



## **Injury and Illness Prevention Program**

### **Introduction**

The Grossmont-Cuyamaca Community College District (District) is firmly committed to maintaining a safe and healthful working environment for all District employees. As part of this commitment, the District has established, implemented, and maintains an effective Injury and Illness Prevention Program as required under the California Code of Regulations (CCR) Title 8, Section 3203.

### **IIPP Program Overview**

The District and its Governing Board, students and employees have the right to learn and work in a safe and peaceful campus environment. The object of our safety program is to provide a safe environment through prevention with resulting reduction or elimination in employee and student injuries, damage to materials or equipment and the related costs, both direct and indirect. The following details the functions and procedures to implement and maintain our District safety program.

#### **1. Responsibility for Program**

The Vice Chancellor of Human Resources is responsible for the implementation of the safety program and has designated Director of Employee & Labor Relations as Coordinator. The Coordinator is responsible for maintaining and coordinating the program on a day-to-day basis. The District shall provide the assistance necessary for the implementation of this program. The Coordinator may assign all or some of these tasks to other individuals as necessary.

The Coordinator's duties include, but are not limited to:

- a. Overseeing training of managers and supervisors in District safety rules and policies including the IIPP;
- b. Overseeing employee training in accordance with this program;
- c. Inspecting, recognizing, and evaluating workplace hazards on a continuing basis;
- d. Developing methods of abating workplace hazards; and

- e. Overseeing abatement of workplace hazards in a timely and effective manner.

## **2. Program Review**

The District is aware that the health & safety regulations may change over time. Therefore, at least annually, the Coordinator will be responsible for assisting in the review of the program in consultation with other District staff, safety committee, departments and others as necessary.

## **Safety Organization and Responsibilities**

### **1. Workplace Safety Committee**

The Workplace Safety Committee is an important part of this program and will consist of designated department representatives to assist the District in implementing and maintaining the IIPP program. The committee will work with the Coordinator and provide assistance as requested.

#### **Committee Duties, Functions and Responsibilities**

The duties of the committee shall include, but are not limited to:

- a. Meet at least quarterly at times designated by the GCCCD [Governance Structure](#). Minutes of each meeting shall be available on the [Intranet](#) for all staff to review;
- b. Review accident, inspection, and hazard reports and provide recommendations for correction;
- c. Review written health and safety issues brought before the committee from various sources including staff, departments, etc.;
- d. Disseminate safety information to committee members, staff members and District employees to assist their departments and sites;
- e. Sponsor safety awareness activities including employee training as needed;
- f. Review OSHA visits or reporting as needed. Upon request, committee verifies abatement action taken by the employer to abate citations issued by the Division.

### **2. Administrators**

Each Administrator is responsible for the following functions relating to the District Safety Program:

- a. Implement the District Safety Program and provide written safety rules and policies for employees in addition to those in the IIPP Manual;
- b. Establish, initiate and maintain supervisor and employee safety training programs;
- c. Ensure new employees receive health and safety training as part of their orientation;
- d. Evaluate supervisors and employees on their safety performance;
- e. Provide appropriate safety examples for employees;
- f. Immediately report all workplace accidents, injuries, and illnesses to Employment Services/Benefits;
- g. Investigate, report, and review all injuries and accidents to ensure appropriate preventative measures are taken to prevent recurrence;
- h. Ensure that unsafe conditions or practices are corrected promptly;
- i. Ensure regularly scheduled safety inspections are conducted and reports forwarded to Employee & Labor Relations; monthly, quarterly and annually.

**3. Maintenance, Operations and Facilities Departments**

Maintenance, Operations and Facilities are responsible for hazard abatement through the use of the work order system. Responsibilities are to provide, within budgetary restrictions and in consideration of priorities recommended by Employee & Labor Relations and the District Workplace Safety Committee, such installation, repair, and/or modifications of facilities and equipment which are required to eliminate hazardous conditions and comply with applicable regulations.

