



# Yuba Community College District

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## **INJURY & ILLNESS PREVENTION PLAN**

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## **PURPOSE AND AUTHORITY**

The Injury and Illness Prevention Plan (IIPP) is designed to allow for effective management of safety in the workplace and to ensure safe and healthful working conditions for all employees. Implementing each of the program elements will allow compliance with the IIPP Standard.

The IIPP is intended to establish a framework for Responsibilities, Compliance, Communication, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, and Recordkeeping. With proper planning, organization, and practice, management can operate a safe work environment.

The plan should include the following:

- Identify person or persons with authority and responsibility for the program (*DESIGNATION OF KEY PERSONNEL*).
- Ensure employees comply with safe and healthy work practices (*PROGRAM COMPLIANCE*).
- Communication safety related materials to employees (*COMMUNICATION*).
- Identify workplace hazards (*HAZARD IDENTIFICATION*).
- Procedures to correct unsafe or unhealthy conditions in a timely manner (*HAZARD MITIGATION*).
- Investigate accidents (*ACCIDENT INVESTIGATION*).
- Provide training (*EMPLOYEE TRAINING*).
- Document elements of the Program (*DOCUMENTATION*).

The Yuba Community College District IIPP has been developed in response to Section 3203 of the California Code of Regulations Title 8 and Section 6401.7 of the California Labor Code.

The purpose of this program is to communicate to all Yuba Community College District employees those occupational hazards associated with the workplace. This plan is available to all employees and sets forth policy concerning occupational hazards and seeks to provide all who are employed, information concerning occupational safety and health. It is the intent of this document to establish safety and health awareness among the employees of Yuba Community College District.

## **DESIGNATION OF KEY PERSONNEL**

The ultimate responsibility for overseeing the development, implementation, and maintenance of the IIPP, rests with the Safety Coordinator. Yuba Community College District is a multi-college district. There are two Colleges – Yuba College and Woodland College. There are also three campuses – Lake County, Sutter and Colusa. The District office is located in Yuba City. With this structure the need to have individuals from each of the Colleges responsible for these roles under the IIPP is necessary to insure the program is effective and functional.

Yuba Community College District Injury and Illness Prevention Program Chain of Command is as follows:

### **SAFETY COORDINATOR**

Vice Chancellor of Administrative Services  
Coordinate with Presidents of Yuba and Woodland Colleges to designate a Safety Coordinator at each College

### **INSPECTION COORDINATOR**

Director of Maintenance and Operations  
Coordinate with Presidents of Yuba and Woodland Colleges to designate an Inspection Coordinator or Inspection Team at each College

### **TRAINING COORDINATOR**

Vice Chancellor of Administrative Services and Chief Human Resources Officer  
Coordinate with Presidents of Yuba and Woodland Colleges to designate a Training Coordinator at each College

Persons assigned to these positions must follow designated responsibilities. These individuals should also strive to motivate employees to work using safe work practices.

The effectiveness of an IIPP is dependent on the selection of a qualified administrator. The **Safety Coordinator** shall be appointed by the Yuba Community College District Administration. Communication of responsibilities to the Presidents of Yuba and Woodland Colleges is key to the success of the program.

The **Training Coordinator** shall be assigned to maintain safety training for all employees who require such training.

The **Inspection Coordinator** is responsible for the overall workplace safety inspection program. A group of persons shall be designated as Safety Ambassadors who are tasked to identify workplace hazards. Division Deans shall have responsibility for their respective classrooms/labs within the division. Administrators or Supervisors shall have the responsibility for their respective support function. The Inspection Coordinator will be responsible for overseeing this process

**Employees** must fulfill certain responsibilities to assure the success of the Injury and IIPP. Each employee should act in a manner which protects his or her health and welfare as well as that of co-workers, other employees, visitors, students and the general public.

