

**INJURY & ILLNESS PREVENTION PROGRAM**

**SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT**

## TABLE OF CONTENTS

INJURY & ILLNESS PREVENTION POLICY .....	3
DEFINITIONS.....	3
DISTRICT .....	3
WORKPLACE.....	3
RESPONSIBILITIES .....	4
IIPP COORDINATORS.....	4
SITE COORDINATOR .....	4
SITE MANAGER .....	4
EMPLOYEES .....	4
CONTRACTORS .....	4
OTHERS UNDER THE PURVIEW OF THE IIPP .....	4
VISITORS AND GUESTS.....	4
PLAN REVIEW .....	5
OCCUPATIONAL SAFETY & HEALTH WORK PRACTICES – COMPLIANCE .....	5
COMMUNICATION.....	6
EVALUATION, INVESTIGATION & CORRECTION OF WORKPLACE HAZARDS .....	8
1.    ONGOING INSPECTIONS. ....	8
2.    ANNUAL INSPECTIONS. . . . .	9
3.    SAFETY ACTIVITIES. ....	9
4.    ACCIDENT INVESTIGATIONS. . . . .	9
5.    CORRECTIONS OF UNSAFE OR UNHEALTHFUL CONDITIONS. ....	9
EMPLOYEE TRAINING.....	10
RECORD KEEPING .....	10
<b>APPENDIX I - IDENTIFICATION OF PROGRAM MANAGERS .....</b>	<b>11</b>
<b>APPENDIX II .....</b>	<b>14</b>
SAFETY COMMITTEE MEETING REPORT FORM.....	15
<b>APPENDIX III .....</b>	<b>18</b>
SUPERVISOR’S ACCIDENT INVESTIGATION REPORT .....	19
EMPLOYEE’S REPORT OF WORK INJURY/ILLNESS.....	Error! Bookmark not defined.

## **INJURY & ILLNESS PREVENTION POLICY**

The District will develop and implement an Injury & Illness Prevention Program to meet its obligations of maintaining a safe and healthful work place. The South Orange County Community College District Board of Trustees, the District and its management, pledge to support this program and to ensure that it remains a viable method of protecting all employees and all other site occupants, as well as meet our compliance requirements.

### **DEFINITIONS**

#### **DISTRICT**

The legal educational agency consists of Irvine Valley College and Saddleback College.

#### **WORKPLACE**

References the area of operations to which an employee is assigned (i.e., Irvine Valley College, Saddleback College, or District Services).

## **RESPONSIBILITIES**

The Injury & Illness Prevention Program (IIPP) Coordinator for the South Orange County Community College District is the Chancellor. The Chancellor has designated the Deputy Chancellor and College Presidents of Saddleback College and IVC as IIPP Coordinators with site specific responsibility for the IIPP. The Deputy Chancellor and Presidents are responsible for ensuring that District policies and practices are implemented, employees are provided a safe and healthful work place and that operations are in compliance with the Injury & Illness Prevention Program and applicable federal, state, and local regulations and standards.

### **IIPP COORDINATORS**

The Deputy Chancellor and College Presidents are responsible for the IIPP and implementation of program requirements.

### **SITE COORDINATOR**

The site coordinator is responsible for providing general program guidance and support to the site management team. This individual will work with site management to ensure implementation of the IIPP.

### **SITE MANAGER**

The Administrators, Division Deans, Department Directors, Department Chair when serving as night/Saturday Dean, and Managers are designated as site managers and are responsible for ensuring that their direct reports and employees implement the IIPP and associated programs and practices required to meet all applicable regulatory requirements. The site managers will be responsible for maintaining a safe and healthful workplace, conducting safety inspections, and ensuring compliance with all Cal/OSHA and other applicable federal, state, and local safety and health standards and regulations.

### **EMPLOYEES**

Employees must comply with the provisions of the IIPP and health and safety regulations, promptly report unsafe activities and conditions to management, and actively participate in safety and health training and other related activities.

### **CONTRACTORS**

Contractors must have their own IIPP and their program must complement the District's IIPP. Contractors must meet all regulatory requirements and actively participate in site health and safety activities as required in contracts and purchase orders.

### **OTHERS UNDER THE PURVIEW OF THE IIPP**

(e.g., Board approved volunteers, associated student officers, student aides and hourly employees.)

All others under the purview of this IIPP must comply with the provisions of the program and health and safety regulations, promptly report unsafe activities and conditions to management, and actively participate in safety and health training and other related activities

### **VISITORS AND GUESTS**

Visitors and guests must comply with site health and safety requirements and participate in IIPP activities as required.

