Injury and Illness Prevention Program
September 2015
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## REVISION HISTORY LOG

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<th>Date</th>
<th>Section</th>
<th>By</th>
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<tr>
<td>11.14.11</td>
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<td>Vy Anderson &amp; Shairon Zingsheim</td>
<td>Complete document revision</td>
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<td>Appendix C</td>
<td>Bill Buckman</td>
<td>Updated membership list &amp; added phone column.</td>
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<td>Terry McCarthy</td>
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<td>7.31.12</td>
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<td>Steve Pierre</td>
<td>Complete review and redesign of IIPP</td>
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<td>Shairon Z</td>
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<td>5.3, 5.4, 5.6, 7.0, 8.1, Appendix B</td>
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1.0 SCOPE AND APPLICATION

The purpose of this Injury and Illness Prevention Program is to provide employees with a safe and healthy workplace by identifying responsibilities to be followed by management, employees and the employer. Employees have a right to a safe workplace and their employer has a duty to ensure that every manager and supervisor is aware of Ohlone Community College District’s (herein referred to as District) safe work practices and that they are being followed by each employee.

The District is adopting this Injury and Illness Prevention Program to meet or exceed the requirements of California Code of Regulations, Title 8, Section 3203. It applies to all full and part-time employees, temporary and seasonal employees and volunteers working for the District.

This IIPP is not intended to cover all safety procedures at the District. The District has developed specific programs that may be found at each applicable department. These programs include, but are not limited to:

- Hazard Communication Program
- Emergency Action Plan
- Confined Spaces
- Excavation and Trenching
- Fall Protection
- Heat Illness Prevention
- Lockout/Tagout
- Hearing Conservation
- Respiratory Protection
- Hazardous Waste Management
- Exposure Control for Bloodborne Pathogens
- Hotwork
- Aerosol Transmissible Diseases

1.1 JOB CLASSIFICATIONS

At the District, employees are protected under the Cal/OSHA California Code of Regulations General Industrial Safety Orders (GI SO), or the Construction Safety Orders (CSO), depending on the type of work being performed.

**It is possible that because of the diverse nature of their assignments, some employees could be governed by either set of orders depending on the task. At construction projects, the CSO take precedence over any other general orders that are inconsistent with them.**
1.1.1 **General Industry Safety Orders (GISO)**

Examples of work that would be considered falling under the GISO may include:

i. General administration/Office
ii. Police
iii. Custodial work
iv. Gardening
v. Warehouse maintenance
vi. Driving

1.1.2 **Construction Safety Orders (CSO)**

Examples of work that would be considered falling under the CSO may include:

i. Carpentry
ii. Electrical
iii. Glass
iv. Locksmith
v. Paint/Plaster
vi. Plumbing
vii. Facilities

2.0 **REFERENCES**

- California Code of Regulations, Title 8, Section 3230
- California Code of Regulations, Title 8, Section 342

3.0 **DEFINITIONS**

*Construction Safety Orders:* When employment exists in connection with the construction, alteration, painting, repairing, construction maintenance, renovation, removal, or demolition of any fixed structure or its parts, that work will considered construction, and will be regulated by the CSO.
**First Aid:**

i. Using a nonprescription medication at nonprescription strength (for medications available in both prescription and non-prescription form, a recommendation by a physician or other licensed health care professional to use a non-prescription medication at prescription strength is considered medical treatment for recordkeeping purposes);

ii. Administering tetanus immunizations (other immunizations, such as Hepatitis B vaccine or rabies vaccine, are considered medical treatment);

iii. Cleaning, flushing or soaking wounds on the surface of the skin;

iv. Using wound coverings such as bandages, Band-Aids™, gauze pads, etc.; or using butterfly bandages or Steri-Strips™ (other wound closing devices such as sutures, staples, etc. are considered medical treatment);

v. Using hot or cold therapy;

vi. Using any non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc. (devices with rigid stays or other systems designed to immobilize parts of the body are considered medical treatment for recordkeeping purposes);

vii. Using temporary immobilization devices while transporting an accident victim (e.g., splints, slings, neck collars, backboards, etc.);

viii. Drilling of a fingernail or toenail to relieve pressure, or draining fluid from a blister;

ix. Using eye patches;

x. Removing foreign bodies from the eye using only irrigation or a cotton swab;

xi. Removing splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means;

xii. Using finger guards;

xiii. Using massages (physical therapy or chiropractic treatment are considered medical treatment for recordkeeping purposes); or


**Serious Injury:** an injury or illness which requires hospitalization for more than 24 hours for other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement.

**Structure:** That which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner
4.0 RESPONSIBILITIES

4.1 EMPLOYER

The District has many different responsibilities under the California Occupational Safety and Health Act of 1973 and Title 8 of the California Code of Regulations. The following represents a list of the most important ones.

4.1.1. Establish, implement and maintain an Injury and Illness Prevention Program and update it periodically to keep employees safe. At the latest, the IIPP should be reviewed each year by management with any employee input taken into consideration.

4.1.2. Inspect workplace(s) to identify and correct unsafe and hazardous conditions.

4.1.3. Make sure employees have and use safe tools and equipment and that the equipment is properly maintained.

4.1.4. Use color codes, posters, labels or signs to warn employees of potential hazards.

4.1.5. Establish or update operating procedures and communicate them so employees follow safety and health requirements.

4.1.6. Provide medical examinations and training when required by Cal/OSHA standards.

4.1.7. Report immediately by telephone or fax to the nearest Cal/OSHA Enforcement Unit district office any serious injury or illness, or death, of an employee occurring in a place of employment or in connection with any employment as required by section 342(a), Title 8, California Code of Regulations (T8CCR). Serious injury or illness is defined in section 330(h), T8CCR.

