

**SAN DIEGO
MESA COLLEGE**



INJURY & ILLNESS PREVENTION PROGRAM

**For Compliance with:
California Code of Regulations,
Title 8
General Industry Safety Orders
Section 3203**

April 21, 2016

**San Diego Mesa College
Injury & Illness Prevention Program
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Mesa College IIPP Program Description

In 1973, the state of California adopted its own safety and health program, as permitted by the federal Occupational Safety and Health Act (OSHA) of 1970. The California Department of Industrial Relations, Department of Occupational Safety and Health (Cal-OSHA) establishes comprehensive occupational safety and health regulations that protect the working women and men of California. California employers are mandated to develop an Injury and Illness Prevention Program (IIPP) by Title 8 of the California Code of Regulations (CCR). The IIPP must detail the means and methods each employer will use to ensure the safety and health of its employees. This IIPP requirement is unique to California; there is no equivalent regulation in the federal standard. As such, the working men and women of California enjoy the unique protection and benefits required by this regulation. Mesa College maintains its IIPP in full compliance with state requirements. The College also seeks to ensure that all of our employees are informed of the requirements of this regulation and that their health and safety is protected by this program.

Injury and Illness Prevention Program Scope

The Mesa College Injury and Illness Prevention Program (IIPP) is the capstone program for ensuring that employees of Mesa College have working conditions that are safe and healthy. As required by California regulation, all other safety programs and required training are governed by the principles set forth in the Mesa College IIPP. Training and inspection requirements for other enforcing agencies and/or certifying entities shall be harmonized to ensure compliance with California requirements and the requirements of the Mesa College IIPP.

Policy Statement

It is the policy of Mesa College to provide a safe and healthy campus environment for faculty, staff, students, and the public. To help achieve this goal, the college will promote a comprehensive IIPP that integrates a cooperative effort of the whole campus community to identify and eliminate unsafe conditions/practices, to control health hazards, and to fully comply with all applicable safety and health regulations.

Mesa College, recognizing that the health, safety, and well-being of its employees is of paramount importance to the management of the San Diego Community College District, and affirms its commitment to create and maintain a safe and healthful working environment. The Chancellor has directed the President of Mesa College to implement the necessary procedures to ensure that the District's policy (4800) is realized and is ultimately responsible for maintaining a safe and healthy campus environment. Deans, department chairs, managers, and supervisors shall take a leadership role in ensuring the program's effectiveness through developing the proper safety culture for those they supervise and ensuring that all operations under their control are conducted in compliance with applicable regulations and college policy. Additionally, each employee is responsible for preventing workplace injuries/illnesses by continuously performing their job duties consistent with the college's safety program requirements.

The Mesa College IIPP provides the framework and context for the campus's overall health and safety program, and establishes the College's commitment to a campus culture that creates a safe and healthy environment for our faculty, staff, students, contractors, and visitors.

This document establishes methods to:

1. Identify, assess, and abate workplace hazards.
2. Delegate responsibility for implementation and enforcement of the District's Injury and Illness Prevention Program at each of the District's places of operation.
3. Train all employees, supervisors and managers in the recognition of workplace hazards and proper safe work practices.
4. Provide that all employees will comply with safe work practices, giving recognition to employees who demonstrate compliance.
5. Create a system of communication between employees, supervisors, and management which will promote a safe working environment.
6. Investigate the causes of accidents.
7. Correct unsafe or unhealthy conditions, work practices, or work procedures in a timely manner.
8. Provide for adequate recordkeeping and documentation.

Responsibility

Ultimately safety is the responsibility of each individual employee. Creating a broad based accountability for safety is the responsibility of the Chancellor and District leadership. The Chancellor of the San Diego Community District has directed the President of Mesa College to implement the necessary procedures to insure that the District Policy is realized on the campus of Mesa College.

The Vice President of Administrative Services (VPA), (also referred to as the Site Safety Officer) as delegated by the College President, is responsible for the implementation and management of the Mesa College Injury and Illness Prevention Program (IIPP). In this respect, he/she is responsible for ensuring that campus personnel are provided any safety information, and shall:

- Provide advice and guidance to all college personnel concerning IIPP compliance requirements.
- Provide centralized monitoring of campus activities related to implementation of campus IIPP.
- Ensure that formal safety inspections are scheduled and performed, by the campus safety committee, in compliance with regulatory requirements and assist management and staff in identifying unsafe or unhealthy conditions.
- Ensure safety and health training programs comply with regulatory requirements, college policy, and are being conducted at the department level.
- Maintain safety and health records consistent with the requirements of this document and regulatory mandates, including, but not limited to, campus inspections, hazard abatement, and training.
- Ensure program audits are performed. These may include, but not limited to scheduled audits, audits as required by a process, equipment or personnel change, or by a safety program mandate.
- Interpret existing or pending safety and health legislation and recommend appropriate compliance strategies to college personnel.
- Conduct at least an annual review of this document and make the current revision available to all college employees.

The Vice President of Administrative Services will co-chair the Campus Safety Committee and work in conjunction with said committee to ensure all safety related tasks are accomplished.

Duties of Supervisors and Managers

The most effective tool for creating a safe and healthy workplace is the properly trained and motivated Supervisor. All supervisors and managers must be trained to the hazards present in their workplace, prior to assuming their duties. They must conduct their supervision of employees with fairness and respect for employees' suggestions and right to a safe working environment.

In this spirit supervisors and managers, working with appropriate staff, shall:

- Develop and implement procedures that ensure effective compliance with the IIPP, as well as other college health and safety policies related to operations under their control.
- Develop, implement, and maintain area specific safety procedures.
- Consciously promote a spirit of good safety practice in all employees.
- Develop their own knowledge and skills in safety and health relative to their areas of responsibility and ensure that all employees receive safety training relative to their work exposures.
- Ensure that all employees have been sufficiently trained in the proper execution of their duties.
- Enforce health and safety rules fairly and uniformly relative to job performance.
- Conduct, regularly scheduled, informal inspection of their departmental workplace. Any hazards shall be corrected promptly or reported to the Site Safety Officer, Safety Committee or Facilities.
- Conduct informal safety meetings to discuss appropriate safety issues, for example, safety standards, proper work habits, workplace hazards, accident causes, near miss incidents, safety rules, emergency procedures.
- Conduct a Job Hazard Analysis (JHA) and evaluate all safety consequences before any changes in work practices are instituted.
- Promptly, within 48 hours, and using the prescribed Near-Miss and Accident Investigation Form (Appendix G), investigate accidents and near misses to determine and eliminate the root circumstances which brought about the accident and to evaluate it there is a lack of safety rules, a gap in training, or if training is ineffective. (This is distinct and different from the Workers' Compensation Claim reporting process.)
- Confer readily with the appropriate safety representatives; The Site Safety Officer or individual safety committee members.
- Take appropriate disciplinary measures, in compliance with the employee's collective bargaining agreement and district HR policies, against employees for deliberate refusal to adhere to state regulations, safe work practices, polices, or safety rules.
- Commend employees for superior safety compliance.
- Establish clearly outlined safety responsibilities in the "desk- job" descriptions that govern their employees.
- Identify, provide and document general and job specific safety training.
- Develop, maintain, and implement departmental Standard Operating Procedures (SOP). SOPs are a set of, fixed instructions, steps to be carried out or established procedures that are to be followed when carrying out a given operation.
- Ensure that each work area has a current chemical inventory and Safety Data Sheets (SDS), either in hard copy or electronic form, for all chemicals used in their specific departments/work area in accordance with OSHA regulations.
- Ensure that all hazardous materials are properly labeled, stored and, as appropriate, identified for disposal in accordance with the district's Chemical Hygiene Plan (CHP) and all OSHA regulations.
- Ensure that all designated employees are provided with appropriate personal protective equipment (PPE) and are trained on the proper use and maintenance of such equipment, where applicable.

