



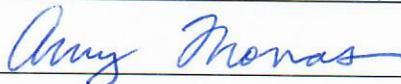
CALIFORNIA STATE UNIVERSITY
Stanislaus
ENGAGING · EMPOWERING · TRANSFORMING

Injury and Illness Prevention Program

Per California Code of Regulations Title 8 §3203

PLAN REVIEW

This sheet should be completed each time the Injury and Illness Prevention Program (IIPP) is reviewed and/or modified. The Director for Safety & Risk Management is responsible to review and update this plan annually or more frequently as needed per CSU Chancellor's Executive Order 1039.

Date Created:	1991
Date Last Updated:	November 16, 2017
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Updated by:	April Dunham-Filson, Health & Safety Specialist
Date Reviewed:	3/8/2019
Reviewed by:	Amy Thomas, Director of Safety & Risk Management
Signature of Responsible Manager:	
Were changes made to the CHP document on this date?	YES
If changes were made, to which sections? (List below)	
1. Formatting changes with title page	
2. Updated table of contents	
3. Numbering format and page numbers	
4. Removed "optional" for Department Safety Coordinators	
5. Updated scheduled workplace inspections to include RSS.	
6. Updated Specific Safe Work Practices to change website for Training	
7. Updated Section 15, to include website links and change in names of programs/plans	
8. Corrected grammatical and formatting errors	

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1.0 Regulatory Authority

California Labor Code Section 6401.7 (Chapter 1369, Statutes 1989); California Code of Regulations, Title 8, Section 3203; CSU Occupational Health & Safety Policy (Executive Order 1039)

2.0 Administering Agency

California Division of Occupational Safety and Health, Department of Industrial relations (Cal/OSHA)

3.0 Background

Due to increasing public concerns, both the legislative and various regulatory agencies have begun to establish stricter workplace controls to protect the health and safety of employees, students, and the general public. Non-compliance with increasingly stringent legislation and regulations, which are heavily enforced by regulatory agencies, has resulted in the issuance of heavy fines and penalties against employers and individuals in both the private and public sectors.

In California, Senate Bill 198, adopted during the 1989 legislative session, reminded employers that they are accountable for the safety and health of their workers. SB198 was codified in the California Insurance and Labor Codes on October 2, 1989. Later, on December 13, 1990, General Industry Safety Orders (GISO) section 3203 in the California Code of Regulations was amended regarding workplace Injury and Illness Prevention Programs (IIPP).

The amendments require every employer to establish, implement and maintain an effective injury prevention program including, but not limited to, a written program for identifying and evaluating hazards; procedures for correcting unsafe conditions; a system for communicating with employees; regularly scheduled safety meetings; employee training programs; compliance strategies; on-going documentation/recordkeeping; and identification of a person responsible for the program.

4.0 Scope

Although the provisions of this law and the implementing regulations apply only to employees, the University is committed to providing for the health and safety of students and the public as well.

This program applies to all University employees, volunteers, students and visitors. It applies to all university programs and activities wherever they occur, whether on or off-campus, at any facilities owned, leased or controlled by Stanislaus State. University auxiliary and affiliate organizations are responsible for applying similar practices to their respective programs and activities.

5.0 Policy

- 5.1** Under this program the University is to maintain a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness, insofar as it is reasonably within its control to do so. No student or employee will be required to perform any task which is determined to be unsafe or unreasonably hazardous.

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5.2 To accomplish this, departments shall provide facilities and equipment that meet all federal, state and local safety laws and regulations, and will promulgate appropriate policies, standards and procedures for governing campus health and safety programs.

5.3 While the overall responsibility for campus health and safety rests with the President, the immediate responsibility for workplace health and safety belongs to each campus employee who performs a supervisory role. In addition, individual employees are responsible for preventing campus accidents. Accordingly, all faculty and staff are to ensure that safe and healthful conditions and practices are provided and followed within the areas under their control, and all members of the campus community are to cooperate fully with all aspects of the various campus health and safety programs.