4.1.8. Keep records of work-related injuries and illnesses on the log 300. At the end of the calendar year, copy the totals from the log 300 and transfer the information to the log 300A which must be posted February 1 through April 30 each year. Human Resources will be responsible to be sure this is done (Section 6.0).

4.1.9. Post at a prominent location within the workplace the Cal/OSHA poster informing employees of their rights and responsibilities.

4.1.10. Provide employees, former employees and their representatives’ access to the Log and Summary of Occupational Injuries and Illnesses, Cal/OSHA form 300, at a reasonable time and in a reasonable manner.

4.1.11. Provide access to employee medical records and exposure records to employees or their authorized representatives.
4.1.12. Provide the Cal/OSHA enforcement personnel with names of authorized employee representatives who may be asked to accompany enforcement personnel during an inspection.

4.1.13. Do not discriminate against employees who exercise their rights under the California OSH Act.

4.1.14. Post Cal/OSHA citations at or near the work area involved. Each citation must remain posted until the violation has been corrected, or for three working days, whichever is longer. Post abatement verification documents or tags.

4.1.15. Correct cited violations by the deadline set in the Cal/OSHA citation and submit required abatement verification documentation. The Safety Coordinator will be responsible to ensure that any citation is abated.

4.2 SAFETY COORDINATORS

The Safety Coordinators have the lead role in advising and assisting supervisors and managers in executing their safety-related responsibilities.

The Safety Coordinators for the District are:

Primary: Shairon Zingsheim, the Associate Vice President, Human Resources and Training

Back-up: John Worley, Chief - Safety and Security

The Safety Coordinators’ responsibilities include:

4.2.1. Assuming the lead role and the general authority to supervise all aspects of the IIPP and other safety related matters.

4.2.2. Utilizing all available resources to ensure hazards are reasonably resolved in a timely manner.

4.2.3. Working with management to ensure that safety is compliant in all departments by periodic inspections, training or site visits.

4.2.4. Working and coordinating with any contracted safety consulting company to ensure safety compliance.

4.2.5. Ensuring that safety training is being properly scheduled.

4.2.6. Ensuring that employees who fail to follow safe procedures outlined by the District are being disciplined.

4.2.7. Working with management and the safety committee to make final decisions in responding to employee safety suggestions.
4.2.8. Ensuring that Cal/OSHA has been notified within 8 hours of any serious injury or death.

4.2.9. Ensuring that any Cal/OSHA citation is being abated by working with management and Cal/OSHA.

4.3 SAFETY COMMITTEE

The safety committee charter may be found in Appendix B and the Safety Committee Members may be found in Appendix C.

Along with implementing the program, the safety committee members will, at a minimum, be responsible for the following:

4.3.1. Attend safety committee meetings

4.3.2. Transfer all safety related information to their supervisors so that each department is aware of upcoming safety classes, safety inspections or otherwise.

4.3.3. If a committee member is not in a position of making any final decisions towards safety compliance for the department he/she represents, then the member may be considered a conduit to pass along information from the committee to the department and back. Communication is an important part of safety compliance.

4.3.4. Relate any safety concerns within their department to the safety committee for remediation and/or compliance.

4.3.5. Support good housekeeping standards and cleanliness in the District.

4.3.6. Report any safety suggestions brought to their attention to the committee.

4.3.7. Evaluate causes of injuries and what actions need to be taken to protect other employees. The correction protocol that is used may include one or more of the following:

   i. Engineering control (i.e. cones, flags, lights, etc…)
   ii. Personal Protective Equipment (PPE)
   iii. Administrative control (i.e. no cell phone use while driving or flagging),
   iv. New safety rule
   v. Employee training
4.4 MANAGERS AND SUPERVISORS

All personnel responsible for employee supervision shall:

4.4.1. Ensure that employees are following safety procedures and policies.

4.4.2. Be current on all safe work practices.

4.4.3. Ensure that employees are wearing all required personal protective equipment (PPE).

4.4.4. Not direct employees to perform tasks for which they have not received proper training.

4.4.5. For those employees who work under the construction orders, conduct “tailgate” or “toolbox” safety meetings at least every 2 weeks to ensure the safety mindset in every employee.

4.4.6. Report any injury or near miss (non-injury incidents) to the next highest supervisor who will then forward any report to Human Resources.

4.4.7. Ensure that every employee required to attend safety training is in attendance and attentive. If an employee misses a class, work with Human Resources and/or the Safety Coordinator to ensure that said employee receives make-up training prior to job assignment.

4.4.8. Understand and be aware of all hazards associated with job assignments.

4.4.9. Be aware if the work being performed fall under the General Industry Safety Orders or the Construction Safety Orders. By understanding the work being performed and knowing which set of orders employees fall under, managers and supervisors may train and educate their employees on proper safety procedures regulated by Cal/OSHA. An important way for managers to learn about OSHA regulations is to attend safety classes taught by consultants and third parties and by reading the OSHA regulations that may be found on-line at www.dir.ca.gov.

4.5 HUMAN RESOURCES

Human Resources responsibilities towards safety include:

4.5.1. Coordinate and schedule safety training.

4.5.2. Ensure that all affected employees are notified of upcoming safety classes.

4.5.3. Document and maintain training records for each employee.

4.5.4. Coordinate and ensure that all accident and injury reports have been filled out correctly so if a workers’ compensation claim is made, all documentation is correct.
4.5.5. Maintain the OSHA Log 300 form. Post the OSHA 300A form from February 1 through April 30 of the previous year’s accident summary in prominent locations throughout the District so that employees may have easy access to the summary.

4.5.6. Work with management and the safety committee to ensure that all employees’ safety concerns or suggestions are being handled with due diligence.

4.5.7. Provide any forms required to be filled out by managers and employees in the event of an injury or accident.

4.5.8. Provide departments with the most up-to-date Cal/OSHA posters informing employees of their rights and responsibilities.