- Maintain within the department and forward to the Vice President of Administrative Services, all departmental safety and health records including, but not limited to periodic inspections, accident investigations, corrective action documents and disciplinary documents consistent with the requirements of this document.
- Encourage employees to report workplace hazards without fear of reprisals.
- Always lead by example; use all PPE when entering worksites and promote a positive attitude towards safety. It is the supervisor's responsibility to instill a safety culture among the employees.

Employees

Employees are ultimately responsible for their own safety. It is their responsibility to be proactive and inform themselves of the conditions that impact their workplace.

Each employee must therefore:

- Implement and practice established safe work practices (SOPs) at all times while performing their duties. This also includes accountability for using any issued PPE for protection against identified hazards.
- Participate in all required training programs.
- Comply with all applicable district and college safety and health policies and regulations.
- Report all unsafe conditions, when observed and without fear of reprisal, to their immediate supervisor or by the provided link on the Mesa College Safety web page.
- Report all "near miss" incidents immediately to their supervisor. A near miss incident is where an event occurs that has the potential to cause personal injury or property damage, but resulted in none. For near miss incidents if corrective actions are not taken it will only be a matter of time before an injury will occur.

College Safety Committee

- Ensure that all of the regulatory and program requirements detailed in this document and the Mesa College Safety Program Manual are met, through the analysis of data from inspections, injuries and illnesses, and overall observance of the safety culture displayed on the campus.
- Recommend any additions or changes to the workplace safety rules contained in any of the safety plans used by the campus.
- Conduct formal inspections of assigned workplaces using Appendix B – Work Place Inspection Report
- Assist supervisors in conducting workplace hazard assessments to identify, evaluate, and correct hazards.
- Follow up on accident reports to make sure the contributing hazard(s) has been corrected.

Adherence to Health and Safety Policies and Procedures

Campus managers and supervisors are responsible for the development, implementation and reevaluation of effectiveness of written policies and procedures related to:

- Department safety and health requirements in subject areas including PPE, employee conduct, emergency exit procedures, etc.
- Task specific procedures that include mandatory safety requirements.

The Vice President of Administrative Services shall be consulted prior to the establishment of any written policy or procedure regarding employee safety and health to ensure that it complies with regulatory requirements and College policy.

- Campus managers or supervisors shall include a statement concerning adherence to health and safety policies and procedures in each employee performance appraisal.
- Campus managers or supervisors shall take appropriate disciplinary action, in compliance with the employee's collective bargaining agreement and district HR policies, with any employee who fails or refuses to follow established safety procedures.
- Annually, campus managers or supervisors may nominate for the safety award those employees who have made exceptional contributions to safety and health in their work place. In addition to the annual award, managers are encouraged to recognize employees who follow safe and healthful work practices. The method of recognition shall be determined by the department administrator.

Safety Communication

The San Diego Community College District and Mesa College shall communicate with employees in a form readily understandable by all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform the employers of hazards at the worksite without fear of reprisal.

Several mediums are utilized by Mesa College to communicate with employees on matters related to occupational safety and health.

- Mesa College has established a site safety committee that meets not less than quarterly, but may meet more frequently, as determined by the committee. The committee members are selected by the VPA. This committee both disseminates information and receives input from all departments on campus.
- Communicate on our website current and relevant safety and health issues.
- Provide employee safety training in many specialty areas.
- Receive anonymous and confidential hazard reporting.
- Provide a prompt response to direct inquiries.

The Safety Committee will be the primary source for employee to employee communication for safety related items. The Committee's activities include, but are not limited to, the following:

1. Mandatory agenda items shall include:
 - A summary review of recommendations resulting from formal inspections.
 - Summarization of accident reports and investigations filed since the last meeting.
 - Consideration of all safety related employee complaints or suggestions.
 - Review of SDCC Workers' Compensation loss data with the District Risk Manager, semi-annually.
 - Annually review and update the Safety Procedures.
 - Annually, in consultation with appropriate campus departments, review and update building and/or site Emergency and Evacuation plans and procedures.
 - Develop Action Plans that address strategic planning occupational health and safety issues.
2. Follow up on departmental or campus hazard abatement that had been previously identified as a safety violation or safety issue.
3. Communicate with the Facilities department concerning the abatement of environmental or other workplace hazards.
4. Insure that all Supervisors and Managers have received sufficient safety training in order to fulfill their responsibilities under this IIPP.
5. Publicly recognize superior compliance to safety policies by individual employees.
6. Report semiannually on the status of the campuses' safety efforts and provide any improvement recommendations to district safety plans to the District Safety & Health Committee or designated district department or person i.e. Risk Management.
7. Participate in departmental staff meetings to brief faculty and staff on specific, or requested, safety and health topics.
8. Fulfill any requirements as directed under other district or campus safety plans such as, but not limited to; the CHP, Hazardous Communication, Bloodborne Pathogens Plan.

Anonymous and Confidential Hazard Reporting

Any employee may report a hazard or share a health and safety concern anonymously.

The District's Anti-Reprisal Policy

Employees and students shall not be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to San Diego Community College District, Mesa College, or to any appropriate governmental agencies. Supervisors shall inform employees and students of this policy and encourage reporting of workplace hazards through the proper channels.

Hazard Assessment and Control

Mesa College shall have procedures for identifying and evaluating workplace hazards, including scheduled formal inspections to identify both unsafe work conditions and work practices. Members of the campus Safety Committee will have assigned areas on campus (Appendix A) and are responsible for conducting inspections using the safety inspection form contained in this document (Appendix B). Deans, managers and supervisors are responsible for conducting periodic departmental inspections using an appropriate inspection form for their work area. Staff and faculty are encouraged to use the forms, or to assist supervisors in the development of inspection forms that better address the unique hazards of their particular work locations.

The department supervisor is responsible for follow-up and status report on all corrective action requests (see Appendix C) as a result from an inspection. The supervisor shall forward all completed forms including inspection reports, corrective actions, injury reports etc. to the VPA. The VPA is responsible for maintaining these records for a minimum of three years.

Inspection Schedule

Formal inspections by Safety Committee members shall be conducted according to the following schedule, where applicable:

- Upon initial establishment of IIPP
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced
- When new, previously unrecognized hazards are identified
- When occupational injuries or illnesses occur
- And periodically, as defined below:

Monthly

- All Fire Extinguishers, Eyewash and Safety Shower stations

Annually

- Operations - Carpentry, auto, maintenance, grounds, janitorial, storage, paint shop, and hazardous waste
- Fine Arts (e.g., painting, printmaking, sculpture, and ceramics)
- Applied Technology/Career/Vocational Program Areas
- Health Sciences
- Print shop
- Media Center/Technology Support Services

- Cafeteria and food services
- Child Development Center and playgrounds
- Chemistry laboratories and chemical storage areas
- Biology laboratories and chemical storage areas
- Administration offices
- Classrooms (not identified above)
- Auditorium, theaters
- Learning Resource Center, book store, faculty/staff lounge
- Athletic fields and bleachers
- Gymnasiums, weight room, courts
- All sidewalks, walkways, and parking lots
- Any other areas not previously identified

Outside Agencies

Several outside agencies conduct random, regular, or periodic inspections at Mesa College, which assist the District in achieving some of its inspection responsibilities. These inspections should serve as additional tools in the identification and abatement of safety hazards on the campus. The inspections may include, but are not limited to:

- Insurance carriers and brokers
- Fire Marshal's Office
- City Fire Department
- County Environmental Health Department

Other Safety control Mechanisms will also be completed:

- The campus Safety Committee will conduct audits of all department health and safety activities to ensure compliance with this and other applicable regulatory requirements. The frequency of these audits will be correspond with the timing of the Safety Committee's inspections.
- Departments are responsible for engaging and correcting audit findings, and providing a written response to the Safety Committee regarding those corrections. A time frame for implementing any corrective action(s) shall be included on the response and agreed upon by the department and the Safety Committee.
- Whenever a department adds, deletes or modifies a work task, material/product, piece of equipment or procedure that results in creating new or different exposure hazard(s), all affected employees must receive training specific to that hazard(s). The training must be provided prior to implementing the change and may be delivered by a qualified party determined by the department's manager or supervisor. Documentation of the training must be kept by the department for 30 years from the date of training.

