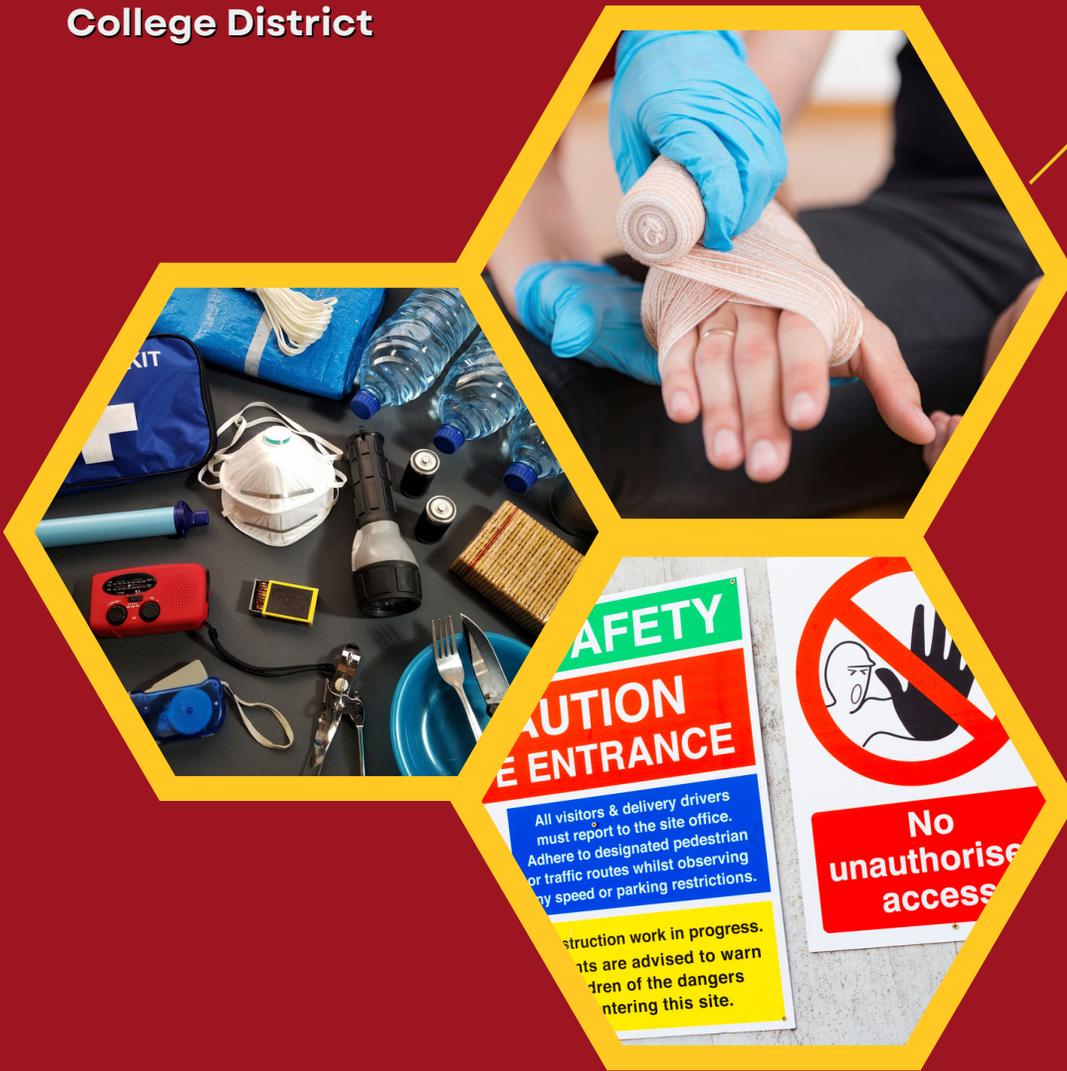


Pasadena Area
Community
College District



INJURY & ILLNESS PREVENTION PROGRAM

Non-High
Hazard
Employer

Introduction

The Pasadena Area Community College District (the "District") prioritizes a safe work environment that promotes the well-being of its employees. In accordance with our mission, we adhere to the Injury and Illness Prevention Program (IIPP) specifically designed for non-high-hazard employers, as outlined in Cal OSHA T8 CCR 3203.

