

INJURY AND ILLNESS PREVENTION PROGRAM



Title 8 California Code of Regulations Section 3203

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RESPONSIBILITY

The authority and the responsibility for implementing and maintaining the Injury and Illness Prevention Program (IIPP) rests with the Districts Director of Risk Management. Administrating the IIPP is the responsibility of the District Safety & Emergency Planning Manager.

Managers and supervisors are responsible for implementing and maintaining the program in their work areas and for answering your questions about the program. A copy of this program will be available via web site and from supervisors.

The Management of Riverside Community College District is committed to the implementation and maintenance of an effective IIPP to ensure your health and safety. In Addition, every employee is responsible for their own safety as well as the safety of the people they work with.

COMPLIANCE

All Riverside Community College District employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that employees comply with these practices includes:

- Informing employees of the provisions of our IIPP when first assigned
- Evaluating the safety performance of employees
- Recognizing employees who perform safe and healthful work practices
- Providing training to employees whose safety performance is deficient

COMMUNICATION

All managers and supervisors are responsible for communicating with you about occupational health and safety in a form you can readily understand. Discussing safety concerns is a part of an ongoing dialogue between management and staff at regularly scheduled and impromptu meetings. Our communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

Our communication system includes:

- An outline of health and safety policies and procedures at new hire orientation
- Internal staff bulletins or electronically to all employees as appropriate
- A system for workers to anonymously inform management about workplace hazards
- Staff, department and committee meetings
- Material postings in high traffic areas

HAZARD ASSESSMENT

A competent observer in our workplace performs periodic inspections and evaluations to identify workplace hazards as follows:

- During established of our IIPP;
- When new substances, processes, procedures or equipment, which present potential new hazards are introduced;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- Whenever workplace conditions warrant an inspection;
- Periodic site safety surveys.

ACCIDENT/EXPOSURE INVESTIGATION

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview injured employees and witnesses;
- Examine the workplace for contributing factors associated with the incident/exposure;
- Determine the cause of the incident/exposure;
- Take corrective action to prevent the incident/exposure from reoccurring; and
- Record the findings and actions taken.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures are corrected in a timely manner, based on the severity of the hazards. Hazards are corrected according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, are provided with training and instruction on general and job-specific health and safety practices. Training and instruction is provided:

- To new employees;
- To employees through safety/training courses;
- To employees with respect to hazards specific to each employee's job assignment;
- To employees given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed;

RECORDKEEPING

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written/Database documentation of scheduled periodic inspections to identify unsafe conditions and work practices.
- Written/Database documentation of training and instruction.

RELATED SAFETY PLANS AND PROGRAMS

The following safety programs are part of our IIPP and are available upon request:

1. Hazard Communication Program
2. Chemical Hygiene Plan
3. Bloodborne Pathogens/Universal Precautions
4. Heat Illness Prevention Plan
5. AED Guidelines

IIPP Folder Sections available upon request

Communications

A copy of all communications including but not limited to, items in the communications section. This may also include a file path to a network share where items can be found.

1. Copy of the new employee orientation regarding safety and health policies and procedures
2. Copy of Internal staff bulletins or electronically to all employees as appropriate
3. Copy of the anonymous reporting form
4. Copy of Safety Committee agenda/minutes staff and department and committee meetings
5. Photos/Copy of items posted on bulletin boards

Hazard Assessment

A copy of all assessments including, but not limited to, work orders addressing safety hazards reported by employees, and items in the hazard assessment section.

This may also include a file path to a network share where items can be found.

Hazard Correction

A copy of all hazard corrections and abatements including but not limited to completed work orders and items in the hazard assessment section.

This may also include a file path to a network share where items can be found.