Yuba Community College District has established Safety Committees for each College for the following purpose:

1. To meet at least quarterly.
2. To prepare, distribute, and maintain written records of the meetings.
3. To review the results of periodic, scheduled workplace inspections.
4. Review investigations of occupational accidents, causes of incidents, and submit suggestions to prevent further incidents.
5. Review reports of hazardous conditions or work practices and assist with remedial actions.
6. Verify abatement action taken to abate OSHA citations.

## **PROGRAM COMPLIANCE**

The Safety Coordinator or designee shall actively enforce safety rules, safe work practices, and the IIPP. The Yuba Community College District IIPP is enforced through implementing system(s) to ensure that all employees comply with workplace safety and health practice through:

- Employee training and refresher training
- Quarterly safety committee meetings
- Safe work practices
- Disciplinary actions

Compliance with this IIPP will also be achieved in the following manner:

1. The Dean or Administrator (Executive, Campus, or Associate) will set positive examples for working safely and require that all staff under their direction work safely. This includes ensuring that employees are provided training on specific job duties.
2. The Dean or Administrator (Executive, Campus, or Associate) will ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. The Dean or Administrator (Executive, Campus, or Associate) will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. The Dean or Administrator (Executive, Campus, or Associate) will establish appropriate means of recognition for employees who demonstrate safe work practices.

Yuba Community College District will actively enforce the IIPP. An employee that fails to recognize safety rules and safe work practices, shall be disciplined. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion. Disciplinary action (consistent with bargaining unit agreements) will include, but not be limited to, the following:

1. Retraining
2. Warning
3. Warning with reprimand placed in personnel file
4. Suspension from work with no compensation and record added to personnel file
5. Discontinue employment with record added to personnel file

Whenever an employee is recognized for a positive safety attitude, or whenever an employee is disciplined, the Safety Coordinator shall document the action taken.

## **COMMUNICATION**

The IIPP standard requires employers to explain the methods used to communicate safety matters. This communication occurs in several ways. The Yuba Community College District may communicate safety matters in the following ways:

1. Safe Work Practices
2. Safety Training (live and online)
3. Safety Meetings
4. Through the Safety Committees
5. Employee Bulletin Board, Flyers, Posters, etc.
6. Access to the Written IIPP

Communication is a two-way process. Yuba Community College District therefore recognizes that employees must be given the opportunity to communicate safety issues to management. To this end, Yuba Community College District agrees not to take any action against an employee for identifying workplace safety issues.

Employees wishing to point out potential safety hazards should utilize the Unsafe Conditions Form. This form is available in the Administration, Maintenance and Operations, individual Departments and on the District Safety Website (can be submitted online) and can be submitted anonymously.

Once a form is filled out, a copy should be given to the Inspection Coordinator (Maintenance and Operations) and the original forwarded to Safety Coordinator and Dean or Administrator. It may be hand delivered, given to office personnel, emailed, or mailed. The Inspection Coordinator shall initiate inspection and corrective actions upon receipt of this form. Corrective action will be made available for public viewing. Completed forms shall be retained in appropriate files.

Under no circumstances shall Yuba Community College District allow reprisal for an employee that submits an Unsafe Conditions Form. As part of the employee recognition policy, Yuba Community College District shall take into consideration an employee's willingness to identify hazards in the workplace.

The Yuba Community College District IIPP is located in the office of the Vice Chancellor of Administrative Services, in the main office at each college/campus location and on the District Safety Website.

From time to time, management may distribute flyers concerning safety matters to employees. These flyers may be distributed during work hours, attached to payroll checks, emailed, mailed or posted to the District Safety Website. All employees shall carry out all communications in a manner understandable.

Safety Training is an important method of communication. Supervisors are required to maintain records of Safety Meetings and Training and provide copies to Human Resources.

## UNSAFE CONDITIONS FORM

THIS FORM IS TO BE USED BY EMPLOYEES THAT HAVE IDENTIFIED HAZARDS NOT PREVIOUSLY RECOGNIZED. THIS FORM BRINGS THE HAZARD TO THE ATTENTION OF THE MANAGEMENT.

