

MERCED COMMUNITY COLLEGE DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

**Revised by
Department of Risk Management**

2022

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INJURY AND ILLNESS PREVENTION PROGRAM

1.0 INTRODUCTION

Merced Community College District makes all reasonable efforts to:

- Protect the health and safety of faculty, staff, and students;
- Provide safe workplaces - academic, and administrative - for faculty, staff, and students;
- Provide information to faculty, staff, and students about health and safety hazards;
- Identify and correct health and safety hazards and encourage faculty, staff, and students to report hazards;
- Provide information and safeguards for those on campus regarding hazards arising from operations at Merced Community College District

Per California Code of Regulations, Title 8, Section 3203, Merced Community College District has adopted an Injury and Illness Prevention Program (IIPP) which describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and record keeping.

2.0 RESPONSIBILITIES

Ultimately, safety is the responsibility of each individual. Creating a broad based accountability for safety is the responsibility of the President/Superintendent and the District's leadership.

2.1 President/Superintendent

The President/Superintendent, together with the Board of Trustees, is responsible for integrating safety into the culture of the District by:

- Demonstrating a genuine interest in safety-specific issues
- Ensuring department head actions
- Demonstrating support for safety programs
- Demonstrating that safety is everyone's responsibility

2.2 Program Administrator

The responsibility of the IIPP Program Administrator is to assist the President/Superintendent and the leadership cabinet by monitoring the implementation of the IIPP and assisting managers as they carry out their responsibility for safety.

The District's Injury and Illness Prevention Plan Program Administrator is:

Title: Chuck Hergenraeder, Director of Risk Management
Address: 3600 M Street, Merced, California 95340
Telephone: (209) 384-6300

The Program Administrator's responsibilities include:

- Act as liaison between the day-to-day operations of the safety program and the Board by providing periodic updates of IIPP activity at board meetings
- Allocate resources to appropriately implement IIPP elements
- Ensure the IIPP is updated regularly
- Hold everyone accountable for completing responsibilities outlined below

2.3 Vice Presidents and Deans

Vice Presidents and Deans are responsible for ensuring:

- Quality of safety performance by Deans, Directors and other supervisors
- That they demonstrate their personal beliefs that safety is critically important to them and the District
- Individuals under their management have the authority to implement appropriate health and safety policies, practices, and programs
- Areas under their management have adequate funding for health and safety programs, practices, and equipment
- Areas under their management are in compliance with Merced Community College District's health and safety practices, policies, and programs

2.4 Directors and Supervisors

Directors and supervisors are responsible for implementing Merced Community College District's IIPP. This includes:

- Investigating all incidents and accidents within their areas of responsibility to determine causes and take corrective/preventative action. (This is not to be confused with the workers' compensation claim reporting process.)
- Conducting documented and regularly scheduled safety inspections within their areas of responsibility
- Ensuring that workplaces and equipment are safe, well maintained, and in compliance with external agency regulations, generally accepted safe practices, and Merced Community College District's policies, programs, and practices
- Establishing safety-related work rules and procedures for all operations and exposures within their areas of responsibility
- Developing their own knowledge and skills in safety and health relative to their areas of responsibility and ensuring that all employees receive safety training relative to their work exposures
- Ensuring that workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs
- Enforcing health and safety rules fairly and uniformly related to job performance
- Evaluating employees on compliance with safe work practices as part of the performance management process
- Acknowledging employees who contribute to the maintenance of a safe workplace and disciplining employees who fail to follow safe work practices
- Encouraging employees to report workplace hazards without fear of reprisals

- Ensuring that training, inspection, and investigation records and employee health and safety records are maintained and retained for the designated period(s) of time

2.5 Employees

Employees are responsible for following the requirements of the IIPP. This involves:

- Keeping themselves informed of conditions affecting their health and safety
- Participating in training programs, as required
- Adhering to healthful and safe practices in their workplaces
- Advising their supervisors of potential hazards in the workplace
- Reporting all “near miss” incidents and accidents immediately

3.0 COMPLIANCE

Merced Community College District shall ensure that employees comply with safe and healthful work practices. Directors and Supervisors are responsible for establishing and maintaining good health and safety practices. To ensure compliance:

- Employees are given a copy of the IIPP, Bloodborne Pathogens, Hazardous Substance Communications Program, and Ergonomic Plan brochures and informed that it is their responsibility to read all information.
- Employees are recognized for following safe and healthful work practices through oral acknowledgments and recognition at meetings. (Note: Recognition will not be given to individuals or departments based on the absence of accidents or injuries. This is to avoid reinforcing poor safety-related behaviors that may have yet to be manifested in an incident and to ensure that all incidents and accidents are reported.)
- Employees are trained and retrained, as necessary or as required.
- Health and safety practices are integrated into employee job descriptions and performance appraisals.
- Disciplinary actions with employees for failure to follow safe and healthful work practices are taken, when appropriate.
- The anti-reprisal policy for employees reporting safety and health concerns is enforced.

4.0 COMMUNICATION

Merced Community College District shall communicate with employees in a form readily understandable by all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform the employers of hazards at the worksite without fear of reprisal.

Merced Community College District uses various communication systems to relay information to all employees on matters relating to occupational safety and health, including:

- The safety-training program
- District Health and Safety Committee
- Supervisor led health and safety meetings

- Anonymous and confidential hazard reporting
- The District's anti-reprisal policy

These systems are described below:

4.1 The Safety-Training Program

The safety-training program is an integral component of the communication system. The training program is described in Section 9 of this document.

4.2 Health and Safety Committee

The Program Administrator shall appoint members of the Merced Community College District's Committee on Health and Safety. Membership should include representatives from certificated staff, classified staff, maintenance, and management. The Health and Safety Committee will serve in an advisory capacity and shall:

- Recommend needs, priorities, and strategies to promote good health, safety, and environmental practices on campus to the District administrators;
- Foster cooperation among those departments at Merced Community College District having operational responsibility for health and safety;
- Assist the Program Administrator in the review and selection of literature and other materials suitable for distribution throughout the District to assist in training or advertising the Injury and Illness Prevention Program.
- Recommend to the President/Superintendent District-wide policies with respect to those health and safety matters that are not addressed by the existing administrative policy;
 1. The Health and Safety Committee and the Program Administrator will periodically review the role of the Committee to ensure its continued effectiveness.
 2. This Committee in no way replaces or supersedes administration or line management's responsibility for health and safety.

The Health and Safety Committee shall meet at least quarterly. The Committee Chairperson shall report on any failure to meet or the failure of members to attend to the Program Administrator.

4.3 Supervisor Led Health and Safety Meetings

Health and safety meetings at the department level are conducted at least quarterly and as needed based on the exposures presented. These meetings are documented on the "Safety Meeting Report" form.

4.4 Anonymous and Confidential Hazard Reporting

Any employee may anonymously and/or confidentially (if necessary) report a hazard or share a health and safety concern by submitting a Report of Unsafe Condition form. This form is available upon request or on the MC Portal under Risk Services.

4.5 The District's Anti-Reprisal Policy

Employees and students shall not be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to Merced Community College District or to appropriate governmental agencies. Supervisors shall inform employees and students of this policy and encourage reporting of workplace hazards to management.

5.0 VIOLENCE IN THE WORKPLACE POLICY

Merced Community College District has developed a Workplace Violence Plan (Attachment D) that provides guidelines for responding to violence or threats of violence in the workplace. It includes the general roles and responsibilities of employees, supervisors, and Campus Security.

6.0 HAZARD ASSESSMENT

Merced Community College District shall have procedures for identifying and evaluating workplace hazards, including scheduled inspections to identify unsafe conditions and work practices. Supervisors are responsible for seeing that scheduled inspections are conducted. The Program Administrator will arrange for assistance to supervisors in developing self-inspection forms and checklists and guides for inspection and record keeping. On request, the Program Administrator will also arrange for periodic surveys to assist the supervisors in identifying and correcting potential hazards.

6.1 Inspection Schedule

Merced Community College District shall have procedures for identifying and evaluating workplace hazards, including scheduled inspections to identify unsafe conditions and work practices. Supervisors are responsible for seeing that scheduled inspections are conducted. The Program Administrator will arrange for assistance to supervisors in developing self-inspection forms and checklists and guides for inspection and record keeping. On request, the Program Administrator will also arrange for periodic surveys to assist the supervisors in identifying and correcting potential hazards.

