

In order to maintain a safe and healthful work environment Hartnell Community College District has developed this Injury & Illness Prevention Program (IIPP) for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program, as well as the District's responsibility as an employer to provide a safe and healthful work environment. The program includes, but is not limited to, the following: Hazard Identification and Correction, Steps taken to assure Employee Compliance, Injury Incident and Near Miss Investigations, Employee Safety Training, Safety Communication, Employee Access to the Injury and Illness Prevention Program, and Program Documentation. By making employee workplace safety a high priority for every administrator, supervisor and employee, the District will work together to reduce injuries and illnesses, increase productivity, and promote a safe and healthy environment for all individuals at Hartnell Community College District.

Implementation of this program will accomplish several notable goals for Hartnell Community College District. Most notably it will:

1. Protect the health and safety of employees and decrease the potential risk of disease, illness, injury, and harmful exposures to District personnel.
2. Reduce workers' compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing with substitutes or reassigning injured employees to temporary modified duty, as well as reduce the need to find and train replacement employees for those employees who may no longer be able to return to work.
4. Improve employee morale and efficiency as employees see that their safety is important to management. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes and Cal/OSHA standards.
5. Hartnell Community College District recognizes that as an employer it bears the responsibility for maintaining a safe and healthful work environment for all of its employees. The District takes this responsibility seriously and will do all it can to meet this requirement.

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

This manual is intended to provide each department at Hartnell Community College District with the information and guidance necessary to comply with the regulations. Following is a brief summary of the required activities to comply with these laws.

A Program Coordinator will be responsible for the implementation and maintenance of this program. Any questions can be directed to the Program Coordinator's attention.

Hartnell Community College District has developed, through its negotiated collective bargaining process, disciplinary procedures, and processes with regard to employee compliance with safety rules and safe work practices. It is the responsibility of managers and supervisors to ensure that the safety rules and work practices are implemented in a fair and non-discriminating manner, as well as offering positive reinforcement and recognition for employees who do an exemplary job of promoting a safe work environment by both example and who communicate to peers on safety issues.

The person with the authority and responsibility to implement and manage the Injury & Illness Prevention Program (IIPP) is identified as the Program Coordinator. All levels of the District administration have been informed and accept that the Program Coordinator has the authority to enforce the elements of this program, regardless of position of stature within the organization.

1. Superintendent/President (listed as having the final authority and responsibility in all matters of safety per [AP 6800](#)), is identified as the Injury and Illness Program Coordinator for the District and is responsible for administering the requirements of the Program per section 3203 of Title 8 of the California Code of Regulations Industrial Safety Orders.
2. The Program Coordinator or designee will maintain overall control of the required activities, which have to occur at various intervals throughout the year. All managers and supervisors will implement the required Program activities for their respective area of responsibilities.
3. Failure on the part of managers and supervisors to implement required Program activities will result in appropriate disciplinary action.
4. The Program Coordinator, designee, or the appropriate area Manager/Supervisor will be available to answer technical questions involving self-inspections, employee training, and other aspects of the administration of this IIPP.
5. Some aspects of the IIPP will have to be implemented as appropriate at the time an Injury Incident/Near Miss occurs. For example, if an employee violates a work rule, a verbal warning should be given at the time; or if a work-related injury occurs, an Injury Incident/Near Miss Investigation Report should be completed immediately.
6. Department managers and supervisors must assure that all purchase requisitions for chemicals or products containing hazardous materials include a request for Safety Data Sheets (SDS). The Purchasing Department will request from vendors Safety Data Sheets for any and all chemicals as directed by specific departments. Department managers and supervisors must ensure that SDS are received and retained by the department.
7. The Purchasing Department will also request that all tools and equipment purchased for use by District employees meet the American National Standards Institute safety standards. The ANSI standards are the guidelines used by Cal OSHA as the benchmark for its enforcement group.

A system should be in place to ensure that employees comply with safe and healthy work practices. This may include the use of incentives, training or retraining, and disciplinary action.