NOTICE IS HEREBY GIVEN THAT THE USE OF THIS FORM OR OTHER REPORTS OF UNSAFE ACTS OR CONDITIONS ARE PROTECTED BY LAW [8 CCR, SECTION 3203].

IT IS ILLEGAL FOR THE EMPLOYER TO TAKE ACTION AGAINST AN EMPLOYEE FOR MAKING SUCH A REPORT. THE EMPLOYER MUST INVESTIGATE THE REPORT AND EXPLAIN TO EMPLOYEES THE ACTION TAKEN AND ANY SUBSEQUENT ACTIONS AS NECESSARY.

DATE:	EMPLOYEE NAME (OPTIONAL):
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DESCRIPTION OF HAZARD:

POSSIBLE CAUSES FOR THE HAZARD:

POSSIBLE WAYS TO CONTROL OR ELIMINATE HAZARD

SUPERVISOR HAS BEEN NOTIFIED: <input type="checkbox"/> YES <input type="checkbox"/> NO
--

LOCATION OF HAZARD:

ANY IMMEDIATE ACTION TAKEN BY EMPLOYEE REPORTING:

DATE RECEIVED:	RECEIVED BY:	COMPLAINT INSPECTED:

ENTRY NUMBER IN THE HAZARD MITIGATION IMPROVEMENT LOG
HAZARD CLASSIFICATION;
PRIORITY NUMBER:
<b>Copy to Maintenance and Operations, Dean/Administrator, original to Safety Coordinator</b>



## **HAZARD IDENTIFICATION**

The foundation of the Yuba Community College District IIPP is the identification of workplace hazards. By planning, many accidents can be prevented.

The Injury and Illness Prevention Standard requires that the employer implement a system of identifying and evaluating workplace hazards. This system for Yuba Community College District includes facility inspections and employee feedback.

A workplace inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students, and visitors to incidents that could result in personal injuries or property damage. It is the responsibility of each Department and Maintenance and Operations to ensure that systematic safety inspections are conducted as appropriate.

There are two types of inspections ; overall facility inspections and specific work area inspections. For the purpose of the Yuba Community College District IIPP, the following inspections are to be conducted:

1. The overall facility inspection will be performed annually and when:
  - a. any new substances, processes, procedures, or equipment are introduced to the workplace that have occupational hazard potential.
  - b. a previously unrecognized hazard is discovered.
  - c. an accident or illness occurs.
2. Specific work area inspection by each Department periodically, but not less than annually.

All inspections must be documented and the Inspection Coordinator must maintain a file of this documentation. A sample inspection sheet is attached to this section and also available on the District Safety Website. Once completed it will be forwarded to Maintenance and Operations. These forms are not meant to be all- inclusive. Work conditions will change over time, and so should inspection methods.

Any employee may report an unsafe condition and reporting can be anonymous. The Unsafe Condition Form is available in Maintenance and Operations, in individual Departments, within this document and on the District Website.

# INSPECTION SHEET

WORK AREA INSPECTION <input type="checkbox"/>	FACILITY INSPECTION <input type="checkbox"/>
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MONTH/YEAR:
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INSPECTED BY:
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This log is to be used as part of the inspection requirements of this program. This is to be used to record the findings of the facility and work area inspections. Place this log in a location convenient to the person inspecting. Maintain copies of in the Department File and to Maintenance and Operations. Take any immediate steps to correct deficiency or take action as required.

DATE	WORK AREA	EQUIPMENT	CONDITION	REMARKS

**Copy to Maintenance and Operations**

## HAZARD MITIGATION

Identified hazards shall be corrected in a timely manner. The IIPP Standard clearly requires that employer's correct safety deficiencies in a timely manner according to the severity of the hazard. Furthermore, whenever a hazard poses immediate danger, employees must be protected from injury.