4.5.9. Coordinate and communicate with the contracted safety consulting agency to ensure safety compliance.

4.5.10. Maintain all Cal/OSHA related documentation.

4.6 EMPLOYEES

Although the employer and management have a huge responsibility in providing employees with a safe and healthy workplace, employees are ultimately responsible for their own safety. Employees are often the eyes and ears of the District and their responsibilities toward safety include:

4.6.1. Attend all required safety classes. This includes participating and being attentive.

4.6.2. Follow the District’s safety policies and procedures.

4.6.3. Report any unsafe or potentially dangerous situation to their supervisor so that the situation may be abated.

4.6.4. If an employee has a safety concern, notify management either in writing, verbally or by using the Hotline. If the employee feels that their observation, suggestion or concern is going unnoticed and that the hazard still exists, the employee may contact Human Resources to explain the situation.

4.6.5. Understand that an employee shall be disciplined for failure to follow safe procedures.

4.6.6. Work with management in updating and “fine-tuning” the Code of Safe Practices or any other work practice so that the most up-to-date and comprehensive safety procedure is being followed.

4.6.7. Encourage fellow employees to keep the safety “mindset”.
5.0 PROCEDURES

5.1 EVALUATING HAZARDS

Before a task or job is to be started, an evaluation of the hazards associated with it needs to be completed. For example, a supervisor cannot task an employee to enter or even open a manhole cover without ensuring that the employee has been properly trained on the potential hazards of this task.

The employer, supervisors, managers, etc. must be aware of all hazards related to operating equipment or tasks being performed by their employees.

A tool that can be used in identifying and evaluating workplace hazards is the Job Safety Analysis Form (Appendix A).

Hazards need to be identified and evaluated:

5.1.1. When Safety Orders of the California Code of Regulations that govern the operation or activity (e.g. General Industrial Safety Orders, Construction Safety Orders, etc.) are revised.

5.1.2. During the accident investigation process.

5.1.3. When revealed during a routine inspection.

5.1.4. Whenever new substances, processes, procedures, or equipment are introduced to the work place that represents a new safety hazard.

5.1.5. Whenever the District is made aware of a new or previously unrecognized hazard.

5.1.6. When employee safety suggestions are made regarding a hazard.

5.2 CODE OF SAFE PRACTICES

Once all hazards are identified and evaluated by using the General Industry Safety Orders (GISO), the Construction Safety Orders (CSO), other pertinent regulations, employee input, and available published statistics, the Code of Safe Practices is then developed. The code includes all the proper preventive measures to work in the environment safely.

Although under California Code of Regulations, the Term “Code of Safety Practices” pertains only to Construction Safety Orders, for the purposes of the District’s IIPP, it will refer to safe work rules used for both Construction and General work.

Some departments at the District may have specific work practices that are unique to that department. Supervisors and managers of each department should evaluate the hazards associated within their department and along with employee input develop a Code of Safe Practice to be followed by all employees to minimize injury while performing each task.
Employees are to receive specific instruction by their supervisor with respect to hazards specific to each employee's job assignment, as found in the Code of Safe Practices.

5.2.1. The Code of Safe Practices must be reviewed and updated periodically as new hazards are identified. Each Code of Safe Practice should be reviewed at least annually by each department.

5.2.2. When the Code of Safe Practices is updated, workers must be trained and/or alerted by their managers, supervisors, etc. to the new hazard and the new proper safe practice(s) being implemented.

All Code of Safe Practices may be found in the binder titled “Code of Safe Practices”.

5.3 PERIODIC INSPECTIONS

Periodic inspections will be conducted during the summer months during which time the safety committee shall not be meeting.

Periodic inspections are designed to identify new or previously unrecognized hazards. Inspection reports will be kept in the Safety Coordinator’s office and copies will be given to the appropriate managers and supervisors responsible for the inspected area(s).

5.3.1. When a hazard is identified by any person, all personnel exposed to the hazard are to be warned and notified of the hazard and potential danger. This may be done by any supervisor or employee.

5.3.2. Hazards identified during inspections shall be corrected in a timely manner based on the risk assessment code found later in this section. If a serious hazard cannot be immediately abated without endangering workers and/or property, the District will remove all exposed workers from the area except those necessary to correct the existing condition.

5.3.3. Workers correcting any hazardous condition shall be provided with the necessary protection.

5.3.4. If there is a piece of equipment or a procedure that is immediately dangerous to life and health, the condition is to be corrected immediately. If the condition cannot be corrected immediately, the hazardous equipment should be locked and/or tagged out of service (or procedure discontinued).

5.3.5. If any employee fails to follow the District’s safety procedures, the employee’s supervisor should:

i. Inform the employee of the violation

ii. Inform or remind the employee of the correct procedure

iii. Tell the employee to comply and correct the violation(s)
iv. Remind the employee of the District’s disciplinary policy.

5.3.6. All safety violations, hazards and safety concerns will be documented, and a risk assessment code assigned, based on the descriptions given below.

**OHLONE COLLEGE COMMUNITY DISTRICT SAFETY RISK ASSESSMENT CODE**

*Class 1* - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.

*Class 2* - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.

*Class 3* - Minor (probably would not significantly affect personnel or environmental safety or health, but is a violation of specific criteria).

5.3.7. If a department does not have the equipment or resources to fix a problem, the department supervisor may contact the Safety Coordinator or Human Resources who will, in turn, assist in proper guidance.

5.3.8. When the problem is fixed, the inspection form (Appendix D) should be signed and dated by the person responsible for the work.

