

INJURY AND ILLNESS PREVENTION PROGRAM

Mt San Antonio Community College District
1100 N Grand Ave
Walnut, CA 91789,

Plan Administrator: Duetta Wasson Director of Risk and Safety

Every California employer must establish, implement and maintain a written injury and Illness Prevention (IIP) Program and a copy must be maintained at each workplace or at a central worksite if the employer has non-fixed worksites. The requirements for establishing, implementing and maintaining an effective written injury and illness prevention program are contained in Title 8 of the California Code of Regulations Section 3203.

“The Occupational Safety and Health Act of 1970, clearly states our common goal of safe and healthful working conditions to be the first consideration in operating this business”

“Safety and health in our business must be part of every operation. Without questions, it is every employee’s responsibility at all levels.”

“It is the intent of the College to comply with all laws applicable to our campus. To do this, we must constantly be aware of conditions in all work areas that can produce injuries. No employee is required to work at a job he/she knows is not safe or healthful. With the campus community’s cooperation in detecting hazards and, in turn, controlling them, is a condition of your employment. Inform your supervisor immediately of any situation beyond your ability or authority to correct.”

“The personal safety and health of each employee of this college is of primary importance.”

“Our objective is a safety and health program that will reduce the number of injuries and illnesses to an absolute minimum, not merely in keeping with, but surpassing, the best experience of operations similar to ours. “

This IIPP applies to our entire college campus

The written copy of this IIPP can be found at: the Administrative office, building 4 room 2555

The IIPP can be found online at: on the risk website at www.mtsac.edu/risk

All employees have access to viewing the IIPP online. Employees may also request a written copy by contacting Risk Management office either by email or phone.

SAFETY COMMUNICATION WITH EMPLOYEES ABOUT SAFETY (Title 8 CCR §3203(a)(3))

We recognize that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff.

All supervisors are responsible for communicating with their employees about occupational safety and health in a form readily understandable by all employees. Our communication system encourages all employees to inform supervisors about workplace hazards without fear of reprisal.

Our communication system includes all of the following checked items:

- A. New employee orientation including a discussion of safety and health policies and procedures.
- B. Immediate manager/supervisor will conduct periodic audits
- C. Worksite-specific health and safety training.
- D. Regularly scheduled safety meetings. This will vary from monthly safety meetings for specific training along with morning tailgate meetings to review the day's agenda of work assigned. The campus has a Health and Safety Committee that meets monthly.
- E. Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- F. Posted or distributed safety information.
- G. A system for employees to anonymously inform administration about workplace hazards. This system involves: completing a hazard report and submitting that report to the Health and Safety Committee for evaluation.
- H. Campus wide safety bulletins
- I. Safety spotlights posted on the risk and safety website.

Our district elects to use a Health and Safety committee to meet all the requirements of Title 8CCR §3203(c)(1) – (7), thereby complying with the communication requirements of Title 8 CCR §3203(a)(3).

Personal Protective Equipment (PPE) are distributed directly to the employee's at time of hire or on an as needed basis. The employee is responsible for inspection of their PPE to ensure they are in good working condition and or request replacement if needed.

HAZARD ASSESSMENT/INSPECTION (Title 8 CCR §3203(a)(4))

Periodic inspections to identify and evaluate hazards in our schools sites will be performed by one or more of the following checked individuals:

Our district's IIPP Administrator(s)

Periodic inspections are always performed according to the following schedule:

- The College's Health and Safety Committee review all submitted hazard reports by staff and students and determine the best course of action to resolve the submitted hazard.
- Any staff or student is able to submit anonymously a hazard report from directly to Risk Management by either emailing the form to risk@mtsac.edu or contacting our office directly, at 909-274-5198.

- Quarterly basis we inspect a quarter of the campus and report to the Health and Safety Committee the findings, and pending resolutions identified.

