

COLLEGE OF

MARIN

Illness and Injury Prevention Program (IIPP)

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Introduction and Background

In 1991, the state of California passed legislation requiring businesses and institutions to implement an Injury & Illness Prevention Program (IIPP). In response, College Police and Health & Safety (H&S) developed a college wide program. *On March 19, 2012 a review and update of this program began.*

STATUTORY AUTHORITY

- . California Labor Code Section 6401.7.
- . California Code of Regulations Title 8, Sections 1509 and 3203.

Program Coordinator

The Chief of Police is responsible for implementing and maintaining the Injury and Illness Prevention Program. The program coordinator may delegate functional duties to an assigned subordinate. However, the program coordinator retains the full responsibility for ensuring the program obligations are met.

Goals and Responsibility

The IIPP main goals:

- Identify person or persons with authority and responsibility for the program
- Ensure employees comply with safe and healthy work practices (recognition, disciplinary actions)
- Communication safety related materials to employees (suggestion box, flyers, bulletins, safety awareness packets, safety committees, staff meetings, posters, memos)
- Identify workplace hazards (periodic inspections, hazard report form, maintain checklist or records)
- Procedures to correct unsafe or unhealthy conditions in a timely manner (prioritize based on hazard safety)
- Investigate accidents
- Provide training (when the program is established, to all new employees, new job assignments, new hazard, supervisors) and maintain records
- Self-inspections – scheduled and non-scheduled

MCCD ILLNESS AND PREVENTION PROGRAM

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to district facilities and operations rests with the Vice President of College of Operations. General policies, which govern the activities and responsibilities of the Injury and Illness Prevention Program, are established under his or her final authority.

It is the responsibility of Supervisors, and Managers to develop procedures, which ensure effective compliance with the Injury and Illness Prevention Program, as well as other health and safety policies related to operations under their control.

The Safety Committee; an Advisory Group for the District, may serve as a tool in recommending resolve and training for related issues.

Department Responsibilities (supervisors and managers)

Responsibility for maintaining a safe workplace has been delegated from the president to department heads, managers, and supervisors.

Responsibilities are broken down into 6 main duties:

1. **Hazard identification and awareness:** Conduct periodic safety inspections of all spaces. Using forms appropriate for your facility, safety inspections should be done on a regular basis. Inspections should be done to equipment (including motor vehicles) and on safe methods employees have been trained to follow.
2. **Accident investigation:** Investigate all accidents, injuries, and near-misses, and make appropriate changes to minimize recurrence.
3. **Hazard identification and mitigation:** Correct conditions that are discovered during inspections or reported by employees.
4. **Training:** Know the hazards employees face and ensure they're trained to perform their work without illness or injury. The backbone of IIPP training is in training and supervision, required for every employee.
5. **Communication:** Ensure a free flow of safety information through bulletin boards or periodic discussions. Encourage employees to report potential problems to their supervisors. This should be done in verbal and written form and insure others acknowledge the safety concern before it is assumed that they know what the problem may be.
6. **Recordkeeping and documentation.** All training, inspections, accidents, etc must be put into writing and maintained as provided by law.

ILLNESS and INJURY PREVENTION Guide Lines:

1. The District recognizes its obligation to provide a safe working environment for all employees that is as free as possible from any health and safety hazard.
2. The District will respond to and isolate or abate any such hazard, which may be determined through site safety inspections or are identified by employee report.
3. District Human Resources, in conjunction with Program Coordinator District, will establish an all-inclusive training program for all employees related to health and safety to:
 - a. Establish the means through which an unsafe or unhealthy condition or work practice will be addressed by providing a system for identifying and evaluating work place hazards, including scheduled and periodic site inspections to catalog such conditions and work practices.
 - b. Provide tools managers may utilize in reporting and investigating accidents.
 - c. Provide a means through which the District may communicate with all employees on matters of occupational safety and health. To encourage employees throughout the District to be alert for safety and health issues and convey these concerns to the appropriate person
 - d. Develop a system to assure employee compliance with health and safety rules and regulations.

