
CHABOT/LAS POSITAS COMMUNITY COLLEGE DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

GENERAL SAFETY POLICY STATEMENT - (Senate Bill 198):

Because of the commitment of Chabot/Las Positas Community College District to health and safety, and to provide as safe a work place as is reasonably possible, Chabot/Las Positas Community College District has prepared and implemented this Injury and Illness Prevention Program.

It is the policy of Chabot/Las Positas Community College District to conduct all campus safety activities and maintain a healthy work place environment. Chabot/Las Positas Community College District believes by instituting this Injury and Illness Prevention Program, that accidents can be prevented. Furthermore, Chabot/Las Positas Community College District will promote a healthy work place and safe work practices through this program.

A safe and healthy work place requires commitment and cooperation from all employees. The only safe place to work is one where all personnel: follow safe work procedures; are conscientious; pay attention; and use common sense. Everyone at Chabot/Las Positas Community College District is personally responsible for accident prevention and the success of our safety program.

This Injury and Illness Prevention Program has a section on "Safe Work Practices" which is specific to our colleges; however, the following general safety rules apply to all employees and must be followed without exception:

- 1) Keep your work area organized and clean always.
- 2) Do not attempt work you have not been trained for, or which you believe may be unsafe.
- 3) Do not use tools, equipment, machines, or chemicals you have not been trained to use.
- 4) When required, always use personal protective equipment.
- 5) Do not participate in "horseplay" or practical jokes.
- 6) Always report immediately, any dangerous, hazardous, or unsafe work place condition.

RESPONSIBLE SAFETY OFFICER (RSO)

The Vice Chancellor of Business Services has the authority and responsibility for implementing and maintaining this IIPP Program for Chabot/Las Positas Community College District.

THE DIRECTORS OF SAFETY AND SECURITY

Are responsible for the effective implementation of the Injury and Illness Prevention Program at their respective colleges.

MANAGERS AND SUPERVISORS

Are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program.

A copy of this IIP Program is available at:

- 1) The Director of Campus Safety and Security office

COMPLIANCE

To be effective, the Chabot/Las Positas Community College District safety program requires a mutual effort in safety and health matters. Cooperation and communication about safety not only needs to be between management and employees, but also, between employee and employee. It is the obligation of every employee to comply with the requirements of the injury and illness prevention program at all times.

In order to encourage compliance and cooperation with our safety program, Chabot/Las Positas Community College District makes it a policy to recognize employees when:

- 1) Employees work within safety and health standards, rules, and practices, and/or;
- 2) Employees assist with the implementation, and/or maintenance of this Injury Prevention Program, and/or;

Employees are informed by this document that safe and healthy work practices are required and mandatory, for employment with Chabot/Las Positas Community College District. Employees who do not work safely are subject to disciplinary action. Discipline, including, but not limited to, verbal reprimands, written warnings, suspension, and termination, will be considered and/or possible for employees who engage in unsafe practices, including violations of the Code of Safe Practices of Chabot/Las Positas Community College District. The Chabot/Las Positas Community College District discipline policy applies especially to employees who know of and do not immediately report workplace hazards particularly if their failure to report hazards exposes others and/or property to unnecessary hazards.

COMMUNICATIONS

All managers and supervisors are responsible for communication with all workers about occupational safety and health.

Chabot/Las Positas Community College District will communicate with employees on safety and health matters: at the time of employment; when this Injury and Illness Prevention Program is implemented; when making a change of job assignment; and at other times.

Employees will be informed about safety policies and health matters, verbally, through written communications, by meetings, and by group/individual training about Chabot/Las Positas Community College District safe work practices, safety rules, and working conditions.

The various forms of communication by Chabot/Las Positas Community College District, written and verbal, will be understandable and conducted in the language job instructions are given in.

Employees have the right, and the legal obligation, to report any work-related injury, hazard, and/or unsafe condition/practice. Chabot/Las Positas Community College District will treat any employee safety report, made in good faith, without reprisal, intimidation, or threat against job security. Employee safety communications may be made verbally or in writing, using a standard form, (signed or unsigned). Reports can be made to:

- 1) Managers and Supervisors
- 2) The Director of Campus Safety and Security

HAZARD ASSESSMENT

An important part of the Chabot/Las Positas Community College District Injury Prevention Program is the scheduled and unscheduled inspection of work areas to identify possible hazards and potential causes of occupational illness. Inspections will be on a periodic basis, and more frequently if warranted to monitor hazards and the application of the school's Code of Safe Practices. Inspections will be made of unsafe conditions (if any) which resulted in an accident, illness, and when safety concerns are reported to the Responsible Safety Officer.

Inspections are required if Chabot/Las Positas Community College District is made aware of a new or previously unrecognized hazard. Chabot/Las Positas Community College District must make inspections when there are any changes in the operation or; when there has been new equipment/machines added.