- The School's Dean is responsible for completing the corrective action(s) and returning the Notice of Violation Form in (Appendix C), to the Safety Committee within the required time frame.

Accident Investigation

The San Diego Community College District and Mesa College shall investigate occupational injury or illness. Standardized procedures for investigating and reporting occupational injuries, illnesses, and accidents are reviewed below.

Injury and Illness Incident and Investigation Reporting:

All workplace accidents causing injury must be investigated fully to:

- Eliminate the root causes of injuries.
- To comply with CALOSHA, which mandates not only that investigations are required but also specifies the manner of the investigation.

Guidelines for Conducting an Accident Investigation:

Supervisors should immediately begin an investigation of all accidents, injuries, illnesses, exposures and "near misses". A **near miss incident** is where an event occurs that has the potential to cause personal injury or property damage, but resulted in none. For near miss incidents if corrective actions are not taken it will only be a matter of time before an injury will occur. Any hazards identified should be immediately corrected or the area secured to prevent injury to other employees.

The purpose of conducting an accident investigation is to identify any specific conditions or actions that caused the accident. The initial investigation is the best opportunity to identify corrective actions that need to be taken and the need for additional training to prevent future accidents. The accident investigation should be well documented (Appendix G) and include the following:

1. An interview with the injured employee to determine how the accident occurred.
2. Inspect the location of the incident to determine whether any hazards exist.
3. What the employee was doing at the time of the accident.
4. Any equipment, materials or chemicals used by the employee at the time of the accident.
5. Any actions that may have contributed to the accident.
6. Any safety procedures that were or were not used.
7. The condition of the workplace and any machinery, tools, materials or safety equipment being used at the time of the accident.
8. Witnesses should be interviewed individually as soon after the accident as possible. They should be asked to describe what they saw in detail and what they think caused the accident. The names and phone numbers of witnesses should be written down.

9. An Injury and Illness Incident and Investigation Report (Appendix D) and the Near-Miss and Accident Investigation Form (Appendix G) must be completed and signed by the investigating manager/supervisor and the appropriate Safety Officer for all accidents. The report must also contain any corrective actions that have been taken.

Reporting Procedures

Employees inform their supervisor of all work related accidents or illnesses immediately. The supervisor completes the Injury and Illness Incident and Investigation Report. The supervisor provides the employee a worker's compensation claim form (DWC1) within 24 hours of the injury. If the employee needs medical treatment the supervisor will refer the employee to the District's authorized medical facility. The supervisor will notify Risk Management of the incident by sending the Injury and Illness Report to Risk Management as indicated on the Injury and Illness Incident and Investigation Report which is located on Risk Management's website and as an Appendix to this document. Refer to the Work Related Injury/Illness Flowchart found below for additional information regarding the process. Risk Management maintains the Injury and Illness Incident and Investigation reports for a minimum of five years.

The injured employee is not to fill out the accident report.

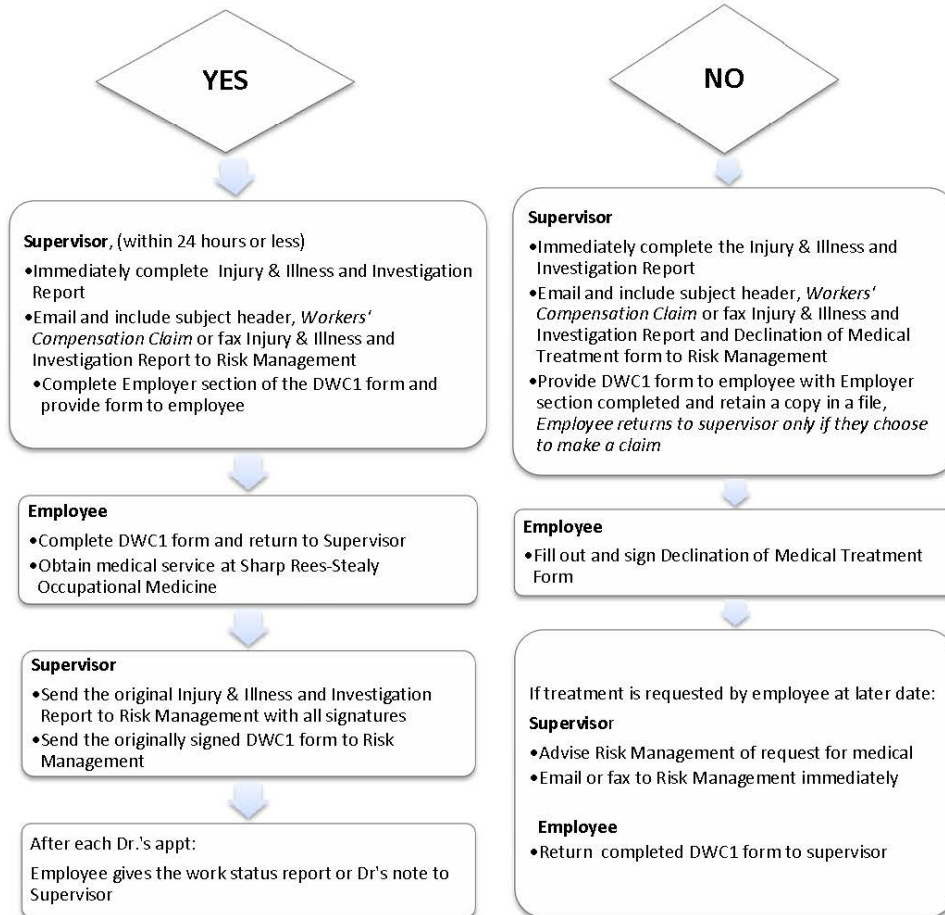


WORK RELATED INJURY/ ILLNESS FLOW CHART

EMPLOYEES ARE REQUIRED TO REPORT ALL WORK-RELATED INJURY/ILLNESSES TO THEIR SUPERVISOR IMMEDIATELY
IF SERIOUS OR MAJOR INJURY, CALL 911

All serious injuries resulting in overnight hospitalization or fatalities must be reported to Cal-Osha within 8 hours of serious injury or the district will be fined \$5,000. Contact Risk Management immediately to report all serious injuries or when the employee is transported by ambulance. For serious injuries occurring after hours, the supervisor reports directly to San Diego Regional Cal-Osha office at (619) 767-2280 within 8 hours of the injury, and advise Risk Management the call was made.

Following report of injury, does the employee want to seek medical treatment and file a claim?