**4. Purchasing Department**

The Purchasing Department is responsible for the following requirements:

- a. All purchase orders for equipment shall require the vendor to certify that such equipment complies fully with District and applicable safety standards, as well as applicable regulations and laws;
- b. If equipment is to be installed by the vendor or contractor, the purchase order shall require the installer to certify that installation complies with all regulatory standards and applicable laws, and shall require the installer to furnish evidence of insurance as required by Purchasing. Facilities is responsible for installment contracts;

- c. All contracted services, repair, modification, review of contracts or construction work shall require the contractor to certify, in writing, that such work complies with all applicable regulations, standards and laws;
- d. Direct all requests for the purchase of any chemicals, hazardous substances and equipment which may require special use to Employee & Labor Relations for review and approval, prior to ordering such items;
- e. Order Material Safety Data Sheets (MSDS) from vendors through Purchasing for all chemical orders. Provide information to Warehouse staff to ensure MSDS's travel with product to campus sites when delivered.

## **5. Supervisors/Department Chairs**

The Supervisor is the key individual in accident prevention. The supervisor is responsible to assign tasks, instruct and train their employees, be aware of safety hazards and unsafe acts. Supervisors have the following responsibilities:

- a. Set the example for safety;
- b. Correct unsafe acts and practices of employees, including disciplinary action for safety violations;
- c. Praise employees working safely;
- d. Inspect work areas daily for unsafe conditions and ensure action is taken to correct such conditions;
- e. Conduct periodic employee safety training, including information provided by MSDS's relating to hazardous chemicals and substances;
- f. Report all accidents; cooperate with investigation(s) and follow-up on action taken to eliminate accident causes as determined by the investigation results.

## **6. Instructional Staff**

Each instructor shall be responsible for the safety of their work area which may include classrooms, offices and storage locations assigned to him/her. In addition, each staff member will ensure that only students who are registered in their classes are within the class during the assigned time. In areas where hazardous substances and/or equipment are in use, students must take and pass a safety exam. This may include equipment such as hand or power tools, shop machinery, electrical equipment, art materials and shop areas as well as science labs. Staff should visually review their classrooms and work areas on a regular basis to assure safe use and

storage within these areas. Staff should immediately report unsafe conditions through the [Unsafe Condition Report](#) on the employee Intranet.

## **7. All Employees**

All employees are responsible for:

- a. Following all established safety rules and procedures and accepting personal accountability for working safely;
- b. Reporting all work related accidents, injuries, or illnesses to their supervisor and Employment Services/Benefits immediately;  
<http://www.gcccd.edu/formsdepot/rmbforms/district-injury-illness-rpt-2008.pdf>
- c. Using and maintaining all safety devices and equipment in operable condition which are required within the scope of their employment;
- d. Reporting unsafe or hazardous conditions immediately to their Supervisor/Department Chair and Facilities through the use of [Unsafe Condition Report](#).

## **Identifying, Evaluating and Correcting Work Place Hazards**

### **1. The Safety Inspection Program**

Safety inspections are designed to disclose unsafe acts or conditions, determine reasons or causes of, and to recommend corrective action. Follow-up systems are used to ensure that corrective actions eliminate the hazard and possible recurrence.

#### **Inspections**

Department Chairs, Supervisors and designated employees will be responsible for conducting safety inspections in accordance with the annual inspection requirement. Staff should utilize the appropriate inspection checklist to serve as a basis for the inspection.

#### **Inspection Reports and Process**

- a. Inspection checklists include the following information: Date of inspection, site inspected, unsafe acts and conditions found and corrective action to be taken. The person conducting the inspection shall date and sign the form and forward it to the appropriate administrator for review.

- b. Department designee makes necessary corrective action, date action was taken and provides report to Employee & Labor Relations.
- c. Employee & Labor Relations reviews the inspection information, determines if corrective action is adequate, and follows up as necessary to ensure remedies are properly applied and effective.

### **Hazard Abatement / Correction**

Safety hazards identified during inspections, employee complaints or other methods shall be prioritized by appropriate District staff. All corrected hazards shall be so noted. All exposed personnel will be removed from the area of potential exposure, except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training and will be provided with necessary safeguards and personal protective equipment (PPE).

## **2. Accident Investigation**

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, obtain medical attention as necessary and protect other employees and equipment. The supervisor must then begin to investigate the circumstances of the accident. The investigation should focus on accident causes and corrective action. The analysis should include what happened, why it happened and how it can be prevented in the future.