ACCIDENT/EXPOSURE INVESTIGATIONS

When any accidents, injuries, or job related illnesses occur whether or not they require medical care, a thorough investigation must be made by the employee's supervisor/manager. Immediately begin an accident/injury investigation before time or scene disturbance makes events unclear, or people forget full details.

Procedures for investigating workplace accidents and hazardous substance exposures include:

- 1) Interviewing injured workers and witnesses;
- 2) Examining the workplace for factors associated with the accident/exposure;
- 3) Determining the cause of the accident/exposure;
- 4) Taking corrective action to prevent the accident/exposure from reoccurring; and
- 5) Recording the findings and actions taken.

HAZARD CORRECTION

Any unsafe/unhealthy work place conditions or work practices identified, and evaluated must be corrected as completely as possible, in a "timely" manner. "Timely" is determined by the severity of the hazard. Under no circumstances Chabot/Las Positas Community College District personnel be required to, or allowed to, work under conditions, which pose a clear or imminent hazard.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

TRAINING AND INSTRUCTION

Chabot/Las Positas Community College District requires employees to attend regular training, in safe work practices and procedures. The Responsible Safety Officer, and Managers/Supervisors are responsible for implementing the Chabot/Las Positas Community College District training program. Training may take many forms, verbal, audio/visual, written, etc. However, all training must be in the language in which job instructions are given.

Training(s) will include periodic review of general safety and health hazards and the applicable Code of Safe Practices. Safety training is mandatory for all personnel, will be documented, and will take place for:

1. All employees, at the time the Injury and Illness Prevention Program is adopted, will receive training.
2. New hires, will be provided Chabot/Las Positas Community College District safety training at the time of hiring or assignment to their first job.
3. Employees assigned to new tasks or work with hazards different from those for which they have already received training will be trained at or before working on the new assignment.
4. Supervisors will be provided training on hazards and safe practices in the work areas, and for employees under their supervision.
5. Attendance is mandatory at refresher training provided on a scheduled basis. Refresher or retraining will take place, if and when unsafe work practices or previously unrecognized hazards are discovered.

Human Resources will maintain safety-training records.

RECORDKEEPING

Records will be maintained for at least one year except for training records of employees who have worked for less than one year, which are provided to the employee upon termination of employment.

- 1) Employee safety and health training
- 2) Hazard assessment inspections

CHABOT/LAS POSITAS COMMUNITY COLLEGE DISTRICT
Job Hazard Assessments

STANDARD TRAINING“ALL EMPLOYEES

- Injury and Illness Prevention Program (IIPP)
- Hazard Communication Standard “Community Right to Know
- Emergency Action Plans
- Fire Protection and Prevention
- Ergonomics

SUPPLEMENTAL TRAINING AS NEEDED BY POSITION DESCRIPTION

- 1) Bloodborne Pathogens
- 2) Personal Protective Equipment (PPE)
- 3) Cal/OSHA Laboratory Standard
- 4) Hazardous Waste Operations and Emergency Response
- 5) Electrical Safety Related Work Practices
- 6) Confined Spaces
- 7) Forklift Safety
- 8) Tool Safety and Use of Ladders
- 9) Asbestos Awareness

DEPARTMENT

**SUPPLEMENTAL TRAINING
REQUIRED**

Administrative and Business Offices	None
Art	1,2,3,4,5,6
Computer Applications/Office Technology	5
Bookstore	None
Child Development Center	1,2
Disability Resource Center (DRC)	None
Library	None
Maintenance & Operations	1,2,4,5,6,7,8,9
Media Services	2,3,4,5
Health, Physical Education	1,2
Photo Lab	2,4
Dental Services	1,2,4
Reprographics	2,4
Science Labs Biology and Chemistry	1,2,3,4,5
Student Support Center	None
Theater	1,2,4,5,6,7,8
Campus Safety	1,2,4,5,6,8
Automotive Technology	2,4,5,7,8

CHABOT/LAS POSITAS COMMUNITY COLLEGE DISTRICT
Training Verification

Name of Employee _____

Date Employed _____ Position _____

Name of Trainer _____

I, _____ have been trained and instructed in the following and agree to follow all College safety and health rules, policies and procedures (and have received the following written material)

A. General Safety and Health Issues	Employee	Trainer
• The colleges Injury and Illness Program		
• Emergency Procedures		
• Fire Protection and Prevention		
• Ergonomics		
B. Hazards Specific to Employee's Job		
1) Personal Protective Equipment		
2) Bloodborne Pathogens		
3) OSHA's Laboratory Standard		
4) Hazardous Waste Operations and Emergency Response		
5) Electrical Safety and Related work Practices		
6) Forklift Safety		
7) Confined Spaces		
8) Tool Safety and Ladders		
9) Asbestos		

Employee's Signature _____ Date _____

I, _____ have trained or instructed _____ in all of the above noted categories. I also observed the employee performing his/her tasks on _____ and observed him/her performing in a safe and healthful manner in accordance with this training and instruction.

Signature of Trainer _____ Date _____

CC: Employee
Human Resources