



Environmental, Health and Safety

# Injury and Illness Prevention Program

For Compliance with:

Title 8, California Code of Regulations  
General Industry Safety Orders, Section 3203 (8 CCR 3203)

Rev. 11/10/11



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# I. Purpose

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- ¾ Refer unsafe acts and conditions that cannot be corrected or addressed at the department level to the University EHS Office.
- ¾ Develop a method of communication where safe acts and conditions can be reported by employees without fear of reprisal and management can communicate safety information to all respective employees.
- ¾ Initiate disciplinary action, as defined in the applicable employee Memorandum of Understanding (MOU), to employees who fail to follow established university safety program requirements.
- ¾ Conduct and document preliminary investigations of all reported industrial injuries and illnesses.
- ¾ Maintain an inventory of all hazardous materials present in all work areas within the department
- ¾ Ensure that all hazardous materials and waste are properly labeled, stored and, as appropriate, identified for disposal.
- ¾ Ensure that all employees are provided with appropriate personal protective equipment (PPE) and are trained on the proper use and maintenance of such equipment.
- ¾ Ensure that all employees receive specific and periodic medical examinations that are applicable for their job description and meet mandated federal and state regulations.
- ¾ Maintain safety and health records including, but not limited to, training, periodic inspections, accident investigations, corrective action documents, and disciplinary documents consistent with the requirements of this document.

v Director, Environmental Health and Safety (EHS):

- ¾ 3 H H U \* H U E H EHS Director is responsible for developing, implementing, and responsible for



- 9 Investigating employee complaints of hazardous conditions and referring findings to appropriate managers and supervisors
- 9 Maintaining environmental and industrial hygiene monitoring records;
- 9 Maintaining employee exposure records;
- 9 Providing access to records in accordance with Section X

x Human Resources

Maintain all employee medical records (employee medical records and) (quire) 5 (ments of this) -2( ) TJ ET Q q 0 0 612  
 3/4 Provide access to records in accordance with Section X.

x Department/Safety Coordinators

3/4 Departments, through their Departmental Safety Coordinator if one exists, have the responsibility to implement local procedures to ensure effective compliance with the requirements of this PP a1[s4</MCID 5 >>BDCi8[(I)231[s4</MCID 5 >>BDCi8[(I)23. requirem



- ¾ Permitting only those employees or students qualified to operate potentially hazardous equipment and ensuring that employees or students understand all safety procedures associated with their job duties
- ¾ Investigating incidents and preparing written documentation
- ¾ Requesting a Safety Data Sheet when one is not already available for a hazardous material
- ¾ Correcting and/or reporting unsafe conditions or practices to their immediate supervisor
- ¾



## VI. Communication

The University utilizes the following methods for providing communication with employees on occupational health and safety matters:

Emergency Procedures Emergency procedures are posted at various locations throughout the University.

Safety Meetings- The University has a campus-wide University Safety Committee that meets regularly.

EHS Website CSUCI EHS has established a web page with the following information:

- x Written safety and environmental programs
- x Environmental, Health and Safety training information
- x University Safety Committee Minutes
- x Policy Statement on Occupational Safety
- x Accident and Injury reporting procedure
- x EHS contact information

Department Safety Meetings Departments should schedule regular meeting in which safety and health issues may be freely and openly discussed by departmental employees. These meetings can be incorporated into existing department meetings (e.g. staff meetings).

Employee Safety Training CSUCI offers safety training programs for employees on a regular basis (see Section VI). Topics include, but are not limited to, ergonomics, emergency procedures, hazard communication, and defensive driving training. Departments should also provide specific environmental, health and safety training programs to their employees prior to