6.0 Objectives

When properly designed and implemented, an effective Injury and Illness Prevention Program will assist management in determining what hazards exist in the workplace, how to correct hazards that may occur, and what steps to take to prevent them from recurring.

Stan State has established an effective system for injury and illness prevention to achieve the following objectives:

- 6.1** Management is able to prevent many hazards from occurring through regular self-inspections.
- 6.2** Employees know to report potentially hazardous conditions without fear of reprisal and that their reports will be given prompt and serious attention.
- 6.3** Workplace equipment is maintained and kept in safe and good working condition.
- 6.4** Management has established procedures to investigate workplace accidents, near-miss incidents and reported injuries and illness.
- 6.5** Hazards are corrected as soon as possible after they are identified.
- 6.6** Employees have received written general safety and health rules which apply to everyone in the form of an employee safety guide.
- 6.7** The University has developed safe and healthful work practices for each specific job performed by its employees.
- 6.8** The University has established disciplinary procedures which help ensure that safety rules and work procedures are put into practice and enforced. Disciplinary action is pursuant to collective bargaining unit agreements.
- 6.9** The University has established a written plan for what employees will do in case of emergency.

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7.0 Responsibilities [8 CCR 3203 (a) (1)]

7.1 University Administration

The ultimate responsibility for establishing and maintaining effective policies regarding environmental health and safety issues specific to campus facilities and operations rests with the University President. General policies which govern the activities and responsibilities of the Environmental Health & Safety (EH&S) program are thereby established under the final authority of the President. The Director of Safety & Risk Management (S&RM) is the designated implementer and administrator of the Injury & Illness Prevention Program.

Because of the wide diversity of operations within the University and the necessary differences in organizational structure within various departments, it is recognized that certain responsibilities and expressed procedures in this program cannot be equally applied. There are, therefore, some details which might be impossible or impractical for one department chair or department head to implement as directed while another would have no difficulty in applying every one. Departments will, therefore, have some latitude in formulating and implementing alternative methods when necessary as long as the total Injury and Illness Prevention Program objectives are not compromised.

7.2 Campus Wide Health and Safety Committee [8 CCR 3203 (C)]

The purpose of this committee is to achieve and maintain continuing communications on issues relating to occupational health and safety; to discuss, research and seek resolution for problems referred to it by campus employees; and to provide employees with the opportunity to voice concerns relating to hazards without fear of reprisal.

The University will operate in full compliance with the California Code of Regulations Title 8 Section 3203 (c) describing the use of labor/management safety and health committee. The Committee is authorized to make recommendations on those problems that have been discussed and researched, and make recommendations for resolution. In order to have a frank and open discussion, the Committee has no authority to settle any grievance being processed on campus.

Members of this committee will include members from a cross section of the various departments within the University and one individual from each of the employee unions represented by collective bargaining Units (as stipulated in Provision 23.8 of the Unit 2, 5, 7 and 9 contract, Section 28.9 of the Unit 6 contract, Section 37.8 of Unit 3 contract and 31.8 of Unit 4 contract). The committee will be chaired by the Director of S&RM, or a designee.

Updated information about the Safety Committee is located at: <https://www.csustan.edu/safety-risk-management/campus-safety-committee>

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7.3 Safety and Risk Management (S&RM)

It is the responsibility of S&RM through the Director to develop, maintain, and manage an Injury and Illness Prevention Program. As noted in Section 7.1, the Director of S&RM is responsible for the administration of the IIPP. Further responsibilities are outlined below:

- a. Develop, implement and maintain the IIPP.
- b. Provide consultation to Deans, Directors, Department Chairs, and Coordinators regarding program compliance, including but not limited to: issues of hazard identification and evaluation, procedures for correcting unsafe conditions, systems for communicating with employees, holding regularly scheduled safety meetings, providing employee training programs, regulatory compliance strategies, and recordkeeping.
- c. Provide centralized monitoring of campus wide activities, on a consultative basis, in the areas of biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, occupational safety, pest management, public health and sanitation, radiation safety, hazardous waste management, risk management, and safety education and training.
- d. Maintain centralized environmental and employee monitoring records, allowing employee access as directed by law.

