

**INJURY ILLNESS PREVENTION PROGRAM**  
**NAPA VALLEY COMMUNITY COLLEGE DISTRICT**



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# SECTION I

## **INTRODUCTION**

In order to maintain a safe and healthful work environment the Napa Valley Community College District has developed this Injury & Illness Prevention Program (IIPP) for all employees to follow. This document describes the goals, statutory authority, and the responsibilities of all employees under the Program. It addresses Compliance, Hazard Identification, Accident Investigation, Hazard Mitigation, Training, Hazard Communication, and Program Documentation. By making employee safety a high priority for every employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at Napa Valley Community College District.

## **GOALS**

Diligent implementation of this program will reap many benefits for Napa Valley Community College District. Most notably it will:

1. Protect the health and safety of employees. Decrease the potential risk of disease, illness, injury, and harmful exposures to district personnel.
2. Reduce Workers' Compensation claims and costs.
3. Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees.
4. Improve employee morale and efficiency as employees see that their safety is important to management.
5. Minimize the potential for penalties assessed by various enforcement agencies by maintaining compliance with Health and Safety Codes.

## **STATUTORY AUTHORITY**

- ◆ California Labor Code Section 6401.7.
- ◆ California Code of Regulations Title 8, Sections 1509 and 3203.

## **RESPONSIBILITY**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to District facilities and operations rests with the Senior Director of Facilities Services. General policies, which govern the activities and responsibilities of the Injury & Illness Prevention Program, are established under Napa Valley Community College District's final authority.

Matt Christensen the Senior Director of Facilities can be contacted at (707) 256-7580.

It is the responsibility of Supervisors and Managers to develop procedures, which ensure effective compliance with the Injury & Illness Prevention Program, as well as other health and safety policies related to operations under their control.

Supervisors and Managers are responsible for enforcement of this Program among the employees under their direction by carrying out the various duties outlined herein, setting acceptable safety policies and procedures for each employee to follow and ensuring that employees receive the general safety training. Each Supervisor and Manager must also ensure that appropriate job specific safety training is received, and that safety responsibilities are clearly outlined in the job descriptions, which govern the employees under their direction. Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned to each employee, for purchasing appropriate personal protective equipment and for evaluating employee compliance.

Immediate responsibility for workplace health and safety rests with each individual employee. Employees are responsible for following the established work procedures and safety guidelines in their area, as well as those identified in this Program. Employees are also responsible for using the personal protective equipment issued to protect them from identified hazards, and for reporting any unsafe conditions to their supervisors.

The Napa Valley Community College District is responsible for developing and managing this Injury & Illness Prevention Program.

The Senior Director of Facilities Services will establish and chair the District Safety Committee. The Safety Committee will meet at least quarterly. Information regarding the Safety Committee including Committee's function and role, meeting agendas, and meeting minutes can be found on the Facilities Services webpage on the District's website.

## **COMPLIANCE**

Compliance with this Injury & Illness Prevention Program will be achieved in the following manner:

1. Supervisors and Managers will set positive examples for working safely and require that all staff under their direction work safely.
2. Supervisors and Managers will use all disciplinary procedures available to them to ensure that employees follow established safety policies and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available.
3. Supervisors and Managers will identify the resources necessary to provide a safe work environment for their employees and include them in budget requests.
4. Supervisors and Managers will establish appropriate means of recognition for employees who demonstrate safe work practices.

Napa Valley Community College District has developed this comprehensive Injury & Illness Prevention Program to enhance the health and safety of its employees.

## **HAZARD IDENTIFICATION**

A health and safety inspection program is essential in order to reduce unsafe conditions, which may expose employees to incidents that could result in personal injuries or property damage. It is the responsibility of Napa Valley Community College District to ensure that appropriate, systematic safety inspections are conducted periodically.

### ***Scheduled Safety Inspections***

Upon initial implementation of this Program, inspections of all work areas will be conducted. All inspections will be documented using the appropriate forms (or equivalent) with appropriate abatement of any hazards detected.