### **Supervisor's Accident Investigation Report**

**A fatal or serious accident must be reported to Cal/OSHA within 8 hours.**

# **GCCCD Procedure for Notification**

## **Deceased or Hospitalized Employees**

### **Step 1**

**Call 911 in the event of an Emergency**

### **Step 2**

**Immediately notify Employee & Labor Relations (ELR) of Fatal or Serious on-the-job injuries at 619-644-7572**

Incidents requiring reporting within 8 hours:

- Fatal injury to an employee
- Serious injury or illness to employee  
A serious injury is defined as:
  - Loss of limb or amputation
  - Serious degree of permanent disfigurement
  - In-patient hospitalization in excess of 24 hours for other than observation

If the incident occurs after hours, leave a voice mail message with ELR at 619-644-7572.

### **Step 3**

**Notify Cal-OSHA at 800-321-6742 within 8 hours of incident**

Whenever a state, county or local fire or police agency is called to an accident involving an employee covered by this part in which a serious injury, or illness, or death occurs, the manager (or persona in charge) shall notify Cal-OSHA at 800-321-6742. If after hours, leave a message.

**When reporting, you will be asked to provide the following employee information:**

- ✓ Employee name
- ✓ Employee's department and supervisor's name.
- ✓ Time and date of accident.
- ✓ Address of site of accident or event.
- ✓ Name of person to contact at site of accident.
- ✓ Nature of injury.
- ✓ Location where injured employee(s) was (were) moved to.
- ✓ Law enforcement agencies present at the site of accident.
- ✓ Description of accident and whether the accident scene or instrumentality has been altered.

### **Step 4**

Supervisor completes Injury/Illness Accident Report and forwards to Employee & Labor Relations within 24 hours.

### **Step 5**

Employee & Labor Relations notifies the following departments of death/injury or illness for processing:

Chancellor's Office

Employment Services/Benefits

Payroll

### **Step 6**

Employee & Labor Relations compiles information from various departments (above) and reports to CalPERS or CalSTRS and/or PEAR (part-time EEs), if appropriate.

# Communicating With Employees on Safety and Health Issues

The District believes that communicating with employees concerning workplace hazards and the methods used to control them will help create the safest possible work environment. The District places a great deal of importance on communicating with employees about health and safety issues and the methods for communicating include:

## 1. District Health and Safety Programs

The District has a series of health and safety programs that cover such areas as Chemical Hygiene Plan, Hazard Communication and many others. All of these programs are in written form and available to staff online or through their supervisor, and annual training is conducted for employees.

## 2. Safety Meetings

The District and its sites shall conduct safety meetings a minimum of quarterly, or as necessary. During these meetings, each supervisor may discuss with the employees under his or her direct supervision such issues including:

- a. New hazards and related processes and procedures that have been introduced or discovered in the workplace;
- b. Causes of any recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future;
- c. Any health or safety issue identified by the supervisor to deserve reinforcement;
- d. All meetings shall be documented with the date and location of meeting, person running meeting, signed attendance roster, topics discussed, recommendations for improving workplace safety, and any other pertinent information.

## 3. Anonymous Notification Procedures

An employee may anonymously notify the District of work hazards by utilizing the [Unsafe Condition Report](#). The Vice President of Administrative Services will investigate all such reports in a prompt and thorough manner.

## Training

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthful work environment and preventing injuries, illnesses and accidents in the workplace. The District may choose to provide safety training and information via online materials or as face-to-face training as



determined by each Department to allow for easy access by staff. Training shall be as follows:

### **1. All Employees**

Safety training shall be completed for all employees as follows:

- a. Upon hiring;
- b. Whenever an employee is given a new job assignment for which training has not previously been provided;
- c. Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;
- d. Whenever the district is made aware of a new or previously unrecognized hazard;  
and
- e. Whenever the coordinator, administrator, manager or supervisor believes that additional training is necessary.

### **2. Administrators, Managers and Supervisors**

Administrators, Department Chairs and Supervisors will be provided with appropriate training and instruction with regard to hazards to which employees under their immediate direction may be exposed. Employee & Labor Relations will:

- a. Update the district's safety rules, procedures and policies as needed, and distribute the updates to all administrators, managers and supervisors;
- b. Make safety training resources available to administrators, managers, and supervisors;
- c. Take action necessary to keep District supervisors informed about workplace hazards that may affect their employees.