HAZARD CORRECTION (Title 8 CCR §3203(a)(6))

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Hazards will 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, we will remove all exposed employees from the area except those necessary to correct the existing condition. Employees who are required to correct the hazardous condition will be provided with the necessary protection and training.
- We do quarterly inspections of a fourth of the campus and report out to the Health and Safety committee of the findings. The committee assists in prioritizing the hazards. Findings are then distributed to the correct departments for correction

ACCIDENT/EXPOSURE INVESTIGATIONS (Title 8 CCR §3203(a)(5))

Investigations of workplace accidents, hazardous substance exposures and near miss accidents will be conducted by:

The departments manager and or Duetta Wasson the Director of Safety and Risk Management, Andie Solorzano Risk Management Specialist, and when needed Sayeed Wadud Environmental and Emergency Manager

Our procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the scene as soon as possible.
- Interviewing injured employees and witnesses.
- Determining the cause of the accident/exposure.
- Examining the workplace and the incident for underlying causes associated with the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring.
- Recording the findings and discuss actions taken and the following Health and Safety Committee meeting
- Supervisor's may conduct an investigation at the time of the accident and complete the managers' report of injury and submits to risk management. Pictures may be included in that report
- Reports of workplace accidents are reviewed with the Health and Safety Committee to determine trends and or corrective actions necessary to either eliminate, reduce or transfer the risk

MT SAC SAFETY PLANNING, RULES AND WORK PROCEDURES

[BP 3500 Campus Safety \(mtsac.edu\)](#)

[AP 3500 Campus Safety \(mtsac.edu\)](#)

[AP 3503 Emergency Procedures \(mtsac.edu\)](#)

[BP 3505 Emergency Response Plan \(mtsac.edu\)](#)

[BP 6800 Safety \(mtsac.edu\)](#)

AP 6800 <https://www.mtsac.edu/governance/trustees/apbp/AP6800.pdf>

[AP 6850 Hazardous Materials \(mtsac.edu\)](#)

We do have a written Emergency Operations Plan for emergency situations. This plan is housed in the Risk Management Department and the office of the Emergency and Environmental Manager

SAFETY & HEALTH TRAINING AND INSTRUCTION (Title 8 CCR §3203(a)(7))

All employees, including managers and supervisors, will have training and instruction on general job-specific safety and health practices. Training and instruction is provided according the following schedule:

- To all new employees, through new hire orientation
- To all employees given new job assignments for which training has not previously provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the school district and represent a new hazard.
- Whenever anyone is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- To all employees working in a high hazard occupation

These trainings are provided in various form and training will include (but is not limited to):

- An explanation of our IIPP, emergency action plan, fire prevention plan, measures for reporting any unsafe conditions, work practices, injuries and any additional instructions that are needed.
- Monthly training for specific job occupations that are high hazard provided in house or by our Workers' Compensation insurance carrier
- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways, aisles, and exit doors clear, keeping work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and good against doors, exits, for extinguishing equipment and electrical panels.
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Where applicable, our training may also include:

- The prevention of musculoskeletal disorders, including proper lifting techniques.
- The use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

EMPLOYEE COMPLIANCE WITH SAFETY PROCEDURES (Title 8 CCR §3203(a)(2))

All district employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes all of the following checked practices:

- Informing employees of the provisions of our IIPP.
- Periodic Evaluating the safety performance of all employees.
Providing training to employees whose safety performance is deficient.
- Recognizing employees who perform safe and healthful work practices.
Other systems we have in place to ensure compliance with safety practices: [New Hire orientation video with a overview of safety](#)

MISCELLANEOUS ADDENDUMS:

COVID-19 ADDENDUM – Please refer to Addendum under the tab for COVID-19 on the risk website.

HEAT ILLNESS AND PREVENTION PLAN – Addendum B (currently being updated at this time and will be attached once updates have taken place)

WILDFIRE RESPONSE AND RECOVERY – Addendum C (currently being updated according to the new regulations from Cal/OSHA and will be attached once updates have taken place)

RECORDKEEPING AND DOCUMENTATION (Title 8 CCR 3203(b))

Although school districts are not required to keep records or documentation of the elements of an IIPP, except the written program itself, our school district maintains the following records to help us more efficiently and effectively implement our IIPP (optional):

Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices. These records are maintained for at least one (1) year.

Documentation of our safety and health training.