For questions or forms, visit the Risk Management website at <http://hr.sdccd.edu>
Risk Management Phone: (619) 388-6953 Fax: (619) 388-6898 Email: sdccdriskmanagement@sdccd.edu

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Additional Requirements for Reporting of Death or Serious Injury

Death or serious injury or illness is defined as more than 24-hours' hospitalization for other than observation; permanent disfigurement, and loss of body part. All serious injuries or fatalities shall be reported to Cal-OSHA within 8 hours of serious injury or the District will be

fined \$5000. The supervisor shall contact Risk Management immediately to report all serious injuries. For serious injuries occurring after hours, the supervisor shall report the serious injury to the San Diego Regional Cal-OSHA office at (619) 767-2280 within 8 hours of the injury, and advise Risk Management the call was made.

Correction of Unsafe Conditions and Work Practices

At the completion of an IIPP audit, inspection request or accident investigation performed by the Campus Safety Committee, the affected department may receive a Notice of Safety Violation (Appendix C). Receipt of a Notice will require the responsible manager to take the necessary corrective action(s) and, if the unsafe condition cannot be immediately abated, develop a suitable timetable for correcting the unsafe condition based on the severity of the hazard. A Report of Corrected Safety Violations shall be completed by the appropriate administrator and returned to the Campus Safety Committee upon completion of the abatement action.

The Campus Safety Committee shall assist in hazard assessment by indicating the hazard classification for each unsafe condition noted on the Notice of Safety Violation.

The following hazard classification will be used:

Class IV (imminent hazard) hazard

Any condition or practice where there is reasonable certainty that it can be expected to cause death or serious physical injury or illness. The Campus Safety Committee will determine the existence of a Class IV hazard and immediately terminate the work practice or physical operation that creates the hazard. When the hazard has been mitigated, the task or process can continue.

Class III hazard

A hazard that can cause severe injury, serious illness, and property or equipment damage.

Class II hazard

A hazard that can cause minor injury or illness. Equipment damage may result.

Class I hazard

A hazard that can result in the need for first aid treatment.

At any time when a **Class IV** hazard is identified during any safety inspection or otherwise becomes known, immediate corrective action shall be taken by the responsible Dean. When a **Class IV** hazard exists which cannot be immediately abated without endangering employees' and/or property, all students and employees shall be evacuated from the area except those who may be necessary to correct the hazardous condition.

The College President and Campus Police shall be notified immediately upon recognition that a **Class IV** hazard situation exists. All other hazard class scenarios shall also be immediately reported to the Campus Safety Officer and each will be addressed on a case by case basis with the individual department Dean, Department Chair or Supervisor.

Safety and Health Training

Effective dissemination of safety information is an essential element of a successful IIPP. It is Mesa College's policy to require that all employees be trained to protect themselves from hazards in their work environments. Managers shall assure that employees are trained in:

- General health and safety practices
- Task-specific health and safety practices and hazards
- Recognition and assessment of health and safety risks
- Minimization of risks through sound safety practices and use of protective equipment
- Regulations and statutes applicable to their activity
- San Diego Community College District's health and safety policies.

Additionally, each safety training class should be recorded on a document at least as comprehensive as the Sample Safety Training Record Roster provided in this document (Appendix E).

Training and instruction which ensures that each employee is knowledgeable about the materials and equipment they will be working with, what known hazards are present and how they are controlled shall be provided to:

- All new employees.
- All employees given new job assignments for which training has not previously been received and documented.
- Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- Supervisors to familiarize themselves with the safety and health hazards to which employees under their responsibility may be exposed.

Such training and instruction shall inform employees:

- That the success of the Mesa College IIPP depends on mutual cooperation.
- Of the safe work procedures required for their jobs, and how these procedures protect them against exposure.
- When personal protective equipment is required or needed, how to use it and maintain it in good condition.
- What to do if emergencies occur in the workplace.

All employees must be informed and understand that:

- They shall not undertake a job until they have received instructions on how to perform it properly and safely.

- They shall not undertake any job that appears to be unsafe.
- Mechanical safeguards must always be kept in place.
- They are to report to their immediate supervisor all unsafe conditions encountered during work.
- Any work-related injury or illness suffered, however slight, must be reported immediately to the immediate supervisor.
- Personal Protective equipment must be used when and where required, and maintained properly.

It is also the responsibility of the college or department to determine the frequency of training for its employees. The Cal-OSHA sample training matrix in (Appendix F) will provide a resource for long term planning related to safety training.

The IIPP Administrator, the VPA, reviews all safety related training for adequacy and consistency and consults with School Deans and department supervisor to help determine what type of training is required. It is the VPA's responsibility to confer with each school/department Dean or Supervisor to ensure that the following safety training is being conducted within the respective schools/departments. The responsibilities are as follows:

- Develop procedures to identify employees who work in positions that require training.
- Assist managers and supervisors in their development of safety training programs by providing advice, guidance and information concerning regulatory requirements relative to training content.
- Ensure new Employee Safety Trainings are provided.
- Provide training resources such as videos, training packets, PowerPoint presentations and on-line training materials to any department, Dean or supervisor.
- Ensure that job-specific (specialty) training is provided to employees, as based on Manager recommendations, especially to those employees with specific high-hazard exposures, which could include, but may not be limited to:
 - Bloodborne Pathogens
 - Respiratory Protection and Respirator Use
 - Portable Fire Extinguishers
 - CPR/First Aid

Training Methods

- Training is by one or more of the following methods: Web-based safety training. (Based on the job classification; automatic assignment of training modules are tailored to job specific training requirements), formal and informal safety meeting, discussions, and class lecture
 - Web-Based Training program (*Safe Colleges*) is a valuable tool to assist managers. Based on job classifications, the program provides an automatic assignment of training modules tailored to job specific training requirements.
 - Risk Management has power point presentations, a collection of safety publications, and access to safety professionals to assist supervisors and departments in implementing training programs.

- Material safety data sheets, videos, pamphlets, booklets, and postings may be used to supplement training
- All safety related training shall be in a communication form readily understood by the employees
- Safety training website: <http://sdccd.keenan.safecolleges.com/login>

Record keeping

Cal-OSHA regulations have requirements for the maintenance and retention of records for occupations injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these many requirements, and to demonstrate that critical elements of this IIPP are being implemented, the following records retention schedule shall be kept by the College:

The Vice President of Administration shall maintain the following records for the minimum length of time indicated below:

<u>Record Description:</u>	<u>Retain for:</u>
Notices of Safety Violations	3 years
Reports of Corrected Safety Violations	3 years
Employee safety training documents	Duration of employment career
Cal/OSHA 300 Log and Summary of Occupational Injury and Illness	5 years
IIPP audit and inspection records	3 years
Accident Report forms	3 years
Safety postings	3 years
Periodic inspection records	3 years
Safety meeting agendas	3 years
Employee safety training documents	Duration of employee's career

The applicable department, where such activities occur, is also responsible for maintaining these records and must be able to present them to Cal-OSHA or other regulatory agency if requested. The Campus Safety Committee IIPP audits will include a review of the department's record keeping practices.

Appendices

Appendix A - Work Site Inspection Locations

Appendix B - Work place Inspection Report

Appendix C - Notice of Safety Violation

Appendix D - Injury and Illness Incident Report

Appendix E - Sample Training Record Roster

Appendix F - Sample Training Matrix

The matrix (list) is compiled by the California Department of Occupational Safety and Health (Cal/OSHA) as an aid to employers to review the training requirements for employees found in Title 8.

Safety and Health Training and Instruction Requirements can be found at the Division of Occupational Safety and Health (DOSH) website (http://www.dir.ca.gov/dosh/dosh_publications/TrainingReq.htm).