The Inspection Coordinator shall be responsible for the correction of any hazard and must be notified when a hazard exists and given management support to pursue adequate correction of the hazard. Yuba Community College District recognizes that action must be taken to correct safety deficiencies.

Whenever a hazard is identified, it shall be assigned to one of two categories. These categories are:

- Immediate Danger to Persons or Environment
- Less Serious Hazards

In a situation where a hazard poses immediate danger to human health or the environment, the Safety Coordinator must coordinate with the assistance of others the following:

1. Notify and evacuate all personnel to a safe area.
2. Notify appropriate authorities.
3. Do not allow employees back to deal with the hazard unless they are afforded proper protection.
4. Take steps to abate the hazard, diminishing further threat to human life or the environment.
5. Clean up and legally dispose of any hazardous substances involved in the incident.
6. Take corrective action to eliminate hazard.
7. Evaluate what happened and the effectiveness of the corrective action.
8. Train affected employees and document actions taken.

Whenever a less serious hazard is identified, the Safety Coordinator shall coordinate corrective actions in a timely manner according to the severity of the hazard. For less serious hazards, the following steps must be taken:

1. Identify hazard and determine severity
2. Remove employee from work station if necessary.
3. Mark any machinery or equipment that the hazard is associated with indicating to others that a hazard exists.
4. Determine what corrective action is necessary.
5. Prioritize the corrective action according to severity and with other corrective actions required elsewhere in the facility.
6. Acquire management and budgetary support for corrective action.
7. Implement corrective action.
8. Modify safe work practices and training as necessary.
9. Train affected employees.
10. Document action taken.
11. Evaluate the effectiveness of the corrective action and document this evaluation.

The Hazard Mitigation Log is to be utilized to prioritize safety deficiencies according to severity, establish who will be responsible for the corrective action, and by what date the action must be implemented by. It also documents the actual date of implementation and follow-up evaluation. This log is included with this section and is also available on the District Safety Website. Once the hazard is mitigated a completed copy of the log should be forwarded to the Safety Coordinator.

## HAZARD MITIGATION IMPROVEMENT LOG

This log is to be used to record hazards when identified and the corrective action to be taken, which is responsible to take the action, when it must be completed by, and the actual completion date. Each hazard is to be categorized by hazard classification. Based on the classification, the hazards shall be prioritized according to severity.

- CLASS A HAZARDS**      Any condition or practice with potential for causing loss of life or body part and/or extensive loss of structure, equipment or material.
- CLASS B HAZARDS**      Any condition or practice with potential for causing serious injury, illness or property damage, but less severe than Class A Hazards.
- CLASS C HAZARDS**      Any condition or practice with probable potential for causing non-disabling injury or illness, or non-disruptive property damage.

HAZARD CLASSIFICATION AND PRIORITY

UNSAFE CONDITION OR PRACTICE

CORRECTIVE ACTION

PERSON RESPONSIBLE FOR CORRECTION
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DATE TO BE COMPLETED BY	ACTUAL COMPLETION DATE
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REMARKS
Copy to Safety Coordinator and Inspection Coordinator

## ACCIDENT INVESTIGATION

The IIPP Standard requires that employers implement a method of investigating workplace injury or illnesses. The Direct Supervisor will be responsible for conducting the initial accident or incident investigation. The Direct Supervisor and the Safety Committee will conduct a review of the investigations as appropriate. Procedures for investigations of occupational injury, illness, or exposure to hazardous substances, will cover the following:

- a) What should be reported
- b) Who does the initial investigation
- c) Who does the follow-up investigation
- d) Who receives copies of the report(s)
- e) When legally required reports must be completed

Employees are responsible to report accidents immediately to their Supervisor and, if after hours and a Supervisor is not available, report to Campus Police. Direct Supervisors will investigate accidents, injuries, occupational illnesses, and near-miss incidents, to identify the causal factors or hazards immediately and use the following form to document the investigation.