5.3.9. Keenan and Associates will conduct a property and liability inspection

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<tr>
<td>Forklift</td>
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<td>Hazardous Waste Containers</td>
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### 5.4 INVESTIGATIONS OF OCCUPATIONAL INJURY OR ILLNESS AND CORRECTIVE ACTIONS

Once an occupational illness, accident, or injury occurs, a report must be completed by the employee and the employee’s supervisor immediately. All required and necessary forms may be found in the Ohlone College Community District Worker’s Compensation Injury Packet.
issued by Human Resources. These forms may be found on the internet at: http://www.ohlone.edu/org/hr/forms.html. The forms that are included in the packet are:

i. Workers’ Compensation Procedures (during and after work hours)

ii. Ohlone CCD Supervisor’s Report of Employee Injury/Accident Investigation (See Appendix I)

iii. Well For Work – Treatment Authorization

iv. Workers’ Compensation Claim Form (DWC-1) and Notice of Potential Eligibility

v. Personal Physician Pre-Designation Cover Letter and Form

vi. Employer’s Report Of Occupational Injury or Illness (5020)

vii. New Hire Pamphlet

5.5 REPORTING TO OSHA

5.5.1. ALL SERIOUS INJURIES MUST BE REPORTED TO CAL/OSHA AND HUMAN RESOURCES IMMEDIATELY.

Immediately means as soon as practically possible but not longer than 8 hours after the District knows or with diligent inquiry would have known of the death or serious injury or illness. If the District can demonstrate that exigent circumstances exist, the time frame for the report may be made no longer than 24 hours after the incident.

Exception: An injury is not reportable if it occurs during a crime (penal code violation), or on a public roadway (vehicle accident). If uncertain whether the accident was a “vehicle accident”, notification to Cal/OSHA is advised.

5.5.2. During normal work hours, employees who report a serious injury shall immediately notify a supervisor and/or Human resources. If a supervisor is not immediately reachable, the employee shall call Campus Police to notify them of the situation. Campus Police will provide for medical treatment and notify Human Resources of the situation. If Campus Police is unable to contact a live person in Human Resources, they are to leave a detailed message and report the injury to Cal/OSHA Enforcement District Office within 8 hours at:

(510) 622-2916

5.5.2. If a contractor is injured, the contractor’s employer must notify Cal/OSHA.

5.5.3. When making notification of a serious injury or death, be prepared to provide:

i. your name,
ii. a telephone number at which you can be reached for follow-up questions,

iii. the name of the injured employee,

iv. the nature of the injury to the best of your knowledge,

v. where the employee is being hospitalized,

vi. a telephone number for the hospital,

vii. if the employee's family or other important person(s) have been contacted,

viii. what, to the best of your knowledge, happened,

ix. where did the injury occur (site or location),

x. when did the incident happen,

xi. the names of any other parties involved with the injury, as well as the names of witnesses and,

xii. any other information you consider to be important.

5.5.4. In the event of a serious injury or fatality, an inspection by Cal/OSHA should be expected. The following is a list of suggested questions from the Cal/OSHA Policy & Procedure C-170 that supervisors and managers should be prepared to answer:

i. How long has the employee been employed by the employer?

ii. What was the employee doing at the time of the accident?

iii. Was the employee assigned to do the job(s) he was doing at the time of the accident, and who did the assigning?

iv. Who was the employee's immediate supervisor, or other supervisor, for the job the employee was doing at the time of the accident?

v. Was the employee trained in the specific job and the hazards of that job? Who provided the training? Is there documentation of the training?

vi. Were there any written procedures for the job that was being performed and was the employee following those procedures?

vii. Was the employee working alone? If not, who were the other employees and what were they doing at the time of the accident?

viii. Was the proper equipment, including personal protective equipment, being used for the job?
ix. Is the process, operation or job new to the worksite?

x. Was the injured employee being supervised? What was the proximity and adequacy of supervision?

xi. Did the employee receive hazard recognition training prior to the accident?

xii. What was the location of the accident? What was the physical condition of the area where the accident occurred?

xiii. What immediate or temporary action(s) could have prevented the accident or minimized its effect?

xiv. What long-term or permanent action(s) could have prevented the accident or minimized its effect?

xv. Had corrective action been recommended in the past, but no corrective action been taken?

5.5.5. The following documents may be requested by the Cal/OSHA investigator; managers and supervisors should be prepared to present them:

i. Injury and Illness Prevention Program;

ii. Records that establish management policies governing the activity involved in the accident, e.g., Code of Safe Work Practices;

iii. Condition reports, hazard reports and analysis records that reflect decisions regarding the accident environment;

iv. Facility specifications and descriptions that construct the work environment

v. Purchasing specifications and directives that reflect decisions regarding equipment and work materials;

vi. Equipment installation, repair, maintenance and critical parts inspection records that reflect priorities and control of work;

vii. Equipment manufacturers' and company's operator manuals, work instructions, operator training criteria and skill certification requirements that reflect program standards;

viii. Employee selection, placement, and training records that relate to operators, repair and maintenance workers and supervisors;

ix. Work records that relate to the job and individual employee with respect to task assignment, classification, hazard exposure or health exposure;
x. Employer's Report of Injuries and Illnesses (5020) for accident and any other identified injuries or illnesses of interest.

NOTE: This list is not exhaustive and is intended to provide guidance as to the types of documents and records that may be relevant to the investigation. The guiding principle for compliance personnel is to collect all records relating to the accident until knowledge of factors or examination of individual records determines that certain records are not relevant to the accident investigation.

5.6 COMMUNICATION

Communication is an important part of the IIPP. District management believes the best way to maintain the safety "mind set" is through the following means:

i. A safety bulletin board for written communication, relevant safety topics, and posted temporary hazards.

ii. Employee input with regard to safety is encouraged. All suggestions will be reviewed at the Safety Committee Meeting with a response given in a timely manner to the person making the suggestion. In the event of an anonymous suggestion, a response will be written and posted in the safety committee meeting minutes as found at http://www.ohlone.edu/org/safetycomm/

iii. A hotline is available to allow the reporting of hazardous conditions. This hotline may be used anonymously, if desired by the caller. This hotline phone number is: 510-979-7456.

iv. Safety posters and signs will be posted in common areas to help remind employees of certain hazards and to protect themselves.

v. A standing Safety Committee meets on the fourth Thursday of every month at 1pm. The Charter for the committee may be found in Appendix B.

vi. Supervisors with field staff shall conduct “toolbox” or “tailgate” safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety.