Appendix G – Near-Miss and Accident Investigation Form

SAN DIEGO MESA COLLEGE

WORK SITE INSPECTION LOCATIONS

Location	Received	Inspector(s)
A-100 Administration Building		
B-100 Classrooms		
C-100 Theater and Classrooms		
C-200 Classrooms and Offices		
CE Continuing Education Building		
D-100 Fine Arts Classrooms		
D-200 Art Classrooms		
D-300 Art Classrooms		
E-100 (LRC)		
EV English Village (modulars)		
G-100 Classrooms and Offices		
H-100 Cafeteria, Bookstore, Classrooms		
I-100 Classrooms		
I-300 Building Closed		
I-400 Student Service Center		
J-100 Articulation (offices)		
K-100 Classrooms		
K-200 Stockroom, Reprographics, Classrooms, MET		
L-100 Physical Education		
L-200 Handball/Weight room		
MS Math and Science complex		
O-100, 200, 300 Facilities and Athletic Equipment		
P-100 Photography and Printmaking		
P-200 Nursery Landscaping, Gardening		
P-300 Animal Health Technology		

SAN DIEGO MESA COLLEGE

WORK SITE INSPECTION LOCATIONS

Location	Received	Inspector(s)
Q-100 Police Substation		
PS-100 Parking Structure		
R-BLDG Child Development, Playground		
S-BLDG Allied Health		
SB Social & Behavioral Classrooms and Offices		
U-100 Central Plant		
Z-1 Design Center Classrooms		
Z-2 Design Center Classrooms		
Z-3 Design Center Classrooms		
Z-4 Design Center Classrooms		
Z-5 Design Center Classrooms		
Z-6 Design Center Classrooms		
Athletic Facilities M1,M2,M3 Gym		
4 Baseball Field		
DS Douglas Stadium		
7 Tennis Courts		
8 Swimming Pool		
10 Upper Field (softball, soccer)		

SAN DIEGO MESA COLLEGE

SAFETY INSPECTION CHECKLIST

BUILDING/DEPARTMENT(S): _____ DATE: _____

TIME START: _____ TIME FINISHED: _____ INSPECTOR(S): _____

BUILDING COORDINATOR: _____

Checklist Items	Yes	No	NA
-----------------	-----	----	----

A. General-All Areas

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| 1. Are all ceiling tiles in place and in good condition?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is all furniture in good/stable condition and properly adjusted?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are wall-mounted book cases free of excessive material on top and not overloaded?
(Chemicals & heavy items should not be stored above head height (6 feet)..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are all walking or working surfaces free of tipping/slipping hazards?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are emergency phone numbers and procedures posted at or near telephones?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are all fans equipped with a blade guard with openings no greater than 1/2 inch?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Is consumption of food, beverage, etc., prohibited where required?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

B. General – Shops

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| 1. Are machine and belt guards in place and in good condition?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is pedestal machinery securely anchored to the floor?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Is equipment properly maintained and adjusted to prevent
personal injury and equipment damage?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are compressed air nozzles at the correct pressure of 30 psi or less?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Is all piping appropriately identified as to contents/direction of flow?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are hot pipes and surfaces guarded against contact and clearly marked “HOT”?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are areas requiring use of protective equipment (e.g., Eye Protection Required, etc.)
adequately posted with warning signs and enforced?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Is damaged/malfunctioning equipment tagged “OUT OF SERVICE”?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

C. Exits/Corridors

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| 1. Are all corridors unobstructed?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are all exit doors unobstructed?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are exit signs posted and properly illuminated to clearly indicate exits?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are all exit doors able to be opened from the inside without special knowledge/keys?... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are exit doors free of slide bolts or locks?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

D. Electrical

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| 1. Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are electric hand tools properly grounded/double insulated?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Is the area free of extension cords?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Is all electrical equipment plugged directly into wall outlets?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are all cords/plugs free from damage or deterioration?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are switches and circuit breakers properly identified as to the service
they are in and to what they control?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are circuit breaker panels free of combustible materials?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are covers plates in place on junction boxes to eliminate exposed wiring?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. Are “WARNING HIGH VOLTAGE” signs installed on high voltage enclosures
for systems rated 600V or over?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Is all electrical, including light fixtures, protected from physical damage
by enclosure/guards?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

E. Emergency Equipment

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| 1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are emergency eyewashes provided in the required chemical areas?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are emergency showers provided in the required chemical areas?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Is all emergency equipment in good condition?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are spill kits accessible and fully stocked per list?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

F. Storage – General

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| 1. Is good housekeeping practiced in work area?, Is it free of debris, combustibles, and obstructions? Are aisles maintained?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is storage adequately supported/stable to avoid tipping/falling?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Is there at least two (2) feet clearance between stacked materials and ceiling light?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

G. Storage – Fire Protection

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| 1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is clearance of at least 18 inches maintained around fire sprinkler heads?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are all flammable containers properly closed/covered to control vapors?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are all flammable/combustible containers properly labeled/ identified?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

H. Storage – Compressed Glass Cylinders

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| 1. Are all cylinders properly secured with straps or chains to prevent tipping/falling?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are protective valve caps in place when cylinder is not in use?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are empty and full cylinders stored separately?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are only chemically compatible cylinders stored together?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are cylinder contents adequately labeled and easily seen?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Is the correct regulator being used for the cylinder service?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are highly toxic gases stored in vented gas cabinets?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

I. Personal Protective Equipment

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| 1. Is the requirement of use of protective equipment enforced?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is the required personal protective equipment worn?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. When not in use, is personal protective equipment properly maintain/stored?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Is personal protective equipment readily available for all personnel including visitors to the area?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Is all personal protective equipment free from damage and deterioration?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are all employees using respiratory protection properly trained and authorized by EH&S? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Is self-contained breathing equipment properly maintained/ inspected?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

J. Railing/Elevated Work Areas

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| 1. Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are toe boards in place on elevated platforms to prevent objects from falling off the platform?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are standard guardrails provided on elevated platforms?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are handrails provided and in good condition on stairways?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are there provisions for safe access to elevated machinery/ equipment?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

K. Ladders

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| 1. Are portable ladders in good repair and safe to use?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are mobile ladder stands in good condition?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are standard guardrails provided on elevated platforms?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are handrails provided and in good condition on stairways?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

L. Forklifts

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| 1. Are defective forklifts taken out of service and tagged "DO NOT USE"?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are forklift inspection forms current and maintained in a file?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are load limits clearly posted in the area?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are forklift operating rules clearly posted in the area?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are all operators trained and authorized?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

M. Fire Protection

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| 1. Are there current welding permits displayed in welding area?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are all self-closing doors operational?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are walls and floors free of holes/penetrations?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are no smoking regulations clearly posted and being followed in "NO SMOKING" areas?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are fire extinguishers and signs clearly visible?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Is access to fire extinguishers clear and unobstructed?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are all extinguishers in place and properly mounted?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are all extinguishers properly inspected (monthly) and maintained (annually)?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

N. Training

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| 1. Have personnel been trained in the use of personal protective equipment?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are all employees trained in hazardous substances safety?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Have personnel working in high noise areas been trained in hearing conservation?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Have employees who use respirators been trained, fit tested, and received the required health monitoring examination?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are employees who use self-contained breathing apparatus properly trained and authorized?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Evacuation Plans..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

O. Computer Rooms

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| 1. Are combustibles stored in approved, enclosed metal cabinets?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is combustible waste, e.g., trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Is the computer room free of flammable/combustible liquids?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are computer tapes stored in approved, enclosed metal cabinets?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Is the raised floor free of unsealed cable holes?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Is the access to fire suppression and alarm systems unobstructed?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are floor tile pullers available and mounted?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are doors to the peripheral rooms closed?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. Is paper stored in computer room limited to a one day supply?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Is the room free of repair shop operations?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Is the room free of soldering irons?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Is the room free of coffee makers, popcorn machines, electric floor/space heaters, etc.? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. Are "NO SMOKING" signs posted and being enforced in computer rooms?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

P. Grounds

1. _____
2. _____
3. _____
4. _____

Appendix B

SAN DIEGO MESA COLLEGE

SAFETY INSPECTION CHECKLIST

Explanation/Comments on all NO Answers

SAN DIEGO MESA COLLEGE

INJURY AND ILLNESS PREVENTION PROGRAM

Notice of Safety Violation

Inspection Date	Hazard Class/Violation/Correction	Department Administrator Initial

Hazard Classification used:

Class IV (imminent hazard) hazard

Any condition or practice where there is reasonable certainty that it can be expected to cause death or serious physical injury or illness. If a Class IV hazard is identified the work practice or physical operation will be immediately terminated.