Thereafter, safety inspections will be conducted at the frequency described below:

1. Annual inspections of all office areas will be conducted to detect and eliminate any hazardous conditions that may exist in all office areas and instructional and public spaces.
2. Semi-annual inspections of all potentially hazardous areas (shops, cafeterias, warehouses, gymnasiums, labs, sheds, etc.) will be conducted to detect and eliminate any hazardous conditions that may exist.

### ***Unscheduled Safety Inspections***

1. Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that presents new hazards.
2. Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident.

## **ACCIDENT INVESTIGATIONS**

Supervisors and/or Managers, with support from trained Facilities Services and Human Resources, Training & Development staff, will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the root cause. Appropriate repairs or procedural changes will be implemented promptly to correct the hazards implicated in these events.

To ensure timely accounting for Workers' Compensation procedures, the supervisor with input from the employee when possible must complete and submit the Supervisor's First Report of Injury form to the Office of Human Resources, Training & Development .

In the case of an employee injury, notify the Office of Human Resources, Training & Development as well as the Risk Management Department and contact Company Nurse for nurse triage service and a referral to an authorized physician.

### **Company Nurse**

1-877-518-6702

Search code: NSI02

## **HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from imminent dangers to hazards of relatively low risk. Corrective actions or plans, including suitable timetables for completion, are the responsibility of the Senior Director of Facilities Services.

Deans, Department Chairs, Coordinators, Supervisors and Managers will take immediate action to mitigate hazards that present an immediate danger to life or limb. All affected employees will be notified of the hazard. If the hazard cannot be immediately abated, all personnel will be removed from the affected area. Access to the area will be controlled until the safety of personnel can be assured. Employees remaining to correct the hazardous condition may do so only if they are properly trained and safeguarded and are fully aware of the condition and precautions necessary to protect themselves.

## **TRAINING & INSTRUCTION**

Effective dissemination of safety information lies at the very heart of a successful Injury & Illness Prevention Program. Employees must be trained in general safe work practices in accordance with applicable laws and regulations.

### ***Specific Safe Work Practices***

In addition to general training, each employee will be instructed how to protect themselves from the hazards specific to their individual job duties. At a minimum this entails how to use workplace equipment, safe handling of hazardous materials and use of personal protective equipment. Training must be completed before beginning to work on assigned equipment, and whenever new hazards or changes in procedures are implemented.

The Supervisors and Managers are provided with the training necessary to familiarize themselves with the safety and health hazards to which their employees are exposed.

It is the responsibility of each Supervisor and Manager to know the hazards related to his/her employee's job tasks, and ensure they receive appropriate training. Training and instruction is provided:

1. When the IIPP is first established;
2. To all new workers, except for construction workers who are provided training through a construction industry occupational safety and health training program approved by Cal/OSHA;
3. To all workers given new job assignments for which training has not 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 workers with respect to hazards specific to each employee's job assignment. All workers including managers and supervisors shall have training.

Training will occur in the following applications:

1. Keenan SafeColleges (KSC) Online Training Portal
2. General Campus-Wide Training Sessions
3. Safety Meetings
4. Individual employee training for specific job tasks.



## COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective Injury & Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

- An Employee Bulletin Board, located in the Administration Building to the left of the Human Resources, Training & Development Department, for posting information on safety in a location accessible to all employees. Changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information will be posted, as they become available.
- Safety information and forms will be available on the Human Resources, Training & Development web-page as well as the Facilities Services webpage on the District's website.
- Managers and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. A safety meeting attendance form should be used to document attendance and topics covered at the meeting and this form can be found on the Facilities Services web-page.
- Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the work area. Facilities Services Work Orders are the recommended process to communicate this information from the District's website on the Facilities Services web-page. Completed Work Orders are forwarded to Facilities for necessary actions. All reporting forms can be found on the Facilities Services or the Human Resources, Training & Development web-page.
- Supervisors will follow up on all suggestions and investigate the concerns brought up through these communication methods. Feedback to the employees is critical, and must be provided for effective two-way communication.