7.4 Deans, Directors, Department Chairs, and Coordinators

It is the responsibility of Deans, Directors, Department Chairs and Coordinators to develop departmental procedures to ensure effective compliance with the IIPP and other university health and safety policies as they relate to operations under their control. Specific areas include employee and student education and training, identification and correction of unsafe conditions, and recordkeeping. Specifically, these individuals will:

- a. Develop or adopt written departmental procedures and ensure that each supervisor adheres to adopted procedures.
- b. Develop or adopt and implement an education and training program designed to instruct employees and students in general safe work practices as well as instructions specific to their job duties. Such education and training shall take place prior to the employee or student being assigned to potentially hazardous work or task.
- c. Instruct or seek instruction for employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees or students comprehend all safety procedures associated with the new job duties.

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- d. Develop and maintain a system of recordkeeping to document all employee and student education and training activities, including a system of sharing such records with S&RM. Such records should include, but not be limited to, employee and student injuries, incident reports, and complaints or grievances involving safety issues.
- e. Develop and maintain an inventory of hazardous materials present in all work areas within the department.
- f. When ordering suspected hazardous materials or equipment, request on the requisition a 1) Safety Data Sheet (SDS) 2) Notify S&RM 3) Establish a SOP (Standard Operating Procedure) for handling of the chemical. The SOP could be part of an SOP written for handling of a group hazardous chemicals.
- g. Post safety notices and procedures in a conspicuous location appropriate.
- h. Develop methods, as appropriate, to inform outside contractors' employees who work in areas under department jurisdiction of the hazards to which those employees may be exposed.

7.5 Principal Investigators and Supervisors

It is the responsibility of first line supervisors and principal investigators to ensure all employees under their direction have been trained in the proper procedures for each job. Specifically, these individuals will:

- a. Develop or adopt local area procedures to ensure effective compliance with the IIPP as it relates to operations under their control. Specific areas of responsibility include employee and student education and training, identification and correction of unsafe conditions, and recordkeeping.
- b. Develop or adopt and maintain written safety procedures which conform to campus and departmental guidelines.
- c. Ensure that each employee adheres to adopted procedures.
- d. Instruct or seek instruction for employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees or students comprehend all safety procedures associated with the new job duties.

7.6 Department Safety Coordinators (DSCs)

Department Safety Coordinators are appointed by each Dean, Director, Department Chair or Coordinator and are critical to the effective implementation of the IIPP. The DSC will:

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- a. Serve as liaison with S&RM and other associated campus departments on health and safety issues.
- b. Arrange for education and training of employees as related to workplace hazards.
- c. Serve as a liaison for the department on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, reports, technical consultants and as the primary department resource person for coordinating these activities.

7.7 Employees [8 CCR 3203 (a) (2)]

All University employees are subject to university health and safety regulations. Due to the number of potential hazards that may exist or be created in the work environment, employees must first use common sense and good judgment at all times. An Employee Safety Guide is available online at: <https://www.csustan.edu/safety-risk-management/environmental-health-safety/injury-illness-prevention-program>. Responsibilities are as follows:

- a. Employees are responsible for reading and complying with procedures and guidelines provided by their supervisors.
- b. Employees are encouraged to inform their supervisors of workplace hazards without fear of reprisal, including the reporting of near-miss incidents.
- c. Employees shall attend established education and training sessions and are expected to understand and comply with all applicable safety requirements. Failure to comply with established safety rules may be reflected in performance evaluations and may lead to disciplinary action. Disciplinary action is pursuant to collective bargaining unit agreements.
- d. Employees are responsible for asking questions of their supervisors when there is concern about an unknown or hazardous situation.

7.8 Students

Students are expected to always adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants, or other authorized individuals. They must also report workplace hazards that become known to them, to their supervisors or other responsible parties.

8.0 Compliance Guidelines [8 CCR 3203 (a) (2)]

The safety and welfare of every individual on this campus is of utmost importance. To help insure that the health and safety policies and procedures are followed by everyone, normal disciplinary actions would be implemented against any individual (university employee or student) who disregards the safety of their fellow campus residents. The actions could include verbal or written reprimand and/or any other action up to and including termination or dismissal.