Class III hazard

A hazard that can cause severe injury, serious illness, and property or equipment damage.

Class II hazard

A hazard that can cause minor injury or illness. Equipment damage may result.

Class I hazard

A hazard that can result in the need for first aid treatment.

I certify that the above corrections have been completed:

Dept. Appropriate Administrator

Date

Campus Safety Committee Acknowledgement of Violation Correction:

VPA or Safety Committee Member

Date



INJURY AND ILLNESS INCIDENT AND INVESTIGATION REPORT

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

See CCR Title 8 14300.29(b)(6)-(10)

**THIS FORM IS NOT TO BE FILLED OUT BY THE INJURED EMPLOYEE!
CALL RISK MANAGEMENT IMMEDIATELY.**

WITHIN 24 HOURS OF THE INJURY, SEND A COMPLETED COPY OF THIS THREE PAGES FORM TO RISK MANAGEMENT, ROOM 385, DISTRICT OFFICE. PLEASE EMAIL TOSDCCDRISKMANAGEMENT@SDCCD.EDU OR FAX A COPY TO (619) 388-6898. THEN SEND THE ORIGINAL

INFORMATION ABOUT THE EMPLOYEE:

Full Name: _____ Date of Birth: _____
 Street Address: _____ Date of Hire: _____
 City: _____ State: _____ Zip: _____ Male Female
 Home Telephone #: _____ Cell phone #: _____
 Prefer to be reached at: Home Telephone # Cell Phone # Email _____
 Campus and Department: _____
 Occupation/Position Title: _____
 Employment Status: Regular, Full-time Part-time Open Enrollee
 Regular work hours: Start _____ AM PM - End _____ AM PM
 Work Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

INFORMATION ABOUT THE PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL:

Name of the physician or other health care professional: _____
 Name of facility: _____ Street address: _____
 City: _____ State: _____ Zip: _____ Phone: _____
 Was the employee treated in an emergency room? Yes No
 If Yes, where: _____
 Was the employee taken by ambulance? Yes No
 Was the employee hospitalized overnight as an in-patient? Yes _____ No _____
 If Yes, where: _____
 Date notified: _____ Time notified: _____ AM PM

INJURY AND ILLNESS INCIDENT AND INVESTIGATION REPORT

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

See CCR Title 8 14300.29(b)(6)-(10)

INFORMATION ABOUT THE ACCIDENT OR ILLNESS:

Injury / Illness Date: _____ Injury / Illness Time: ___ AM PM Time Unknown

Date Injury / Illness Reported by the employee: _____ Time employee began work: _____

Specific Dept/Location of where incident happened. (i.e. Biology Room G): _____

If incident happened off site, provide name of location/facility: _____

Address: _____ City: _____ State: _____ Zip: _____

Did employee leave work? Yes No Date returned to work? _____

If employee died, what date did death occur: _____ Not Applicable

Date DWC-1 Claim Form was given to employee: _____

What was the employee doing just before the incident occurred?

(Describe the activity, as well as the tools, equipment or material the employee was using.

Be specific. Examples: "Climbing a ladder while carrying roofing materials"; "Spraying chlorine from a hand sprayer"; "Daily computer key-entry".)

Were the tools, equipment or materials used by the employee at the time of the incident in good condition? Yes No

If No, describe the specific deficiencies:

What happened? (Explain how the injury occurred. Examples: "When the ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time".)

What was the injury or illness? (Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain" or "sore". Examples: "strained back", "chemical burn, hand"; "carpal tunnel syndrome".)

INJURY AND ILLNESS INCIDENT AND INVESTIGATION REPORT

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

See CCR Title 8 14300.29(b)(6)-(10)

What object or substance directly harmed the employee?
(Examples: "concrete floor"; chlorine gas"; "computer".)

Were there any workplace conditions, practices or lack of protective equipment that contributed to the accident? Yes No If yes, describe the deficiencies:

Will a new workplace Safety Rule be required? Yes No If yes, please explain:

Was the unsafe condition, practice or equipment problem corrected immediately? Yes No N/A
What corrective actions have been taken to prevent another occurrence?

Witnesses if available

Name: _____ Phone Number: _____

Supervisor /Manager (Primary Investigator)

Print Name: _____ Date: _____ Signature: _____

Safety Officer

Print Name: _____ Date: _____ Signature: _____

SAN DIEGO MESA COLLEGE

SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS (August 2006)

The following is a list of the instruction and training requirements contained in the Construction Safety Orders (Subchapter 4) and the General Industry Safety Orders (Subchapter 7) of Title 8, Division 1, Chapter 4 (with several references contained in Chapter 3.2) of the California Code of Regulations. Also included are references to both Competent Person and Qualified Person.

While every effort has been made to ensure the accuracy of the information presented, users are cautioned to refer to Title 8 and the specific sections of interest. This list is a guide only and not meant to be a substitute for –or a legal interpretation of – the occupational safety and health standards.

Users may review Title 8 Regulations at: <http://www.dir.ca.gov/samples/search/query.htm>

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Accident Investigation	3203(a)(7)(F)	Initial	Supervisors/Accident Investigators	Model Program(s) IIPP: For High Hazard Employers For Non-High Hazard Employers For Employers with Intermittent Employees For Employers with Intermittent Workers in Agriculture (English & Spanish) Guide to Developing IIPP
Accident Prevention Signs and Tags	3341(d)(5)	Initial	Impacted Employees	Lockout/Blockout
Acetylene & Fuel Gas Safety	1740(k)(1)	Initial	Users	
Acrylonitrile (AN)	5213(o) 5213 (appendix B)	Initial Annual	Exposed Employees Qualified Person	
Actinolite (Non-Asbestos)	5208.1	Initial Annual	Exposed Employees	
Agricultural Equipment & Tractors	3441(a) 3664(b)	Initial Annual	Involved Employees Operators	Agricultural-Industrial Tractors Farm Labor Contractors Guide

SAN DIEGO MESA COLLEGE

SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS (August 2006)