### **3. Documentation of Training**

All safety training will be documented. Sign-in rosters will be kept for 3 years. Employment Services/Benefits will retain each employee's training record for the length of employment. Training records will be maintained as part of each employee's personnel file.

## Compliance

To assist the District in its compliance with the health and safety policies, several steps have been developed:

### 1. Workplace Safety Committee

The Safety Committee, which meets regularly, is involved in reviewing the program, safety inspections and recommendations for correction. In addition the committee will provide assistance to the District as necessary.

### 2. Disciplinary Procedures

A District employee found not complying with any Board of Education policy, administrative procedure, Health & Safety regulation, or other outside agencies' requirements, may be subject to disciplinary procedure. Any disciplinary action will follow the steps outlined in the Collective Bargaining Agreement.

### 3. Recordkeeping

Accurate records will be maintained by the Program Coordinator for no less than three (3) years following the end of the year to which they relate including:

- a. Site Safety Inspection Checklists as well as any other safety inspections completed;
- b. Documentation on safety training received by District employees;
- c. Minutes of monthly District Workplace Safety Committee meetings;
- d. Other information as necessary.

## **Safety Tips**

### **General Safety Guidelines**

1. Remove from the floor all debris which could cause slipping or tripping.
2. Keep cords (electrical, phone, etc.) out of walkways.
3. Never use chairs or desks for climbing or standing. Use ladders only. Call the Maintenance or Operation's departments when assistance is needed.
4. Wipe up all spills and water accumulations immediately.
5. Maintain adequate walkways between desks, work tables, etc.
6. Keep file cabinet drawers completely closed when not in use.
7. Do not overload upper file cabinet drawers. Store heavy items in lower drawers. Freestanding file cabinets can topple over if more than one drawer is opened at the same time.
8. Keep all storage areas clean, neat and free of trash.
9. Keep all machinery guards in place whenever in use.
10. Use care in operating electrical office equipment—follow manufacturer's instructions and precautions.
11. Use proper personal protective equipment (gloves, goggles, and respirators) when body protection is needed. Common items are available at your department, specialty items need to be ordered.

### **Accident/Hazard Reporting Procedures**

12. Report ALL injuries immediately to your supervisor.
13. The District's Injury and Illness Prevention Program (IIPP) includes a program of scheduled safety inspections for each department to inspect their own facilities and evaluate employee practices. These inspections should be documented and a copy sent to Employee & Labor Relations so the IIPP procedures, safety communication and central documentation will follow. Even with these efforts, we rely on the eyes of everyone, since many hazards are still reported by alert individuals.
14. Report unsafe conditions (such as broken or cracked glass.) If a condition presents an immediate or serious risk, barricade or post a warning sign. If you can't, call Public Safety at extension 7654. Safety hazards should be reported to your supervisor. Correction of a particular safety hazard may be the responsibility of the Maintenance Department, Electronics Maintenance, Employee & Labor Relations, the Grounds Department, the Operations Department, Information Systems, Instructional media or the department whose area it is in.
15. When you become aware of an unsafe practice or action, you should point this out in a positive, non-judgmental way, if you are comfortable doing so. If the practice could cause injury to that person or a bystander, it is your responsibility to point it out immediately. If the practice continues, report it to YOUR supervisor who will follow up. If

you can't do that, or the activity continues, you can report it to the Director of Employee Relations or a Workplace Safety Committee member.

### **Electrical Safety**

16. Inspect all electrical apparatus in use in each room to ensure good operating condition. Look for frayed cords, broken plugs, exposed wires, and broken or cracked housings.
17. Do not overload electrical circuits.
18. Do not use any electrical equipment with frayed cords, exposed wires, or broken or cracked housings. Flexible cords and cables shall not be used as permanent wiring. Extension cords shall have a circuit breaker.
19. Know the location of circuit breakers. If a circuit breaker is tripped, do not try resetting it until you have looked for the cause, reduced current use, notified Electronics Maintenance and made sure it is safe to turn back on.
20. Do not attempt to run mechanical equipment or reset a circuit breaker if it has been tagged "OUT OF SERVICE."