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All employees shall adhere to healthy and safe work practices defined by established campus and departmental health and safety guidelines. Failure to do so may result in diminished performance evaluations and/or disciplinary action is implemented within authority and pursuant to collective bargaining unit agreements. Failure to comply with safe work practices may also lead to fines by Cal/OSHA, the EPA, and/or personal civil penalties.

9.0 Safety Communications [8 CCR 3203 (a) (3)]

Several methods of communicating with employees, on matters relating to health and safety, have been established. Managers and supervisors will encourage employees to report any unsafe or unhealthful conditions they discover without fear of reprisal.

9.1 Campus Wide Health and Safety Committee [8 CCR 3203 (C)]

The Campus Wide Health and Safety Committee has been established to achieve and maintain effective communications between labor and management and to resolve health and safety related problems. See the Campus Safety Committee webpage for further information: <https://www.csustan.edu/safety-risk-management/campus-safety-committee>.

9.2 Department Safety Meetings (*optional*)

Non-mandatory, Department Safety Meetings are generally implemented in Departments where potentially serious occupational exposures may exist on a regular basis. Such Departments will conduct periodic safety meetings at which safety and health issues are freely and openly discussed by employees of the department. Management will attempt to schedule the meetings at a time when most employees can attend and will keep minutes to document who was in attendance and what topics were discussed.

9.3 Employee Safety Training

The University provides general training programs for employees on an on-going basis (see section 13.0). Training provides employees with the most effective method of communicating safety concerns.

Departments provide specific training programs for employees either on a periodic basis or prior to assignment on a new job or when work assignments change.

9.4 Campus Safety Notices

S&RM provides departments with a variety of safety information. These notices could be in the form of our department webpage, campus wide emails, and/or periodic newsletters. When necessary, these notices should be posted in highly visible areas within the department or provided to employees as hand-outs.

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10.0 Health and Safety Inspections [8 CCR 3203 (a) (4)]

Potential occupational health and safety problems may exist within any workplace on campus. Therefore, the entire campus is subject to periodic inspection and review. The purpose of inspections is to identify and correct potential problems before employees become injured or property is damaged. Every workplace shall be inspected on a regular basis. Those areas with potentially greater hazards will be inspected more frequently as necessary by request or through risk assessments.

Inspections may be conducted by departmental staff, members of the Campus Wide Safety Committee, S&RM staff, and/or regulators from federal/state/local agencies (such as Cal/OSHA, CalFire, or Stanislaus County Department of Environmental Relations).

Environmental health and safety inspections may be requested by contacting S&RM at risk@csustan.edu or 667-3057. Inspection results will be sent to individual department authorities.

10.1 Scheduled Workplace Inspections

- a. It is the responsibility of each department to ensure that a regular and systematic inspection process be scheduled for all departmental areas. When appropriate, it is recommended that Department Safety Coordinators be involved in these inspections.
- b. The frequency of workplace inspections is left up to the departments' discretion. S&RM recommends that all areas be inspected on a semiannual basis. Those departments engaged in hazardous operations are encouraged to conduct more frequent inspections.
- c. Inspection documents are available from S&RM or can be done using the Risk & Safety Solutions (RSS) online module.
- d. S&RM will conduct regular inspections of non-departmental public access areas (i.e. hallways, stairways, interior and exterior public assembly areas, classrooms, etc.)

10.2 Unscheduled Workplace Inspections

- a. Departments may conduct an inspection whenever new substances, processes, procedures or equipment which represents a new occupational health and safety hazard are introduced.
- b. Departments may conduct an inspection whenever notification of a new or previously unrecognized hazard is received.
- c. S&RM may conduct periodic unscheduled inspections of all workplaces to help ensure the maintenance of a safe and healthful workplace.
- d. S&RM, in conjunction with departmental representatives, will conduct a health and safety inspection in the event of an occupational injury, occupational illness, or exposure to hazardous substances as defined by Cal/OSHA.