5.7 ENFORCEMENT AND RECOGNITION

5.7.1. Employees who fail to comply with the District’s safety policies and procedures will be subject to disciplinary action, up to and including, termination.

5.7.2. Employees should understand that the actions of managers and supervisors through the disciplinary process are intended to positively redirect their behavior toward the achievement of the District’s safety goals and objectives.

5.7.3. While management wants to remain as positive as possible, management must properly address the adverse actions of employees.
5.7.4. Employees are referred to their management or Human Resources for full details about the District’s disciplinary procedures.

5.7.5. Employees who contribute the District’s safety programs, provide safety suggestions to improve the safety programs, report unsafe conditions, etc. will be recognized by the committee with a certificate of appreciation.

6.0 EQUIPMENT

This section intentionally left blank

7.0 TRAINING

Training is the most important part of this program. It is critical that everyone understand their workplace hazards and is trained in:

- Safety procedures and policies.
- Procedures to document and record workplace injuries or illnesses
- Employee and management responsibilities towards safety.
- The District’s disciplinary policy.

Supervisors shall receive training to familiarize them with the health and safety hazards to which employees under their immediate direction and control may be exposed.

Training is provided:

i. To all employees and those given new job assignments for which training has not yet been received.

ii. Whenever new substances, processes, procedures or equipment are introduced to the workplace that represents a new hazard.

iii. Whenever the employer is made aware of a new or previously unrecognized hazard.

The Training Log for all employees is to be filled out completely, upon the completion of any training. All training logs, including tailgate meetings, should be kept in the Facilities Department.

8.0 RECORD KEEPING

8.1 CAL/OSHA

8.1.1. Whenever an Employer's Report of Occupational Injury or Illness Form 5020 is filed, an entry must be made in the Keenan Safe Colleges Database.
8.2 GENERAL SAFETY RECORD KEEPING

Human Resources will keep records of:

8.2.1. Documented safety and health training including:
   i. Employee name.
   ii. Training dates.
   iii. Type(s) of training.
   iv. Name(s) of trainer(s).

8.2.2. Documented accident, injury and illness investigations including the completed form(s).

8.2.3. Copies of all required injury and illness-related forms

8.2.4. Safety Committee meeting minutes.

8.2.5. Disciplinary records.

8.2.6. Inspection reports.

8.2.7. Training records including toolbox/tailgate meetings. Supervisors are responsible for giving a copy of their tailgate meetings to the Safety Coordinator or Human Resources.

8.2.8. Safety suggestions

8.2.9. Accident reports.

8.3 RECORDS RETENTION

The legally mandated minimum records retention durations are given in Appendix E.
APPENDIX A

JOB SAFETY ANALYSIS FORM
# JOB SAFETY ANALYSIS FORM

<table>
<thead>
<tr>
<th>Job: Example</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>JOB SAFETY ANALYSIS FORM</th>
<th>Title of Person who does Job:</th>
<th>Title of Supervisor:</th>
<th>Analysis by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Division/section:</td>
<td>Reviewed by:</td>
<td></td>
</tr>
<tr>
<td>Required personal protective equipment:</td>
<td>Required material safety data sheets:</td>
<td>Approved by:</td>
<td></td>
</tr>
</tbody>
</table>

## SEQUENCE OF BASIC JOB STEPS

Break the job down into its basic steps, e.g. what is done first, what is done next, and so on. You can do this by 1) observing the job, 2) discussing it with a knowledgeable person, 3) drawing on your knowledge of the job, or 4) a combination of the three. Record the steps in the normal order of occurrence. Describe what is done, not the details of how it is done. Usually three or four words are sufficient to describe each basic job step.

## POTENTIAL ACCIDENTS OR HAZARDS

For each job step, ask yourself what accidents could happen to the person doing this job step. You can get the answers by, 1) observing the job, 2) discussing it with a knowledgeable person, 3) recalling past accidents, or 4) a combination of the three. Ask yourself, can the person be struck by or contacted by anything, can the person strike against or come in contact with anything; can the person be caught in, on or between anything, can the person fall, can the person overexert, does the step require repetitive motions; is the person overexposed to anything injurious, such as hazardous chemicals, noise, extreme temperatures, etc.?

## RECOMMENDED SAFE JOB PROCEDURE

For each potential accident or hazard, ask yourself how the person should do the job step to avoid the potential accident, or what should the person do or not do to avoid the accident. You can get your answers by, 1) observing the job for leads, 2) discussing precautions with a knowledgeable person, 3) drawing on your personal experience, or 4) a combination of all three. Be sure to describe specifically the precautions a person must take. Don't leave out important details. Number each separate recommended precaution with the same number as the potential accident or hazard. Use specific do and don't statements. Where appropriate, include the use of personal protective equipment, and safety apparatus, materials, and facilities that would mitigate the hazard.
<table>
<thead>
<tr>
<th>JOB SAFETY ANALYSIS FORM</th>
<th>Job:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Person who does Job:</td>
<td>Title of Supervisor:</td>
<td>Analysis by:</td>
</tr>
<tr>
<td>Department:</td>
<td>Division/section:</td>
<td>Reviewed by:</td>
</tr>
<tr>
<td>Required personal protective equipment:</td>
<td>Required material safety data sheets:</td>
<td>Approved by:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEQUENCE OF BASIC JOB STEPS</th>
<th>POTENTIAL ACCIDENTS OR HAZARDS</th>
<th>RECOMMENDED SAFE JOB PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B
SAFETY COMMITTEE CHARTER
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Sponsor</th>
<th>Team Leader</th>
<th>Team Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ohlone Community College District Safety Committee</td>
<td>Ohlone Community College</td>
<td>Shairon Zingsheim</td>
<td>Personnel as identified in the Injury and Illness Prevention Program, Appendix C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meeting Times/Location:</th>
<th>Fourth Thursday of every other month @ 1:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 7401</td>
<td></td>
</tr>
</tbody>
</table>

