

COLLEGE OF  

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**MARIN**

**Injury and Illness Prevention Program (IIPP)**

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## **Introduction and Background**

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Marin Community College District has established this Injury and Illness Program (IIPP) to communicate with employees our procedures for creating a safe and healthy work environment for all employees. We are committed to ensuring that all employees have the tools, knowledge, and resources to perform their jobs safely. Updates and a review of this program began on January 22, 2024.

### **STATUTORY AUTHORITY**

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

## **Program Coordinator**

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The Chief of Police is responsible for implementing and maintaining the Injury and Illness Prevention Program. The program coordinator for health and safety may delegate functional duties and acts as the safety resource for all District risk, environmental health and safety programs. The program coordinator retains the full responsibility for ensuring the program obligations and legal requirements are met.

## **Goals and Responsibility**

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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, 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

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 their final authority. Supervisors and Managers are responsible for developing procedures which ensure effective compliance with the Injury and Illness Prevention Program and other health and safety policies related to operations under their control.

**The Facilities Planning and Safety Committee:** A governance group for the district, may serve as a tool in recommending suggestions and training for related issues. This committee meets regularly and is comprised of management, staff, faculty and students.

## **Department Responsibilities (supervisors and managers)**

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Responsibility for maintaining a safe workplace has been delegated from the Vice President to department heads, managers, and supervisors. Supervisors and managers play an important role in this program. Management must set goals and objectives, assign responsibilities and tasks, and monitor their employees.

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 ensure 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.

## **INJURY AND ILLNESS PREVENTION Guide Lines:**

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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.

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.

District Human Resources, in conjunction with Program Coordinator, 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 workplace hazards, including scheduled and periodic site inspections to catalog such conditions and work practices.
- b. Provide tools managers and employees 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.

### **Employees Responsibility & Compliance**

All full-time and part-time 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 by discussing assignments with their supervisor if the employee feels it may put them in a dangerous situation. Employees are responsible for the following:

- a. Identifying safety hazards and ask questions when concerned about a new or unknown hazardous situation, equipment, or new procedure.
- b. Reading and understanding health and safety procedures and guidelines provided and following safe work practices at all times.
- c. Attending required training sessions to understand and comply with this IIPP and other health and safety programs relevant to their job.
- d. Reporting safety hazards in the workplace or on District property in a timely manner. Employees can report safety hazards without fear of reprisal to their manager or supervisor, the program coordinator for health & safety, through online work orders and anonymously through the Anonymous Safety Suggestion Box.

### Students

Students are responsible for complying with all District health and safety policies and procedures. Students shall comply with safety practices presented by faculty, technical staff, instructional assistants and other staff.

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.

### Identifying Hazards

The best way to prevent accidents is to identify and remedy potential unsafe or unhealthy conditions before they become a problem. The detection of hazards in the workplace is essential in ensuring a safe work environment. Uncorrected hazards may cause accidents resulting in serious injury or illness.

To proactively identify and address hazards, the district has established multiple procedures. These guidelines serve as a representative overview and are not an exhaustive list of all measures and methods to prevent injury from recognized and potentially hazardous elements in the workplace. As new hazards are identified or improved work procedures are developed, they will be promptly incorporated into the Injury and Illness Prevention Program (IIPP). The following steps will be utilized to identify hazards in the workplace;

- a. Loss analysis of incidents
- b. Accident Investigation
- c. Job Hazard Analyses
- d. Employee Observation
- e. Employee Suggestions

- f. In Depth Safety Inspections
- g. Regulatory requirements & compliance
- h. Outside organizations (i.e., Keenan)

Employee suggestions are encouraged and can be done in multiple ways. Employees can report any hazard that they observe to their supervisor, the safety department, online work order system or anonymously through the online Safety Suggestion Box. For help finding the Anonymous Safety Suggestion Box on the Districts website please contact the program coordinator for health and safety. No employee will be disciplined or discharged for reporting unsafe conditions or workplace hazards.

In-depth safety inspections will be conducted at every District location. Each location will conduct ongoing inspections. These inspections, while less formal undertakings, are nevertheless important. Efforts will be made to schedule with the affected departments, but inspections may be made on an unscheduled basis. Reasons for inspections or hazard identification by the Safety department include but not limited to:

- a. Verifying compliance with safe work practices and other safety requirements to identify hazards and to monitor safety operations.
- b. Follow-up on previous inspections identifying health and safety concerns.
- c. The need to respond to a request by district employee or student for health and safety concerns
- d. The need to complete an accident investigation, or the follow-up to an accident investigation
- e. Completing a compliance audit in response to a regulatory agency citation.

The District will collaborate with outside organizations to assist in identifying hazards in the workplace. These include safety representatives from insurance carriers, health and safety consultants and best practices recommendations and suggestions provided by state agencies.

### 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 department. 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 department will take whatever remedial action is necessary to abate the existing problem.

- c. Any action taken to correct the problem should be maintained in a file as required by law.

Imminent Hazard: An imminent hazard refers to any situation or practice that is likely to result in severe injury to an individual, or significant harm or loss to a District facility, before corrective measures can be taken. Campus Police should be notified immediately upon discovering an imminent hazard.

When an employee is observed working in an unsafe manner, it is the responsibility of the supervisor or manager to correct the employee in a friendly but firm manner.

### Procedures for Accident Reporting and Investigation

- a. In conjunction with the program coordinator for health and safety each manager or supervisor will be responsible for conducting an investigation of any accident related to an employee under their 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 Resources Department.
- c. The manager or supervisor will interview the injured employee and witnesses. 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 with 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.
- e. Human Resources will ensure that all employee occupational accidents, injuries and illnesses are reported and recorded as required by law.

