibilities

Section 2: Controlling Access to Hazards

Section 3: Hazard Correction Follow Up

PART VIII: ACCIDENT REPORTING PROCEDURES

Section 1: General Information

Section 2: Injured Employee Procedures: Non-Emergency

Section 3: Injured Employee Procedures: Emergency



Section 4: Manager and Supervisor Procedures

Section 5: Reports to Cal/OSHA

PART IX: ACCIDENT INVESTIGATION

Section 1: Supervisor's Accident Investigation

Section 2: Outside Agency Investigation

PART X: TRAINING AND INSTRUCTION

Section 1: New Employee Safety Orientation

Section 2: Initial Job Instructions

Section 3: Pre-Job Safety Instructions

Section 4: Safety Talks

PART XI: RECORD KEEPING AND ACCESS

Section 1: Record Keeping

Section 2: Employee Access

PART XII: FORMS

Code of Safe Practices

Employee Safety Information Form

Employee Safety Meeting Form

Supervisor's Report of Accident

Employee's Report of Accident

Vehicle Accident Report

Employee's Safety Record Card



Personal Protective Equipment Checklist

New Employee Safety Checklist

PART XIII: CAL/OSHA TRAINING REQUIREMENTS



CITY COLLEGE OF SAN FRANCISCO

Title 8, 3203, Injury and Illness Prevention Program

Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:

1. Identify the person or persons with authority and responsibility for implementing the Program.
2. Include a system for ensuring that employees comply with the safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe practices and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance.
3. Include a system for communication with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, postings, written communications, a system of anonymous notification by employees about hazards, or any other means that ensures communication with employees.



CITY COLLEGE OF SAN FRANCISCO

SAFETY AND HEALTH OFFICER DESIGNATION FORM

The Chancellor is responsible for occupational safety and health and will ensure that the District provides employees with a safe and healthy workplace, which complies with all Cal/OSHA and other applicable health and safety standards and regulations.

The Deputy Chancellor is the Occupational Safety and Health Director for the District. The Deputy Chancellor delegates the authority to implement the District's Injury and Illness Prevention Program to the **Risk Coordinator**.

APPROVED:

Dianna R. Gonzales

Interim Chancellor

10/25/2021

Date

Dianna R. Gonzales

Deputy Chancellor

10/25/2021

Date

ACCEPTED:

TYLER NGUYEN

[Signature]

Risk Coordinator

10/25/2021

Date



CITY COLLEGE OF SAN FRANCISCO

OCCUPATIONAL SAFETY AND HEALTH POLICY

Our success is achieved through maintaining high standards of quality, dedication and competence. We apply these high standards to protecting the well-being of our employees and students alike. It is our goal to provide a safe and healthful environment for all employees, students and visitors. In support of this goal, every employee is required to follow the guidelines established in our Injury and Illness Prevention Program.

Prevention of injuries and occupational illness is consistent with sound management practices and optimum employee relations; therefore, an Injury and Illness Prevention Program is key, and the responsibility of every manager, supervisor, and employee. Safety and quality go hand-in-hand. Injuries and occupational illnesses can result in lost workdays, physical disability, pain and suffering, loss of earnings, equipment damage, and poor quality of life, all of which can directly or indirectly affect productivity and profitability. A formal Injury and Illness Prevention Program, combined with safe working conditions and good housekeeping controls is an essential tool in achieving maximum productivity, quality, and profit. There is no place in the District for an employee who does not work safely or who endangers the safety of fellow workers. It is essential that all managers and supervisors stress maximum safety performance and awareness from employees under their direction by actively and consistently administering all safety rules and regulations.

Each of us has a duty to recognize, report, and act on hazardous situations before they can lead to injury or illness. The cooperation of every employee in detecting and controlling hazards is vital to the effectiveness of the Injury and Illness Prevention Program. Only through working together can we achieve our goal of a safe and healthy work environment. Working together, we will succeed in maintaining a safe and healthy workplace.

Dianna R. Gonzalez

Interim Chancellor

10/25/2021

Date

Dianna R. Gonzalez

Deputy Chancellor

10/25/2021

Date



PART I

INTRODUCTION



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part I: Introduction

Date 10/22/2021

New Revised

INTRODUCTION

The Injury & Illness Prevention Program (IIPP) embodies proactive and positive attitudes, actions, and outcomes toward injury and illness prevention, and it described the system behind our safety culture. It is a culture that provides a safe and healthful learning and working environment in support of students, volunteers, and employees while reducing operating costs. It is established to provide a framework for CITY COLLEGE OF SAN FRANCISCO (hereafter referred to as the District) to ensure a safe and healthy work environment for all its Employees.

The goal of the program is to prevent occupational injuries and illnesses. This program has been developed and implemented as required under the California Code of Regulations, Title 8, Chapter 4, Subchapter 7, and Section 3203. Our IIPP also complies with US Code of Federal Regulation Title 29 part 1910, California Labor Code Section 6401.7, San Francisco Health Code Article 21.

The purpose of this program is to provide information necessary to communicate the elements of the Injury and Illness Prevention Program. All Employees of the District are governed by the procedures outlined in this manual, unless otherwise stipulated.

Major components of the District's operations include:

Human Resources, Compliance, Risk Management and Safety; Academic Affairs and Institutional Advancement; Student Affairs; Finance and Administrative Services; Facilities, Planning and Construction

The District has one campus (Ocean) and seven centers (Chinatown, Civic Center, Downtown, Evans, John Adams, Mission, and Southeast). Campus and Centers Vice Chancellors, Deans, Directors, Department Chairs, and other supervisors are responsible for the site's workplace safety and make sure subordinates work safely.

The Risk Coordinator is responsible for the implementation and coordination of the Injury and Illness Prevention Program. This plan will be reviewed annually and revised as necessary.



PART II

POLICY STATEMENT



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part II: Policy Statement

Date 10/22/2021

New [X] Revised []

Policy Statement

The District is committed to providing a safe and healthful workplace for all its employees. The personal safety of each District employee while in performance of their work activities is of primary importance. As a District, we are committed to providing and maintaining a safe and healthy working environment for our employees.

To achieve this goal, the Injury & Illness Prevention Program (IIPP) has been developed to prevent workplace accidents, injuries and illnesses. A complete copy of the program is maintained at our District Office and is available electronically for each job site. The IIPP is posted on the District website for employee access at all time.

The success of this program is to be achieved through the continuous cooperation and support of management and employees.

The District is also committed to ensuring that a safe and healthful workplace exists for outside contractors and other workers that may be working at District sites and that all health and safety regulations are adhered to by all affected employers and employees.

It is the responsibility of each employee to support the District's safety program and to perform their duties in a manner which assures his or her own personal safety and the safety of others, including customers, visitors, and other trades.

To be successful in our endeavor, all employees on every level must adopt proper attitudes towards injury and illness prevention.



PART III

RESPONSIBILITY



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part III: Responsibility

Section 1: Risk Coordinator

Date 10/22/2021

New Revised

Risk Coordinator

The District's Risk Coordinator, who is the District's designated safety officer, or designee shall act as a safety resource for the District and is responsible for maintaining program records. The District's safety officer is responsible for implementing and maintaining the following aspects of the safety program:

1. Coordinating all loss prevention activities. Act as a consultant to management in the implementation and administration of the IIPP.
2. Maintaining, evaluating, and revising the Injury & Illness Prevention Program.
3. Develop and implement loss prevention policies and procedures designed to ensure compliance with applicable rules and regulations of all federal, state, and local agencies.
4. Consult with representatives of our insurance companies in order to ensure their loss control services will support our IIPP.
5. Develop and/or assist in the development of employee training programs.
6. Act as a resource to the Safety & Health Committees.
7. Review Workers' Compensation claims in order to help supply the insurance carrier with information about injured employees, so accidental loss and premium reserves are kept as low as possible.
8. Ensure that the District is adhering to Federal, State, and Local Safety Codes.
9. Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems, and assist in solving the problems.
10. Review and maintain all safety records for all departments.



CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program

Part III: Responsibility

Section 2: Management Responsibilities

Date 10/22/2021

New [X] Revised []

Management Responsibilities

Management plays a critical role in the success of this program. Management must plan, organize, and administer the program by establishing policies, setting goals and objectives, assigning responsibility, motivating staff, and monitoring results through the following:

1. Provide clear understanding and direction to all management and collective bargaining unit employees regarding the importance of safety through the development, implementation, monitoring and revision of policies and procedures.
2. Provide financial support for the Injury and Illness Prevention Program through the provision of adequate funds for the purchase of necessary safety materials, safety equipment, proper personal protective equipment, adequate time for employee's safety training, and maintenance of tools and equipment.
3. Oversee development, implementation, and maintenance of the IIPP and other required safety programs.
4. Providing written documentation of employee training and instruction for employees in their area of responsibility.
5. Providing Supervisors and Employees with safety training and job instruction.
6. Managing a planned safety meeting or "safety talk" program.
7. Recommending appropriate safety discipline.
8. Participating in the investigation of disabling injuries, once notified of the injury.
9. Hold all levels of management and employees accountable for accident prevention and safety.



CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program

Part III: Responsibility

Section 3: Supervisor Responsibilities

Date 10/22/2021

New [X] Revised []

Supervisor Responsibilities

Supervisors have an integral role within the Injury & Illness Prevention Program. Supervisors are in constant and direct contact with their Employees and can greatly influence safety attitudes and practices. It is essential that the supervisor set the example for employees regarding safety responsibilities. There are several specific responsibilities for Supervisors:

1. Take any reasonable action necessary to prevent injuries where an immediate danger exists.
2. Taking responsibility for safety of all Employees under their supervision and for any employee not under their supervision but in the supervisor's work area.
3. Taking responsibility for the safety of all Employees that may be in the work area.
4. Providing and maintaining a clean and hazard-free work area.
5. Providing safety orientation and job instruction of supervised Employees.
6. Planning, conducting and documenting safety evaluations in assigned areas of responsibility.
7. Conducting planned safety meetings with Employees.
8. Conducting safety observations of Employee safe work practices.
9. Developing and maintaining cooperative safety attitudes in Employees through the application of approved methods or preventive and corrective discipline.
10. Ensure that "tailgate" safety meetings are held with all employees and the proceedings are recorded and sign in sheets and training documents are maintained for tracking purposes.
11. Ensuring employees received prompt medical treatment for all injuries.
12. Ensure employee proficiency when assigning work requiring specific knowledge, special maintenance or equipment.
13. Ensuring employees are fit to work.