**Purpose**

- To help insure a safe and healthful workplace and compliance with federal, state, and local safety regulations through participation in:
  - Monthly safety committee meetings.
  - Review safety inspections to help identify and correct hazards.
  - Injury and illness investigations to evaluate cause of injury and corrective action to prevent recurrence.
  - Communication between employees and management.
  - Schedule and review employee safety training.

**Scope/Authority**

- Provide advice and input to individual departments on safety matters.
- Identify and discontinue unsafe practices and/or use of unsafe equipment.
- Schedule required safety training.
- Recommend corrective actions to address safety hazards.
- Serve as communications conduit between employees and management on safety concerns.

**Success Criteria**

- Compliance with safety regulations and receive no OSHA citations.
- Fewer accidents and injuries.
- Establishment of required safety programs.
- Improved feedback regarding employees’ sense of safety and well-being.

**Decision-Making Process**

- Strive for consensus; majority vote by area safety coordinators present to pass on recommendations or take action. Roberts Rules of Order will be loosely followed.

**Product(s)**

- Develop written safety programs in compliance with CCR, 8.
- Provide safety training and recordkeeping.
- Conduct periodic inspection report once a semester.
- Respond to employee safety concerns and/or suggestions.

**Decision Communication**

- Agenda and minutes of meetings to members and posted at employee worksites.
- Use of internal and external communication tools to disseminate major actions.

**Evaluation**

- Annual review by the Safety Committee and Management on committee effectiveness.
APPENDIX C
SAFETY COMMITTEE MEMBERS
<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Vy</td>
<td>Confidential: Administration/HR Support/Safety Committee Admin</td>
<td>(510) 659-7355</td>
<td><a href="mailto:vanderson@ohlone.edu">vanderson@ohlone.edu</a></td>
</tr>
<tr>
<td>Carli, Gale</td>
<td>Management: Newark Center for Health Sciences and Technology</td>
<td>(510) 742-3100</td>
<td><a href="mailto:gcarli@ohlone.edu">gcarli@ohlone.edu</a></td>
</tr>
<tr>
<td>Gong, Jasper</td>
<td>CSEA: Performing Arts/Smith Center</td>
<td>(510) 659-6419</td>
<td><a href="mailto:jgong@ohlone.edu">jgong@ohlone.edu</a></td>
</tr>
<tr>
<td>Ganguly, Anu</td>
<td>Professor of Chemistry</td>
<td>(510) 659-6190</td>
<td><a href="mailto:agunley@ohlone.edu">agunley@ohlone.edu</a></td>
</tr>
<tr>
<td>Guillen, Oscar</td>
<td>Director of Facilities</td>
<td></td>
<td><a href="mailto:Oguillen@ohlone.edu">Oguillen@ohlone.edu</a></td>
</tr>
<tr>
<td>Gunsauls, Darline</td>
<td>Dean of Deaf Studies Division</td>
<td>(510) 344-5740</td>
<td><a href="mailto:dgunsauls@ohlone.edu">dgunsauls@ohlone.edu</a></td>
</tr>
<tr>
<td>Ha, Helene</td>
<td>CSEA: Science Laboratories</td>
<td>(510) 979-7944</td>
<td><a href="mailto:hha@ohlone.edu">hha@ohlone.edu</a></td>
</tr>
<tr>
<td>Halpin, Sean</td>
<td>Consultant: Du-All Safety EHS Specialist</td>
<td>(408) 636-3602</td>
<td><a href="mailto:seanh@du-all.com">seanh@du-all.com</a></td>
</tr>
<tr>
<td>Hunter, Zelma</td>
<td>Executive Assistant to Dean</td>
<td>(510) 742-3103</td>
<td><a href="mailto:zhunter@ohlone.edu">zhunter@ohlone.edu</a></td>
</tr>
<tr>
<td>Kozitza, George</td>
<td>Interim Vice President of Administrative Services</td>
<td>(510) 659-7307</td>
<td><a href="mailto:gkozitza@ohlone.edu">gkozitza@ohlone.edu</a></td>
</tr>
<tr>
<td>Lebedeff, Alex</td>
<td>Management: Purchasing</td>
<td>(510) 659-6263</td>
<td><a href="mailto:Alebedeff@ohlone.edu">Alebedeff@ohlone.edu</a></td>
</tr>
<tr>
<td>Moglia, Lawrence</td>
<td>Consultant: Safety Committee Support/Technical Assistance - Keenan and Associates/Loss Control and Reporting</td>
<td>(925) 890-0776</td>
<td><a href="mailto:lmgolia@keenan.com">lmgolia@keenan.com</a></td>
</tr>
<tr>
<td>Moore, Michael</td>
<td>Confidential Assistant Vice President Academic Affairs / Deputy Superintendent</td>
<td>(510) 659-6220</td>
<td><a href="mailto:mmoore@ohlone.edu">mmoore@ohlone.edu</a></td>
</tr>
<tr>
<td>Peralta, Ben</td>
<td>SEIU: Campus Safety</td>
<td>(510) 659-6111</td>
<td><a href="mailto:bperalta@ohlone.edu">bperalta@ohlone.edu</a></td>
</tr>
<tr>
<td>Rojas, Jill</td>
<td>Confidentialis/Student Services</td>
<td>(510) 659-6262</td>
<td><a href="mailto:jrojas@ohlone.edu">jrojas@ohlone.edu</a></td>
</tr>
<tr>
<td>Schurtz, Dave</td>
<td>Interim Director of Facilities</td>
<td>(510) 659-6511</td>
<td><a href="mailto:dschurtz@ohlone.edu">dschurtz@ohlone.edu</a></td>
</tr>
<tr>
<td>Worley, John</td>
<td>Chief of Campus Police and Safety</td>
<td>(510) 659-6111</td>
<td><a href="mailto:jworley@ohlone.edu">jworley@ohlone.edu</a></td>
</tr>
<tr>
<td>Zingsheim, Shairon</td>
<td>Executive Staff: Safety Coordinators – Team Lead</td>
<td>(510) 659-6201</td>
<td><a href="mailto:szingsheim@ohlone.edu">szingsheim@ohlone.edu</a></td>
</tr>
<tr>
<td>Vacant (Faculty Member)</td>
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Updated 2/3/2016
APPENDIX D
INSPECTION AND CORRECTION FORM
IN accordance with Ohlone Community College District’s desire to maintain a safe work environment, a safety inspection was made of the location(s) listed above. Areas not in compliance have been indicated. A photo of the hazard may also be included. Items reported fall under one of the following: Injury and Illness Prevention Program (IIPP), Uniform Building and Fire Codes; Insurance Safety Rules and Guidelines; and Cal/OSHA regulations. These conditions require corrective action so as to ensure a safe and healthful workplace for employees and employer, and in some cases for the public.