4. Training: At a minimum, all employees should be trained in the following:

- a. Fire Safety, Evacuation, and Emergency Procedures
- b. Injury and Illness Prevention Program

~All training will be documented and kept in employee files. An Employee Training Checklist Form (or equivalent) will be used for this purpose.

5. Correcting Unsafe or Unhealthy Conditions

All employees have responsibility for reporting dangerous situations. In the event an unsafe or unhealthy condition is reported to a manager or supervisor the following action should be taken:

- a. Initiate a work request through the Maintenance and Operations. If it seems likely that such an item will need immediate attention, the work order should reflect that a health and safety problem exists and an urgent priority should be assigned. If the problem is an emergency and remedial action cannot be deferred, then a telephone or e-mail emergency work request should be initiated.
- b. Upon verification and determination of the severity of the issue, the Maintenance and Operations will take whatever remedial action is necessary to abate the existing problem. Any action taken to correct the problem should be maintained in a file as required by law.

6. Procedures for Accident Reporting and Investigation

- a. Each manager or supervisor will be responsible for conducting an investigation of any accident related to an employee under his or her supervision.

b. An accident investigation form is to be used for this purpose. Questions regarding the particulars of this form are to be addressed to the District Human Resource Department.

c. The manager or supervisor will interview the injured employee. In the interview the manager or supervisor will attempt to determine the cause of the accident and if applicable, make constructive recommendations to the employee on how a similar accident might be avoided.

d. If an employee while in the course and scope of employment is involved in a **motor vehicle accident**, they will immediately contact the law enforcement agency whose jurisdiction they were in at the time of the accident. That agency will conduct an investigation in accordance to their procedures. If the accident was on campus, the campus police will investigate. Regardless of where the accident took place, the employee **MUST** report it to their supervisor even if no injuries occurred.

7. Communications

The District provide various effective means of communicating with all employees at each site. This is to be accomplished through the meetings, bulletin boards, e-mails, memos, and any other method that insures all employees get the required information. Safety committees are charged with addressing issues and relaying the information to managers and supervisors.

8. Employees Responsibility & Compliance

a. All employees have a responsibility for reporting dangerous situations and for performing their duties in the safest manner possible. Employees are expected to participate in the process are by discussing assignments with their supervisor if the employee feels it may put them in a dangerous situation.

b. The District will take steps to ensure that there is cooperation from all employees. This will include rewarding employees who show a history of safe work practices and taking disciplinary actions for negligent employees.

9. Identifying Hazards

a. The best way to prevent accidents is to identify and remedy potential unsafe or unhealthy conditions before they become a problem.

b. In-depth safety inspections will be conducted by the Health & Safety Department in conjunction with the District Workers' Compensation Administrator at every District location.

c. Each location will conduct ongoing inspections. These inspections, while less formal undertakings, are nevertheless important.

10. Record Keeping & Documentation

a. Records of scheduled and periodic inspections identifying unsafe conditions and work practices will be maintained in writing. This will include person(s) conducting the inspection, the unsafe condition or work practice that have been identified and the action taken to correct the situation. These records are to be maintained for three years in the Maintenance and Operations of each location.

b. Documentation of any Health and Safety Training that occurred on site.

This must include employee name, training date(s), type of training and training provider.

c. Documentation of disciplinary actions related to Health and Safety will be maintained in the employee's Personnel file.

To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file with Human Resources for at least 5 years.

- Copies of all IIPP Safety Inspection Forms.
- Copies of all Accident Investigation Forms.
- Copies of all Employee Training Checklists and related Training Documents.
- Copies of all Safety Meeting Agendas.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. Periodic review of these records will be conducted to ensure compliance.

A safe and healthy workplace must be the goal of everyone at the Marin Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the District's Safety Manager.

The records will be maintained by the Human Resources.

Senate Bill 198. Statutes of 1989 Chapter 1369; Labor Code 6401.7
Cal/OSHA Title 8; General Industrial Safety Orders, 3203
Cal/OSHA Title 8; General Industrial Safety Orders, Section 5194
California Labor Code Sections 6360-6399.7.