### **Hazardous Materials**

Your "Right to Know" about hazardous materials will be discussed in a section to follow, Common Safety Tips are:

21. Before you purchase a material with a hazardous property or ingredient, read the Safety Data Sheet (SDS) and read the label.
22. Before you use a material with a hazardous property or ingredient, read the SDS; read, understand and follow the label instructions. Follow storage instructions and monitor shelf life.
23. If the SDS is not available to you at a local SDS file, contact Employee & Labor Relations (the location of the master file.) If it is not available there, the manufacturer or vendor can supply one to you. The manufacturer's name and phone number is usually on the product label. The SDS can usually be faxed to you the same day.
24. Before you purchase, if there is a suitable product that is less hazardous, or will not end up a hazardous waste, buy it.
25. Before you purchase, determine how much you really need. Information on the label, some measurements, a little math, and an estimate of how long it will take you to use it (before the expiration date or shelf life runs out) will help you arrive at a realistic quantity. What you have left over to store or pay to dispose of as a hazardous waste will more than offset any "savings" from a quantity price break.
26. All hazardous materials, specifically chemicals, should be purchased through the District Purchasing Department. Shelf life dates of chemicals should be reviewed frequently, stock rotated, and out-of-date chemicals should be disposed of properly. When ordering, you can specify an expiration date consistent with the shelf life.
27. When receiving hazardous materials, put the date and Department abbreviation on the container, but don't obscure important label information.

28. No insecticides or pesticides of any kind (such as ant spray, ant or roach bait, fly spray, etc.) are to be purchased or used on campus. Use of these products will be handled by District staff who has received specialized training for their use.
29. ALL containers must be in good condition, properly labeled, have a closable lid and stored properly. Empty containers must be labeled "empty." Inspect condition of hazardous material containers daily.
30. Avoid storing hazardous materials in offices or classrooms; when necessary store only the smallest quantity needed in a proper container and cabinet.
31. Hazardous wastes incidental to use and SMALL spills may go into the trash or down the sanitary sewer, for example cleaning solutions, but this is never an option for disposal of left over or old hazardous materials. Nothing but rain runoff is allowed to go into storm drains.
32. Waste materials that cannot go to the sewer or landfill, should be collected in a proper container, labeled and listed on a waste inventory sheet from Employee & Labor Relations, and stored for proper disposal.

### **Food Services Safety**

33. Employees, student groups or clubs organizing food service activities need to take a sanitation class before preparing food for others. The Grossmont College Students Affairs office (Ext. 7600) maintains a schedule of sanitation classes.
34. Wash glassware and dishes separately. Never stack glassware in the sink. Drain sinks prior to attempting to remove broken glasses or dishes.
35. Wash sharp utensils individually—never drop them into the dishwasher.

### **Maintenance and Grounds Safety**

36. Wear face shield or eye goggles whenever engaged in eye-hazardous operations (chipping, grinding, trimming, etc.).
37. Wear proper ear plugs or muffs while engaged in high noise-level operations (mowing lawns, etc.).
38. Replace all broken and cracked glass immediately.
39. Wipe up all spills immediately. The Employee & Labor Relations Department must be notified of all hazard materials spills.
40. Do not use any ladders with broken or cracked steps or side rails. Make sure they are marked as broken and taken out of service.
41. Only use ladders with non-skid safety feet.
42. Do not use metal ladders while conducting electrical repairs.
43. When using pesticides and other hazardous materials, carefully read all label directions first. Use approved respiratory protection when required or when there is any doubt.
44. Before using any power equipment, tools, etc. ensure that all belt-drive guards, point-of-operation guards, and all other safety features are properly in place.
45. Stay alert for all unusual hazards in all areas which may expose students, staff, and visitors to injury, dust or vapors.

## **Transportation Safety**

46. Before driving any vehicle or cart in connection with your employment, you must have a completed Driver Data form on file with the Employee & Labor Relations Department. There is also a list of cart safety rules.
47. Report ALL injuries and accidents immediately to your supervisor and the Employee & Labor Relations Department.
48. Refrain from placing articles on the dash of vehicle—hair brushes, books, personal items, etc.
49. Do not drive or operate any machinery while taking medication, which may cause drowsiness.
50. A pamphlet describing what to do if you have a vehicle accident can be found in the glove compartment.