The inspection table on the following pages can be used to track the hazard corrections for each finding. Simply initial the box next to the risk assessment number and note the date the hazard was corrected. The following Risk Assessment Classes were used to rate the hazards or violations identified during the safety inspection.

<table>
<thead>
<tr>
<th>Risk Assessment Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1 - Critical (may cause death, serious injury, significant environmental impact, or substantial financial losses) and/or is likely to occur soon.</td>
</tr>
<tr>
<td>Class 2 - Serious (may cause injury, occupational illness, or environmental or property damage) and/or probably will occur in time.</td>
</tr>
<tr>
<td>Class 3 - Minor (probably would not affect personnel or environmental safety or health, but is a violation of specific criteria or best management practice).</td>
</tr>
</tbody>
</table>

The following observation/findings were identified during the current safety inspection.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Finding Description</th>
<th>Risk Class</th>
<th>Date fixed</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>10.</td>
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The following observations/findings were identified in the previous safety inspection are have not yet been corrected.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Finding Description</th>
<th>Risk Class</th>
<th>Date fixed</th>
<th>Initial</th>
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<tr>
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<td>17.</td>
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</table>

END OF REPORT.
APPENDIX E
RECORDS RETENTION REQUIREMENTS
<table>
<thead>
<tr>
<th>Record</th>
<th>Minimum Retention (yrs)</th>
<th>Code citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace inspections</td>
<td>1</td>
<td>8CCR3203(b)(1)</td>
</tr>
<tr>
<td>Training records (See below for exceptions)</td>
<td>1</td>
<td>8CCR3203(b)(2)</td>
</tr>
<tr>
<td>Safety committee meeting records</td>
<td>1</td>
<td>8CCR3203(c)(2)</td>
</tr>
<tr>
<td>Accident investigation records</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>Employee medical records</td>
<td>Termination of employment + 30 yrs</td>
<td>8CCR3204(d)(1)(A)</td>
</tr>
<tr>
<td>Employee exposure records (Includes all workplace monitoring data, MSDSs, Chemical inventories)</td>
<td>“At least” 30 yrs</td>
<td>8CCR3204(d)(1)(B)</td>
</tr>
<tr>
<td>Bloodborne Pathogens Training</td>
<td>3</td>
<td>8CCR5193(h)(2)(B)</td>
</tr>
<tr>
<td>Sharps injury log</td>
<td>5</td>
<td>8CCR5193(h)(3)</td>
</tr>
<tr>
<td>Hazwaste manifest receipts</td>
<td>3</td>
<td>HSC25160.2(b)(3)&amp;(4)</td>
</tr>
<tr>
<td>Asbestos training records</td>
<td>Termination of employment + 1 year</td>
<td>8CCR1529(n)(4)</td>
</tr>
<tr>
<td>Notification of identification, location and quantity of asbestos</td>
<td>Duration of ownership of building; must be transferred to new owner</td>
<td>8CCR1529(n)(6)</td>
</tr>
<tr>
<td>Noise exposure measurements</td>
<td>2</td>
<td>8CCR5100(d)(1)</td>
</tr>
<tr>
<td>Audiometric test records</td>
<td>Duration of employment</td>
<td>8CCR5100(d)(2)</td>
</tr>
<tr>
<td>Maintenance of fire extinguishing systems</td>
<td>5</td>
<td>19CCR904.1(b)</td>
</tr>
<tr>
<td>Fire Alarm systems acceptance tests &amp; as-builts</td>
<td>Life of system</td>
<td>NFPA 72, 7-5.1</td>
</tr>
<tr>
<td>Fire Alarm systems annual maintenance, inspection &amp; testing</td>
<td>1 year past next test (e.g., 2 years)</td>
<td>NFPA 72, 7-5.2.1</td>
</tr>
<tr>
<td>Fire Sprinkler Maintenance &amp; Service Reports</td>
<td>5 yrs</td>
<td>19 CCR 904.1 &amp; 904.2</td>
</tr>
<tr>
<td>Fire Sprinkler Maintenance &amp; Service Reports</td>
<td>1 year past next test (e.g., 2 years)</td>
<td>NFPA 25, 4.3.5</td>
</tr>
<tr>
<td>Reports of testing on mechanical ventilation systems such as fume hoods</td>
<td>5 yrs</td>
<td>8 CCR 5143</td>
</tr>
<tr>
<td>Reports of testing on HVAC systems for building ventilation</td>
<td>5 yrs</td>
<td>8 CCR 5142(b)(2)</td>
</tr>
</tbody>
</table>
APPENDIX F
TOOLBOX MEETING RECORD
Toolbox Safety Meeting Report

Date:

Department/Shop:

Meeting Leader (print):

Meeting Leader (signature):

<table>
<thead>
<tr>
<th>Topic Discussed</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name (print clearly)</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
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<td></td>
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Approval of XXXXX Minutes

Action Items

General Updates
  1.
  2.
  3.