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11.0 Accident Investigation [8 CCR 3203 (a) (5)]

- 11.1 All injuries incurred on the job will be reported to the immediate supervisor of the injured employee who will complete a Supervisors Report of Injury online-form located at <https://www.csustan.edu/hr/employee-benefits/workers-compensation>.
- 11.2 “Serious” occupational injuries, illness or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to Human Resources no later than 24 hours after they become known by the employer. A “Serious” injury is defined as hospitalization for more than 24 hours for other than observation, or the loss of a body part or permanent disfigurement. After notification from HR, S&RM or an HR designee will contact Cal/OSHA as required by law. S&RM, in conjunction with University Police Department (UPD) personnel, will investigate illness and injuries as required.
- 11.3 Supervisors may contact S&RM or the Workers’ Compensation Coordinator (WCC) to request health and safety investigation assistance.

12.0 Hazard Control Procedures [8 CCR 3203 (a) (6)]

Upon completion of scheduled or unscheduled inspections all findings will be prepared in writing and submitted to the department chair/head and S&RM. Corrective action and a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department. S&RM may assist by obtaining expert corrective assistance where appropriate and necessary.

12.1 Imminent Hazard Situations

Individuals conducting a safety inspection shall immediately notify the department chair/head or S&RM, as appropriate, if a condition exists that presents an imminent hazard to health or safety. The Department Chair/Head shall inform all employees of any such imminent hazard(s) that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent mishaps.

An **imminent hazard** is any condition or practice where there is a reasonable certainty that a hazard exists that can be expected to cause death or serious physical harm immediately or before the hazard can be eliminated through normal corrective measures; e.g. an employee is working on an electrical line without shutting off the power. A conspicuous notice will be attached to the hazardous condition prohibiting use by employees or students of the area, machine, or equipment which presents the hazard. The notice may not be removed until the hazardous condition no longer exists, and required safeguards and safety devices are implemented. Only a UPD, S&RM, or Facilities Services official can remove a notice. Personnel who continue to use an item that has been so tagged, or who willfully remove a tag before the unsafe condition is corrected, are subject to disciplinary action pursuant to collective bargaining unit agreements. Entry or use may be allowed with the Director of S&RM’s knowledge and permission for the sole purpose of eliminating the hazardous condition.

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12.2 Serious Hazard Situations

Serious hazards under the right set of circumstances will cause physical injury or illness to students, employees and visitors. All serious hazards shall be either corrected or modified to a potential hazard within 48 hours unless a longer schedule has been agreed upon by S&RM and the department. All persons affected by this hazard must be notified.

12.3 Potential Hazard Situations

Potential hazards can cause minor injuries or illnesses under the right set of circumstances. These hazards will be corrected in an agreed upon schedule or modified as determined by both S&RM and the department. Those affected by these hazards must be notified of existing conditions and procedures for avoiding an accident.

13.0 Employee Safety Training [8 CCR 3203 (A) (7)]

Effective dissemination of safety information lies at the very heart of a successful IIPP. It is necessary to provide training for employees concerning general safe work practices as well as specific instruction with respect to hazards unique to each employee's job assignment. It is the policy of the California State University to provide training for employees in compliance with regulatory requirements. A general Employee Safety Guide is available online at: <https://www.csustan.edu/safety-risk-management/environmental-health-safety/injury-illness-prevention-program>

13.1 General Safe Work Practices

S&RM has access to training programs designed to meet general safe work practice requirements. These programs are elements of larger programs which service broad campus needs. These programs include but are not limited to (see section 15.0 for further description):

Biological Safety	Chemical Hygiene	Emergency Preparedness
Fire Safety	Hazard Communication	Ergonomics
Public Health & Sanitation	Exposure Control	Defensive Driving
Workplace Violence Prevention	Hazardous Materials Management	

13.2 Specific Safe Work Practices

Specialized training sessions dealing with an employee's unique job assignment must be developed or arranged for by each supervisor. It is the responsibility of each supervisor to understand his/her employee's job tasks and related hazards. Supervisors should refer to the Safety & Risk Management website for guidance on training required by regulation. The S&RM website address is: <https://www.csustan.edu/safety-risk-management/environmental-health-safety/safety-training>

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13.3 Scheduled Training

- a. Each supervisor will ensure that all new employees receive general and specific training prior to assignment on a new job.
- b. Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which represent a new hazard or whenever the supervisor receives notification of a new or previously unrecognized hazard.
- c. All training will be documented in writing. Topics, participants and dates will all be recorded and kept on file within each department, along with copies provided to S&RM.