14. Conducting Accident/Injury Investigations and correct the cause(s) as soon as possible to prevent a reoccurrence.
15. Ascertain proper first aid and firefighting equipment is maintained and used when the conditions warrant its use.
16. Enforce all safety rules in the District Code of Safe Practices and ensure all safe work procedures are maintained.
17. Enforce the wearing of personal protective equipment (PPE) on the job. This will depend on the circumstance and may include cut resistant gloves, respirators, goggles. etc.
18. Maintain a current posting of all emergency telephone numbers near all telephones.



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part III: Responsibility

Section 4: Employee Responsibilities

Date 10/22/2021

New [X] Revised []

Employee Responsibilities

Every employee is responsible for working safely, both for self-protection and the protection of fellow workers. Employees must support and adhere to the Injury & Illness Prevention Program as directed by management. Employee responsibilities are listed below:

1. Adhere to all safety policies rules and operating procedures established in the District Code of Safe Practices.
2. Wear and ensure proper use, inspection, and storage of appropriate personal protective equipment as required and provided by the District.
3. Inspect and maintain equipment for proper and safe operation.
4. Report all accidents and injuries, no matter how minor, to your department manager or supervisor immediately.
5. Encourage other employees to work in a safe manner.
6. Report all observed unsafe acts and conditions to their Supervisor.
7. Report to work in an acceptable condition and not under the influence of alcohol or drugs.
8. If you are unsure how to do any task safely, ask your department manager or supervisor.
9. Ensure proper use of equipment and use all safeguards which are in place.
10. Do not remove, tamper with, or defeat any guard, safety device or interlocks.
11. Never engage in horseplay or fighting.



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part III: Responsibility

Section 5: Employee Rights

Date 10/22/2021

New [X] Revised []

Employee Rights

Employees have several rights with respect to occupational safety. These rights are listed below:

1. Employees have the right to safe and healthful working conditions.
2. Employees have the right to receive training in general safe work practices and specific training regarding hazards unique to any job assignment.
3. Employees have the right to refuse work that would violate a health and safety standard or order where such violation would pose a real and apparent hazard to their safety or health.
4. Employees have the right to observe the District monitor and measure harmful substances in the workplace that are subject to workplace safety and health standards.
5. Employees have the right to be informed by the District if they are being exposed to concentrations of harmful substances higher than the exposure limits allowed by the National Institute of Safety and Health (NIOSH) standards.
6. Employees have the right to see and copy records of exposure to toxic substances and harmful physical agents and medical records maintained by the District and the records of exposure to toxic substances and harmful physical agents of employees with similar past or present jobs or working conditions.
7. Employees have the right to an Employee Representative accompanying District representatives and Cal/OSHA representatives on an evaluation.
8. Employees have the right to private discussions with the Cal/OSHA representative during an inspection.
9. Employees have the right to see any citation the District receives posted at or near the place where the violation occurred.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part III: Responsibility

Section 6: Facilities, Planning, and Construction Responsibilities

Date 10/22/2021

New Revised

Facilities, Planning, and Construction Department Responsibilities

The Facilities, Planning, and Construction Department has a critical role in maintaining all sites and facilities in proper and safe condition. The Facilities, Planning, and Construction Department are responsible for:

1. Responding immediately, or as soon as reasonably possible, to Facilities, Planning, and Construction work requests concerning safety related issues. These requests must be given the highest priority.
2. Procedures in accordance with Cal/OSHA lockout/block out and tagout regulations will be strictly adhered to for locking, blocking and tagging out unsafe equipment, electrical circuitry, and equipment with moving parts. Lockout/block out and tag out procedures will be used if equipment needs repair or is no longer in use.
3. Procedures in accordance with Cal/OSHA confined space regulations will be strictly adhered to when working in permit or non-permit required confined spaces.
4. All equipment shall be operated in the manner for which the equipment is intended and in accordance with manufacturers' instructions and recommended rules for safe operation.
5. Contracting with outside vendors as necessary to complete repairs that the Facilities, Planning, and Construction Department is not trained, equipped or qualified.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part III: Responsibility

Section 5: Custodial Responsibilities

Date 10/22/2021

New [X] Revised []

Custodial Services Responsibilities

The District's Custodial Services Department plays a critical role in the safe housekeeping and cleanliness of all facilities. Below are the responsibilities of the Custodial Services Department:

1. Maintain the cleanliness of facilities.
2. Report any physical damage to District property or buildings as soon as it is discovered to the Risk Coordinator (vandalism, leaking roof, water damage, etc.).
3. Post temporary signs, as needed.
4. Initiate work orders, as needed.
5. Report worn out or non- functioning infrastructure items (i.e. HVAC Plumbing, Electrical, etc.) to Facilities, Planning, and Construction Department and submit a work order.



PART IV

COMPLIANCE



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part IV: Compliance

Section 1: District Commitment

Date 10/22/2021

New [X] Revised []

District Commitment

CITY COLLEGE OF SAN FRANCISCO is committed to providing all Employees a safe and healthy work environment.

The District is also committed to providing all necessary personal protective equipment and safety training to employees at no cost to the employees.

The District maintains an open-door policy allowing all Employees to communicate any safety concerns.

Furthermore, the District is committed to adhering to all Federal, State, and Local safety regulations and will provide full cooperation with any outside safety agency during any inspection or audit.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part IV: Compliance

Section 2: Employee Compliance

Date 10/22/2021

New Revised

Employee Compliance

Occupational safety and health regulations and workplace practices are designed to reduce or eliminate Employee occupational injuries and illnesses.

Employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace.

Employees that have displayed an outstanding commitment to safety may be recognized through an employee recognition program.

Conversely, Employees that violate any safety policy, procedures, rules and/or regulations may be subject to disciplinary action.



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part IV: Compliance

Section 3: Enforcement of Safety Policies

Date 10/22/2021

New [X] Revised []

Enforcement of Safety Policies

Compliance by all District Employees of the District IIPP is mandatory and shall be considered a condition of their employment. The importance of safe work practices and the consequences of failing to abide by safety rules will be covered in the District New Employee Safety Orientation. This will aid in ensuring that all employees understand and abide by all District safety policies.

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

- Training Programs
- Retraining
- Optional Safety Incentive Programs
- Disciplinary Action

Training Programs: All permanent and intermittent workers, including managers and supervisors, shall have training and instruction on general and job specific safety and health practices. The training program shall consist of training benefits, training schedule, training topics, documentation, and specific training methods.

Retraining: Employees who are observed performing unsafe acts or not following proper procedures/rules will be retrained by their department manager or supervisor.

Optional Safety Incentive Programs: Although strict adherence to safety policies and procedures is required of all employees, the District may choose to periodically provide recognition of safety-conscious employees and job sites through a safety incentive program.

Disciplinary Action: The failure of an employee to adhere to safety policies and procedures established by the District can have 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 his or her coworkers and others in the workplace. Accordingly, any employee who violates any of the District's safety policies will be subject to disciplinary action.



Employees may be disciplined for infractions of safety rules and unsafe work practices observed, not just those which result in injury. At times, when an injury occurs, the accident investigation will reveal the injury was caused because the employee violated an established safety rule and/or safe work practice(s). In any disciplinary action, the department manager or supervisor should be cautious that discipline is given to the employee for safety violations and not simply because the employee was injured on the job or filed a Workers' Compensation claim.



PART V

COMMUNICATION



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part V: Communication

Section 1: General Information

Date 10/22/2021

New Revised

General Information

This section establishes procedures designed to develop and maintain employee involvement and interest in the District IIPP. These activities will also ensure effective communication between management and employees on safety related issues, which is of prime importance to the District. The system of communication regarding safety and health at the District consists of many facets designed to facilitate a continuous flow of safety and health information between management and staff. The following are some of the safety communication methods which may be used:

1. "Tailgate" safety meetings are 10-15-minute informal on-the-job meetings held to keep employees alert to work related accidents and illnesses and discuss specific safety and health topics. Questions and discussion drawing on employee experience are encouraged.
2. New employee safety orientation and provision of the District Code of Safe Practices.
3. Employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
4. Written communications from management, including memos, postings, and newsletters.
5. Anonymous Employee Reporting of Unsafe Condition or Hazard.

Employees will be kept advised of highlights and changes relating to the safety program. The department manager or supervisor shall relay changes and improvements regarding the safety program to employees, as appropriate.

Employees will be involved in future developments and safety activities by requesting their opinions and comments, as necessary.

The District recognizes that open, two-way communication between management and employees on health and safety issues is essential to an injury-free, productive workplace.

Managers and Supervisors are responsible for communicating occupational safety and health issues in a manner or form readily understandable to all Employees.

Employees are encouraged to inform their Managers and Supervisors about workplace hazards without fear of reprisal.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part V: Communication

Section 2: New Employee Orientation

Date 10/22/2021

New [X] Revised []

New Employee Orientation

All new Employees of the District are required to attend a new-hire orientation.

All current Employees of the District are required to attend refresher safety training based on job descriptions or associated with their positions to refresh Employees of safety compliance issues.

Safety information to be communicated to each Employee at this orientation will include, but not be limited to, fire procedures, hazard communication, first aid procedures, blood borne pathogens, back injury prevention, and injury reporting.

All new Employees will be required to sign a District Code of Safe Practices, which may be used to verify that they have participated in the new Employee safety orientation. This Code will be forwarded to the Employees personnel file.

The following items will be verbally covered with each new employee at New Employee Orientation, Quarterly New Employee Safety Training, and/or by the department manager or supervisor, on the first day of their employment.