Accident/Exposure Investigations

WHAT SHALL BE REPORTED

Employees are required to report any accident or incident to their immediate supervisor as soon as possible. Reports shall be submitted regardless of the extent of injuries or in the absence of injuries. "Near-accidents" are reported as the circumstances are an indication that an unsafe act or condition exists and must be remedied. There are a number of accident situations, which may require investigative action. Each situation may call for varying degrees of investigation procedures. Following are the most probable accident scenarios with the appropriate procedures to implement:

NEAR ACCIDENT WITH NO INJURY/ANONYMOUS REPORT

Although there is no injury, and no report is required to the Division of Occupational Safety and Health (OSHA), a near accident with the potential for injury has occurred. As a result, the following investigative action is required:

- The incident is reported to the supervisor.
- The supervisor conducts an initial investigation.
- The supervisor completes the Supervisor's Accident Investigation Report.
- The supervisor conducts a short meeting with employee(s)
 - (1) Review the investigation results
 - (2) Discuss preventive measures
 - (3) Agree on an implementation plan.

ACCIDENT WITH INJURY

In the event of an injury, the accident investigation process is escalated from the department level to the Administration level. The injury investigation requires the involvement of both the supervisor and the Safety Coordinator. As a result, the following investigative action is required:

- The incident is reported to the supervisor.
- The supervisor notifies the Safety Coordinator of an accident with injury.
- The Supervisor and the Safety Coordinator complete the Supervisor's Accident Investigation Report.
- The supervisor and the Safety Coordinator
 - (1) Review the investigation results
 - (2) Discuss preventive measures
 - (3) Agree on an implementation plan.
- The Supervisor communicates the plan to the employee. The Safety Coordinator communicates the plan to the Casualty Claims Coordinator.

ALL RCCD employees and designated volunteers are required to immediately report any work-related injury or illness, regardless of severity, to their supervisor. Supervisors may not prevent or delay the report of a work-related injury. (Note: Wherever in this document the term "employee" appears, it is meant to include a designated representative as well). All incidents are reported using the following procedure to avoid delays in the distribution of workers' compensation benefits. Any delays on the part of the employee or supervisor in reporting a work-related injury or illness could interrupt the employee's access to important benefits. All supervisors are required to brief their employees regarding the industrial injury incident reporting requirement. The procedure is as follows:

REPORTING

STEP 1 – If the injury or illness is serious or life-threatening, CALL 911 AND immediately follow all instructions given by the 911 operator. If the injury or illness is not serious or life-threatening, proceed to STEP 2.

STEP 2 – Confirm whether the employee is requesting medical attention for their injury or illness by asking the employee if they desire medical treatment for their injury. Proceed to STEP 3

STEP 3 – If the employee requests or denies the need for medical treatment, MedCore Triage Hotline call is **STILL required**. Proceed to STEP 4.

STEP 4 – The supervisor is required to call the **Medcor Triage Hotline (800) 775-5866**. **This service is available 24 hours a day, seven days a week.**

- This service provides a registered nurse (RN) with expertise in industrial injuries who will provide treatment options for the employee.
- The employee will decide which treatment option is best for them.
- If an employee is referred to the designated industrial clinic, the nurse will provide the address and contact information for the facility to the employee.
- The employee is **required** to receive **all** treatment at the facility designated.
- If an employee decides to seek medical attention other than the designated medical facility, and they did not pre-designate a physician other than the assigned clinic before the injury, benefits **may be denied** to the employee.

Medcor will manage much of the necessary paperwork for the supervisor and employee and forward a copy of the triage report to the clinic in advance of the employee's arrival, and this document will serve as the authorization for treatment at the facility.

If the injured worker is able to drive, they must transport themselves to the clinic, or have a friend or family member transport them. Proceed to STEP 5

STEP 5 – The **EMPLOYEE** is responsible for completing the California Workers' Compensation Claim Form (DWC-1) form. This form will be sent to the employee via e-mail from the Risk Management Department. This will occur within 48 hours of the injury report date. The form will be blank. The employee will need to review the form, complete the information requested, verify the accuracy of the report, and sign where indicated. This form can be electronically scanned and sent back to the Risk Management Department at **monica.esqueda@rccd.edu** or via fax at **(951) 328-3502**. The Casualty Claims Coordinator can also be reached at the office line of **(951) 222-8127**. Proceed to STEP 6

STEP 6 – The **EMPLOYEE** will complete the RCCD Accident Report Form in its entirety. This form will be sent to the employee via e-mail from the Risk Management Department.