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Anthophyllite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Asbestos/Asbestos Awareness	1529(k)(9)(B) 5208(j)(7)(B) 1529	Initial Annual	Employees likely exposed =>PEL and those who perform Class I-IV operations Competent Person	
Class I-IV Operations	1529(o)(4) 341.9	Initial Annual	Qualified Person	
Building Inspector Project Designer	341.16	Initial	Assigned	
Cement Pipe	341.17	Initial	Exposed Employees Certified	
Asbestos Consultant Site Surveillance Technician	341.15	Initial	Persons	
Battery Handling/ Changing/Charging	5185(a)	Initial	Assigned Employees	
Benzene	5218(i) & (j)(3)	Initial Annual	Exposed Employees	
Bloodborne Pathogens	5193(g)(2)	Initial Annual	Potentially Exposed Employees	Best Practices Approach for Reducing Bloodborne Pathogens Exposure Exposure Control Plan for Bloodborne Pathogens
Boatswains Chair	1662(a)	Initial	Users	
1,3-Butadiene	5201(l)(2)	Initial Annual	Exposed Employees	
Cadmium	5207(m)(4)	Initial Annual	Exposed Employees Competent Person	
Carcinogens As Listed	5209(e)(5)	Initial	Exposed Employees	

SAN DIEGO MESA COLLEGE

SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS (August 2006)

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Chemical Hygiene for Laboratories	5191(f)(2)	Initial New Hazards Refresher	Laboratory Employees	
Coke Oven Emissions	5211(t)	Initial Annual	Exposed Employees	
Compaction Equipment	4355(a)(2)	Before Use	Users	
Confined Spaces	5157(g) 5158(c)(2)	Initial Program Update Changes	Affected Employees	Confined Space: Is It Safe To Enter
Marine Terminal Operations	3463(b)(5)(B)			
Cotton Gins/ Processing Mach	4646		Qualified Person	
Control of Hazardous Energy	3314(j)	Initial	Authorized Employees	Lockout/Blockout
Cranes & Other Hoisting Equipment Incl. Mobile/Tower/ Derrick	5006.1(a) 5006 4966,4994, 4999,5000,	Initial Mobile & Tower Cert. @ 5 yrs.	Mobile and Tower Crane Operators Qualified Person Authorized Employees	
Cranes/Hoisting Equipment - Marine Terminals	3472(d)(3)	Initial	Operators	
Demolition	1734 1735(u) 1736	Initial	Qualified Person	
1,2 Dibromo-3-Chloropropane (DBCP)	5212(i)(3) & (n) 5212 (Appendix B)	Initial Annual	Exposed Employees Qualified Person	
Diving Operations	6052	Initial	Assigned Employees	
Elevating Work Platforms and Aerial Devices	3648(l)(7) 3648(c) 3646(c) 3638(d)	Before Use	Users Authorized Personnel	

SAN DIEGO MESA COLLEGE

SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS (August 2006)

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Emergency Action Plan	3220(e)	Initial Plan Update	Impacted Employees	
Emergency Procedures (Construction)	1512(d)	Initial	Assigned Employees	
Equipment and Machinery (Construction)	1510(b)	Initial	Qualified Person	
Erection and Construction – Bolting/Riveting/ Plumbing Structural Wood/ Steel Frame Steel Erection	1716 1716.1 1716.1(f)(1) 1716.2(j) 1710	Initial	Assigned Employees Competent Person Qualified Person	Pocket Guide for the Construction Industry (English/Spanish) (Spanish Update Sheet)
Ergonomics	5110(b)(3)	Initial – When Standard is Triggered	Employees in affected job classifications (identical jobs) when standard is triggered	Back Injury Prevention Guide in the Health Care Industry for Health Care Providers Easy Ergonomics Ergonomics in Action Fitting Task to the Person: Ergo for the Very Small Business Easy Ergo for the Computer User
Ethylene Dibromide (EDB)	5219(j)	Initial Annual	Exposed Employees	
Ethylene Oxide	5220(j)(3) 5220 Appendix A	Initial Annual	Exposed Employees	
Excavation/ Trenching/Shoring	1541		Competent Person	Pocket Guide for the Construction Industry (English/Spanish) (Spanish Update Sheet)
Explosives	5239 5322 5329 344.20, 344.21	Initial	Assigned Employees Competent Person Licensed Blaster	

SAN DIEGO MESA COLLEGE

SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS (August 2006)

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Explosives Deteriorated	5240		Competent Person	
Explosives Storage Magazines	5256		Competent Person	
Fall Protection	1671.1	Initial	Affected Employees Competent Person Qualified Person	
Fall Protection Date Palm Ops.	3458	Initial	Competent Person	
Fire Brigades (Private)	3411(c)	Initial/Quarterly/ Annual Refresher	Assigned Employees	
Fire Extinguisher & Fire Fighting Equipment	6151(g)(1)-(2)	Initial Annual	Assigned Employees	
Fire Prevention Plan	3221(d)(1)-(2)	Initial New Hazards	Exposed Employees	
Fire Protection Fixed Extinguishing Systems	6175(b)(10) 6181(b)(2)	Initial Annual	Employees Assigned Maintenance/Operation Exposed Employees	
Fire Protection Standpipe & Hose System Inspection	6165(f)(2)(F)	Initial	Assigned Employees	
First Aid First Aid & CPR	3439(b) 6251(d)(2) 3400(b) 5157, 5158, 5193 3421, 6052	Initial Changes Every 2 years (or as specified by cert. organization)	Assigned Employees Supervisors	
First Aid (Construction)	1512(b) & (d)	Initial Updated	Assigned Employees	
Flaggers (Traffic)	1599(f) & (g)	Initial	Assigned Employees	
Flammable Liquids/ Gasses/ Vapors Industrial Plants	5561		Qualified Person	

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SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS (August 2006)

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Formaldehyde	5217(n)	Initial Annual	Exposed Employees	
Fumigation General	5221(b)	Initial	Exposed Employees	
Hazard Communication	5194(b)(1)	Initial New chemicals or processes	Exposed Employees	Guide to CA Hazard Communication Regulation
Hazardous Substance Containers Clean/Repair/Alter	5166(a)	Initial	Assigned Employees	
Hazardous Waste Operations & Emergency Resp.	5192 (e) & (q)(6)	Initial Annual Refresher	Assigned Employees Qualified Person	
Hearing (Noise) Protectors Conservation	5098(a)(4) 5097(d)(5)(A)&(B) 5099(a)	Initial Retraining Initial Annual	Employees Provided Protectors All Employees Exposed to =>85 dBA TWA	
Heat Stress	3395(e)	Initial	Exposed Employees	Protect Yourself from Heat Illness (English/Spanish)
Helicopter Operations	1901(c)	Daily Briefing	Involved Personnel	Protect Yourself from Heat Illness (English/Spanish)
Industrial/Lift Trucks (Forklifts) & Tractors	3657(i) 3664(b) 3668	Initial, Annual Observed Unsafe Operation Post Accident Equipment Change Workplace Change (Operator eval. @ 3 years)	Operators	Operating Rules for Industrial Trucks Poster (English/Spanish)

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SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

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TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Injury & Illness Prevention Program	3203(a)(7) 1509(e)	Initial Updated	All Employees Supervisor Tailgates	Model Program(s) IIPP For High Hazard Employers For Non-High Hazard Employers For Employers with Intermittent Employees (English/Spanish) For Employers with Intermittent Workers in Agriculture (English & Spanish) Guide to Developing IIPP
Inorganic Arsenic	5214(m)	Initial Annual	Exposed Employees	
Job Hazard(s)	3203(a)(7) 1510(a) & (c)	Before Job Assignment New Hazards	All Employees	Guide to Developing IIPP
Laboratory Safety (See Chemical Hygiene)	5191(f)	Initial New Hazards Refresher	Laboratory Employees	
Laser Equipment	1801(a)	Initial	Operators Qualified Person	
Laundry/Dry Cleaning	4494(a)	Initial Periodic	Assigned Employees	
Lead Lead in Construction	5198(l) 1531.1(l)(1)(C)-(D) 1532.1(l)	Initial Annual	Exposed Employees/ Supervisors Exposed Employees => Action Level	Lead in Construction (Fact Sheet)
Lift Slab Construction	1722.1		Competent Person	
Lockout/Blockout	3314 3314(j)	Initial When Updated	Affected Employees Qualified Person	Lockout/Blockout
Machinery and Equipment	1510(b)	Before Use	Qualified Person	Lockout/Blockout
Marine Terminals	3463(b)(5)(B) 3464(a)(1) 3462(b) & (d) 3463, 3472	Initial	Exposed Employees Supervisors Qualified Person	

