

MODEL
INJURY AND ILLNESS PREVENTION PROGRAM
(for low hazard programs)

It is the policy of California State University, Fresno to maintain a safe and healthful workplace for employees and students, and to comply with all applicable occupational health and safety regulations. This document is a supplement to the University's Injury and Illness Prevention Program. It addresses departmental specific issues not detailed in the University program.

1.0 RESPONSIBILITY

1.1 This Injury and Illness Prevention (IIP) Program is established for the Department/Office of _____.

1.2 The Program Administrator shall be _____.
The Program Administrator has the authority and the responsibility for implementing and maintaining this IIP Program.

1.3 The Safety Coordinator shall be _____.

Managers and supervisors have the primary authority and responsibility to develop procedures and to maintain compliance with the IIP Program as well as all other University safety policies.

2.0 COMPLIANCE

All employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. The Department/Office ensures that all employees comply with these practices through the following methods:

- ___ 2.1 Informing employees of the provisions of the IIP Program.
- ___ 2.2 Evaluating the safety performance of all employees.
- ___ 2.3 Recognizing employees who perform safe and healthful work practices.
- ___ 2.4 Providing training to employees whose safety performance is deficient.
- ___ 2.5 Disciplining employees for failure to comply with safe and healthful work practices.

3.0 COMMUNICATION

All managers and supervisors are responsible for communicating with all employees about occupational safety and health in a form readily understandable by all employees. The Department/Office encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal.

The Department/Office's communication system consists of the following items:

- ___ 3.1 New employee orientation including a discussion of safety and health policies and procedures.
- ___ 3.2 Review of the Department/Office's IIP Program.
- ___ 3.3 Workplace safety and health training programs.
- ___ 3.4 Regularly scheduled safety meetings.

- 3.5 Posted or distributed safety information.
- 3.6 A method for employees to anonymously inform management about workplace hazards.
- 3.7 Review emergency plan policy and procedures.

4.0 HAZARD ASSESSMENT

4.1 Periodic inspections to identify and evaluate workplace hazards shall be performed by a competent observer in the following areas of the Department/Office:

- 1. _____ 3. _____
- 2. _____ 4. _____

4.2 Periodic inspections are to be performed according to the following schedule:

- 1. When the IIP Program is initially established;
- 2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into the workplace;
- 3. When new, previously unidentified hazards are recognized;
- 4. When occupational injuries and illnesses occur; and
- 5. Whenever workplace conditions warrant an inspection.

5.0 ACCIDENT/EXPOSURE INVESTIGATIONS

Procedures for investigating workplace accidents and hazardous substance exposures include:

- 1. Interviewing injured employees 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.

6.0 HAZARD CORRECTION

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 procedures:

- 1. When observed or discovered; and
- 2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed employees will be removed from the area until it is safe to return.

7.0 TRAINING AND INSTRUCTION

7.1 All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided as follows:

- ___ 1. When the IIP Program is first established;
- ___ 2. To all new employees;
- ___ 3. To all employees given new job assignments for which training has not been previously provided;
- ___ 4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- ___ 5. Whenever the employer is made aware of a new or previously unrecognized hazard;
- ___ 6. To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- ___ 7. To all employees with respect to hazards specific to each employee's job assignment.

7.2 General workplace safety and health practices include, but are not limited to, the following:

- ___ 1. Implementation and maintenance of the IIP Program.
- ___ 2. Emergency action and fire prevention plan.
- ___ 3. Provisions for medical services and first aid including emergency procedures.
- ___ 4. Prevention of musculoskeletal disorders, including proper lifting techniques.
- ___ 5. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- ___ 6. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- ___ 7. Proper storage to prevent stacking materials in an unstable manner and storing materials against doors, exits, fire extinguishing equipment and electrical panels.
- ___ 8. Proper reporting of hazards and accidents to supervisors.
- ___ 9. Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.

8.0 RECORDKEEPING

8.1 The Department/Office has established, at a minimum, the following as its recordkeeping policy:

- ___ 1. Records of hazard assessment inspections, accident & illness investigations; and
- ___ 2. Documentation of safety and health training for each employee.

8.2 Department records relative to the IIP Program will be maintained for at least three years.