

RSCCD Injury & Illness Prevention Program

REGULATORY AUTHORITY

The State of California SB 198, California Labor Code Section 6401.7 and Title 8, CCR Section requires employers to develop and implement an effective Injury & Illness Prevention Plan for their employees.

POLICY

It is the policy of The Rancho Santiago Community College District to maintain, insofar as is reasonably possible, an environment that will not adversely affect the health, safety and well-being of students, employees, visitors and the surrounding community.

PURPOSE

The purpose of this standard is to protect the health and safety of employees, to decrease the potential risk of disease, illness, injury and harmful exposures to RSCCD personnel, to reduce workers' compensation claims and costs, and to improve employee morale and efficiency.

SCOPE

The Injury & Illness Prevention Program covers all District employees.

RESPONSIBILITIES

We recognize that the responsibilities for safety and health are shared:

- RSCCD accepts the responsibilities for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
- Supervisors are responsible for developing proper attitude toward safety and health in themselves and in those they supervise, and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
- Employees are responsible for wholehearted, genuine operation of all aspects of the safety and health program-including compliance with all rules and regulations and for continuously practicing safety while performing their duties.

DISTRICT SAFETY DEPARTMENT

The District Safety Department will administer the Injury and Illness Prevention Program. The Program is maintained by the Environmental, Safety, & Emergency Services Manager who has the authority and responsibility for implementing and updating the provisions of this program for RSCCD and its employees.

DEANS, DIRECTORS, & DEPARTMENT CHAIRS

- Ensure effective compliance with IIPP and other safety policies
- Take corrective measures if employees are found not complying with the IIPP or safety policies

DEPARTMENT SUPERVISION

(Including Managers and

Supervisors)

- Inform workers of the provisions of our IIP Program.
- Develop area specific policies and procedures to ensure safety
- Provide general and job specific safety training
- Ensure the appropriate PPE is provided to employees and that they are wearing it correctly (i.e., gloves, goggles, hearing protection)
- Take immediate corrective actions to mitigate hazards in the work place

- Take disciplinary actions against those employees/students that do not adhere to the IIPP and other safety policies and requirements.
- Ensure equipment is properly maintained
- Evaluate the safety performance of all workers.
- Recognize employees who perform safe and healthful work practices
- Investigate workplace accidents

EMPLOYEES

- Adhere to all safety rules and regulations.
- Wear appropriate safety equipment as required.
- Maintain equipment in good working condition, with all safety guards in place when in operation.
- Report all injuries, no matter how minor, to supervisor.
- Encourage co-workers to work safely.
- Report unsafe acts and conditions to supervisor
- Do not undertake a job until you have received instructions on how to do it properly and safely, and you are authorized to perform the job.
- Do not undertake a job that appears to be unsafe.
- Do not use chemicals without fully understanding their toxic properties and without the knowledge required to work with them safely.

COMMUNICATION

RSCCD uses a variety of communication methods designed to alert employees of unsafe conditions, practices, or hazards they may encounter while performing their job. RSCCD also encourages communication on health and safety issues between employees and supervision without fear of reprisal. This is accomplished through the following methods:

- New worker orientation including a discussion of safety and health policies and procedures.
- Workplace safety and health training programs.
- Regularly scheduled safety awareness meetings.
- Anonymous reporting.
- Posted or distributed safety information.

HAZARD IDENTIFICATION

Periodic inspections to identify and evaluate workplace hazards are conducted at RSCCD by the Safety Department, department supervision and employees.

These periodic inspections take place:

- Daily, weekly, and monthly during facility inspections.
- When occupational injuries and illnesses occur.
- When new, previously unidentified hazards are recognized.
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced at RSCCD.
- When workplace conditions warrant an inspection.

ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. This may be accomplished by red-tagging unsafe equipment until the problem is corrected, and/or requesting an emergency or general work order for maintenance to correct the hazard. Hazards shall be corrected:

- When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, RSCCD will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection

TRAINING PROGRAMS

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training could include a combination of classroom training and on-the-job training. Training will be provided:

- To all new employees at the start of their employment at RSCCD and when given a new job assignment for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- When RSCCD is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.

General workplace safety and health practices include, but are not limited to, the following:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention plan.
3. Provisions for medical services and first aid including emergency procedures.
4. Prevention of musculoskeletal disorders, including proper lifting techniques.
5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
7. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
8. Proper reporting of hazards and accidents to supervisors.
9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
10. Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated

RECORDKEEPING

Documentation of safety and health training for each worker are recorded on a training certificate. Training records are kept in the employee's personnel file for a minimum of three years. The following information shall be documented:

- The worker's name or other identifier
- The dates of the training sessions
- An outline describing the material presented
- The names of persons conducting the training