1. Code of Safe Practices.
2. Hazard Communications Program.
3. Driving Safety Rules (if applicable).
4. Safety Rule Enforcement Procedures.
5. Necessity of reporting ALL injuries, no matter how minor, IMMEDIATELY to their immediate supervisor.
6. Proper method of reporting safety hazards.
7. Emergency Procedures and First Aid/CPR/AED.
8. Proper work clothing and required personal protective equipment (PPE).
9. Training on all special, or job-specific equipment, such as lifts, to be utilized by the Employee.

Upon completion of orientation the department manager or supervisor shall complete and have the employee sign a New Employee Safety Orientation form. The employee shall receive a copy of the form, Code of Safe Practices, and Hazard Communication program guideline.



A copy of the signed form is to be forwarded to Human Resources to be placed in the employee's personnel file.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part V: Communication

Section 3: Review of Injury and Illness Prevention Program

Date 10/22/2021

New Revised

Review of Injury and Illness Prevention Program (IIPP)

The Injury and Illness Prevention Program is to be used as a reference source for workplace safety information pertaining to the District.

All Employees are entitled to review the contents of the Injury and Illness Prevention Program. Each worksite should have a copy of the program. The program should be kept in a location readily accessible to all Employees. The IIPP will also be posted on the District's website for employee access.

All new Employees will be informed of the program during orientation and where copies of the written plan are located. All Employees will be notified of any revisions to the program as the revisions are made.

The Injury and Illness Prevention Program will be reviewed annually and revised as necessary. The Health and Safety Committee may perform a critical review of the program.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part V: Communication

Section 4: Training Programs

Date 10/22/2021

New Revised

Training Programs

The District is committed to providing all necessary safety training to its Employees. Safety training programs are necessary for the District to communicate to Employees the hazards associated with their positions and safe work practices necessary to mitigate those hazards.

Awareness of potential hazards, as well as knowledge of how to control them, is critical to maintaining a safe and healthful work environment and to prevent injuries. To achieve this goal, we will provide training to each employee on general safety issues and procedures specific to the employee's work assignment.

Training will be communicated through dialog between trainer and trainee, on-line courses, safety videos, safety literature, safety power points, hands-on example, on-the-job training, seminars, and workshops.

Employee participation should be encouraged during training sessions to ensure that employees understand their training and are afforded the opportunity to ask questions to clarify any information they may not understand.

The District Health and Safety Committee will review the effectiveness of specific training programs and recommendations will be communicated to the necessary personnel or agencies conducting the training.



Employee Safety Training provides the following benefits:

1. Increases employee awareness of job hazards.
2. Provides training to employees regarding safe job performance practices.
3. Promotes two- way communication.
4. Encourages workplace safety suggestions.
5. Creates interest in the District safety program.
6. Fulfills Cal/OSHA training requirements.

Training Schedule

Employee Training will be provided at the following times:

1. All new employees will receive a safety orientation their first day on the job by their manager or supervisor and/or during New Employee Safety Orientation
2. All new employees will be given a copy of the Code of Safe Practices which they are required to read and sign acknowledgment of.
3. All field employees will receive their training at safety meetings.
4. All employees given a new job assignment, for which training has not been previously provided, will be trained before beginning the new assignment.
5. Employee training will be provided whenever new substances, processes, procedures, or equipment, which represent a new hazard, are introduced into the workplace.
6. Employee training will be provided whenever the District is made aware of a new or previously unrecognized hazard.
7. Employee training will be provided whenever management believes additional training is necessary.
8. Employees will receive updated training specific to safety issues in relation to, and following, any serious accidents in order to avoid reoccurrence.
9. Employee training will be provided when employees are not following safe work rules or procedure.



Training Topics

Training Topics will include, but not be limited to:

1. Employee's Safety Responsibility.
2. General Safety Rules.
3. Code of Safe Practices.
4. Safe Job Procedures.
5. Use of Hazardous Materials.
6. Use of Equipment.
7. Emergency Procedures.
8. Safe Lifting and Material Handling Practices.
9. Use of Powered Industrial Trucks.
10. Use of Fall Protection.
11. Contents of Safety Program.

Documentation of Training

All training will be documented on one of the following methods:

1. Employee Safety Contact Form.
2. New Employee Safety Orientation Sign-In Sheet.
3. Safety Meeting Report.

Training Methods

The following actual demonstrations of the way to perform a task are very helpful in most cases:

1. Tell the employee how to do the job safely.
2. Show the employee how to do the job safely.
3. Have the employee tell you how to do the job safely.
4. Have the employee show you how to do the job safely.
5. Follow- up to ensure the employee is still performing the job safely.



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part V: Communication

Section 5: District Safety Committee

Date 10/22/2021

New Revised

District Health and Safety Committee

The District Safety Committee has two primary functions. The first is communication between Employees and Management. The second function is the monitoring of the effectiveness of the District's Injury & Illness Prevention Program.

The District Safety Committee is District-wide and comprised of both management and Employees. Most campus sites should be represented with Employees of various classifications on a volunteer basis.

The District Safety Committee will meet regularly, but at least quarterly. The format of the meeting is to be decided by the members of the committee but will always include a review of all injuries/accidents, a review of accident investigations, review of investigations pertaining to reports of hazardous conditions, a review of scheduled safety evaluations, and a round table session.

The District Employees on the District Safety Committee are to provide direct feedback to senior management of organizational and operational issues that are directly affecting injuries and Workers' Compensation costs.

Management shall provide employees with information and training regarding occupational safety.

All District Safety Committee meetings shall be documented in the form of written meeting minutes. Minutes will be distributed to each site and posted in an area accessible to all staff. Original meeting minutes will be kept by the Health and Safety Committee Co-Chairs.

On an annual basis, the District Safety Committee should review its accomplishments to ensure its effectiveness in accomplishing safety goals and objectives.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part V: Communication

Section 6: Posted/Distributed Information

Date 10/22/2021

New Revised

Posted/Distributed Information

The District is committed to providing its Employees with accurate and timely safety information. Safety literature, policies and procedures, concerns, Safety Committee meeting minutes, and other safety information will be posted in an area accessible to all employees or distributed in a manner allowing employees to receive information in a timely manner.

Any safety or health code violations will be posted at the work site where such violations occurred in accordance with the laws of the governing jurisdiction of the agency providing the citation.

Warning signs and other indicators of a hazardous condition will also be posted at the work site where hazards exist in accordance with applicable laws or District policies.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part V: Communication

Section 7: Hazard Reporting System

Date 10/22/2021

New Revised

Hazard Reporting System

It is the responsibility of all Employees to report unsafe work conditions and practices to their appropriate Supervisor or Senior Management.

Employees may use the Report of Unsafe Condition or Hazard Form to report unsafe work conditions and practices. Employees should forward the completed form to their Supervisor for review and appropriate action.

The Report of Unsafe Condition or Hazard Form can be submitted anonymously. The Report of Unsafe Condition or Hazard Form may be obtained from the employee's immediate supervisor or by contacting the Risk Coordinator.

It is the policy of the District to prohibit Employee reprisal for reporting unsafe/unhealthy work conditions and practices. Management personnel who are found in violation of this policy shall be held accountable by means of established, progressive disciplinary procedures.

Employees who have knowledge of an unsafe/unhealthy work condition or practice and who intentionally conceal this information will be in violation of District policy and will be subject to established, progressive disciplinary procedures.

The District is committed to conducting complete and thorough investigations of all reports of hazardous conditions. If conditions are determined to be hazardous, appropriate measures will be taken by the District to correct those conditions.



PART VI

HAZARD ASSESSMENT



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part VI: Hazard Assessment

Section 1: General Information

Date 10/22/2021

New Revised

General Information

The detection of hazards in the workplace is essential to ensuring a safe work environment.

Undetected and uncorrected safety hazards may cause accidents resulting in serious injury to employees.

There are two major sources of unsafe conditions – normal wear and tear of equipment and employee actions. Normal wear and tear are the constant process where equipment and areas of facilities deteriorate. Inspections of equipment and areas can detect hazardous conditions before they cause injury.

Misused and abused equipment can be dangerous. Employees may leave their work area untidy creating a dangerous environment.

Regular hazard identification and assessment can minimize the hazards to which employees may become exposed. Safety Evaluations and Hazard Classifications are tools utilized by the District to identify hazards.



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part VI: Hazard Assessment

Section 2: Hazard Identification and Evaluation

Date 10/22/2021

New [X] Revised []

Hazard Identification and Evaluation

To assist in the identification and correction of hazards, the District has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods, which will be implemented to guard against injury from recognized and potentially hazardous elements in the workplace. As new hazards are identified or improved work procedures developed, they will be promptly incorporated into the IIPP.

The following procedures will be utilized to identify hazards in the workplace:

1. Health and Safety Committee Meeting Agenda and Minutes
2. Loss Analysis of Accident Trends.
3. Accident Investigation.
4. Employee Observation.
5. Employee Suggestions.
6. Regulatory Requirements for Our District.
7. Outside Agencies.

Loss Analysis of Accident Trends

Periodic loss analyses will be conducted by the Risk Coordinator. These will help identify areas of concern and potential job hazards. The results of these analyses will be communicated to management, supervisors, and employees through safety meetings and other appropriate means.

Employee Suggestions

Safety is everyone's responsibility. Employees are encouraged to report any hazard they observe to their department manager or supervisor. No employee of the District is to ever be disciplined or discharged for reporting any workplace hazard or unsafe condition. However, employees who DO



NOT report potential hazards or unsafe conditions they are aware of will be subject to disciplinary action.

Regulatory Requirements

The District is subject to government regulations relating to safety. Copies of pertinent regulations can be obtained from the Risk Coordinator.

Outside Agencies

In addition to regulatory requirements, several organizations will assist us in identifying hazards in our workplace. These include safety representatives from insurance carriers, safety and health consultants, private industry consultants, and best practice recommendations provided by the California Occupational Safety and Health (Cal/OSHA), National Institute of Occupational Safety and Health (NIOSH), Center for Diseases Control (CDC), California Department of Public Health (CDPH), City and County of San Francisco, California Department of Education, and other public, private, or non- profit organizations.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part VI: Hazard Assessment

Section 3: Safety Inspections

Date 10/22/2021

New [X] Revised []

Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations which may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the department manager, supervisor, the Risk Coordinator, or another designated individual.