Training
  1. Conducted: XXXXXXXXXXXXXXXXXXX
  2. Conducted: XXXXXXXXXXXXXXXXXXX
  3. Upcoming: XXXXXXXXXXXXXXXXXXX
  4. Upcoming: XXXXXXXXXXXXXXXXXXX

Review of Periodic Inspection Report(s)

Accident/Near Misses Report

Safety Suggestions/Report of Hazardous Conditions

Employee Recognition/Disciplinary Actions

Open Discussion

Next Meeting: XXXXXXXXXXXXX
APPENDIX H
NEW HIRE EMPLOYEE CHECKLIST
Safety Program & Training Checklist
For all employees: at hire, transfer and annual performance review

Employee Name: __________________________________________________________
Hire/Review Date: _________________________________________________________
Job Title: _________________________________________________________________
Department/Division/Unit: ___________________________________________________

Initial and date each item when completed, updated and reviewed

Injury and Illness Prevention Program (IIPP):

_________ Identify the Safety Coordinator and review the coordinators duties
_________ Review the safety inspection and accident investigation procedures
_________ Review avenues of safety communication (safety tailgate box, tailgates, etc.)
_________ Review the safety discipline procedures (if not compliant with regulations, etc.)
_________ Review of Codes of Safe Practices specific to the employee’s area
_________ Identification of necessary employee training on specific equipment:
          ________ Spill Equipment, Forklift, Respirator, Lifts, Power Tools, etc.

Personal Protective Equipment (PPE):

_________ PPE Hazard Assessment (what to wear, how to properly use, limitations, etc)
Provided: ________________________________________________________________

Hazardous Materials:

_________ Review the Hazard Communication program and chemical inventory
_________ Review Material Safety Data Sheets (MSDS) and locations(s)
_________ Review labeling requirements and the NFPA placard numbering system
_________ Review how to safely handle chemicals on site
_________ Review the spill procedures and spill equipment (location, etc)
_________ Review what to do in the event of an emergency or exposure
          HAZWOPER Training
_________ Emergency Response Program and Drills

Fire and Evacuation:

_________ Review the primary and secondary evacuation routes
_________ Review evacuation relocation area
_________ Review evacuation Do’s and Don’ts
_________ Drill procedures
_________ Plant Emergency Plan and Contact Phone Numbers
Fleet & Equipment Program

- Commercial/Non-Commercial Driver License(s) & Certification
- Pre & Post Trip Vehicle Inspection: (Training, Defensive Driving, Documentation, etc)
- Seatbelt Use & Requirements
- Radio, Cell Phone Use & Requirements
- Vehicle Accident Process & Reporting
- Equipment Specific Training & Refreshers

Emergency Response:
- NIMS/SEMS 100, 200, 300, 700, 800, etc.

Safety Programs & Training: (Identify as required for specific job classification/title)

- Knowledge, Awareness & Use of all City/Plant Policy/Procedures/Instructions, etc.
- Aerial Lift, Bucket Truck, Scissor/Man/Genie Lift Safety Certification
- Asbestos Awareness Safety Training
- Bloodborne Pathogens Program & Training
- Confined Space Program/Permit and Entry/Rescue Training & Certification
- Boom/Crane Safety Certification
- DOT Requirements & Testing
- Driver Safety, Defensive Driving Training
- Electrical Safety Program & Training (Non-Electrician & Electrician NFPA 70E)
- Ergonomics & Back Safety Training
- Excavation/Trench/Shore Program/SOP & Training
- Fall Protection Program & Training
- Fire Extinguisher Training
- First Aid/CPR/AED Certification Training
- Chain Saw Safety Training
- Tree Work & Climbing Safety Training
- Traffic Work Zone and Flagging Safety Training
- Forklift Safety Training
- Hazard Communication Program & Training
- Hazardous Materials Program & Safety Training
- Hazardous Waste Operations First Responder Certification (8 hour)
- Hearing Conservation Program, Training & Annual Audiometric Testing
- Heat Stress & Illness Program & Training
- Ladder & Scaffold Safety Training
- Lead Awareness Safety Training
- Lockout/Tagout Program & Training (Equipment Specific Procedures)
- Respiratory Protection Program, Medical Evaluation, FIT Testing & Training
- Hotwork Program/Permit & Welding Safety Training
- Management Regulatory Work Shop
- Emergency Action Plan
- Concrete/Masonry Grinding Safety Training & Program/COSP/SOP
- Chemical Hygiene Plan & Lab Safety Training
- Accident Investigation Training
- IIPP Program, Tailgate, Training
- Regular Safety Tailgates – ongoing provided by supervisor every 10 days
- Additional Safety Training or Certification (s) identified as required:
Specific area equipment & safety rules reviewed: ________________________________

Add additional pages as needed to comply with all regulations and as identified on the Training Matrix.

Employee Signature: ___________________________  Date: ___________________________

Supervisor Signature: ___________________________  Date: ___________________________
APPENDIX I

SUPERVISOR’S REPORT OF EMPLOYEE INJURY/ACCIDENT INVESTIGATION
Note: I’m using the above screenshot as a temporary fix until Gwen provides me with the password to unlock the actual document so that I copy/paste it this IIPP document.

EDITED January 18, 2013 by VA