These guidelines comprise the following elements:

Responsibility

Compliance

Communication

Hazard Assessment

Accident/Exposure Investigation

Addressing Hazards

Training & Instruction

Employee Access to IIPP

Recordkeeping



RESPONSIBILITY

The responsibility for implementing the Injury and Illness Prevention Program (IIPP) within the District is entrusted to the Assistant Superintendent/Vice President of Business & College Services, Executive Director of Business Services, Assistant Superintendent/Vice President of Human Resources, Executive Director of Facilities & Construction Services, and Chief of Campus Police & Safety Services, collectively known as the Administrators. The Administrators or their assigned representatives are tasked with maintaining the IIPP, conducting annual reviews, and making updates as required by new tasks or changes in procedures. The obligation of Department Directors is to ensure the execution of the IIPP in their respective departments and to provide support and resources to their team members.

Management and supervisory staff are accountable for applying and upholding the IIPP in their respective areas of work and addressing any queries from workers regarding the IIPP. Additional duties include:

- Confirming the completion of safety training by employees
- Investigating and reporting incidents of workplace injuries or illnesses
- Recognizing and mitigating workplace hazards
- Distributing necessary personal protective equipment
- Ensuring that all safety and health regulations and procedures are well-articulated and comprehended by all employees
- Administering the rules with fairness and consistency

Every employee has a crucial role in ensuring a safe work environment. This involves adhering to safe work practices, complying with all directions, policies, and rules, and actively contributing to the maintenance of a secure workspace.

Specific responsibilities of employees include:

- Participating in mandatory training to stay informed about safety guidelines.
- Consistently wearing personal protective equipment when required to mitigate risk.
- Promptly reporting any work-related injuries to their supervisor and participating fully in any subsequent investigations.
- Observing and reporting any conditions that may compromise safety to their supervisor, thereby fostering a proactive safety culture.

Compliance

All staff members, including those in managerial and supervisory positions, bear the responsibility for adhering to safety and health standards in the workplace. Our system for ensuring compliance among all employees incorporates various strategies, such as:

- Crafting comprehensive awareness about the terms and provisions of our Injury & Illness Prevention Program (IIPP).
- Offering in-depth safety training to all employees to ensure they understand and can effectively implement safety practices.
- Regularly evaluating the safety performance of all workers, making necessary adjustments to ensure ongoing compliance.
- Recognizing and appreciating those employees who consistently implement safe and healthful work practices, thereby fostering a culture of safety.

Providing additional training to employees identified as having deficiencies in their safety performance.

In enforcing these safety practices, we maintain a policy of strict adherence. Employees who do not comply with these essential safety and health standards will be subject to disciplinary actions consistent with District policies and our collective bargaining agreements.

Communication

Effective and open communication between management and staff is crucial for promoting a productive and safe work environment. Managers and supervisors are responsible for engaging in meaningful discussions about occupational safety and health with all employees. Our established communication system actively encourages employees to report any potential workplace hazards to their supervisors, with the assurance that the District strictly prohibits retaliation.

Our communication system incorporates vital elements to address safety and health effectively within our organization.

These elements consist of:

- An orientation program for new employees, where we introduce our safety and health policies and procedures.
- A comprehensive review of our Injury and Illness Prevention Program (IIPP).
- Tailored workplace safety and health training programs that cater to our operational needs.

- Regularly scheduled department meetings to discuss safety matters and ongoing issues.
- Distribution and posting of relevant safety information throughout the workplace.
- Ensuring easy accessibility to Safety Data Sheets for all employees. (Facilities Services, Health Services, Science, Theater, Art, and Food Services should have an SDS).
- An established system allowing employees to anonymously report potential workplace hazards to management.

This system ensures that all employees are well-informed about safe work practices and the specific hazards associated with their respective roles.

Hazard Assessment

The key to mitigating risks that might lead to injury or illness lies in accurately and timely identifying potential hazards. This will be accomplished through regular inspections and the implementation of procedures to monitor, control, and rectify these hazards. A proficient observer is tasked with regular inspections to spot and assess potential hazards in the workplace.

These inspections occur at the following intervals:

- Annually
- Upon the initial establishment of the Injury and Illness Prevention Program
- Introduction of new substances, processes, or equipment that might pose new hazards

- Recognition of previously unidentified hazards
- Occurrence of occupational injuries and illnesses
- Any change in workplace conditions that necessitate an inspection

These regular inspections involve the use of an inspection checklist and other effective methods to recognize and assess potential hazards within the workplace.