Types of Periodic Safety Inspections

The following periodic safety inspections will be conducted:

1. Before any work commences at the site by the department manager or supervisor.
2. Daily by the department manager or supervisor on all sites.
3. When new substances, processes, procedures, or equipment are used.
4. When new or previously unrecognized hazards are identified.
5. Periodically by the department manager or supervisor at various job Sites.
6. Periodically by the Risk Coordinator or designee at various job sites.

Items to Check When Conducting Inspections

Safety inspections will focus on unsafe employee actions, as well as unsafe conditions. The following is a partial list of items to be inspected:

1. The proper use of fall protection.
2. The proper use, condition, maintenance, and grounding of all electrically operated equipment.
3. The proper use, condition, and maintenance of safeguards for all power- driven equipment.
4. Compliance with the Code of Safe Practices.
5. Compliance with all applicable Fire Codes.



6. Trenches and excavations.
7. Scaffolds.
8. Personal Protective Equipment (PPE).
9. Hazardous materials.
10. Classroom, office space, or facility housekeeping.
11. Proper material storage.
12. Provision of First Aid Equipment and Emergency Medical Services.

Any and all hazards identified will be corrected as soon as practical in accordance with the District's hazard correction policy.

If imminent or life-threatening hazards are identified, which cannot be immediately corrected, all employees must be removed from the area, except those with special training required to correct the hazard.

Documentation of Inspections

Safety inspections will be documented to include the following:

1. Date on which the inspection was performed.
2. The name and title of the person who performed the inspection.
3. Any hazardous conditions noted or discovered, and the steps or procedures taken to correct them.
4. Signature of the person who performed the inspection.

One (1) copy of the completed form should be sent to the Risk Coordinator.

All reports shall be kept on file for a minimum of five (5) years.



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part VI: Hazard Assessment

Section 4: Hazard Classification of Employee Groups

Date 10/22/2021

New [X] Revised []

Hazard Classification of Employee Groups

Hazard Classifications have been created for all employee groups within the District. The purpose of Hazard Classifications is to identify potential sources of hazards and to list control measures used to eliminate or minimize hazards.

For each Employee group, Hazard Classifications contain the following information:

- Job/Task Exposures.
- Potential Occupational Safety/Health Exposures.
- Control Measures for Occupational Safety/Health Exposures.

The following Employee groups have Hazard Classifications:

- Public Safety/CCSF Police Department
- Art Teachers and Instructional Aides.
- Certificated Personnel and Instructional Aides (General).
- Food Service Personnel.
- Maintenance and Electronics Technicians.
- Office, Clerical, Data Processing and Administrative Employees.
- Maintenance – Custodians.
- Maintenance – Grounds.
- Physical Education Teachers, Coaches and PE Attendants.
- Public Safety/Supervision.
- School Nurse and Clerical Support.
- Science Teachers.
- Faculty, Teachers and Instructional Aides (Special Education).
- Transportation Personnel.
- Vehicle Maintenance Employees.
- Warehouse/Delivery Personnel.
- Wood Shop Teachers.



Hazards Classifications will be reviewed annually to ensure that they are accurate for the positions listed.

In the event a new position or employee group is created, a Hazard Classification will be created immediately and inserted into this program.



PART VII

HAZARD CORRECTION



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part VII: Hazard Correction

Section 1: Hazard Correction Responsibilities

Date 10/22/2021

New [X] Revised []

Hazard Correction Responsibilities

The correction of any identified hazards should be conducted immediately. Personnel at all levels of employment have responsibilities in hazard correction. All personnel should understand their role in hazard correction to effectively eliminate identified hazards.

Senior Management

Senior Management is responsible for allocating appropriate resources and funding for the correction of unsafe/unhealthy work conditions or practices.

Directors and Center Managers

Upon the identification of an unsafe/unhealthy work condition or practice, the Directors and Center Managers will initiate the appropriate corrective action by way of a work order or communication with Senior Management.

The Directors and Center Managers will handle conditions involving a serious concealed danger personally until appropriate individuals are notified and corrective action has been taken.

A serious concealed danger exists when condition or work practice creates a substantial probability of death, great bodily harm or serious exposure to an individual and the danger is not readily apparent to an individual who is likely to be exposed.

Supervisors

Supervisors are responsible for identifying and controlling access to a hazard and to prevent further danger to employees and the public and notifying the necessary persons responsible for taking required action to correct the hazard.

Supervisors have the responsibility of investigating and determining the root cause of any unsafe condition. Any source of hazard that is beyond the ability of the supervisor to correct should be immediately reported to senior management.



Employees

All Employees are responsible for taking appropriate action to correct unsafe and unhealthy working conditions by immediately notifying appropriate management personnel of the conditions.

Risk Coordinator

The District's Risk Coordinator is responsible for immediately initiating a response to any hazard which has come to his/her attention. The Risk Coordinator will follow-up on corrective activity for all reports of unsafe or unhealthy conditions and review all reports of unsafe/unhealthy work conditions on a quarterly basis to determine the development of any patterns.

Facilities, Planning, and Construction Department

The Facilities, Planning, and Construction Department is responsible for repairs to buildings, grounds, and equipment with conditions which create hazards. Any safety related work order should be given the highest priority to ensure prompt correction.

Custodial Department

The Custodial Department is responsible for maintaining good housekeeping at all facilities. They are also responsible for reporting damage, malfunctions, or necessary repairs through the work order system and/or to the Facilities, Planning, and Construction Department and the Risk Coordinator.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part VII: Hazard Correction

Section 2: Controlling Access to Areas Containing Hazards

Date 10/22/2021

New Revised

Controlling Access to Areas Containing Hazards

To prevent danger to Employees and the general public, access to any area that contains an immediate hazard or serious concealed danger should be controlled.

Supervisors, Directors and/or Center Managers responsible for the area of operation where such conditions exist are responsible for informing Employees verbally and in writing.

The notification of any serious hazard should be done no later than eight hours from the time the unsafe condition has been identified.

Only authorized personnel should be allowed access to areas with immediate hazards or serious concealed danger. Students should never be allowed access to such areas.

Areas with such conditions should be properly secured to prevent any unauthorized access. Only when the condition has been corrected should access be permitted.

Examples of areas with immediate hazards include, but are not limited to, confined spaces, chemical storage areas, transformers, high voltage areas, and electrical utility rooms.



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part VII: Hazard Correction

Section 3: Hazard Correction Follow-Up

Date 10/22/2021

New [X] Revised []

Hazard Correction Follow-up

Whenever any report of unsafe or unhealthy condition has been made, follow-up is essential to ensure that proper corrections are being or have been made.

Persons of responsibility should conduct the necessary follow-up. Persons initiating Reports of Unsafe Condition or Hazard should inquire with their supervisors the status of corrections.

Any unnecessary delays in hazard correction should be investigated by Directors/Center Managers and reported to the Risk Coordinator.

In the event an unreasonable delay in correcting safety hazards occurs, the Risk Coordinator should inquire with the necessary personnel the status of the work and report back to the Director/Center Manager any pertinent information.

Once a reported hazard has been corrected, Supervisors, Directors and/or Center Managers responsible for the area should conduct a safety evaluation to ensure that the hazard has been eliminated.

Only upon approval of the persons responsible for the area should access be allowed.

The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards will be corrected in order of priority. The most serious hazards will be corrected first.

Hazard Evaluation

Factors which will be considered when evaluating hazards include:

1. **Potential Severity:** The potential for serious injury, illness, or fatality.
2. **Likelihood of Exposure:** The probability of the employee encountering the hazard.
3. **Frequency of Exposure:** How often do employees encounter the hazard?
4. **Number of Employees Exposed:** The total amount of employees who were exposed to the hazard.



5. Possible Corrective Actions: What can be done to minimize or eliminate the hazard?
6. Time Necessary to Correct: How much time will be necessary to minimize or eliminate the hazard?

Techniques for Correcting Hazards

1. Engineering Controls: Could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
2. Administrative Controls: The next most desirable method would include rotation of employees or limiting exposure time.
3. Personal Protective Equipment (PPE): Includes hearing protection, gloves, respirators, and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

1. Safety Contact Report
2. Safety Meeting Report
3. Memo or Letter
4. Safety Inspection Form

***All hazards noted on safety inspections will be rechecked on each subsequent inspection and notations made as to their status.**



PART VIII

**ACCIDENT REPORTING
PROCEDURES**



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part VIII: Accident Reporting Procedures

Section 1: General Information

Date 10/22/2021

New [X] Revised []

General Information

All work- related accidents will be investigated by the department manager or supervisor or any other designated individual in a timely manner. This includes minor incidents and “near accidents”, as well as serious injuries. An “accident” is defined as any unexpected occurrence which results in injury to personnel, damage to equipment, facilities, material, or interruption of normal business operations.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the department manager or supervisor, or any other designated individual, shall investigate. The purpose of the investigation is to determine the cause of the accident and corrective action to prevent future reoccurrence; not to fix blame or find fault. An unbiased approach is necessary in order to obtain objective findings.

The Purpose of Accident Investigation

1. To prevent or decrease the likelihood of similar accidents.
2. To identify and correct unsafe work practices and physical hazards. Accidents are often caused by a combination of these two (2) factors.
3. To identify training needs. This makes training more effective by focusing on factors which are most likely to cause accidents.

What Types of Accidents Do We Investigate?