## **DOCUMENTATION**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury & Illness Prevention Program are being implemented, the following records will be kept on file in the District Office or school site for at least the length of time indicated below:

1. Copies of all IIPP Safety Inspection Forms. Retain 1 year.
2. Copies of all Accident Investigation Forms. Retain 1 year.
3. Copies of all Employee Training Checklists and related Training Documents. Retain for duration of each individual's employment.
4. Copies of all Safety Meeting Agendas and Minutes. Retain 1 year.

The District will ensure that these records are kept in their files, and present them to Cal/OSHA or other regulatory agency representatives if requested. A review of these records will be conducted by the Superintendent during routine inspections to measure compliance with the Program.

A safe and healthy workplace must be the goal of everyone at Napa Valley Community College District, with responsibility shared by management and staff alike. If you have any questions regarding this Injury & Illness Prevention Program, please contact the Senior Director of Facilities Services.

## **RECORDKEEPING**

All records and reports that are generated by this program shall be maintained by the appropriate manager/supervisor.

## SECTION II

### GENERAL SAFE WORK PRACTICES

These Safe Work Practices are provided for your information and education. They are intended to provide you with basic safety and health information that will assist you in avoiding injury while performing your daily activities.

These Safe Work Practices are part of Section Two, Training and Education, of the Injury & Illness Prevention Program of Napa Valley Community College District, and by section 303 of Title 8, the mandatory safety legislation of Cal/OSHA. You are obligated to follow these Safe Work Practices while performing your work activities.

You are obligated to follow these practices while performing your work activities.

1. It is important that all employees report all work related injuries and illnesses to their immediate manager/supervisor as soon as possible after they become aware of the injury or illness.
2. Everyone should exercise extreme care and consideration in the performance of their duties to see they do not cause injury to others or create work hazards which could cause injury to others.
3. No one should try to lift or move heavy or bulky objects, which could cause injury to the back and other body parts.
4. Personal tools, equipment, extension cords, or electrical heaters should not be brought onto District property without the permission of the Facilities Services Department.
5. Use of electrical heaters to provide warmth for extended periods of time in the past has been the originating cause of buildings fires. As a result, the use of electrical heaters is discouraged and alternative means should be found for providing heat over the cooler months.
6. If it is necessary to use a fire extinguisher, or if you notice that the pressure indicator is outside of the green area, you should report it to the Facilities Services Department as soon as possible so the extinguisher can be recharged or replaced.
7. When you become aware of a defect in a piece of equipment, remove it from service or report it to the appropriate party so that repairs can be made. Building and equipment defects are to be reported to the Facilities Services Department. Failure to report faulty conditions for repair can result in injuries.

8. Be sure that any food or liquid spill is wiped up immediately rather than left for someone else to remove.
9. Never attempt to repair electrical equipment or an appliance. They should be removed from service and the Facilities Services Department notified.
10. File cabinets can be used improperly. Opening two drawers simultaneously can cause a cabinet to crash to the floor. Whenever possible, cabinets should be bolted together in tandem or secured to the wall if it is convenient. Training should be given to those who utilize the file cabinet's equipment. Filing cabinet drawers should never be left open unattended.
11. Flammable liquids such as duplicating fluid should always be stored in appropriate, closed containers. Large supplies should be stored in UL-approved cabinets or by other appropriate means described by the fire department. Flammable liquids should never provide a continuous supply to a piece of equipment unless by a Fire Department approved process. An earthquake could cause a spill or possible fire from flammable materials not properly stored. Use secondary containment to guard against spills.
12. Because of ever pending possibility of earthquake occurring, heavy objects should be stored on lower shelves, while lighter and less dangerous items can be stored on the middle and upper shelves. Ideally, all materials stored on shelves should have restraints such as bungee cords.
13. Bookshelves, storage cabinets, and other elevated storage areas should be well secured, securely bolted to the wall, or unitized in such a way as to reduce tipping in an earthquake.
14. Defective furniture, worn carpets, defective stairs, loose handrails, and other facilities defects, which create accident hazards, should be reported to the Facilities Services Department so repairs can be completed. If possible, remove the objects from service.
15. Everyone should take the time to become educated regarding the emergency procedures in place for responding to fires, earthquakes, or first aid emergencies. Know all means of exit from your work area.