13.4 Long-Range Training Plan

A long range departmental training plan should be developed which sets priorities for training sessions, including a schedule of presentations. Consideration should also be given to frequency required for retraining employees. These refresher programs should also be incorporated in the long range plan. S&RM maintains a master safety training matrix in accordance with local, state and federal regulations.

14.0 Recordkeeping [8 CCR 3203 (A) (1) & (2)]

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illness, medical surveillance, exposure monitoring, inspections, and other activities and incident relevant to occupational health and safety.

14.1 Campus Accidents, Injuries and Illness

It is essential that all accidents, injuries and illness occurring either on University property or at off-campus University sponsored events are maintained and analyzed by the UPD and S&RM Departments. Complete records of all incidents involving bodily injury and property damage accidents involving students and/or visitors are maintained and analyzed for accident prevention and campus liability purposes by the UPD and S&RM. It is essential that all such incidents be reported immediately to the UPD.

Reports of accident and injury incidents may be generated by the UPD, Housing & Residential Life, Athletics Department, Student Recreation, auxiliaries, camp programs, academic labs/shops, and Student Health.

Information from these records are available to departments for use in accident prevention efforts. In addition, departments should also maintain and analyze records of accidents occurring in their own area of operations.

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14.2 Occupational Injuries and Illness

- a. The University worker's compensation coordinator will record and report within five (5) days every employee injury or illness unless disability resulting from such injury or illness does not last through the day or does not require medical service other than minor first-aid treatment.
- b. The University worker's compensation coordinator will maintain a log and summary of occupational injuries and illness.
- c. Records of occupational injuries and illness are kept in specified files and will be made available for review by Cal/OSHA at any time for a period of five (5) years. Data comes from accident, injury and illness reporting, investigation, and analysis program details.
- d. The Cal/OSHA injury and illness record for the previous year ("OSHA Form 300 Log") will be posted in a conspicuous place on campus for review by employees.
- e. Employee injuries and illness will be recorded and analyzed periodically. These statistics are first submitted to the CSU Office of the Chancellor and from there to the Governor's Safety and Worker's Compensation Program in Sacramento.

14.3 Safety Data Sheets (SDSs)

SDSs for each material or chemical in the workplace must be on-site and readily available to all employees. While accessibility to computers and online databases are acceptable, binders of hard-copy SDSs are more readily available in most cases on campus. Faculty and Staff may access a web-based SDS and label service at: <https://msdsmanagement.msdonline.com/site-notification/?guid=8511b604-100d-449a-9a6b-366eff19da04>. Supervisors of departments with access to chemicals for any work purpose are responsible to maintain or assign maintenance of the SDS binder for their area. The binder must be readily accessible and available for inspection at any time.

S&RM receives duplicate copies of any newly purchased chemicals and maintains a hard-copy binder categorized by responsible department.

14.4 Employee Exposure Records

Each employee exposure record will be preserved and maintained for at least 30 years except for certain background data to workplace medical monitoring and certain biological monitoring results. Such records include: workplace medical monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; safety data sheets; and in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent in accordance the Proposition 65 statutes and the Cal/OSHA requirements as noted in Title 8, Article 110. Departments using any

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regulated carcinogens have additional reporting and recordkeeping requirements under Cal/OSHA.

The University recognizes that employees, their designated representatives, and authorized representatives of Cal/OSHA have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests, in writing, access to a record, the University shall assure that access is provided in a reasonable time, place and manner.