Accident/Exposure Investigations

All employees are required to promptly report any work-related injuries or illnesses to their immediate supervisor. Any incidents leading up to the injury or illness and near misses warrant thorough investigation to prevent future occurrences. The responsibility of conducting these inquiries falls on the department supervisor and the Risk Management Services.

Investigation procedures for workplace accidents and hazardous substance exposures encompass:

- Prompt visitation to the accident scene.
- Conducting interviews with the injured employees and any witnesses.
- Rigorous examination of the workplace to identify factors associated with the accident or exposure.
- Determination of the root cause of the accident or exposure.
- Implementing corrective measures to prevent the recurrence of similar incidents.
- Documentation of the findings and the corrective actions undertaken.

Addressing Hazards

The District is committed to promptly addressing unsafe or unhealthy work conditions, practices, or procedures. We will rectify these hazards based on their severity, following the protocols outlined below:

Immediate Action: We will take immediate action upon observing or discovering dangerous or hazardous conditions.

Ensuring Safety: In situations where an imminent hazard cannot be resolved immediately without endangering employees and property, we will evacuate all exposed personnel except for those essential for rectifying the condition. These employees will be provided with appropriate protective gear.

Our approach to eliminating or reducing hazards includes:

Engineering Controls: Implementing techniques designed to mitigate hazards at their source.

Administrative Controls: Implementing procedural changes aimed at reducing exposure to hazards.

Personal Protective Equipment: Providing employees with suitable protective gear.

Employee Training: Ensuring our staff is educated about potential risks and how to prevent them.

Training & Instruction

All employees, including managers and supervisors, will receive training on general and job-specific safety and health protocols. The training and instruction shall be provided as follows:

- When the Injury and Illness Prevention Program is established or updated.
- To all new members of the District.
- To all employees transitioning to new job roles that require unique training.
- Whenever the introduction of new substances, processes, procedures, or equipment in the workspace creates a new hazard.
- Whenever we identify a new or previously unrecognized hazard.
- To supervisors to acquaint them with the safety and health risks that employees under their direct supervision might be exposed.
- To all employees, focusing on hazards inherent to each employee's specific job role.

The general safety and health practices within our workspace are not limited to, but include:

- Effective implementation and maintenance of the IIPP.
- An Emergency Action and Fire Prevention Plan.
- Provision of medical services, first aid, and emergency procedures.

- Measures to prevent musculoskeletal injuries, including training on correct lifting techniques.
- Emphasis on proper housekeeping, such as keeping aisles and stairways clear, maintaining neat and orderly work areas, and immediate clean-up of spills.
- Prohibiting horseplay, scuffling, or any acts that could potentially compromise safety.
- Appropriate storage guidelines to prevent unstable goods from stacking and avoid blocking doors, exits, fire extinguishing equipment, and electrical panels.
- Mandatory reporting of hazards, accidents, and injuries to supervisors.
- Usage of appropriate personal protective equipment.
- Effective communication about hazards, including raising employee awareness about potential chemical hazards and ensuring proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances, which includes a ban on eating or storing food and beverages in areas where contamination is possible.

Employee Access To IIPP

Employees or their designated representatives are entitled to review and obtain a copy of the IIPP. A copy can be requested from either a supervisor or an Administrator. A copy will be provided within a reasonable timeframe and in a convenient location within no later than five (5) business days post-request. The IIPP can be provided electronically (online or by email) unless the employee or designated representative requests a printed copy.

The District assures unimpeded access to the IIPP through its website. This allows employees to easily review, print, and email the most updated version of the IIPP. In the course of their regular work duties, employees routinely and predictably can access the IIPP electronically for communication with management or fellow employees.

Please note that any copy furnished to an employee or their designated representative does not necessarily include any records of the measures taken to implement and maintain the written IIPP.

Employees must express written consent to appoint someone as their “designated representative.” A recognized or certified collective bargaining agent will automatically be regarded as a designated representative for accessing the District IIPP. The written consent must encompass the following details:

- The name and signature of the employee giving authorization to the designated representative.
- The date of the request.
- The name of the designated representative.
- The expiration date of the written authorization (if it is less than one year).

Recordkeeping

To ensure compliance with the IIPP, all actions taken shall be documented and retained for a minimum of 5 years. These records shall include inspection reports, checklists, safety audits, incident investigations, and training records. Training records shall include employee names, training dates, types of training, and training providers. Additionally, exposure/medical records shall be maintained for the duration of an employee's employment, plus an additional 30 years.