1. Fatalities.
2. Serious Injuries.
3. Minor Injuries.
4. Property Damage.
5. Near Misses.



Accident Investigation Procedures

Immediately upon being notified of an accident, the department manager, supervisor, or other designated individual will:

1. Visit the accident scene, as soon as possible, while facts and evidence are still fresh, and before witnesses forget important details, to make sure hazardous conditions, to which other employees could be exposed, are corrected or have been removed.
2. Provide the necessary first aid or medical services to the injured employee.
3. If possible, interview the injured worker at the scene of the accident and verbally “walk” them through a re- enactment. All interviews should be conducted as privately as possible. Interview all witnesses individually and talk with anyone who has knowledge of the accident (even if they did not actually witness it).
4. Ensure that the employee and/or supervisor has reported the employee injury to District Nurse, using the procedures outlined in Accident Reporting Procedures.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams, and photos as needed. Take measurements when appropriate.
7. All accidents involving a fatal injury to an employee, or serious injury or illness to an employee (amputation, disfigurement, inpatient hospitalizations in excess of 24 hours for other than observation, etc.) must be reported to Cal/OSHA immediately. The District’s Risk Coordinator is the designated contact who will report a work-related fatality or serious injury within eight (8) hours to Cal/OSHA.
8. Focus on root causes of hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not the injury.
9. Every investigation must also include an action plan stating how to prevent accidents of this type from occurring in the future.
10. In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.
11. Complete the Accident Investigation/Corrective Action Report and forward to the Risk Coordinator.

Accurate and Prompt Investigations

1. Ensures information is available
2. Causes can be quickly corrected
3. Helps identify all contributing factors
4. Reflects management concern
5. Reduces chance of recurrence



Investigation Tips

1. Avoid placing blame
2. Document with photos and diagrams, if necessary
3. Be objective and gather the facts
4. Reconstruct the event
5. Use open- ended questions

Questions to Ask

When investigating accidents, asking open- ended questions such as who, what, when, where, why, and how will provide more information than closed- ended questions such as “were you wearing gloves?”

Examples include:

1. How did it happen?
2. Why did it happen?
3. How could it have been prevented?
4. Who was involved?
5. Who witnessed the incident?
6. Where were the witnesses at the time of the incident?
7. What was the injured worker doing?
8. What was the employee working on?
9. When did it happen?
10. When was the accident reported?
11. Where did it happen?
12. Why was the employee assigned to do the job?

The single most important question to be answered as the result of any investigation is:

What do you recommend be done (or have you done) to prevent this type of incident from recurring?

Completion of Accident Investigation

The following steps are to be taken upon the completion of the accident investigation:



1. Take or recommend corrective action.
2. Document corrective action.
3. Management and the Risk Coordinator will review the results of all investigations.
4. Consider safety program modifications.

Information obtained through accident investigations can be used to update and improve our current program.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part VIII: Accident Reporting Procedures

Section 2: Injured Employee Procedures: Non-Emergency

Date 10/22/2021

New [X] Revised []

Injured Employee Procedures: Non-Emergency

Immediately report all injuries or near misses to your supervisor and follow the steps outlined below for injuries

1. Each employee is responsible to immediately report to their supervisor that they have injured themselves while working.
2. If the injury is an emergency dial 911. After the employee has been transported to a hospital or medical office, the Risk Coordinator needs to be notified. The supervisor may place the call if the employee is unable to do so.
3. If treatment is required, but the injury is not an emergency, your supervisor will provide you with a Claim form for Workers' Compensation (Form DWC1).
4. The DWC1 and the Employer's Report of Occupational Injury or Illness (Form 5020) must be submitted to the Risk Coordinator to start the claims process.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part VIII: Accident Reporting Procedures

Section 3: Injured Employee Procedures: Emergency

Date 10/22/2021

New [X] Revised []

Injured Employee Procedures: Emergency

Should you feel you have a life-threatening emergency, call 911 immediately and then contact your immediate supervisor as soon as possible to report the injury.

1. Immediately report all injuries or near misses to your supervisor.
2. Your supervisor will complete a Supervisor's Report of Accident.
3. If treatment is required, but the injury is not an emergency, your supervisor will provide you with a Claim form for Workers' Compensation (Form DWC1).

FOR SUPERVISORS: If an employee is injured at work & NEEDS MEDICAL ATTENTION:

1. Provide injured employee with Claim Form (Form DWC 1) to complete Employee Section (Top half) of form.
2. Complete and sign Employer Section of Form DWC 1 (Bottom half of form).
3. Provide employee with the following:
 - Copy of Form DWC 1
 - "Employee Procedures for Work-Related Injuries" sheet
 - "Facts about Workers' Compensation" pamphlet
4. Send original Form DWC 1 to the Risk Coordinator within 1 (ONE) working day.
5. The "Supervisor's Report of Accident" must be completed and sent to the Risk Coordinator within 1 (ONE) working day:



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part VIII: Accident Reporting Procedures

Section 4: Manager and Supervisor Procedures

Date 10/22/2021

New [X] Revised []

Manager and Supervisor Procedures

1. Upon notification of an injured employee, ensure that employee know and follow the steps outlined in:
 - Section 2: Injured Employee Procedures: Non- Emergency.
 - Section 3: Injured Employee Procedures: Emergency.
2. Complete the District's Supervisor's Report of Accident and forward to the Risk Coordinator within 24 hours.
3. If the employee is authorized to return to work, the employee must provide the Risk Coordinator with a copy of the Work Status Report releasing them to full duty.
4. The Risk Coordinator will follow up with the City/County of San Francisco Department of Human Resources Workers' Compensation Division (DHR WCD) in regard to claims adjustment and management.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part VIII: Accident Reporting Procedures

Section 5: Reports to Cal/OSHA

Date 10/22/2021

New [X] Revised []

Reports to Cal/OSHA

Serious and fatal injuries are to be reported immediately to Cal-OSHA by the Risk Coordinator or designee.

Report All Work-Related Serious Injuries or Deaths within 8 hours to Cal/OSHA's 24-hour serious Injury/Death reporting telephone line at (415) 557-0100 or send an electronic mail to: caloshaaccidentreport@tel-us.com

All work-related serious injuries and deaths of City College of San Francisco (CCSF) employees must be reported to Cal/OSHA San Francisco District Office. Failure to report a work-related serious injury or fatality of a CCSF employee to Cal/OSHA in a timely fashion may incur substantial penalties and fines payable by CCSF.

Due to the importance of the immediate reporting obligation and its complexity, the following steps should guide the reporting of a work-related serious injury or death:

Step 1: Immediate Internal Notification

All Supervisors must contact Risk Coordinator Tyler Nguyen, immediately for assistance at:
Primary Contact: Risk Coordinator, ttnguyen@ccsf.edu (415) 452-5123 Office

Step 2: Internal Investigation

All supervisors must report any and all work-related injuries and illnesses to the Risk Coordinator. The Risk Coordinator works with all supervisors to gather additional information to determine whether the injury or illness is a serious illness or injury as defined by Cal/OSHA regulations. For COVID related issues, the Risk Coordinator will work with the District's COVID Response Team.

Step 3: External Notification

Before 8-hours post-incident elapses, Risk Coordinator must compile information for the report to include:

1. Time and date of accident/event
2. Employer's name, address and telephone number



3. Name and job title of the person reporting the accident
4. Address of accident/event site
5. Name of person to contact at accident/event site
6. Name and address of injured employee(s)
7. Nature of injuries
8. Location where injured employee(s) was/were taken for medical treatment
9. List and identity of other law enforcement agencies present at the accident/event site
10. Description of accident/event and whether the accident scene or instrumentality has been altered.

The Risk Coordinator shall inform the Deputy Chancellor and Sr. Director of Compliance & Risk Management before filing a report to the Division of Occupational Safety and Health (DOSH) San Francisco District Office at:

Denis McComb, District Manager
455 Golden Gate Ave., Rm 9516
San Francisco, CA 94102
phone:(415) 557-0100
fax:(415) 557-0123
email:DOSH_SF@dir.ca.gov

Step 4: Follow-Up Reporting

All supervisors must complete the Employer's Report of Occupational Injury or Illness (Form 5020). Supervisors must submit Form 5020 to the Risk Coordinator. The Risk Coordinator will then follow up with City and County of San Francisco Department of Human Resources (CCSF DHR), Workers' Compensation Division.



PART IX

ACCIDENT INVESTIGATION



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part IX: Accident Investigations

Section 1: Supervisor's Accident Investigation

Date 10/22/2021

New Revised

Supervisor's Accident Investigation

It is the responsibility of the immediate Supervisor to investigate all injuries (or near misses) and report on the District's Supervisor's Report of Accident.

Supervisors will retain a copy and supply a copy to the Risk Coordinator. These reports will be used in compiling data for District Loss Analysis Reports and are subject to review by the District's Safety Committee.

Procedures for investigating Employee injuries include:

1. Visit the accident scene as soon as possible. This will allow the Supervisor to see the scene of the accident before any alterations to the scene can be made. It also allows the Supervisor to be visible and available to Employees in the area.
2. Interview injured workers and witnesses. Several points of view may be helpful in determining the actual cause of an accident. Always include statements in the Supervisor's Report of Accident.
3. Examine the workplace for factors associated with the accident. It is essential to inspect the scene of the accident to determine if any hazards are present that may cause future accidents.
4. Determining the cause of the accident and understanding the root cause of an accident will allow management to create measures to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent investigation will allow management to understand the root cause.
5. Take corrective action to prevent the accident from recurring. Immediate and complete corrective action is essential.
6. Document the findings and corrective actions taken by completing Supervisor's Report of Accident. Attach all necessary information to the investigation report.

The Risk Coordinator coordinates all Supervisor's Report of Accidents and is a resource to all supervisors. Based on submitted Supervisor's Report of Accidents, the Risk Coordinator may provide recommendations to supervisors to prevent a recurrence.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part IX: Accident Investigations

Section 2: Outside Agency Investigation

Date 10/22/2021

New [X] Revised []

Outside Agency Investigation

Serious injuries and fatalities may also be investigated by agencies outside of the District.

Insurance agencies as well as Cal/OSHA, Fire Departments, Law Enforcement Agencies, and the District Attorney may desire to investigate serious accidents and fatalities.

The District will cooperate with and assist outside agencies during these investigations. The Risk Coordinator is the designated liaison and will coordinate all activities with impacted District departments personnel.