Employee exposure to hazardous materials records may be obtained by contacting the Director of S&RM. Medical records are accessible by contacting the Human Resources office. Any employee or designated employee representative may request, in writing, access to any legally obtainable information. The requested information will be provided within five (5) working days if available. Copies may be obtained by written request and will be completed within five (5) working days.

14.5 Medical Records

The medical record for each employee will be preserved and maintained for at least the duration of employment plus thirty (30) years except for certain health insurance claims records, first aid records, or the medical records of employees who have worked for less than one (1) year if they are provided to the employee upon termination of employment. Such records include medical and employment questionnaires or histories; the results of medical exams and lab tests; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints.

14.6 Employee Exposure and Medical Record Analyses

Each analysis using exposure or medical records will be preserved and maintained for at least thirty (30) years.

14.7 Documentation of Activities

Essential records, including those legally required for workers' compensation, insurance audits and government inspections will be maintained for as long as required. The University will also keep records of steps taken to establish and maintain the Injury and Illness Prevention Program. They must include:

- a. Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three (3) years.

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- b. Documentation of health and safety training for each employee. Specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included. Records will be retained for at least three (3) years.
- c. Training records will be kept in each department with copies provided to S&RM, as appropriate.

15.0 General Safety Resources

Programs incorporated into the overall campus Injury and Illness Prevention strategy exist for which S&RM has established oversight. This helps ensure that adequate environmental health and safety measures are taken. Existing programs are outlined below; specific elements are contained in the appendices noted. All programs and plans listed below can be located at <https://www.csustan.edu/safety-risk-management/environmental-health-safety/injury-illness-prevention-program>

15.1 Asbestos Control

The university has identified most locations on campus which contain asbestos. This information is available to university employees through S&RM. Annually a campus-wide notification of asbestos locations is distributed in the month of January. The annual notice can be found on the S&RM website located at <https://www.csustan.edu/safety-risk-management/asbestos-control>

15.2 Biological Safety

The biological safety program provides for the review of the University's teaching projects, research activities and facilities involving the acquisition, use, storage and disposal of biohazardous agents. The program provides the University's assurance of compliance with applicable institutional policies, National Institute of Health Guidelines, and state regulations regarding the use of infectious agents and toxin-producing agents that have the potential for causing disease in healthy individuals, animals or plants. The complete Exposure Control Plan and Biohazardous Waste Handling Guidance Chart are available online at: <https://www.csustan.edu/safety-risk-management/documents-forms#E>

15.3 Chemical Hygiene & Lab Safety

Chemical Hygiene Plans are maintained by academic departments and include custom information on methods of safe handling and storage of reactive and toxic substances, as well as personal protection. Available toxicological information includes permissible exposure limits to certain chemicals, as well as effects of overexposure to various target organs. The University Chemical Hygiene Plan are available online at <https://www.csustan.edu/safety-risk-management/chemical-hygiene-lab-safety>

15.4 Defensive Driver Program

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The privilege of driving for State University business is extended only to those who meet certain criteria, and it is necessary in the scope of their job at California State University, Stanislaus. Complete S&RM guideline, forms and procedures for California State University, Stanislaus is available online at <https://www.csustan.edu/safety-risk-management/defensive-driver-program>. The complete CSU Driving Policy Guidelines can be found online at: http://www.calstate.edu/HRAdm/Policies/csumv_policy_guideline.pdf.

15.5 Emergency Preparedness

The campus Emergency Preparedness Program provides for a consistent and adequate means of handling a variety of emergencies. University personnel, students and the public are informed of and included in the preparedness and response strategy. The campus Emergency Operations Plan (available online at: <https://www.csustan.edu/emergency/emergency-operations-plan>) outlines the actions to be taken by the University in response to emergency situations. The goals of this Plan are the preservation of life, the protection of property, and continuity of campus operations. More information is available at: www.csustan.edu/emergency