6.2 Outside Agencies

Several outside agencies conduct random, regular, or scheduled inspections at Merced Community College District, which assist the District in achieving some of its inspectional responsibilities.

These include:

- Alliance of Schools for Cooperative Insurance Programs (ASCIP)
- Merced City Fire Department (Annual Inspections)
- County Environmental Health Department
- County Sheriff's Department

6.3 Record Keeping of Scheduled and Periodic Inspections

Records of scheduled inspections to identify unsafe conditions and work practices shall be maintained for a minimum of three years. The records shall include:

- The name(s) of the person(s) conducting the inspection,
- Any descriptions of the unsafe conditions and work practices,
- The actions taken to correct the identified unsafe conditions and work practices

The supervisor is responsible for maintaining records of their scheduled inspections, as well as forwarding copies to the Operations and Maintenance Office. Outside agency inspection records are maintained in the Operations and Maintenance Office.

7.0 ACCIDENT AND EXPOSURE INVESTIGATIONS

Merced Community College District shall investigate all injuries or occupational illnesses. The following standardized procedures for reporting and investigating occupational injuries, illnesses, and accidents are provided below:

7.1 Reporting Procedures – EMPLOYEES

- All staff injuries (this includes Work Study students injured during work hours, Allied Health students injured during clinical rotation) must be reported.
- The injured employee will call Company Nurse® directly after reporting the incident to their supervisor. The attending nurse will provide first aid advice and direct the injured employee to an appropriate medical treatment site.
- **The injured employee will go to the HR office to report the injury and pick up the DWC-1 form needed for the medical facility to treat the injury.**
- In the event of death or serious injury or illness, the supervisor will immediately contact the IIPP Administrator's office.

Death or serious injury or illness is defined as more than 24-hours' hospitalization for other than observation; permanent disfigurement, and loss of body part. The IIPP Administrator, or their delegate, will immediately report any serious injury or illness to Cal/OSHA. Other incidents will be reported to Cal/OSHA on a case-by-case basis (i.e., chemical carcinogen exposure).

- The Company Nurse® will complete their portion of the following forms and forward to the HR Analyst:
 - Employee's Claim for Workers' Compensation Benefits (Form DWC-1)
 - The Employer's Report of Occupational Injury or Illness (Cal/OSHA Form 5020)
 - Supervisor's Investigation of Employee Injury

- The HR Analyst will forward Form DWC-1 to the employee for completion, and the Supervisor's Accident Investigation Form (VIP) to the injured employee's supervisor for completion.
- The supervisor will immediately investigate the injury and return the Supervisor's Accident Investigation form (VIP) to the HR Analyst within 7 days.
- The HR Analyst will provide a copy of the completed Supervisor's Accident Investigation Form to the Director of M&O for review in applicable. More serious accidents will be forwarded to the Program Administrator for review.

7.2 Reporting Procedures – STUDENTS

- If a student injury occurs on campus or during the course of a Merced College event off-campus, an **Incident Report Form** must be completed by the supervising District individual/instructor and turned in within 24 hours to Campus Police.
This is in addition to notification of your supervisor and appropriate Vice President.
- If First Aid is performed by the injured student or immediate supervisor, indicate this on the Incident Report form.
- If an injury occurs during hours when the nurse and Campus Police are not available and immediate medical care is needed, instruct the individual to seek required medical treatment (their doctor, clinic, Urgent Care or the ER), or call 911.
- Instruct the injured student to contact Student Health Services as soon as medically possible so that it may be determined if Student Accident Insurance paperwork needs to be completed.

7.3 Reporting Procedures – ALL OTHERS (Visitors, Guests, Vendors, Contractors)

- Injuries that occur to visitors, guests, vendors, contractors on campus or during a Merced College event off-campus and require medical treatment, must be reported to Campus Police. An **Incident Report Form** must be completed by the supervising District individual/instructor and turned in within 24 hours to Campus Police.
- If medical care is needed, instruct the individual to seek required medical treatment with their doctor, clinic, Urgent Care or the ER. *This is done at their discretion and they are fully responsible for payment.

7.4 Reporting Procedures – VEHICLE ACCIDENT

- All motor vehicle accidents (district or privately owned vehicle) while performing District business must be reported to your supervisor as soon as possible. A written **Vehicle Accident Report Form** must be completed within 24 hours and turned into the Risk Management Office.