PART X

TRAINING AND INSTRUCTION



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part X: Training and Instruction

Section 1: New Employee Safety Orientation

Date 10/22/2021

New [X] Revised []

New Employee Safety Orientation

New Employees are required to attend an orientation that includes safety as a major topic. The Risk Coordinator or designee is responsible for conducting the new Employee safety and health orientation training.

Safety training at the new Employee orientation shall include but not be limited to:

1. General work rules and procedures
2. Hazard Communication
3. Blood borne Pathogens
4. Injury Reporting
5. Back Injury Prevention & Safe Lifting Procedures
6. Emergency action and fire plan
7. District's Code of Safe Practices

This training shall be documented, and all documentation should be maintained by the District.



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part X: Training and Instruction

Section 2: Initial Job Instruction

Date 10/22/2021

New Revised

Initial Job Instruction

Initial Job Instruction refers to the on-the-job safety training given to new Employees to prepare them to do a specific job.

This type of safety training is an initial effort to generally acquaint Employees with what they will need to know to perform their new positions safely.

Whether the Employee is a new hire or a transfer from area position safety training is essential.

When Employees move to new occupations they are confronted with an entirely new workstation. With this new environment, Employees may be subject to a new set of hazards.

Initial Job Instruction (or Job Position Safety Orientation) covers such topics as general hazards, clean up and housekeeping responsibilities, and appropriate general safety rules.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part X: Training and Instruction

Section 3: Pre-Job Safety Instructions for Non-Routine Hazardous Jobs

Date 10/22/2021

New [X] Revised []

Pre-Job Safety Instructions for Non-Routine Hazardous Jobs

For non-routine, hazardous jobs it is advisable to cover the major job hazards with pre-job safety instructions.

A pre-job safety instruction for non-routine, hazardous jobs is a specific orientation for the Employee assigned a specific non-routine hazardous job.

Supervisors assigning non-routine, hazardous jobs are responsible for conducting pre-job instructions.

During this orientation, the Supervisor will cover specific hazards and precautions necessary for the job. Information to be included during this training should include but not be limited to:

1. Safety equipment and personal protective equipment requirements.
2. Potential exposure to toxic materials.
3. Emergency procedures.
4. Physical hazards associated with the work area.

Hazardous Jobs Identified by the District includes, but is not limited to:

1. Food Service Personnel
2. Maintenance Personnel
3. Grounds Personnel
4. Transportation Personnel
5. Custodial Personnel
6. Vehicle Maintenance Personnel
7. Reprographic Personnel
8. School Nurse Personnel
9. Public Safety Personnel
10. Warehouse/Delivery Personnel
11. Specialty Certificated Personnel



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part X: Training and Instruction

Section 4: Safety Talks

Date 10/22/2021

New [X] Revised []

Safety Talks

Planned Safety Talks

Planned Safety Talks are one of several Supervision tools for ongoing safety instructions designed to increase awareness of hazards, safe job procedures and critical safety rules.

Essentially, such talks are short five to ten-minute instructional talks between the first line Supervisor and one or more Employees.

The subject of the talk should cover a specific topic like a safety rule or a hazard that needs emphasis. Supervisors should facilitate the safety talks.

Planned safety talks should be used whenever a new substance, process, procedure or equipment presenting a new hazard is introduced and whenever a Supervisor becomes aware of a new or previously unrecognized hazard.

If a new substance, process, procedure or equipment presenting a new hazard is not introduced Supervisors may schedule regular Safety Talks at a frequency that best suits the members of the Department or affected Employees.

Correctional Safety Talks

When an Employee is observed working in an unsafe manner, it is the responsibility of the Supervisor to correct the Employee in a manner appropriate to the facts of the case. Correctional Safety Talks should be conducted in a friendly but firm manner.

Supervisors should document the safety concern, along with the corrective action so that the unsafe practice may be eliminated and forward a copy to the Risk Coordinator.



PART XI

**RECORD KEEPING AND
ACCESS**



CITY COLLEGE OF SAN FRANCISCO Injury and Illness Prevention Program

Part XI: Record Keeping and Access

Section 1: Record Keeping

Date 10/22/2021

New [X] Revised []

Record Keeping

There are several forms of documentation that must be retained for record keeping purposes:

Safety Evaluation Documentation

1. Safety Evaluation documentation will be maintained by the Risk Coordinator or Designee.
2. Safety Evaluation documentation should include the name of the person(s) conducting the evaluation.
3. Safety evaluation documentation should include any unsafe conditions or work practices.
4. Safety Evaluation documentation should include corrective actions.
5. Safety Evaluation documentation should be maintained for no less than five years.

Safety Training Documentation

1. The Risk Coordinator or Designee and the Employee's Supervisor will maintain safety training documentation for a period of no less than five years.
2. Safety Training documentation should include the Employee's name, training dates, type of training, training providers.
3. Safety Training documentation should be maintained in Employee's personnel file for the duration of the Employee's employment.

Employee Injury Reports/Supervisor Supervisor's Report of Accidents

1. The Risk Coordinator will maintain Employee Injury Reports and Supervisor Supervisor's Report of Accidents.
2. Copies of Employee Injury Reports and Supervisor Supervisor's Report of Accidents will be maintained in the injured Employee's personnel file.
3. Copies of Employee Injury Reports and Supervisor Supervisor's Report of Accidents shall remain in the injured Employee's file for the duration of the injured Employee's employment.

Environmental/Employee Medical Monitoring

The Risk Coordinator will maintain Environmental and/or Employee Medical monitoring documentation for a period of no less than thirty years.



**CITY COLLEGE OF SAN FRANCISCO
Injury and Illness Prevention Program**

Part XI: Record Keeping and Access

Section 2: Employee Access

Date 10/22/2021

New Revised

Employees have the right to examine and receive a copy of the Injury and Illness Prevention Program.

The District shall provide employees unobstructed access to the Program through the District server or website, which will allow employees to review, print, and email the current version of the Program.

An employee may give written authorization to a designated representative to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program. Written authorization shall include:

1. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
2. The date of the request;
3. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
4. The date upon which the written authorization will expire (if less than one (1) year).



PART XII

FORMS

CODE OF SAFE PRACTICES

These rules have been adopted to help you make safety a regular part of your work.

WORK SAFELY --- Safety is everyone's business. Teach new employees safe work methods. Accidents can be prevented. Report all unsafe conditions immediately.

WHEN LIFTING --- Bend your knees, get a firm grip on the object, hold it close to your body, space your feet for good balance; now lift, using your strong leg muscles, not your weaker back muscles. Get help with heavy or bulky loads.

MATERIAL HANDLING --- Do not throw objects--always carry or pass them. Use hand trucks or other equipment when possible. Get help with heavy or awkward objects.

TRASH DISPOSAL --- Keep sharp objects and dangerous substances out of the trash can. Dispose of them in approved containers when available.

CLEAN UP --- Remove refuse promptly to prevent slips and tripping. The first person to see a spill or debris should pick it up or report it.

PREVENT FALLS --- Keep aisles, work places and stairways clean, clear and well lighted. Report slippery or faulty floor surfaces.

WALK--DON'T RUN --- Watch your step--wear safety shoes with slip resistant soles.

TOOLS --- Handle objects and tools carefully. Do not use burred, defective, or greasy tools. Use the right tool for the job. Use safety glasses or goggles whenever using a power tool.

FALLING OBJECTS --- If area requires a hard hat, wear it. Store objects and tools where they won't fall.

WORK AREA CONDITIONS --- Protruding nails, torn or sharp corners can cause serious cuts and bruises. Remove or pad them. Close all drawers.

LADDERS --- Use the proper ladder for the job, not a box, chair or any makeshift devices. Place ladders securely.



MACHINE GUARDS --- Keep guards in place at all times. Don't clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning. Never use compressed air to blow debris off work surface.

ELECTRICAL HAZARDS --- Do not stand on wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

GAS FIRED APPARATUS --- Be sure fire box is clear of gas before lighting. Use paper or cloth on a long wire or stick to light burner. Stand to side to avoid flashbacks.

EXTINGUISHER --- Know where fire extinguishers are and know how to use them.

REFRIGERATION --- Some refrigeration gases are dangerously poisonous--handle with Care.

PREVENT INFECTION --- All punctures, cuts and scratches are dangerous--get first aid at once.

IF INJURED --- Report all injuries, no matter how slight.

HORSEPLAY --- Scuffling, practical jokes and tricks are not allowed.

DRUGS AND ALCOHOL --- Use of drugs and/or alcohol prior to or during working hours is prohibited.



EMPLOYEE SAFETY INFORMATION FORM

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice _____

Causes or Other Contributing Factors _____

Employee's Suggestion for Improving Safety _____

Has This Matter Been Reported to the Area Supervisor? Yes No

Employee Name (Optional) _____

Department _____ Date _____

Employees are advised that the use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for _____ to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The employer will investigate any report and advise the employee who provided the information or the workers in the area of the employer's response.



SUPERVISOR'S REPORT OF ACCIDENT

Employee's Name _____ EE's ID # _____

Job Position/Title _____

Supervisor's Name _____

Date and time of accident _____

Location _____

Task being performed when accident occurred

Date and time accident reported to you

Name(s) of witnesses

Accident resulted in: Injury Fatality Property Damage

First aid given? Yes No Medical treatment required? Yes No Workdays lost _____

Describe how the accident occurred



What actions, events or conditions contributed most directly to this accident?

Could anything be done to prevent accidents of this type? If so, what?

Supervisor's Signature _____

Date _____

Employee's Signature _____

Date _____

I have had an opportunity to review, discuss and ask questions about the above information with _____



EMPLOYEE'S REPORT OF ACCIDENT

(Accident report must be filled out as soon as possible after an accident.)

Employee's Name _____

Job Position/Title _____

Employee ID No. _____

Email _____ Work Phone _____

Department of unit

Normal shift hours _____ Days off

Supervisor's name

Date and time of accident

Location

Date, time accident reported

Name(s) of witnesses

Describe how the accident occurred

What part of the body was injured?