15.6 Exposure Control Plan

The goal of the Exposure Control Program is to limit occupational exposure to blood and other potentially infectious materials since any exposure could result in transmission of blood borne pathogens which could lead to disease or death. The written campus Exposure Control Plan outlines the actions to be taken by the University in response to and prevention of employee and student exposure to infectious materials. The University Exposure Control Plan can be located at <https://www.csustan.edu/safety-risk-management/documents-forms#E>

15.7 Fire Safety

The Fire Safety Program establishes practices and procedures to control potential fire hazards and ignition sources; installation and maintenance of fire protection equipment and systems; regular portable fire extinguisher inspections and maintenance; and employee training on the use of fire extinguishers and fire protection procedures. The University Fire Safety Program can be located at <https://www.csustan.edu/safety-risk-management/documents-forms#F>

15.8 General Office Safety

Each employee shall, at all times, observe safe working methods and procedures and assist in orienting new employees in these practices.

15.9 Hazard Communication Program

The written Hazard Communication Program describes hazardous substances used in each workplace, a system of labeling containers, SDSs for each hazardous substance used, and a comprehensive training program for employees who use hazardous materials. The University Hazard Communication Program is available at <https://www.csustan.edu/safety-risk-management/hazard-communication-hazcom>

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15.10 Hazardous Materials Management

A written Hazardous Material Management Program provides that employees are trained in the safe handling and storage practices of hazardous chemicals; adequate safety equipment is provided in the workplace and properly maintained; employees are required to use personal protective equipment and clothing when handling chemicals; hazardous materials are properly labeled and stored; safe emergency response procedures have been established; ventilation equipment is properly used and maintained; and hazardous waste are managed in a safe and efficient manner. The University Hazardous Materials Management Program is available at <https://www.csustan.edu/safety-risk-management/hazardous-materials-management>

15.11 Heat and Illness Prevention Program

The objective of this program is employee awareness regarding heat illness symptoms, ways to prevent illness, and what to do if symptoms occur. This program applies to employees and supervisors working in outdoor places of employment during those times when the environmental risk factors for heat illness are present. The University Heat and Illness Prevention Program is available at <https://www.csustan.edu/safety-risk-management/heat-illness-prevention>

15.12 Industrial Hygiene

Industrial hygiene incorporates the consultation of third-party industrial hygiene experts for personal monitoring and environmental testing in order to identify, monitor and control potentially harmful substances and physical agents in the campus environment. Specific attention is paid to such areas as noise, personal protective equipment and clothing, medical monitoring, ergonomics, indoor air quality, and exposure to toxic materials.

15.13 Employee Medical Monitoring Program

The purpose for performing medical monitoring of employees is to detect physiological changes in an employee, which may be due to exposures to hazardous levels of physical, chemical or radioactive stresses the employee may experience on the job. Medical monitoring of employees is also used to measure the effectiveness of engineering and administrative controls, and can involve biological monitoring. For more information: <https://www.csustan.edu/safety-risk-management/documents-forms#E>

15.14 Public Health and Sanitation

The Stanislaus County Department of Environmental Resources regulates public health and sanitation including regular inspections of all housing and food establishments on campus to ensure that operations and facilities are in conformance with state and local public health codes.

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Facilities Services staff monitor the swimming pool water to guard against the presence of harmful bacteria. A Food Use Policy directs the standards and practices for food service outside the contracted catering services for compliance with health and safety hygiene codes.

15.15 Respiratory Protection Program

The respiratory protection program provides information and guidance of the proper selection, the use and care of the equipment and sets forth recommended requirements suitable for adoption into the Cal/OSHA.

15.16 Workplace Ergonomics Program

The purpose of this safety program is to minimize exposures that have been determined to cause repetitive motion injuries (RMIs) and provide a safe and healthful workplace for its employees. For more information: <https://www.csustan.edu/safety-risk-management/environmental-health-safety/workplace-ergonomics>

15.17 Workplace Violence

This program is intended to make employees, including supervisors and managers, aware of the potential for violence in the workplace, to increase their abilities to recognize early warning signs of potentially violent situations, and to understand how to respond to actual or potential incidents. It identifies functional area experts who employees, supervisors, and managers can call on to help them assess, defuse, and/or resolve the situation.