- If a privately owned vehicle, owner is responsible to notify their automobile insurance carrier who is responsible for primary coverage to the privately owned vehicle.
- **If injuries occur then additional reporting requirements and actions are required as stated in 7.1, 7.2, and 7.3 above.**
- Do not discuss the accident with anyone other than the Police, Merced College Administrators, Merced College's insurance carrier or your personal automobile insurance carrier if a privately owned vehicle.

8.0 HAZARD CORRECTION

Merced Community College District has a commitment to correct unsafe or unhealthful work conditions in a timely manner, based on the severity of the hazards.

8.1 Correcting Hazards

Hazards shall be corrected according to the following procedures:

- When observed or discovered;
- When an **imminent** hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with necessary safeguards.

8.2 Resources

Resources to correct hazards include the following:

- Call the Operations and Maintenance Department at Ext. 6134 to report unsafe or hazardous conditions.
- If the correction required is part of Operations and Maintenance responsibilities, staff will do the repair.
- Unsafe conditions that cannot be corrected by Operations and Maintenance must be reported to the next higher level of management.
- If the correction is outside the authority of maintenance, and departmental funds are not available, the departments must seek other resources from the District to make the corrections.

9.0 TRAINING AND INSTRUCTION

9.1 Training Content

Merced Community College District's policy requires that faculty, staff, and students shall be trained to protect themselves from hazards in their working and educational environments. Supervisors shall assure that employees and students are trained in:

- General health and safety practices;
- Task-specific health and safety practices and hazards;
- Recognition and assessment of health and safety risks;
- Minimization of risks through sound safety practices and use of protective equipment;
- Regulations and statutes applicable to their activity; and
- Merced Community College District's health and safety policies.

9.2 Training Program

Merced Community College District has organized its training program as follows:

Orientation

- General District orientation is provided by the Human Resources Department Supervisor to all new employees.
- The Injury and Illness Prevention Program, Hazardous Substance Communication Program, and Bloodborne Pathogens informational packets are given to all new employees to read.

On-Site Supervisory Training

- Provided by the instructor, supervisor, or department manager to employees and students in labs, shops, or other workplaces where special hazards may be encountered.
- A New Employee Safety Training Checklist (Attachment F) is completed for each new employee by their immediate supervisor to insure they are aware of the general safety concerns for their area.
- Training topics may include hazard communication (i.e., hazard identification, hazardous materials safety, hazard reporting), emergency response and evacuation procedures, fire and earthquake safety, rights and responsibilities, personal protection, etc. This training should be documented on the Safety Meeting Report (Attachment B).

Specific Training

- Training is provided by the supervisor or instructor for those students and employees with specific high-hazard exposures including those exposed in robotic labs, vocational laboratories, athletics, science laboratories, as well as facility shops and food service areas.
- Training consists of information specific to the hazards and equipment used by these individuals.
- Training is by one or more of the following methods: formal and informal safety meeting, discussions, class lecture.
- Material safety data sheets, videos, pamphlets, booklets, class syllabus, and postings can be used to supplement training.
- All safety related training shall be in a communication form readily understood by the students or employees.

9.3 Training Schedule

Training shall be provided to all employees:

- When the IIPP is first established;
- When new employees are hired;
- When employees are given new job assignments for which training has not previously been received;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard;
- When employees become supervisors (so that they can familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed).

9.4 Training Resources

- The Program Administrator will assist departments and supervisors in providing health and safety training to employees on a variety of topics. These include IIPP training, laboratory safety training, respirator training, radiological safety, and many others.
- The District has standardized forms for maintaining training records.
- The District has a safety video library, a collection of safety publications, and access to safety professionals to assist supervisors and departments in implementing training programs.

9.5 Record Keeping of Training Records

- Documentation of health and safety training (Attachment F) for each student and employee shall include: (1) name or other identifier, (2) training dates, (3) type(s) of training, and (4) training providers. This documentation shall be maintained for at least three years.
- The supervisor is responsible for forwarding the documentation to the Operations and Maintenance Office, where the records will be maintained.
- The division is responsible for developing a record retention policy for students.

Document content maintained by: IIPP Administrator.

Last updated: June 2022