Describe the injury in detail

Date, time you first sought medical attention

Name of doctor and/or hospital

Could anything be done to prevent accidents of this type?

If so, what?

(Use additional space, if needed.)

Employee's Signature

Date



VEHICLE ACCIDENT REPORT

(Accident reports must be filed with your supervisor immediately after an accident.)

Unit or Dept. _____

Date of Accident _____ Time _____ AM/PM Time Called in _____ AM/PM

Driver's Name _____ Vehicle ID No. _____

Address _____
Street City State Zip Code

Driver's Home Phone _____

Driver's License No. _____ State _____ Exp. Date _____

Driver's Insurance Co. and Policy No. _____

Passengers? YES NO If yes Names and Addresses

Accident occurred on _____ near

_____ street or route no. _____ nearest intersection

Description of accident



Traffic control at scene of accident:

Police officer Signal Light Stop Sign Caution Sign

Other-specify _____ No control

OTHER VEHICLE/DRIVER:

Other Driver's Name: _____

Vehicle Owner:

Address: _____
Street City State Zip Code

Home Phone: _____ Work Phone: _____

License No. _____ State _____ Exp. Date _____

Insurance Co. and Policy No.

Vehicle License Plate No. _____ State _____ Exp. Date _____

Vehicle ID No.(registration)

Passengers? YES NO If yes, Names and addresses

Pedestrians? YES NO If yes, Names and addresses

OTHER INFORMATION:

Police Dept. Contacted and Report No. _____



Citation Issued YES NO If yes, Describe

Witnesses: Names and Addresses

Was anyone injured or killed? YES NO If yes, Name(s) of injured persons or fatalities:

Hospital to which injured persons were taken _____

Employee's Name (print)
Date

Employee's Signature

Supervisor's Name (print)
Date

Supervisor's Signature



EMPLOYEE'S SAFETY RECORD CARD

Name (please print) _____

Address _____

Phone _____

Employee ID Number _____

Person to be contacted in case of emergency _____

_____ Phone _____

I agree to report any injury received during the course of my work to my supervisor.

Employee's Signature _____



Employee Safety Courses

List the Safety Courses received:

Employee has been trained on the following (check all that apply):

- General hazards of the work place
- First Aid Kit and Fire Extinguisher locations
- Evacuation Plan
- Personal protective equipment
- Hazardous Communication Program
- Safety issues of specific job assignment
- Company safety policy
- Injury reporting procedures

I have received and understood information on the above noted topics. I agree to report any injury received during the course of my employment (regardless of how minor) to my supervisor.

Employee's Signature _____ Date _____



PERSONAL PROTECTIVE EQUIPMENT CHECKLIST

Name: _____

Employee ID No.: _____

Driver's License No.: _____ State _____ Exp. Date _____

Department: _____

Job Classification: _____

<u>Type of Equipment Issued</u>	<u>Date Training Provided</u>	<u>Trainer Initial</u>	<u>Employee</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

To: _____: This certifies that _____

Supervisor

Employee

has been provided with the personal protective equipment noted above and has completed training in the use of such equipment.

This also certifies that I have been given the personal protective equipment noted above, have been trained in its use, that I understand why it is necessary to use such equipment, and that I agree to use it when required in the performance of my job duties.

Employee's Signature

Date



NEW EMPLOYEE SAFETY CHECK LIST (page 1 of 2)

This report to be done by the Supervisor and the new employee within _____ days after employment and filed by _____.

EMPLOYEE NAME (PRINT) FIRST MIDDLE LAST DATE EMPLOYED

DATE CHECK LIST COMPLETED

DEPARTMENT ASSIGNED _____ TYPE OF WORK _____

OUTLINE EMPLOYEE'S PAST WORK EXPERIENCE

ASK EMPLOYEE: "Do you have any physical conditions or handicaps which might limit your ability to perform this job? Yes No If yes, what reasonable accommodation can be made by us? _____

DID EMPLOYEE HAVE A PRE-PLACEMENT PHYSICAL? Yes No

IF YES, ANY WORK RESTRICTIONS INDICATED? _____

THE SUPERVISOR AND THE NEW EMPLOYEE ARE TO REVIEW THE FOLLOWING SAFETY CONCERNS, CHECK AND DISCUSS THOSE WHICH APPLY:

CHECKOFF

DISCUSS WHERE APPROPRIATE

- 1. District safety policies and programs _____
- 2. Safety rules, both general and specific to job assignment _____
- 3. Safety rule enforcement procedures _____
- 4. Use of tools and equipment _____



5. Proper guarding of equipment _____

6. Proper work shoes and other personal protective equipment, as needed

7. Handling of product _____

8. "Tips for Safe Lifting" handout _____

9. Use of specific lifting equipment such as hoists, hand truck, etc.

10. How, when and where to report injuries _____

11. Importance of housekeeping _____

12. Special hazards of job _____

13. When and where to report unsafe

conditions _____

14. Emergency procedures _____

15. Employee responsibility for the prevention of

accidents _____

16. The law that only work-related injuries are covered by workers' compensation. _____

17. Training on any toxic materials employee might be exposed to _____

18. Fire Safety _____

19. Safe operation of following

vehicle(s) _____

20. District policy on medical treatment for work related injuries _____



NEW EMPLOYEE'S SAFETY CHECK LIST (page 2 of 2)

- 21. Employee is to receive special additional instruction and guidance from _____
- 22. Supervisor will adequately and frequently review performance of new employee, superior behavior will be reinforced and substandard behavior will be corrected _____
- 23. Probationary period is from _____ to _____
- 24. Supervisor will formally review employee's performance on _____ (mark calendar).
- 25. Employee agrees to fully cooperate with the safety efforts of the employer, follow all safety rules and use good judgment concerning safe work behavior. _____

Additional comments and notes: _____

SUPERVISOR'S SIGNATURE

EMPLOYEE'S SIGNATURE

DATE _____

DATE _____



PART XIII: CAL/OSHA TRAINING REQUIREMENTS

Cal/OSHA Safety & Health Training and Instruction Requirements

Referenced in Subchapter 4 and 7, Cal/OSHA T8 Regulations (August 2006)

The following is a list of the *instruction and training* requirements contained in the **Construction Safety Orders** (Subchapter 4) and the **General Industry Safety Orders** (Subchapter 7) of Title 8, Division 1, Chapter 4 (with several references contained in Chapter 3.2) of the California Code of Regulations. Also included are references to both Competent Person and Qualified Person.

While every effort has been made to ensure the accuracy of the information presented, users are cautioned to refer to Title 8 and the specific sections of interest. This list is a guide only and not meant to be a substitute for - or a legal interpretation of - the occupational safety and health standards.

Users may review Title 8 Regulations at: <http://www.dir.ca.gov/samples/search/query.htm>

Training Topic	T8 Section	Frequency of Training	Typical Job Classification
Accident Investigation	3203(a)(7)(F)	Initial	Supervisors/Accident Investigators
Accident Prevention Signs & Tags	3341(d)(5)	Initial	Impacted Employees
Acetylene Fuel & Gas Safety	1740(k)(1)	Initial	Users
Acrylonitrile (AN)	5213(o) 5213 (appendix B)	Initial Annual	Exposed Employees Qualified Person



Actinolite (Non-Asbestos)	5208.1	Initial Annual	Exposed Employees
Anthophyllite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees
Agricultural & Equipment Tractors	3441(a) 3664(b)	Initial Annual	Involved Employees Operators
Asbestos Consultant Site Surveillance Technician	341.15	Initial	Certified Persons
Asbestos/Asbestos Awareness	1529(k)(9)(B) 5208(j)(7)(B) 1529	Initial Annual	Employees likely exposed =>PEL & those who perform Class I-IV operations
	341.16	Initial	Assigned
Building Inspector Project Designer	341.17	Initial	Exposed Employees
Cement Pipe	1529(o)(4)	Initial	Competent Person
Class I-IV Operations	341.9	Initial Annual	Qualified Person
Battery Handling/ Changing/Charging	5185(a)	Initial	Assigned Employees
Benzene	5218(i) & (j)(3)	Initial Annual	Exposed Employees
Bloodborne Pathogens	5193(g)(2)	Initial Annual	Potentially Exposed Employees
Boatswains Chair	1662(a)	Initial	Users
1,3-Butadiene	5201(l)(2)	Initial Annual	Exposed Employees



Cadmium	5207(m)(4) 1532	Initial Annual	Exposed Employees Competent Person
Carcinogens as Listed	5209(e)(5)	Initial	Exposed Employees
Chemical Hygiene for Laboratories	5191(f)(2)	Initial New Hazards Refresher	Laboratory Employees
Coke Oven Emissions	5211(t)	Initial Annual	Exposed Employees
Compaction Equipment	4355(a)(2)	Before Use	Users
Confined Spaces	5157(g) 5158(c)(2)	Initial Program Update Changes	Affected Employees
Marine Terminal Ops.	3463(b)(5)(B)		Exposed Employees
Training Topic	T8 Section	Frequency of Training	Typical Job Classification
Control of Hazardous Energy	3314(j)	Initial	Authorized Employees
Cotton Dust	5190(i)	Initial Annual	Exposed Employees
Cotton Gins/ Processing Mach.	4640		Qualified Person
Cranes & Other Hoisting Equipment Incl. Mobile/ Tower/ Derrick	5006.1(a) 5006 4966, 4994, 4999, 5000, 5004, 5031, 5043, 5044	Initial Mobile & Tower Cert. @ 5 years	Mobile & Tower Crane Operators Qualified Person Authorized Employees
Cranes/Hoisting Equipment - Marine Terminals	3472(d)(3)	Initial	Operators