Timely and thorough accident investigation is an integral part of the overall Injury and Illness Prevention Program. The accident report is intended to fact-find not fault-find. The purpose is to determine the primary and contributing causes of the accident so that appropriate action can be taken to prevent recurrence. With this in mind, any employee conducting an accident investigation should utilize the following guidelines:

1. If possible, discuss the accident at the scene.
2. Interview witnesses.
3. Show concern for the employee's injury.
4. Explain why the investigation is necessary.
5. Allow the injured or involved employee to relate his or her account of the accident without interruption.
6. Reiterate a summary of the accident to assure proper and complete understanding of the employee's story.
7. Use tact in resolving any discrepancies in the employee's story.
8. If appropriate, discuss means of preventing recurrence and record all findings and actions taken on the Accident Investigation Form.

In the event of a serious incident, Maintenance and Operations staff will assist with the investigation, bringing in outside experts if needed. Appropriate repairs or procedural changes will be implemented promptly to mitigate the noted hazards.

All occupational injuries, illnesses, or exposures to hazardous substances must be reported to Human Resources within 24 hours after the incident becomes known to the Supervisor. For those injuries that cause loss of member of the body, permanent disfigurement, or require hospitalization for a period in excess of 24 hours, Human Resources will contact Cal/OSHA within 8 hours.

The Accident Investigation form is included with this section and is also available on the District Safety Website. A copy of the Accident Investigation form must be forwarded to Human Resources.

**YUBA COMMUNITY COLLEGE DISTRICT INCIDENT/ACCIDENT INVESTIGATION REPORT**  
**TO BE COMPLETED BY THE**  
**SUPERVISOR**

<b>NAME OF INJURED:</b> _____						
	LAST		FIRST		MIDDLE	
<b>ADDRESS:</b> _____ <b>TELEPHONE</b> _____						
	STREET	CITY	STATE	ZIP		
<b>JOB TITLE:</b> _____ <b>SEX</b> _____ <b>DATE OF BIRTH</b> _____						
<b>INSTRUCTOR/SUPERVISOR NAME:</b> _____						
<b>PERSON INVOLVED IS:</b> STUDENT _____ STAFF _____ VISITOR _____ OTHER _____						
<b>DATE OF INCIDENT/ACCIDENT:</b> _____			HOUR	PHOTOS	YES / NO	
<b>DATE REPORTED:</b> _____			HOUR			(Circle One)
<b>INCIDENT/ACCIDENT LOCATION:</b> _____						
<b>WITNESSES: NAMES, ADDRESSES, TELEPHONE NUMBERS:</b>						
	1	_____				
	2	_____				
<b>TIME NOTIFIED:</b>	_____ AM / PM	<b>TIME ON SCENE</b>	_____ AM / PM	<b>TIME OFF SCENE</b>	_____ AM / PM	
	(Circle One)		(Circle One)		(Circle One)	

**FIELD INVESTIGATION**

**Exact Location of Incident/Accident:**  
Describe in detail the **location of incident:** including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident:

Describe **the incident/accident which you observed** or which were described to you:

Describe **demeanor of person involved** and include statements made:

Describe **shoes, physical appearance and any other characteristic** that would contribute to understanding how the incident/accident occurred:

Describe **how the incident/accident occurred;** state facts, contributing factors, cite witnesses and support evidence:

## **EMPLOYEE TRAINING**

Training is a key element to the Yuba Community College District IIPP. This is a requirement of the standard and a form of communicating safety related materials to the employees. The training program is intended to train and instruct employees about the IIPP, general safety/healthy work practices, and specific instructions with respect to each employee's job assignment. It is the most effective tool at management's disposal to control workplace hazards.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform and the proper precautions for protection against those hazards.

Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment and hazardous materials or procedures. Training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Training for Yuba Community College District will occur at the following times:

1. Before a new employee begins work.
2. Any employee transferred or given a new assignment.
3. Whenever a new substance, process, procedure, or equipment, which poses a new hazard, is introduced to the workplace.
4. Whenever a new hazard is identified, following an inspection or investigation.