### Communications

The District provides various effective means of communicating with all employees at each site. This is to be accomplished through 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.



## Training

The Marin Community College District is committed to providing all necessary safety training to its employees. Safety training is important to communicate to employees the hazards associated with their positions and safe work practices to mitigate those hazards.

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 new employees shall be trained in the requirements for safe working conditions and practices, as well as job specific health and safety topics including the hazards associated with their specific job duties.

Employees shall be provided with training when assigned to a new task, job or equipment of which training has not previously been received.

## Employee Access

The District provides employees with access to the written IIPP. Unobstructed access is provided through the College of Marin [website](#) which allows employees to review, print, or email a copy of this program.

The District will provide a printed copy of this program in a reasonable time, place, and manner upon request from an employee.

The Injury and Illness Prevention Program will be used as a reference source for workplace health and safety. All employees are encouraged to review this program's contents. The program is reviewed on an annual basis and revised as needed. Employee input and feedback is highly encouraged.

## 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 Program Coordinator for Health and Safety.

Statutory Authority:

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.

### Heat Illness Addendum

Heat illness is a serious concern that can affect individuals working in hot environments. By implementing effective measures, including proper hydration, appropriate clothing, scheduled breaks, and education on recognizing early symptoms, we can ensure a safe and healthy environment. The following outlines steps to mitigate risks and promote awareness, ensuring that employees are equipped to handle high-temperature conditions safely. The Heat Illness Prevention Plan has been created to comply with the required California Code of Regulations Title 8, Section 3395.

Procedures for the provision of water.

Employees should have access to potable drinking water that is fresh, pure, suitably cool, and provided free of charge. The water should be located as close as possible to work areas and indoor cool-down areas. If drinking water is not continuously supplied, it should be provided in sufficient quantity at the start of the work shift to ensure one quart per employee per hour for the entire shift. Frequent consumption of water should be encouraged. Supervisors should ensure that employees have an adequate supply of drinking water.

Potable water drinking stations are conveniently located throughout both Marin Community College District campuses, ensuring that all employees have close and easy access to fresh, pure, and suitably cool drinking water. Making hydration readily available at all times. Employees can find drinking stations close by, promoting frequent water consumption and supporting heat illness prevention.

Procedures for access to cool-down areas.

A cool down area means an indoor or outdoor area that is blocked from direct sunlight and shielded from other high radiant heat sources and is either open to the air or provided with ventilation or cooling. One indicator that blockage is sufficient is when objects do not cast a shadow in the area of blocked sunlight.

Cool-down areas are to be present at all times while employees are present. These areas should be large enough to accommodate all employees on recovery or rest periods, allowing them to sit comfortably without physical contact with each other. Cool-down areas should be as close as possible to work areas. During meal periods, the cool-down area must be large enough to accommodate all employees who remain onsite. Indoor cool-down areas should be kept below 82 degrees Fahrenheit, unless it is proven infeasible.

Supervisors should allow and encourage employees to take preventative cool-down rests whenever they feel the need to protect themselves from overheating. Access to cool-down areas must be permitted at all times. Employees taking a preventative cool-down rest should:

- Be monitored and asked if they are experiencing symptoms of heat illness.
- Be encouraged to stay in the cool-down area.
- Not be sent back to work until any signs or symptoms of heat illness have subsided, and they have had at least five minutes in addition to the time needed to access the cool-down area.

If an employee shows signs or reports symptoms of heat illness during a preventative cool-down rest, the supervisor must provide appropriate first aid or contact emergency services.

Emergency response procedures.

Employees who become aware of any signs or symptoms of heat illness in themselves or in coworkers, should contact their supervisor. In the event where you recognize heat illness symptoms in yourself or coworker, the following should be done:

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- Move to a shaded area for recovery for a minimum of five minutes.
- If symptoms are uncertain or severe (i.e., vomiting, losing consciousness, convulsions, abnormal sweat) Campus Police should be contacted immediately.
- Someone showing signs of heat illness should not be left alone or sent home without being offered first aid on site or being provided with emergency medical services.

### Supervisors shall:

- Ensure that effective communication is maintained, and devices function properly prior to each shift. Employees are also responsible for ensuring their communication devices are functioning properly prior to each shift.
- Conduct meetings at the beginning of shifts and before work activities commence, to review high heat guidelines and procedures. Reminding employees of their right to take cool down rest breaks and drink plenty of water.
- Know work locations of employees and engage in regular communication.
- Keep a written copy of the Marin Community College District Injury and Illness Prevention Plan, to be made available to employees, employee representatives and representatives of CAL/OSHA.

### Procedures for close observation during acclimatization.

Acclimatization refers to the temporary adaptation of the body to work in the heat that occurs gradually when a person is exposed to heat. The body needs time to adapt to working in the heat. When temperatures rise suddenly, employees are at increased risk for heat illness. Acclimatization is particularly relevant to employees returning from prolonged leave, recent illness, new hires, and those performing new work activities. Acclimatization peaks in most people within four to fourteen days of regular work for at least two hours per day in heat.

Supervisors should closely observe employee(s) in the following circumstances:

- In a work area where the temperature or heat index equals or exceeds 87 degrees Fahrenheit.
- During work involving wearing clothing that restricts heat removal (i.e., tight clothing, heavy fabrics, multiple layers, PPE) where temperature equals or exceeds 82 degrees Fahrenheit.
- For employees working in remote locations, maintain frequent communication via phone, email, radio, text messaging.

Lessening the intensity of work for new employees during an initial two week “break-in” period. Scheduling slower paced, less physically demanding work during the hottest parts of the day and pairing new employees with experienced coworkers are strategies to mitigate heat illness.

For questions or comments regarding heat illness, contact your supervisor directly or the program coordinator for health and safety.