



**San Joaquin Valley College**

**Injury and Illness Prevention Program**

## I.- Safety Program Coordinators

The responsibility of implementing San Joaquin Valley College's Illness and Injury Prevention Program is to be shared by all supervisory staff, with the overall administration of the program assigned to:

### Corporate

CFO

Safety and Compliance Manager

Director of Facilities

Director of Purchasing

### Locations

Campus Director, Visalia

Site Coordinator, Hanford

Campus Director, Bakersfield

Campus Director, Fresno

Campus Director, Aviation

Campus Director, Rancho Cucamonga

Director of Distance Education, Online

Campus Director, Modesto

Campus Director, Rancho Cordova

### **Adoption:**

This Injury and Illness Prevention Program is hereby approved and supersedes any previous safety programs in effect.

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Russ Lebo, CFO

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Date

## **I.a- Safety Policy Statement**

It is the policy of San Joaquin Valley College that injury and illness prevention shall be considered of primary importance at all levels of the organization.

We will conduct our business in a manner that protects the safety, health and well being of our employees. All employees will recognize that working safely is a condition of employment and that they are accountable for their own safety and the safety of those around them. The prevention of injury and illness is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

We will maintain a safety and health program conforming to the best practices that is compliant with Cal/OSHA known as the Injury and Illness Prevention Program (IIPP). Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt of how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities.

- Unsafe conditions must be reported.
- Fellow employees that need help should be assisted.
- Everyone is responsible for the housekeeping duties that pertain to their jobs.
- Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible.
- In no circumstance, except an emergency, should an employee leave without reporting an injury that occurred.

The objective of SJVC is to manage the safety and health program towards a zero incident rate. The following demonstrates management's commitment to and accountability for safety and health issues.

- We will encourage and empower our employees to report hazards to management without fear of reprisal or discipline.
- We will respond immediately, directly and openly to the concerns of our employees.
- We will incorporate safety in all business planning, programs and activities.

- We will commit appropriate resources to implement and maintain leading safety processes within the business operations.
- We will continually train and provide knowledge to our employees regarding safety and health issues that affect them.
- We will create an environment that inspires us to continually seek new ways to improve safety performance.

We recognize that the responsibilities for safety and health are shared. To be successful, our program must embody proper attitudes toward injury and illness prevention on the part of all employees and requires cooperation in all safety and health matters between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

## **II.- Safety Compliance Policy**

San Joaquin Valley College is committed to doing everything possible to protect employees, students and visitors in our facilities from injury. Safety is a cooperative undertaking requiring participation by every employee. Your cooperation with the San Joaquin Valley College's safety program is an essential part of your employment. Failure to comply with the standards of the program will result in disciplinary action including reprimand, suspension and/or termination.

Supervisors shall insist that employees observe all applicable SJVC, State and Federal safety rules and practices and take action as is necessary to obtain compliance. SJVC is committed to providing adequate training to all new hires and retraining on a periodic basis. Retraining will also be given when an employee is given a new job assignment or new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard.

## **III.- Employee Safety Communication**

San Joaquin Valley College will maintain open communication between management and staff on matters pertaining to safety. Your thoughts regarding safety are considered important and we encourage your active participation in our college safety program. Please feel free to express any of your safety concerns or suggestions during safety meetings, individually to your supervisor or in writing on the Employee/Student Safety Report form.

Be assured that all safety suggestions will be given serious consideration and that each will receive a response.

In turn, SJVC will provide current safety news and activities, safety reading materials, signs and posters on a bulletin board for easy access to them all. Some safety and health information may be disseminated through corporate memoranda or payroll envelope inserts. Training programs will be conducted on the various programs to ensure that you are knowledgeable about the materials and equipment you are working with and what known hazards are present and how they are controlled. Regular safety meetings will be held every month to keep employees informed about safety and health matters. Time will be provided to allow employees an opportunity to voice safety concerns without fear of reprisal. In addition, the following sub-committees have been established to assist in communicating safety and health concerns to all levels of employment: Emergency Action, Ergonomics, Facilities, Bloodborne Pathogen and Extern Clinical Site. We encourage your participation on a sub-committee as another opportunity to maintain a two-way system of communication.

