



**2024**

# **Injury Illness Prevention Plan Program (IIPP)**

Human Resources Department  
Version 21.0  
Rev. February 20, 2024

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## INTRODUCTION

The Mt. San Jacinto Community College District (MSJC) has developed the Injury & Illness Prevention Program (IIPP) for all employees to follow in order to maintain a safe and healthy work environment. This document describes the goals and the responsibilities of all employees at all campus locations. The current campus locations are:

**San Jacinto Campus**  
1499 N. State Street  
San Jacinto, CA 92583

**Temecula Valley Campus**  
41888 Motor Car Parkway  
Temecula, CA 92591

**Menifee Valley Campus**  
28237 La Piedra Road  
Menifee, CA 92584

The IIPP document is divided into the following sections: I. Policy, II. Responsibility, III. Compliance, IV. Hazard Assessment, V. Accident/Exposure Investigation, VI. Hazard Correction, VII. Training, VIII. Communication, IX. Recordkeeping, and X. Heat Injury Illness Prevention Plan. The goal of the IIPP is to eliminate or reduce occupational injuries and illnesses and if an incident occurs, to learn from those in order improve workplace safety in the future. Employees may access the electronic copy of the MSJC IIPP online at <https://msjc.edu/riskmanagement/iipp.html> or request a written copy with Human Resources.

### I. POLICY

This IIPP has been developed and implemented as required under the California Code of Regulations Title 8, Chapter 4, Subchapter 7, Section 3203 (See Appendix A). MSJC adopted Board Policy 3507 in an effort and commitment to follow these State mandates in order to provide a safe and healthful workplace for all of its employees (See Appendix B). The IIPP provides general guidelines on equipment use, safe work practices and safe working conditions. While the environment of each workplace may vary, these basic guidelines should be followed as closely as possible by all employees. Section 3203 of Cal/OSHA regulations also pertains to policies as well as compliance with workplace safety applicable to this Program (See Appendix A).

It is intended that this policy always be a work in progress. To that end, the IIPP will be reviewed annually and even more often, when and where immediate changes are needed to ensure a safe working environment and safe work practices.

### II. RESPONSIBILITY

#### a. Vice President of Human Resources

The ultimate responsibility for establishing and maintaining effective health and safety policies specific to District facilities and operations rests with the Vice President of Human Resources or Executive Cabinet designee. Thereto, the general policies, which govern the activities and responsibilities of the IIPP resides under the Vice President of Human Resources or Executive Cabinet designee.

#### b. Administrators and Deans

It is the responsibility of Administrators and Deans to develop procedures which ensure effective compliance with the IIPP as well as any other health and safety policies related to operations under their control.

### **c. Directors and Supervisors**

Directors and Supervisors are responsible for enforcement of this Program among the employees under their direction by setting acceptable safety policies and procedures for each employee to follow. In addition, each Director and Supervisor must confirm that safety responsibilities are clearly outlined in the job descriptions that govern the employees under their direction and that appropriate job specific safety training is available and completed.

Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for budgeting and purchasing appropriate personal protective equipment (PPE), and for evaluating employee compliance with the IIPP. As such, Supervisors have an integral role with the success of IIPP.

The generic responsibilities for Supervisors with the IIPP also include:

1. Taking any reasonable action necessary to prevent injuries where an immediate danger exists.
2. Taking responsibility for the safety of all employees even those not under their supervision but in the supervisor's work area.
3. Ensuring a clean and hazard-free work area.
4. Providing a safety orientation to new employees under their direction.
5. Planning, conducting, and documenting safety evaluations in assigned areas of responsibility.
6. Provide, plan and track specific training for employees.
7. Conducting safety observations.

### **d. Employees**

It is critical that employees follow the guidelines as outlined in this document, attend training, and to adhere to job specific IIPP protocols.

The generic responsibilities for employees include:

1. Reading and abiding to all of the requirements of the IIPP.
2. Adhering to all safety rules and operating procedures established by the District.
3. Attending to all health and safety trainings pertaining to the college and to specific job duties.
4. Wearing appropriate personal protective equipment (PPE) as required and provided by the District.
5. Inspecting and maintaining equipment for proper and safe operation.
6. Only operating equipment for which proper training and supervisor approval has been established.
7. Reporting any safety hazards or defective equipment immediately to an area supervisor.
8. Immediately reporting all workplace injuries and/or illnesses.