## PLAN REVIEW

The Injury & Illness Prevention Program Coordinator will be responsible for ensuring the IIPP is reviewed at least once during the first year after implementation and then at least annually thereafter.

The review will be to ensure that the written plan is appropriate for the District at the time of the review and for any anticipated future changes. The IIPP Coordinators or designee will be required to provide written notice that the review was conducted and communicate changes, suggested modifications, and improvements.

## **OCCUPATIONAL SAFETY & HEALTH WORK PRACTICES – COMPLIANCE**

The Chancellor, through the IIPP Coordinators, will implement a system or systems to ensure that all employees comply with workplace safety and health practices.

The system or combination of systems will include any one or combination of the following:

1. Training and retraining programs - Training and retraining needs have been identified and published in the annual schedule of safety and health training.
2. Board policies and administrative regulations – Board and administrative regulations pertaining to safety have been published.
3. Administrators and classified leadership will monitor ongoing performance and participation as required in the IIPP through the performance appraisal process as identified in the administrative regulations and collective bargaining agreements.
4. The District feels that positive incentives are a better way to support employee compliance with workplace practices. However, there may be instances where employees are found to blatantly disregard known safety rules, regulations, or workplace practices.

Employees found violating workplace safety practices or found jeopardizing the safety of any other employee, student, or visitor shall be subject to disciplinary action in accordance with the existing District policies, administrative regulations, and collective bargaining agreements. Disciplinary action shall be taken for violations of management directives, rules, regulations, work practices, or policies. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion.

5. Safety Manual and Procedures – Safety and health procedures and practices when developed and approved are published in the college safety manual.

## COMMUNICATION

Communication to employees, and between employees and the District on matters relating to occupational safety and health is an important aspect of ensuring the success of the District's Injury & Illness Prevention Program. Therefore, through the IIPP Coordinators the District will implement a system or combination of systems intended to accomplish the following:

1. Provide a means for the District to communicate to employees, in a readily understandable form, on matters relating to occupational safety and health; and,
2. Encourage employees to inform the District of workplace hazards without fear of reprisal.

The communication portion of this IIPP will consist of any one or combination of the following:

1. **TRAINING AND RETRAINING PROGRAMS** - Safety training and retraining classes are a forum for the discussion of specific and general safety, health and compliance best practices.
2. **MEETINGS** - Site managers will conduct safety meetings or staff meetings, which may include the discussion of safety issues or specific safety topics. These meetings are intended as a brief session to discuss one or more safety items and encourage open discussions between employees and management.
3. **SAFETY COMMITTEE** - Safety committees are considered an important part of the overall system of communication. The recommended committee make-up may include representatives from the following:
  - Administration
  - Maintenance/Operations
  - Students
  - Academic Staff
  - Classified Staff
  - Safety and Security/Campus Police
  - Faculty
  - Expert Consultants

The safety committee will ensure that at least the following are met:

- a. The committee meets regularly, but not less than quarterly.
- b. Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records shall be made available to all affected employees through the use of postings, newsletters, or other appropriate written materials. Records of the meetings will be kept on file with the IIPP Coordinators for at least 5 years.

- c. Reports of safety inspections, investigations of occupational accidents, and causes of any incident resulting in injury, illness, or exposure to hazardous substances are reviewed. Where necessary or appropriate, the committee will submit suggestions to management for the prevention of future incidents.
- 4. **ANONYMOUS NOTIFICATIONS** Notifications can be submitted using inter-department mail sent to management, suggestion boxes, open forums, in training classes, to supervisors, through union representatives, or through the human resources department. Site Managers will submit all anonymous notifications to the safety committees.
- 5. **MISCELLANEOUS** When appropriate, the District may use written communications such as inter-District memos, electronic media, envelope stuffers, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health.

## EVALUATION, INVESTIGATION & CORRECTION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury & Illness Prevention Program depends on the ability to properly identify, evaluate, and correct workplace hazards. The main system for identifying and evaluating workplace hazards will be ongoing evaluations, inspections, and meetings. The purpose of these inspections and meetings will be to identify and correct unsafe conditions and work practices.

Workplace inspections will be scheduled and can be conducted on an as needed basis using the following criteria:

- An initial inspection when the program is first established;
- An inspection of affected areas whenever new substances, processes, procedures, or equipment are introduced to the workplace and which represents a new occupational safety and/or health hazard;
- An inspection of affected areas whenever the management is made aware of a new or previously unrecognized hazard; and
- When occupational illnesses and injuries occur.