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SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS (August 2006)

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Medical & Exposure Records - Access	3204(g)(1)	Initial Annual	Affected Employees	Access to Medical and Exposure Records (poster) (English/Spanish)
Metal Working (forging) Machines	4243(a)(6)	Initial	Operators/Maintenance Personnel	Power Press Safety – Tool Box Topics
4,4-Methylenebis (2-Chloroaniline) MBOCA	5215(j)	Initial Annual	Exposed Employees	
Methylene Chloride	5202(l) 5202 (Appendix A)	Initial & As Necessary	Exposed Employees Qualified Person	
Methylenedianiline	5200(k)(3) 1535	Initial Annual	Exposed Employees	
Miter Saws	4307.1(c)	Initial	Operators	
Noise Exposure	5099(a)	Initial Annual	Employees Exposed = > 85dBA TWA	
Openings/Holes – Floors and Roofs	3212(b)		Qualified Person	
Paper Converting/ Printing Machines – Hand-Fed Engraving Presses	4445(3)	Initial Changes	Operators/Maintenance Personnel	
Personal Fall Arrest/ Restraint Systems	1670(b)(19)		Competent Person	
Personal Protective Equipment	3380(c)	Initial	PPE Users	
Pesticide Safety	5194(h)	Initial New Hazards	Handlers & Applicators	
Pile Driving	1600		Competent Person	

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SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS (August 2006)

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Rubber/Composition Working Machines	4592		Competent Person Test/Maintenance	
Scaffolds	1637(k)(1) 1637 1658(g)	Initial Annual	Erectors and Dismantlers: Qualified Person	
Supervisory Safety Training	3203(a)(7)(F)	Initial Change	Supervisors	
Tanks Open Surface	5154(j)(1)	Initial	Assigned Employee	
Traffic Control Flaggers	1599(f) &(g)	Initial	Flaggers	
Tree Work General Date Palm Ops	3420(b), 3421(c) 3423(a), 3427 3428(a) 3458	Initial	Assigned Employees Qualified Person	
Tremolite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Vinyl Chloride	5210(j)	Initial Annual	Exposed Employees	
Welding & Cutting Safety – Hot Work	4799 4848(a) 1537(a)	Initial	Welders Fire Watchers Qualified Person	
Wheels or Rims Servicing	3326(c)	Initial	Service Personnel	Servicing Single, Split Rim & MultiPiece Rim Wheel (Tailgate Topic)
Window Cleaning	3282(d) &(f) 3286(a)(2)	Initial	Assigned Employees	

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SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

Qualified Person

A qualified person is a person designated by the employer; and by reason of training, experience, or instruction has demonstrated the ability to perform safely all assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Examples: Mobile Crane and Tower Crane Operators

5006.1(a) Scaffold Erection and Dismantling Supervisors 1637(k)(1) Demolition 1736

Competent Person

A competent person is a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the authority to impose prompt corrective measures to eliminate these hazards.

Examples: Excavation - Inspectors 1541

Fall Protection Plan implementers and supervisors 1671.1

Lift Slab Construction 1522.1

The Cal/OSHA Publications website contains additional publications that may be of interest. To review, download, or order free educational materials, go to: www.dir.ca.gov/dosh/puborder.asp

SAN DIEGO MESA COLLEGE

NEAR-MISS AND ACCIDENT INVESTIGATION REPORT

This form is designed to give as complete a picture as possible of the circumstances of the incident and to ensure details have been recorded in an orderly fashion. The purpose of this investigation is to find the root causes of the incident and to NOT assign blame or fault to any individual.

Supervisor of Employee Involved: _____

School/Department: _____ Date Reported: _____

1. Name of Employee Involved: _____

2. Employee's Job Title: _____ **3. Date of Incident:** _____

4. What type of incident occurred

Near-Miss Accident w/ injury Accident multiple inj. Other

5. How long has the person been employed

Less than 1 mo. 1-5 mos. 6 mos.-5 yrs. more than 5 yrs.

6. Employment category

Regular, full-time Regular, part-time Temporary Student

Non-Employee

7. Time of Incident

A. ____ a.m. ____ p.m. B. Time within shift _____ C. Type of shift _____

8. Phase of employee's workday at time of injury

During rest period During meal period Working overtime

Entering or leaving work Performing work duties Other

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9. Describe the incident:

Describe the overall nature of the incident.

Description of Event: What was employee doing just before and at the time of the incident?

What work conditions contributed to the incident?

Give details of any conditions that may be relevant, e.g., lighting, floors, steps, ramps, oil, moisture etc.

Was PPE used? If not why?

10. Nature and Extent of Potential/Real Injury:

11. Nature and Extent of Potential/Real Property Damage:

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12. Task and Activity at Time of Near-Miss

General type of task: _____

Specific activity: _____

Employee was working:

Alone With crew or fellow worker Other: specify _____

13. Posture of employee

14. Supervision at time of accident

Directly supervised Indirectly supervised Supervision not feasible Not supervised

15. Factors that contributed to near-miss – Please check all that apply

Hazard

- Not recognized/identified
- Identified, but not addressed
- Inadequate repair

Work Procedures

- None developed
- Not followed
- Partially followed
- Not understood
- Not appropriate
- Not communicated
- Other

Training & Certification

- Insufficient training
- Circumstances not covered
- Ineffective training
- Worker not authorized
- Outdated Training

Communication

- Breakdown in verbal communication
- Breakdown in written communication
- Confusion after communication
- Other _____

Other

- Weather/temperature
- Extended work hours
- Worker fatigue
- Physical overexertion
- Work in elevated area
- Chemical Use
- Biological agent
- Radiation
- Electricity
- Mechanical
- Animals

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NEAR-MISS AND ACCIDENT INVESTIGATION REPORT

Facilities/Equipment

PPE Requirements

- Personal protective equipment (see below)
- Faulty equipment
- Poor/inadequate maintenance
- Inappropriate use
- Missing guards
- Obsolete/antiquated
- Inadequate design
- Ergonomic factors
- Equipment failure
- Trip hazard
- Slip hazard
- Struck by Other

	Req.	Used	Type
Eye	<input type="radio"/>	<input type="radio"/>	_____
Face	<input type="radio"/>	<input type="radio"/>	_____
Hearing	<input type="radio"/>	<input type="radio"/>	_____
Skin/Glove	<input type="radio"/>	<input type="radio"/>	_____
Foot	<input type="radio"/>	<input type="radio"/>	_____
Other	<input type="radio"/>	<input type="radio"/>	_____

Additional Questions:

Where there any witness to the event? If so who and can they be contacted?

Where there established procedure for the work being done? YES NO

If Yes were they being complied with, How? If not complied with, Why?

Was there any medical/first aid given at the scene? If so what and by who?

Are you able to determine any root causes of why this incident occurred?

Or are there any additional comments?

Please attach any photos, drawings, measurements or statements to this report.

Name of person completing this form: (Please Print, Sign and Date)