

INJURY & ILLNESS PREVENTION PROGRAM

POLICY

Implementation Date: 11/3/09

Definition

California State University San Marcos shall develop, implement, and monitor an Injury & Illness Prevention Program (IIPP) that, at a minimum, conforms to the California State University, State of California, and federal regulations established to provide a safe and healthy environment for its employees and students. Risk Management and Safety (RM&S) shall manage the IIPP on behalf of the University. RM&S will ensure the provision and documentation of appropriate training, routinely review changes in environmental and occupational safety regulations for incorporation into the IIPP, and monitor the implementation of IIPP regulatory requirements.

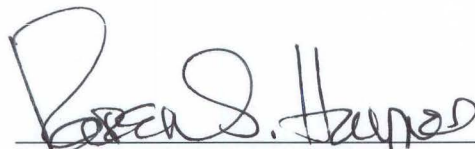
Under the IIPP, employees must be instructed in safe practices, which are relevant to their job functions, and are responsible for adhering to these practices. Managers/Supervisors/Principal Investigators at all levels must complete training in the areas relevant to their function, and will be responsible to instruct and monitor the compliance of employees under their supervision.

Authority

Executive Order 1039, California Code of Regulations, Title 8, Section 3203 & 1509, and California Labor Code Section 6401.7

Scope

This policy applies to all University employees, volunteers, and applicable students. It applies to all University programs and activities whether they occur both on and off-campus. University auxiliary and affiliate organizations are responsible for applying similar practices to their respective programs and activities.



Karen S. Haynes, President

11/03/09

Approval Date

Revised: 8/14/09
Revised: 2/28/2000
Originally Implemented: 6/1/92

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PROCEDURE

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INJURY & ILLNESS PREVENTION PROGRAM PROCEDURE

I. PROGRAM RESPONSIBILITIES

The University President has assigned overall management for the Injury & Illness Prevention Program (IIPP) to the Vice President for Finance and Administrative Services. The Director of Risk Management and Safety is responsible for the implementation of the program at California State University San Marcos.

Employees or students experiencing an occupational injury or illness must call Risk Management and Safety (RM&S) to report the incident. If it is an emergency, call University Police or 911 from a campus phone. RM&S staff will conduct an on-site survey to determine the cause and/or recommend a corrective action to mitigate the hazardous condition.

II. ENVIRONMENTAL, HEALTH AND SAFETY REGULATORY AGENCIES

RM&S functions as the interface between the University and outside environmental or occupational safety regulatory agencies and personnel such as: inspectors from Cal/OSHA, Cal EPA, Department of Health Services, and numerous other State, County, or City regulators.

RM&S reviews changes in environmental and occupational safety regulations and develops environmental and occupational safety programs that will satisfy regulatory requirements. The IIPP manual contains the campus response to these regulations. The full comprehensive program is maintained and available for reference in Risk Management & Safety.

III. PROGRAM OBJECTIVES

The program goal is to assist University employees, volunteers, and student employees in identifying hazards in the workplace, determining how to correct hazards that may occur, and taking steps to prevent them from recurring. The following describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping. The program will achieve the following objectives:

- A. Identify an individual(s) with authority and responsibility for implementing the program;
- B. Communicate with employees regarding health and safety matters and how to report hazards;
- C. Develop compliance strategies;

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- D. Provide procedures for identifying and evaluating hazards and unsafe conditions;
- E. Investigate accidents and incidents;
- F. Develop procedures for correcting hazards and unsafe conditions;
- G. Provide employee training programs; and
- H. Maintain documentation for environmental, health and safety programs.

IV. SAFETY TRAINING

All employees, student employees, volunteers, and applicable students are required to complete IIPP training. Several classifications or job functions require specialized safety training. The following describes the process used at CSUSM to ensure training for all employees and, where appropriate, members of the student body.

1) New Employees

- a) Employees and Volunteers - All employees, student employees, and volunteers will complete the IIPP training within one month of their start date. IIPP training is available to new employees at New Employee Orientation and through other venues. Their manager/supervisor with guidance from Risk Management & Safety (RM&S) will identify employees and volunteers who must complete specialized safety training. To ensure compliance, the employees and volunteers will complete the additional training(s) requirements within the first quarter of employment at CSUSM.
- b) Faculty - All new faculty, tenure-track and adjunct will complete the IIPP training within one month of their start date. Their Manager/Department Chair with guidance from RM&S will identify faculty members who must complete specialized safety training. To ensure compliance, the faculty member will complete the additionally required training(s) within the first quarter of employment at CSUSM.

2) Existing Employees

- a) Employees and Volunteers – In July of each year, RM&S will provide Executive Council (EC), or their designee, with a list of training requirements, training opportunities, and staff who have completed safety training requirements. EC or their designees are responsible for ensuring that employees and volunteers complete the regulatory required training(s).
- b) Faculty - In October of each year, RM&S will provide the Academic Affairs Leadership Council (AALC), or their designee, with a list of safety training requirements, training opportunities and faculty who have completed safety training requirements. The

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AALC or their designee is responsible for ensuring that faculty completes the required training(s).

3) Students

The student safety training requirements are based on Executive Order 1039. It is the responsibility of all campus Faculty members and Managers/Supervisors/Principal Investigators to ensure that students at CSUSM are provided with applicable safety information and training specific to their role at the University. During the first class meeting and as needed throughout the semester, faculty are responsible for ensuring that students are provided with the appropriate safety information and training relevant to the hazards encountered in each classroom and at off-site student placement experiences. Managers/Supervisors of students are required to provide safety training relevant to the job functions of each student employee within the first quarter of employment. RM&S is available to assist with training upon request from the faculty member or supervisor.

V. IMPLEMENTATION

Additional responsibilities for implementation include the following members of the campus community:

- A. Risk Manager
- B. Deans and Associate Vice Presidents
- C. Directors and Department Chairs
- D. Principal Investigators/Faculty
- E. Supervisors
- F. Department Safety Coordinators
- G. Employees and Volunteers
- H. Students

Refer to the Injury & Illness Prevention Program document (<http://www.csusm.edu/rms/documents.html>) for the full text on implementation.

VI. ACCOUNTABILITY

- A. All employees, volunteers, and students shall adhere to safe and healthy work practices defined by established campus and departmental safety and health guidelines. Failure to do so may result in appropriate disciplinary action consistent with the provisions of the Memoranda of Understanding (MOU) between the CSU and applicable bargaining units; and specific sections within the California Education Code and the California Code of Regulations, Title 5.
- B. The department(s) found responsible for any violation citations resulting in monetary fines may be held accountable for payment.