Demolition	1734 1735(u) 1736		Qualified Person
1,2 Dibromo-3-Chloropropane (DBCP)	5212(i)(3) & (n) 5212 (Appendix B)	Initial Annual	Exposed Employees Qualified Person
Diving Operations	6052	Initial	Assigned Employees
Elevating Work Platforms & Aerial Devices	3648(l)(7) 3648(c) 3646(c) 3638(d)	Before Use	Users Authorized Personnel
Emergency Action Plan	3220(e)	Initial Plan Update	Impacted Employees
Emergency Procedures (Construction)	1512(d)	Initial	Assigned Employees
Equipment & Machinery (Construction)	1510(b)	Initial	Qualified Person
Erection & Construction - Bolting/ Riveting/ Plumbing Structural Wood/ Steel Frame Steel Erection	1716 1716.1 1716.1(f)(1) 1716.2(j) 1710	Initial	Assigned Employees Competent Person Qualified Person
Ergonomics	5110(b)(3)	Initial - When Standard is Triggered	Employees in affected job classifications (identical jobs) when standard is triggered
Ethylene Dibromide (EDB)	5219(j)	Initial Annual	Exposed Employees
Ethylene Oxide	5220(j)(3) 5220 Appendix A	Initial Annual	Exposed Employees



Excavation/ Trenching/ Shoring	<u>1541</u>		Competent Person
Explosives	<u>5239</u> <u>5322</u> <u>5329</u> <u>344.20, 344.21</u>	Initial	Assigned Employees Competent Person Licensed Blaster
Explosives - Deteriorated	<u>5240</u>		Competent Person
Training Topic	T8 Section	Frequency of Training	Typical Job Classification
Explosives Storage Magazines	<u>5256</u>		Competent Person
Fall Protection	<u>1671.1</u>	Initial	Affected Employees Competent Person Qualified Person
Fall Protection - Date Palm Ops.	<u>3458</u>		Competent Person
Fire Brigades (Private)	<u>3411(c)</u>	Initial/ Quarterly/ Annual Refresher	Assigned Employees
Fire Extinguisher & Fire Fighting Equipment	<u>6151(g)(1)-(2)</u>	Initial Annual	Assigned Employees
Fire Prevention Plan	<u>3221(d)(1)-(2)</u>	Initial New Hazards	Exposed Employees
Fire Protection - Fixed Extinguishing Systems	<u>6175(b)(10)</u> <u>6181(b)(2)</u>	Initial Annual	Employees Assigned Maintenance/Operation Exposed Employees



Fire Protection - Standpipe & Hose System Inspection	6165(f)(2)(F)	Initial	Assigned Employees
First Aid First Aid & CPR	3439(b) 6251(d)(2) 3400(b) 5157, 5158, 5193 3 421, 6052	Initial Changes Every 2 years (or as specified by cert. organization)	Assigned Employees Supervisors
First Aid (Construction)	1512(b) & (d)	Initial Updated	Assigned Employees
Flaggers (Traffic)	1599(f) & (g)	Initial	Assigned Employees
Flammable Liquids/ Gasses/Vapors - Industrial Plants	5561		Qualified Person
Fumigation - General	5221(b)	Initial	Exposed Employees
Formaldehyde	5217(n)	Initial Annual	Exposed Employees
Hazard Communication	5194(b)(1)	Initial New chemicals or processes	Exposed Employees
Hazardous Substance Containers Clean/ Repair/Alter	5166(a)	Initial	Assigned Employees
Hazardous Waste Operations & Emergency Resp.	5192 (e) & (q)(6)	Initial Annual Refresher	Assigned Employees Qualified Person
Hearing (Noise) Protectors Conservation	5098(a)(4) 5097(d)(5)(A)&(B) 5099(a)	Initial Retraining Initial Annual	Employees Provided Protectors All Employees Exposed to =>85 dBA TWA



Heat Stress	3395	Initial	Exposed Employees
Helicopter Operations	1901(c)	Daily Briefing	Involved Personnel
Training Topic	T8 Section	Frequency of Training	Typical Job Classification
Industrial/Lift Trucks (Forklifts) & Tractors	3657(i) 3664(b) 3668	Initial, Annual Observed Unsafe Operation Post Accident Equipment Change Workplace Change (Operator eval. @ 3 years)	Operators
Injury & Illness Prevention Program	3203(a)(7) 1509(e)	Initial Updated	All Employees Supervisor Tailgates
Inorganic Arsenic	5214(m)	Initial Annual	Exposed Employees
Job Hazard(s)	3203(a)(7) 1510(a)	Before Job Assignment New Hazards	All Employees
Laboratory Safety (See Chemical Hygiene)	5191(f)	Initial New Hazards Refresher	Laboratory Employees
Laser Equipment	1801(a)	Initial	Operators Qualified Person
Laundry/Dry Cleaning	4494(a)	Initial Periodic	Assigned Employees



Lead	5198(l)	Initial Annual	Exposed Employees/ Supervisors Exposed Employees => Action Level
Lead in Construction	1531.1(1)(1)(C)-(D) 1532.1(l)		
Lift Slab Construction	1722.1		Competent Person
Lockout/Blockout	3314 3314(j)	Initial When Updated	Affected Employees Qualified Person
Machinery & Equipment	1510(b)	Before Use	Qualified Person
Marine Terminals	3463(b)(5)(B) 3464(a)(1) 3462(b) & (d) 3463, 3472	Initial	Exposed Employees Supervisors Qualified Person
Medical & Exposure Records - Access	3204(g)(1)	Initial Annual	Affected Employees
Metal Working (forging) Machines	4243(a)(6)	Initial	Operators/Maintenance Personnel
4,4-Methylenebis (2- Chloroaniline) MBOCA	5215(j)	Initial Annual	Exposed Employees
Methylene Chloride	5202(l) 5202 (Appendix A)	Initial & As Necessary	Exposed Employees Qualified Person
Methylenedianiline	5200(k)(3) 1535	Initial Annual	Exposed Employees
Miter Saws	4307.1(c)	Initial	Operators
Noise Exposure	5099(a)	Initial Annual	Employees Exposed => 85dBA TWA



Openings/Holes - Floors & Roofs	3212(b)		Qualified Person
Paper Converting/ Printing Machines - H&- Fed Engraving Presses	4445(3)	Initial Changes	Operators/ Maintenance Personnel
Personal Fall Arrest/Restraint Systems/	1670(b)(19)		Competent Person
Personal Protective Equipment	3380(c)	Initial	PPE Users
Pesticide Safety	5194(h)		Handlers & Applicators
Pile Driving	1600		Competent Person

Training Topic	T8 Section	Frequency of Training	Typical Job Classification
Portable Ladder	3276 (f)	Before Use	User Employee Supervisor of User Employee
Calif. Posting Requirements	340	Initial	All Employees
Powder-Actuated Tools	1685(a)(1) 1689(a)	Initial	Users Qualified Person
Power Presses	4203(a) 4203(b) 4208.1(m)(1) 4208	Initial Annual	Inspectors/Maintenance Operators PSDI Operators Qualified Person
Powered Platforms (Installed) for Building Maintenance	3298(a) 3296	Initial	Assigned Employees Qualified Person



Process Safety Management	5189(g)	Initial Refresher & Supplemental Certification	Involved Employees
Pulp, Paper & Paperboard Mills	4402	Initial	Exposed Employees
Railroad - Signs & Signals	3333(d)	Initial	Assigned Employees
Reinforcing Steel/ Similar Projections	1712(f)(A)		Qualified Person
Respiratory Protection	5144(c) & (k) 5144 Appendix A 5144 Appendix C	Initial Annual	Users
Roofing	1509(a) 1730(b)(8)-(9)	Initial	Qualified Person
Rope Access Equipment	3270.1(c) 3270.1	Initial Annual Refresher	Assigned Employees Qualified Person
Rubber/ Composition Working Machines	4592		Competent Person Test/Maintenance
Scaffolds	1637(k)(1) 1637 1658(g)	Initial	Erectors & Dismantlers: Qualified Person
Silica Dust: Power tool work on concrete or masonry materials	1530.1(e)(1) 1530.1(e)(2)	Before Assignment	Assigned Employees Supervisor
Supervisory Safety Training	3203(a)(7)(F)	Initial Change	Supervisors



Tanks - Open Surface	5154(j)(1)	Initial	Assigned Employee
Traffic Control - Flaggers	1599(f) &(g)	Initial	Flaggers
Tree Work General	3420(b), 3421(c) 3423(a), 3427 3428(a)	Initial	Assigned Employees Qualified Person
Date Palm Ops.	3458		
Tremolite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees
Vinyl Chloride	5210(j)	Initial Annual	Exposed Employees
Welding & Cutting Safety - Hot Work	4799 4848(a) 1537(a)	Initial	Welders Fire Watchers Qualified Person
Wheels or Rims - Servicing	3326(c)	Initial	Service Personnel
Window Cleaning	3282(d) & (f) 3286(a)(2)	Initial	Assigned Employees

Qualified Person

A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely all assigned duties; &, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Examples:

- Mobile Crane & Tower **Crane** Operators 5006.1(a)
- **Scaffold** Erection & Dismantling Supervisors 1637(k)(1)
- **Demolition**1736
- **Personal Fall Arrest** System supervisors 1670(b)



Competent Person

A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

Examples:

- **Excavation - Inspectors 1541**
- **Fall Protection Plan implementers & supervisors 1671.1**
- **Lift Slab Construction 1522.1**






revised IIPP-City College of San Francisco rev10222021

Final Audit Report

2021-10-25

Created:	2021-10-25
By:	Toni Lee (talee@ccsf.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAdUQDEQFczFol7A96QDAc5AJchQUa5uKr

"revised IIPP-City College of San Francisco rev10222021" History

-  Document created by Toni Lee (talee@ccsf.edu)
2021-10-25 - 4:05:55 PM GMT- IP address: 147.144.3.239
-  Document emailed to Dianna R. Gonzales (dgonzales@ccsf.edu) for signature
2021-10-25 - 4:08:04 PM GMT
-  Email viewed by Dianna R. Gonzales (dgonzales@ccsf.edu)
2021-10-25 - 4:55:43 PM GMT- IP address: 147.144.3.239
-  Document e-signed by Dianna R. Gonzales (dgonzales@ccsf.edu)
Signature Date: 2021-10-25 - 4:56:13 PM GMT - Time Source: server- IP address: 147.144.3.239
-  Agreement completed.
2021-10-25 - 4:56:13 PM GMT