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## Hazard Identification

- ‡ The University maintains an EHS which has the responsibility for developing, implementing, and monitoring the effectiveness of safety and health programs;
- ‡ The EHS Office reviews applicable General Industry Safety Orders and other safety Orders W K D W D S S O \ W R & 6 8 & , \ V R S H U D W L R Q V
- ‡ Departments and supervisors are responsible for identifying and evaluating hazards prior to assigning work or whenever new substances, processes, procedures or equipment create a new hazard, or whenever the employer is made aware of a new or previously unrecognized hazard.
- ‡ A Job Safety Analysis (form driven) is utilized for new work or work that may involve new or unusual hazards.
- ‡ Auditing and inspection program;
  - x Investigation of occupational accidents, injuries, illnesses, and unusual events that have occurred at CSUCI;
  - x Evaluation of concerns raised by employees during safety meetings; and
  - x Evaluation of concerns reported to EHS Office (including anonymous reports). The follow-up W R W K H V H F R Q F H U Q V L V G R F X P H Q W H G Z L W K D 3 + 1
  - x Chemical Hygiene Program Audit. Administered by the EHS office, this program focuses on laboratories that use hazardous materials, including biohazardous materials. Audits are conducted annually.
  - x Department Safety Inspection Program. A self-inspection program conducted in high hazard activity areas (e.g. Biology, Chemistry, Physics, Self-inspections are conducted 4(y)30(.doJ ETumenta ET Q q 0 0,0 0c3(ain2 79 Q q 0rrg)1)JTJarea





- x The Risk Manager shall conduct periodic inspections of general outdoor and indoor campus facilities and public access areas in order to assess, eliminate, mitigate and/or control risks.
- x EHS shall conduct periodic audits of all department health and safety activities to ensure compliance with this and other applicable regulatory requirements.
- x Departments are responsible for engaging and correcting EHS audit findings, and providing a written response to EHS regarding those corrections. A timeframe for implementing any corrective action(s) shall be included on the response and agreed upon by the department and EHS.
- x Whenever a department adds, deletes or modifies a work task, material/product, piece of equipment or procedure that results in creating one or more 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. A Hazardous Waste Disposal Record of the Training must be kept by the department for 30 years from the date of training.
- x In addition to the periodic safety and health inspections conducted by each department, EHS will conduct specialized inspections. These inspections will typically be conducted as a result of a workplace accident or upon request. Upon completion of each inspection, EHS will provide a report, to the department administrator, of the observed deficiencies and recommendations for corrective action(s). The department administrator is responsible for completing the corrective action(s) and notifying EHS.

Hazard Correction

x



- x If any imminent threat cannot be immediately abated without endangering students, employees and/or property, all students and employees shall be evacuated from the area except those personnel who are trained and are necessary to correct the hazardous condition. A call to Public Safety shall be made at Ext. 8444. If the situation does not pose an immediate risk of personnel injury or death, a call shall be made to either department supervisor or Facilities Services at Ext. 8461.

VII.



hazardous material unless he/she has received appropriate training as outlined in the Hazcom Program.

x Safe Work Practices for Machinery and Equipment

- ¾ Hazardous equipment for the purposes of this IIPP, is defined as any equipment that is not designed for general domestic use; has a high electrical potential; mechanical parts that move and have the ability to amputate body parts; can cause crushing injuries; or requires a high level of skill to operate.
- ¾ Managers and supervisors are responsible for training their employees on the safe use of equipment. No employee shall work with hazardous equipment without receiving training as to the specific hazards of such equipment. Employees who are required to work with hazardous equipment who have no prior experience with the safe and proper use of the equipment must attend an equipment specific training



¾ Training is to be provided on a one-on-one basis between the employee and supervisor by reviewing the Safety Data Sheet (SDS) for pertinent safety information. Each training session shall be documented. New users of hazardous materials must first complete the Hazard Communication Program training course

x Processes

¾ The term "3 U R F H V V ' D S S O L H V W R W K H S U R G X F W L R Q R I D S U C S U C I" are not used to produce a material product & , G R H V Q R W F R Q G X F W 3 or in any way simulate production processes.

x Procedures

¾ It is the responsibility of the EHS Office to provide general health, safety and environmental programs for the campus community. Individual Departments must comply with



‡ Employee exposure records	30 years
‡ Employee medical records	30 years
‡ Environmental monitoring records	30 years
‡ Safety training, safety meetings, safety audits, etc.	3 years
‡ Incident, injury and and illness reports	5 years

Records required by Cal



California labor Code Section 6401.7 (Chapters 1369, Statutes 1989); California Code Regulations, Title 8, Section 3203,2304.

## XII. Administering Agency

California Division of Occupational Safety and Health, Department of Industrial Relations (Cal-OSHA).

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