1. **ONGOING INSPECTIONS.** Periodic workplace inspections are an important part of the overall inspection program. Site Managers are responsible for ensuring safety inspections are conducted per schedule. These inspections will be conducted with the following considerations:

- a. Management personnel conducting inspections will be designated by the Program Coordinator in conjunction with the Site Manager.
- b. Inspections may be accomplished using check-off forms or other means of documentation.
- c. Copies of the completed check-off forms or other documents will be distributed as follows:
  - Site Coordinator
  - Safety Committee
  - Site Manager



2. **ANNUAL INSPECTIONS.** The District will use outside safety consultants to supplement the in-house inspection program. Inspections by outside safety consultants will be conducted per schedule. The party conducting the professional inspections must have professional qualifications and safety expertise (e.g., Certified Safety Professional (CSP), a professional member of the American Society of Safety Engineers (ASSE) or a registered Professional Engineer (PE) in safety with demonstrated experience at educational institutions and must carry liability insurance. Copies of consultant's inspection reports will be maintained at least 5 years at the District's Business Office.
3. **SAFETY ACTIVITIES.** Job Safety Analysis (JSA), employee safety training, or issue specific assessments (e.g., department ergonomic studies) may be used in lieu of or to supplement the scheduled workplace inspections.
4. **ACCIDENT INVESTIGATIONS.** Accident investigations will be conducted to identify and correct unsafe conditions and practices. These investigations will be conducted for all work-related injuries and illnesses resulting in employees being unable to work.
5. **CORRECTIONS OF UNSAFE OR UNHEALTHFUL CONDITIONS.** Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following criteria:
  - a. When observed or discovered.
  - b. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed employees, except those necessary to correct the existing condition, will be evacuated from the area impacted.
  - c. Following an accident investigation or hazard assessment (e.g., JSA) when unsafe acts or conditions are identified.

All such actions taken to correct hazards and corresponding dates of completion shall be documented on the appropriate forms. The responsible Administrators, Deans, Directors and Managers shall be notified of unsafe conditions and corrective action recommended.

## **EMPLOYEE TRAINING**

The IIPP Coordinators' units will implement and maintain an Occupational Safety and Health Training Program for their respective employees. The training program is intended to train and instruct employees in general safety and health work practices, and to provide instruction with regard to hazards specific or unique to each employee's job.

The IIPP Coordinators shall ensure that all supervisors are knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

Employee training may include the following elements:

1. All employees will receive training and instruction when the Injury & Illness Prevention Program is first established and when modifications and revisions are completed.
2. All affected or potentially affected employees will receive appropriate safety training prior to assignments, when potentially exposed to new hazards, when assigned new work tasks, or when new chemicals/materials, equipment, or processes are introduced into the workplace.
3. Employees will receive refresher training when new or previously unrecognized hazards are identified, when the District feels it is appropriate, or as mandated by regulatory requirements.
4. Employees attending or receiving training mandated by this Program will sign attendance sheets and actively participate in training.
5. Specific employee training will be determined/identified by the Site Coordinator and Site Managers in consultation with safety consultants. This training will be designed to address department and task specific compliance and accident prevention needs.

## **RECORD KEEPING**

Records of hazard assessments, safety and hazard inspections, safety meetings, accident investigations and safety, and health training for each employee will be maintained for at least 5 years.

The hazard assessments, health and safety inspections, and accident investigation records will identify the person conducting the inspection/activity, any unsafe conditions or practices identified, and the corrective action(s) taken to eliminate or control the hazard.

Health and safety training records shall include the name of the employees trained, date and type of training provided, and the provider of the training.

The site managers are responsible for ensuring records are generated, sent to the appropriate management, and maintained for their respective area of responsibility.

## APPENDIX I

### IDENTIFICATION OF PROGRAM MANAGERS

<ul style="list-style-type: none"> <li>• <b>Chancellor</b></li> </ul>	<b>Program Coordinator</b>
<ul style="list-style-type: none"> <li>• <b>Vice Chancellor</b></li> </ul>	<b>IIPP Coordinator, District</b>
<ul style="list-style-type: none"> <li>• <b>President SC</b></li> </ul>	<b>IIPP Coordinator, SC</b>
<ul style="list-style-type: none"> <li>• <b>President IVC</b></li> </ul>	<b>IIPP Coordinator, IVC</b>
<ul style="list-style-type: none"> <li>• <b>Director of Safety and Security</b></li> </ul>	<b>Site Coordinator, SC</b>
<ul style="list-style-type: none"> <li>• <b>District Risk Manager</b></li> </ul>	<b>Site Coordinator, District</b>
<ul style="list-style-type: none"> <li>• <b>Director Facilities &amp; Maintenance</b></li> </ul>	<b>Site Coordinator, IVC</b>
<ul style="list-style-type: none"> <li>• <b><u>District Services Administrators:</u></b> Vice Chancellor, Technical &amp; Learning Services</li> <li><b><u>District Department Directors:</u></b> Executive Director of Human Resources District Executive Director of Fiscal Services District Executive Director of Facilities Planning &amp; Purchasing District Director of Public Relations &amp; Intergovernmental Affairs</li> <li><b><u>District Managers:</u></b> Payroll Manager Accounting Manager Associate Director of Information Technology Assistant Director, Human Resources Central Services Supervisor Systems Manager, Management Information Systems Associate Director, Information Systems &amp; Services Purchasing Manager Telecommunications &amp; Network Security Manager Systems Manager of Computer &amp; Network Operation Systems</li> </ul>	<b>Site Managers, District</b>

<p><b><u>IVC Administrators:</u></b>  <b>Vice President, Student Services</b>  <b>Vice President Instruction</b></p> <p><b><u>IVC Division Deans:</u></b>  <b>Dean, Health Sciences,  P.E. &amp; Athletics</b>  <b>Dean, Humanities &amp; Languages, Social Sciences and  Library Services</b>  <b>Dean, Math, Fine Arts, Bus Sciences &amp; College Online  Education</b>  <b>Dean, Academic Programs, Student Learning &amp; Research</b>  <b>Dean, Counseling</b>  <b>Dean Enrollment Services</b>  <b>Dean, Career Tech Education &amp; Workforce Development  (ATEP)</b></p> <p><b><u>IVC Department Directors:</u></b>  <b>Director, Emeritus Institute,  Community Contract Education</b>  <b>Director, College Foundation</b>  <b>Director, Financial Aid</b>  <b>Director, Economic &amp; Workforce Development</b>  <b>Director, Fiscal Services</b>  <b>Director, Technology Services</b>  <b>Director, Safety and Security/Chief of Police</b></p> <p><b>Director, Student Affairs</b></p> <p><b><u>IVC Managers:</u></b>  <b>Admissions &amp; Records Registrar</b>  <b>Child Development Center Manager</b>  <b>Night/Saturday Dean (List on file with Campus Police)</b></p>	<p><b>Site Managers, IVC</b></p>

<ul style="list-style-type: none"><li>• <b><u>SC Administrators:</u></b> Vice President, Instruction Vice President, Student Services</li> <li><b><u>SC Division Deans:</u></b> Asst. Dean, Counseling Serv. &amp; Special Programs Dean, Counseling Serv. &amp; Spec. Programs Dean, Fine Arts &amp; Media Technology Dean, Health Sciences &amp; Human Services Asst. Dean Health Sciences &amp; Human Services Dean, Social and Behavioral Sciences Dean, PE, Kinesiology &amp; Athletics Dean, Liberal Arts &amp; Learning Resources Dean, Business Sci., Workforce, &amp; Econ. Dev. Dean, Online Education &amp; Learning Resources Dean, Advanced Technology &amp; Applied Sci. Dean, Math., Sci., Engineering</li> <li>• <b><u>SC Department Directors:</u></b> Director, College Foundation Director, Financial Aid Director, Performing Arts Director, Student Health Center Director, Community Education Director, Emeritus Institute Program Director, Facilities Director, Admissions, Records, &amp; Enrollment Services Director, Technology Services Director, Student Development Asst. Director, Facilities Vice President, Fiscal Services Asst. Director, Deputy Chief of Police</li> <li><b><u>SC Managers:</u></b> Facilities and Energy Projects Manager Child Development Center Manager Night Custodial Supervisor Admissions and Records Registrar Night/Saturday Dean (List on file with Campus Police)</li></ul>	<p><b>Site Managers, SC</b></p>
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**APPENDIX II**

**SAFETY COMMITTEE MEETING REPORT FORM**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
 SAFETY COMMITTEE MEETING  
 REPORT FORM**

<b>Date and Time:</b>	
<b>Meeting Location:</b>	
<b>Site Address:</b>	

<b>NAMES OF ATTENDING MEMBERS:</b>			
1		6	
2		7	
3		8	
4		9	
5		10	

<b>SAFETY &amp; HEALTH ISSUES DISCUSSED:</b>	
1	
2	
3	
4	
5	
6	
7	
8	

**SAFETY COMMITTEE MEETING REPORT FORM (Cont'd.)**

<b>REVIEWED ACCIDENTS:</b>			
	Date:	Incident:	Injuries:
1			
2			
3			
4			
5			

FOLLOW-UP ACTION RECOMMENDED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Describe:	

<b>REVIEW OF PAST RECOMMENDATIONS:</b>			
	Date:	Incident:	Injuries:
1			
2			
3			
4			
5			

FOLLOW-UP ACTION RECOMMENDED?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Describe:	

NEW SUBJECTS OR NEW HAZARDS REPORTED:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, Describe:	



**SAFETY COMMITTEE MEETING REPORT FORM (Cont'd.)**

<b>RECOMMENDED ACTION FOR NEWLY REPORTED HAZARDS:</b>		
	<b>Hazard:</b>	<b>Recommendations:</b>
1		
2		
3		
4		

<b>OTHER COMMENTS:</b>	
1	
2	
3	
4	
5	

Next Safety Meeting Scheduled:	
Contents Prepared by:	
Name:	
Signature:	
Title:	
Date:	
Motion to accept #1:	
#2:	

cc: District Risk Management  
College Presidents

**APPENDIX III**  
**ACCIDENT INVESTIGATION FORMS**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
OFFICE OF RISK MANAGEMENT/BENEFITS**

**SUPERVISOR'S ACCIDENT INVESTIGATION REPORT**

Name of Injured:				Sex:	<input type="checkbox"/> M <input type="checkbox"/> F
Job Title:				Date of Birth:	
Date of Incident:		Time of Incident:		Photos?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date Reported:		Time Reported:			
Incident Location:					
Time Employee Began Work:				AM	PM
Employee Usually Works:	Hours/Day	Days/Week	Total Weekly Hours		
<b>Witnesses: (Please include full names, addresses, telephone number)</b>					
1.					
2.					
Time Notified:		Time on Scene:		Time Off Scene:	

<b>FIELD INVESTIGATION</b>	
Exact Location of Incident:	
Completely describe location of incident including lighting, walking surface, weather, measurements, and any other condition that could have contributed to or prevented the incident:	
Describe injuries/illnesses which you observed or which were described to you:	
Describe demeanor of person involved and include statements made as "Excited Utterances":	

**SUPERVISOR'S ACCIDENT INVESTIGATION REPORT** (Cont'd.)

Describe shoes, physical appearance or any other characteristic that would contribute to understanding how the accident occurred:
Describe how the incident occurred; state facts, contributing factors, cite witnesses and support evidence:
Steps taken to prevent similar incident:

Did employee seek medical care?	
If yes, name of medical facility/doctor:	
Date and Time medical care:	

Investigator's Name (Print):	
Investigator's Signature:	
Date & Time form completed:	

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
OFFICE OF RISK MANAGEMENT/BENEFITS

**EMPLOYEE'S REPORT OF WORK INJURY/ILLNESS**

Employee's Name:		Sex:	<input type="checkbox"/> M <input type="checkbox"/> F
Social Security #:		Date of Birth:	
Home Address:			
Home Telephone #:		Work Telephone #:	
Department: (regularly employed)			
Occupation: (Regular job title, not specific activity at the time of injury)			
Schedule Work Days & Hours:			
Date of Hire:		On Employer's Premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where did accident or exposure occur? (address, city, and country)			
Date of Incident:		Time of Incident:	
Name of Immediate Supervisor:			

What were you doing when injured/illness occurred? (Please be specific, identify tools, equipment or material you were using)	
Nature of Injury/Illness (Be specific; identify part(s) of body, i.e. right/left – lower/upper, etc.)	
Have you ever been treated for a similar Injury/Illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, give date:	
Name & address of treating doctor:	

What do you recommend for preventing this type of accident? (State the specific preventive measures that can be taken by employer and workers. Do not say "By being more careful.")

--

Do you require or desire medical attention at this time?

Yes (If so, please obtain a Medical Service Order form)

No (If not, please sign here): \_\_\_\_\_

I have received current information regarding my benefits (please initial): \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct.

Employee Signature:		Date report completed:	
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