1. To encourage safe behavior on the job, first line supervisors should acknowledge their employees for performing work safely. This provides positive affirmation and encourages cooperation with the program.
2. Department managers and supervisors are encouraged to recognize employees making an exceptional contribution to the Safety Program with a brief letter (with a copy to the employee's personnel file).
3. If a supervisor observes an employee performing in an unsafe manner, they should determine the reason. If disciplinary action is required, the procedure identified in item # 4 below should be used. If a lack of knowledge is involved, appropriate training should be provided.
4. When an employee is uncooperative and deliberately does not support the Program or does not follow safe work practices, disciplinary action in accordance with the collective bargaining agreement should be exercised.
5. All employees will receive training on general safe work practices and job specific safe work practices upon hire and when a new job assignment is undertaken.

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1. A workplace Self-Inspection Checklist has been developed for general work areas and laboratory spaces within the Hartnell Community College District.
 2. At a minimum of semi-annual intervals, workplace safety inspections should occur at each work area. The inspection forms can be obtained from the Program Coordinator, designee, and in Appendix C. A knowledgeable, interested employee should be selected to perform the semi-annual self-inspection.
 3. Prior to conducting the semi-annual safety inspection, the selected employee should review general and specific safe work practices for their department.
 4. The safety inspection should be a continuous, uninterrupted activity designed for the sole purpose of identifying unsafe work conditions and practices. Whenever possible, immediate corrective action should be taken to remove hazards and correct unsafe work practices.
 5. Once immediate corrective actions have been taken, a copy of the Self

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1. All employees should know and understand that they are to report all work-related injuries, illnesses or near misses to their supervisor immediately at the time the injury, illness or near miss takes place. A near miss is defined as an activity or event in which an injury could have occurred, but did not (for example a tool falls from an elevated platform and narrowly misses an unprotected worker below). Please see the Injury Incident Investigation Quick Reference Guide & Checklists in Appendix B.1. – B.3.
 2. As soon as possible following a work-related injury or illness, and after first aid treatment has been administered, the manager or supervisor should complete the Supervisor's Report of Employee Injury Incident form, Appendix A.1., and send it to Human Resources [insert name, position, or contact information?] [within 24 hours? or two (2) business days?] of the injury or incident. The manager or supervisor should conduct a comprehensive investigation of the injury incident by using the Injury Incident Reference Guide, Appendix B.1., Injury Incident Investigation Checklist, Appendix B.2., and/or Near Miss Investigation Checklist, Appendix B.3. The focus of the investigation should be to identify unsafe conditions or work practices that may have caused the injury or illness. A completed Supervisor's Injury Incident Investigation Report, Appendix A.2., should be sent [redacted] (5) business days. Worker's Compensation forms (D WS-1 and Form 5020) should not be delayed pending completion of the above forms.
 3. Whenever practical and necessary, corrective action should be identified. Corrective action can and should include training, retraining, physical alterations of the workplace, and in some cases disciplinary action.
 4. The Program Coordinator or designee will maintain a log for all Injury Incident Investigation Reports so that a follow-up can be made to ensure that corrective action was taken. The log shall include the date reported, the location of the incident, a brief description of the incident, any action taken and the date such action is taken, and whether the matter is resolved.
 5. The Supervisor's Report of Employee Injury Incident form and Supervisor's Injury Incident Investigation Report form for Hartnell Community College District can be found in Appendi

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1. Safe work practices, which apply to job categories throughout the District, have been developed by managers and supervisors. Safe work practices are intended to be the core of the safety and health training at Hartnell Community College District.
 2. Each existing employee shall G0 g0 Gq0.004o96rQq0.00000912 0 612 792 reW*ñBT/F2 12 Tf1 0 0 1 273.74

Safety Meetings

Operator Certification Training for specific equipment

Outside Seminars – In select situations

Guest Speakers – Effective training for large groups

Video recordings – Effective training medium available from varied sources in the area

Online Safety Courses – Available through Keenan Safe Colleges

Record keeping is a very important aspect of the IIPP. Training is one of the subjects that require accurate documentation and record keeping.

Each department is responsible to document training of its employees.

Training documentation must contain:

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Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention

