

SANTA ROSA JUNIOR COLLEGE INJURY AND ILLNESS PREVENTION PLAN
APRIL 2000

The following written Injury and Illness Prevention Program, combined with the basic safety policies of Santa Rosa Junior College, document that it is the District's policy to fully comply with Labor Code Section 6401.7 and General Industry Safety Order Section 3203, Injury and Illness Prevention Program.

I. EMPLOYER INFORMATION

Santa Rosa Junior College is a public educational agency providing post-secondary education.

Official Name of District: Sonoma County Junior College District
Address: 1501 Mendocino Avenue
City: Santa Rosa, State: CA, ZIP: 95401
Telephone: (707) 527-4011

II. AUTHORITY AND RESPONSIBILITY
8 CCR 3203 (a)(1)

The positions with authority and responsibility for implementing Santa Rosa Junior College's Injury and Illness Prevention Program are listed below:

A. Coordinator, Environmental Health & Safety (CEH&S)

The (CEH&S) is responsible for building inspections, accident/injury inspections, and safe work practice inspections. The CEH&S will initially designate all job safety categories and arrange for initial safety trainings of all employees. The CEH&S will coordinate ongoing employee safety trainings and update the written Injury and Illness Prevention Plan as necessary. The current Coordinator of Environmental Health & Safety is listed in Appendix A.

B. Human Resources Director

The Human Resources Director insures that all employee accidents and occupational illnesses are reported and recorded on the OSHA Form 5020S. The current Director is listed in Appendix A.

C. Department Supervisors

Each department chair, manager, or supervisor is responsible for reporting to the Environmental Health & Safety Department, or the District Safety Committee any safety hazard brought to his/her attention. All supervisors will insure and make allowances so that employees can attend safety trainings. Supervisors will train their employees on safe work practices specific to their work area. Supervisors will insure that employees follow the safe work practices.

D. Employees

Each employee is responsible for the timely reporting of safety hazards in the work place or on District property. Hazards may be reported to his/her supervisor, the Environmental Health & Safety Department, any member of the District Safety Committee (Appendix A), or anonymously via the safety suggestion box located at Bailey Hall or the EH&S website (www.santarosa.edu/ehs). Employees are responsible for following general safe work practices, as well as the safe work practices specific to their job.

III. COMPLIANCE
8 CCR 3203 (a)(2)

District employees will be encouraged to follow safe and healthful work practices via training programs, and safety recognition programs.

In accordance with Title 8, California Code of Regulations 3203, District employees who fail to use safe and healthful work practices will be subject to retraining programs and to the District's disciplinary procedures. The District's procedures for progressive discipline include:

- A. Informal discussion/conference, followed by a written "counseling" memorandum which summarized the conference.
- B. Verbal reprimand and "Confirmation of Verbal Reprimand" memo.
- C. "Corrective Notice" memorandum.
- D. Further disciplinary action as required -- possible suspension, demotion, or termination.

IV. COMMUNICATION
8 CCR 3203 (a)(3)

The following methods shall be used to effectively communicate with District employees to meet the required standard.

- A. Communication of safe working conditions, safe work practices, and the content and purpose of the written Injury and Illness Prevention Program will be included in initial and all subsequent trainings. New employees will be informed through the New Employee Safety Orientation (NESO) Program.
- B. Other forms of employer-to-employee communications on safety topics will include:
 - 1. Supervisor instructions
 - 2. Training programs on specific topics
 - 3. Postings
 - 4. Written communications (letters, fliers, etc.)
 - 5. Videotapes, DVDs and online training
- C. Copies of District Safety Committee minutes are available from Safety Committee members or from the Environmental Health & Safety Department.
- D. Every employee will receive written notification of the District's compliance with General Industrial Safety Order 3203. Employees will be informed that they must maintain safe work conditions, follow safe work practices, and use personal protective equipment as required. Safety will be encouraged through various recognition programs.

- E. Employees are expected to report safety hazards and safety-related information to one of the following:
 - 1. Their Supervisor
 - 2. The Coordinator of Environmental Health & Safety
 - 3. District Safety Committee Members (see Appendix A)
 - 4. Environmental Health and Safety Mailbox

Safety hazards may be reported anonymously via the Environmental Health and Safety mailbox located in Bailey Hall. Optional Safety report forms are available in the Office of Environmental Health and Safety.

- F. Employees shall be advised that there will be no reprisals or other job discrimination for expressing any concern, comment, suggestion, or complaint about a safety-related matter.

V. IDENTIFICATION, EVALUATION, AND PREVENTION
8 CCR 3203 (a)(4-6)

Santa Rosa Junior College will use the following system for identifying, evaluating, and preventing occupational safety and health hazards and unsafe work practices.

- A. There shall be periodic and scheduled inspections of classrooms and other District facilities and work stations. Frequency of inspections shall be based on need, but all areas will be inspected every two years on average.
- B. There shall be investigations of occupational accidents, injuries, illnesses, and other potentially hazardous events that occur inside or on the premises of any District facility or in any other specific District-operated area.
- C. There shall be a review of applicable General Industrial Safety Orders and other Safety O orders that apply to District operations.
- D. There shall be a review of industry and general safety information related to occupational safety and health hazards found in school environments.
- E. There shall be evaluations made of safety hazards reported by any employee.

VI. EVALUATION AND DOCUMENTATION OF HAZARDS
8 CCR 3203 (a)(4)

Inspections to identify new hazards shall be conducted when (1) the program is first established; (2) whenever new substances, processes, or equipment are introduced to the work place that represent a new occupational safety or health hazard; and, (3) whenever the District is made aware of a new or previously unrecognized hazard.

These hazards shall be evaluated and placed in groupings based on the job safety categories that operate in those classrooms or other facilities.

VII. SAFE WORK PRACTICES

General and specific safe work practices, including safe working conditions and protective equipment, are documented for each department. The safe work practices are available at the following locations:

Environmental Health & Safety Department
Human Resources Department

Employees can obtain copies of safe work practices for their area from the Environmental Health & Safety Department.

VIII. EMPLOYEE SAFETY TRAINING
8 CCR 3203 (a)(7)

Employee safety training shall be provided under the following guidelines:

- A. Initial training shall be provided for all current employees as soon after the establishment of the District's program as possible.
- B. New employees shall be provided initial training.
- C. Employees shall be provided training when assigned to a new task or job for which training has not been received.
- D. Supervisors shall be trained on hazards and safe practices in their area of responsibility.
- E. Training shall include general/school safety and specific job safety category training.
- F. Documentation of training shall be maintained in writing after individual and/or group training sessions. Documentation is maintained at the following locations:
 - 1. Environmental Health & Safety Department
 - 2. Supervisor's File
 - 3. Employee's Personnel File
- G. Refresher training is provided as needed.

IX. ACCIDENT INVESTIGATION
8 CCR 3203 (a)(5)

Investigations are conducted after an occupational accident, injury, illness, or hazard is reported.

The investigations are documented in writing on the Occupational Accident, Injury, and Illness Investigation Form (Appendix C). The investigation is a follow up to the Worker's Compensation Accident, Injury, and Illness Report (OSHA Form 5020).

The Worker's Compensation Report (OSHA Form 5020) is maintained in the Human Resources Department. The Occupational Accident, Injury, and Illness Investigation Form is maintained in the Environmental Health & Safety Department.

X. METHODS AND PROCEDURES FOR CORRECTING UNSAFE AND UNHEALTHY
CONDITIONS AND WORK PRACTICES
8 CCR 3203 (a)(6)

The following methods and procedures will be used to correct unsafe or unhealthy conditions, work practices, and work procedures in a timely manner based on the severity of the hazard:

A. Imminent Hazard

Personnel not needed for corrective action will be removed from the area.

B. Less Severe Hazards

Problems will be dealt with in a timely manner.

- C. Activities such as training or retraining employees on safe work practices and hazards will be practiced to reduce unsafe or hazardous conditions.
- D. Practices such as a safety work order system, inspection reviews, and monitoring of employees and conditions will be standard operating procedures.

XI. INSPECTIONS

Inspections will be conducted to verify compliance with safe work practices and other safety requirements, to identify hazards, and to monitor basic safety operations as specified in section V.(1). Inspections may also be part of investigation procedures related to occupational accident, injury, and illness occurrences.

Periodic scheduled inspections listed above will be conducted by the Inspection Subcommittee of the District Safety Committee chaired by the Coordinator of Environmental Health and Safety.

It will be the responsibility of the department supervisor to inspect and insure that safe work practices are being followed.

XII. INSPECTION DOCUMENTATION 8 CCR 3203 (b)(1)

Periodic scheduled inspections are documented in writing and include methods for correcting hazards that are identified.

Documentation of safety inspections is maintained in the Environmental Health & Safety Department.

XIII. GENERAL DOCUMENTATION 8 CCR 3203 (b)(2)

Records keeping required by General Industry Safety Order 3203 shall be kept in writing and maintained for at least three years, except for specified job safety categories which have longer periods for certain activities under other code sections.

XIV. APPROVAL

On December 12, 2000 the Board of Trustees of the Sonoma County Junior College District reviewed this written Injury and Illness Prevention Program, which will serve as Procedures for Board Policy 6.8.2 Health and Safety.

Formerly Procedure 4.11