#### **IV.- Employee Safety Training Policy**

San Joaquin Valley College will assure that supervisors receive training to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.

Supervisors are responsible to see that those under their direction receive training on general work place safety as well as specific instructions with regard to hazards unique to any job assignment.

Training will be provided to all new-hires, to all employees given new job assignments for which training has not previously been received, whenever new substances, processes, procedures or equipment are introduced to the work place and represent a new hazard and whenever SJVC is made aware of a new or previously unrecognized hazard.

Documentation of all training will be kept by the Administrative Assistant at each campus location and by the Human Resource Department.

## **V. & VI.- Identification and Control of Hazards**

San Joaquin Valley College will identify safety and health hazards using Cal/OSHA's Safety and Health Standards, periodic inspections, incident, injury and illness investigations and consideration of safety concerns provided by employees and students.

Monthly inspections are to be conducted by the Facilities Manager. Inspections will cover the facility, workplace equipment and personal protective equipment. These scheduled inspections are in addition to the everyday safety and health checks that are part of the routine duties of supervisors and instructors. An inspection will be conducted promptly whenever information indicates that a previously unrecognized hazard is present or when new substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety and health hazard.

Any unsafe or unhealthy condition or work practice that is discovered will be corrected immediately. In the event a hazard can not be immediately corrected, a target date for correction will be determined based on such considerations as the probability and severity of an injury or illness resulting from the hazard; the availability of needed equipment, materials and/or personnel; time for delivery, installation, modification or construction; and training periods. Interim protection will be provided to exposed employees while correction of hazards is proceeding. A log will be used to monitor the progress of the hazard correction.

Documented results of inspections including findings, deficiencies and corrections will be presented and reviewed during a safety committee meeting. The review will assist in prioritizing actions and verify completion of previous corrective actions. The overall inspection program results will be reviewed for trends.

Employees are encouraged to discuss and bring forward their ideas and thoughts regarding any safety items mentioned or of concern to them. Safety concerns are to be communicated through Request Tracker software that is made available to all employees and students.

## **VII.- Injury and Illness Investigation**

It is the policy of San Joaquin Valley College to conduct a thorough and properly completed investigation when an occupational injury or illness occurs. The Administrative Assistant or Safety and Compliance Manager

will investigate the injury or illness for the purpose of determining cause(s) of the accident or near-miss occurrence and what actions can be taken to preclude recurrence. All investigations will be conducted within 1 day of the incident while facts are still clear and more details can be remembered. All documentation is to be forwarded to the Corporate office within 24 hours of completion.

Documentation of the accident will be done using the “Incident Report” and the “Investigation Report” forms. These reports will be reviewed by the appropriate supervisor or instructor to determine what corrective action(s) should be taken. Corrective action will be identified in terms of not only how it will prevent a recurrence of the accident or near miss, but also how it will improve the overall operation. The solution will be a means of achieving not only accident control, but also total operation control.

Investigation results of all accidents and near miss incidents will be presented at sub-committee and general safety committee meetings for awareness, additional discussion and an evaluation of any accident trends.

### **VIII.- Safety and Health Recordkeeping**

San Joaquin Valley College will maintain written records to afford an efficient means to review our current safety and health activities for better control of our operations and to plan future growth and improvements. Records that document implementation of the IIPP will be maintained by the Administrative Assistant and/or Safety and Compliance Manager. The following essential records will be maintained for the period indicated:

#### Injury and Illness Records

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| ❖ Injury and Illness Prevention Program | Indefinitely                                   |
| ❖ Notice of Safety Infraction           | Duration of Employment<br>(Minimum of 5 years) |
| ❖ Employee/Student Safety Report        | 3 Years  |
| ❖ Incident /Investigation Reports       | 5 Years  |

#### Prevention Activity Records

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|---|------------------------|
| ❖ Safety Meeting Minutes/Attendance     | 3 Years                |
| ❖ Individual Employee Safety Training   | Duration of Employment |
| ❖ Report of Training Meeting            | 3 Years                |
| ❖ Facility Inspections/Hazard Checklist | 3 Years                |

#### Exposure Records

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| ❖ Medical and Employee Exposure | Duration of Employment<br>Plus 30 Years |
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