Once the employee completes the RCCD Accident Report Form, the form is submitted to the Risk Management Department via fax at **(951) 328-3502** or via scan and e-mail to **monica.esqueda@rccd.edu**. The Casualty Claims Coordinator can also be reached at the office line of **(951) 222-8127**. When the DWC-1 and RCCD Accident Report documents have been completed and submitted to the Risk Management Department, the employee reporting requirement is COMPLETED. Proceed to STEP 7

STEP 7 – The **SUPERVISOR** will complete form, Accident Investigation Report Form. The accident investigation form is known as the Supervisor’s Accident Investigation Report (SAIR).

The supervisor is required to communicate the injury accident to the Safety Coordinator for the College or District. The supervisor and the Safety Coordinator mutually work to complete an accident investigation and fill out the Supervisor’s Accident Investigation Report Form. The goal of an accident investigation is not to assign blame, but to comply with legal requirements, identify opportunities for improvement, prevent future injuries and preserve evidence and witnesses. The information collected during an investigation will help RCCD identify training needs and outreach methods to increase safety practices, decrease injuries, and decrease costs incurred with Worker’s Compensation and litigation. The data gathered from this process is crucial and will permit RCCD to counsel the injured worker in ways to prevent or mitigate damage in future similar scenarios. The Supervisor’s Accident Investigation Report will be completed in full and immediately faxed or e-mailed to the risk management department. The fax number is **(951) 328-3502** and the e-mail address is **monica.esqueda@rccd.edu**.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interview the injured workers and any witnesses.
- Examine the workplace for factors associated with the accident/exposure.
- Determine the cause of the accident/exposure.
- Take corrective action to prevent the accident/exposure from reoccurring.
- Retrain workers committing unsafe acts or creating unsafe conditions in the workplace.
- Record the findings and any actions taken.

FOLLOW-UP STEPS

The **EMPLOYEE** is required to report any changes in their medical status to the Risk Management Department immediately. All updated documents will be submitted to the RM Department by the Medical Provider Network clinic. However, this does not relieve the employee of the obligation to communicate changes to the Risk Management Department. The employee can communicate changes via fax at **(951) 328-3502** or via scan and e-mail at **monica.esqueda@rccd.edu**. Failure to provide this information timely could result in a disruption of workers’ compensation benefits.

The **SUPERVISOR** is also required to forward all updates, to include work status reports, medical treatment changes, etc. to the Risk Management Department immediately. All updated documents must be submitted to the RM Department via fax at **(951) 328-3502** or via scan and e-mail at **monica.esqueda@rccd.edu**.

Training and Instruction

Training shall be provided to all supervisory and non-supervisory employees through the online portal, Target Solution in accordance with Cal OSHA requirements.

Training records are completed for each employee upon completion of training. These documents will be kept for at least three years online through the District online training platform. The training records include:

- The dates of the training sessions.
- The contents or a summary of the training sessions.
- The names and job titles of all persons attending the training sessions.

Employee training records are provided upon request to the employee and they are available online under the employee's Target Solution login page. Requests should be addressed to the Risk Management department or the College Safety Representative.

Reference page

Cal/OSHA Consultation Programs

On-site Assistance Program Area Offices

Northern California

2424 Arden Way, Suite 410
Sacramento, CA 95825
(916) 263-0704

San Francisco Bay Area

1515 Clay Street, Suite 1103
Oakland, CA 94612
(510) 622-2891

San Fernando Valley

6150 Van Nuys Boulevard, Suite 307
Van Nuys, CA 91401
(818) 901-5754

Central Valley

1901 North Gateway Boulevard, Suite 102
Fresno, CA 93727
(559) 454-1295

San Bernardino

464 West 4th Street, Suite 339
San Bernardino, CA 92401
(909) 383-4567

Santa Fe Springs / LA / Orange

1 Centerpointe Drive, Suite 150
La Palma, CA 90670
(714) 562-5525

San Diego / Imperial

7575 Metropolitan Drive, Suite 204
San Diego, CA 92108
(619) 767-2060

Voluntary Protection Program (VPP)

Oakland, CA 94612
(510) 622-1081