Management must be knowledgeable on the hazards exposed to employees under their jurisdiction and corrective/preventative measures. Management assign and ensure completion of appropriate training for employees based on job duties.

Training will occur in the following applications:

1. General Campus-Wide Training Sessions.
2. Safety Meetings.
3. Individual employee training for specific job tasks.
4. Through Keenan Safe Colleges Online training.

Training is an on-going process that will focus on specific employee jobs and procedures. The main point to safety training is to prevent unsafe situations, procedures, or acts. Always document any training, regardless of length or importance. Example Training Logs are included with this section and should be completed when safety training is provided. Copies of the completed training logs should be forwarded to Human Resources. The live trainings can be tracked on the Keenan SafeColleges Online Training Program.





**EMPLOYEE SAFETY TRAINING  
JOB SPECIFIC**

NAME OF EMPLOYEE	JOB CLASS
------------------	-----------

DATE OF TRAINING:	NAME OF TRAINER
-------------------	-----------------

SUBJECT COVERED
-----------------

LOCATION OF TRAINING
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UTILIZED THE FOLLOWING- <input type="checkbox"/> CODE OF SAFE PRACTICES <input type="checkbox"/> INSPECTION CHECKLIST <input type="checkbox"/> ACCIDENT INVESTIGATION  OTHER:	<input type="checkbox"/> JOB HAZARD ANALYSIS <input type="checkbox"/> MATERIAL SAFETY DATA SHEET <input type="checkbox"/> OPERATIONS MANUAL
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SUMMARY OF THE TRAINING
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THE EMPLOYEE WAS: <input type="checkbox"/> TOLD THE UNSAFE, PROCEDURE <input type="checkbox"/> SHOWN PROPER METHOD	<input type="checkbox"/> ABLE TO PRACTICE SAFE METHOD <input type="checkbox"/> CORRECTED WHILE PRACTICING
--	--

DURING DEMONSTRATION AND PRACTICE: <input type="checkbox"/> KEY POINTS WERE HIGHLIGHTED <input type="checkbox"/> ERRORS WERE CORRECTED	<input type="checkbox"/> HAZARDS WERE IDENTIFIED <input type="checkbox"/> QUESTIONS AND ANSWERS
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REMARKS
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THE EMPLOYEE ACKNOWLEDGES: <input type="checkbox"/> THE REASON FOR TRAINING <input type="checkbox"/> TO PRACTICE SAFETY AND MAINTAIN SAFE CONDITIONS IN THE WORKPLACE	<input type="checkbox"/> UNDERSTANDS TOPIC DISCUSSED
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EMPLOYEE'S NAME/DEPARTMENT (print)	SIGNATURE
------------------------------------	-----------

**Copy to Human Resources**

## RECORDKEEPING

Recordkeeping is critical for demonstrating the effort of Yuba Community College District towards safety and program implementation.

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this IIPP are being implemented, the following records will be kept on file in the listed Department for at least the length of time indicated below:

1. Copies of IIPP Safety Inspection Forms, Unsafe Conditions Form and Hazard Mitigation Log. Retain for 2 years and maintained by Departments and Maintenance and Operations.
2. Copies of Accident Investigation Forms. Retain for 2 years by the Vice Chancellor of Administrative Services.
3. Copies of Employee Training Sign-in Sheets and related training documents. Retain for duration of each individual's employment by Human Resources.
4. Copies of Safety Postings and Safety Committee Meeting Minutes and Agendas. Retain 2 years by Human Resources.
5. Copies of Employee Exposure Records, or other required Employee Health and Safety Records. Retain for 30 years or for the duration of each individual's employment, if greater than 30 years. These records will be maintained in Human Resources.

The Safety Coordinator will be responsible for ensuring that all relevant records are completed and kept as required by this program and/or Cal/OSHA. A safe and healthy workplace is the goal of everyone at Yuba Community College District, with responsibility shared by management and staff alike.