### **e. District Safety and Wellness Committee**

The responsibility of the District Safety and Wellness Committee is to provide a link of communication between employees and management of the IIPP. In addition, the Safety and Wellness Committee will monitor the effectiveness of the IIPP and make recommendations to the appropriate parties on how to improve the document and the strategies needed for its effective implementation.

The District Safety and Wellness Committee should meet monthly and the agenda of the meeting will consist, in part, of reviewing accidents and injuries, reporting hazardous conditions and reporting the findings of safety evaluations.

**f. Human Resources Department**

The Human Resources Department provides leadership and oversight for developing and managing the IIPP and will be responsible for ensuring the IIPP is accessible via the college website. The Human Resources department will review this document annually with information gathered and recommended by the District Safety and Wellness Committee.

**III. COMPLIANCE**

The District and all its employees are responsible for compliance with the IIPP and with Section 3203 of Cal/OSHA regulations.

**a. District Compliance**

MSJC is committed to providing all employees a safe and healthy work environment. The District is also committed to providing all necessary PPE and safety training to employees at no cost. The District maintains an open door policy allowing all employees to communicate safety concerns. Furthermore, the District is committed to adhering to all federal, state, and local health and safety regulations and will provide full cooperation with any applicable outside agency during the course of any inspection or audit.

**b. Employee Compliance**

MSJC believes that employee compliance should be encouraged at every opportunity. By taking a proactive and positive attitude towards safety, everyone can help reduce workplace injury. To that end, employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace. Employees found to be out of compliance will be subject to retraining and may receive disciplinary action.

MSJC utilizes retraining for employees who do not follow District policies, rules and procedures. In the event an employee violates any safety rule or requires any counseling as a result of unsafe work practices, the District will follow the disciplinary procedures specified in the employee's respective collective bargaining unit agreement. Administrators, Deans, Directors and Supervisors may utilize the following: retraining, verbal counseling, written warnings and other appropriate forms of disciplinary action depending on the severity of, and risks associated with, any violation(s).

Administrators, Deans, Directors and Supervisors will also provide a variety of forms of positive reinforcement or recognition to those employees who demonstrate safe work practices to further promote workplace safety.

**IV. HAZARD ASSESSMENT**

A health and safety inspection program is essential in order to establish, monitor and enhance safe workplace environments. It is the responsibility of the Vice President of Human Resources, working with the Director of Regulatory Compliance to ensure that appropriate college-wide safety inspections are conducted periodically.

**Scheduled Safety Inspections**

Annual inspections will be performed on all campus areas. Semi-annual inspections will be performed of all

potentially hazardous areas such as shops, cafeterias, warehouses, gymnasiums, labs, and alike. Any workplace hazards revealed will be documented, assessed, and corrected in a timely manner depending on the relative risk to employees, students, or visitors. All inspections will be documented. With prior supervisor approval, inspection reports may be modified or supplanted where needed for specialized workplace environments. Inspections will occur district-wide and cover any and all workplace areas.

### **Unscheduled Safety Inspections**

Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that may present potential safety concerns. The Maintenance & Operations (M&O) Department will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe workplace.

## **V. ACCIDENT/EXPOSURE INVESTIGATION**

Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident/exposure. Administrators, Deans, Directors and Supervisors will investigate all accidents, injuries, occupational illnesses and near-miss incidents to identify the root cause of any incident. Any corrective action, including appropriate repairs or procedural changes, will be implemented promptly to correct the hazards associated in these incidents. A Supervisor's Accident Investigation Report must be completed for every accident/exposure that occurs on District property involving the injury or illness of a District employee and/or student (See Appendix C).

Additionally, workers' compensation forms may need to be completed. Any questions about the workers' compensation process or the forms for completion, please contact Human Resources (See Appendix D for contact information and references).

## **VI. HAZARD CORRECTION**

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from those of relatively low risk to imminent dangers. Likewise, corrective actions or plans are implemented according to relative risk and include appropriate timetables for completion. Hazard correction is the responsibility of the Administrator working in conjunction with the Director of Regulatory Compliance.

## **VII. TRAINING**

Effective dissemination of safety information lies at the very heart of a successful any IIPP. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each employee's job assignment will be provided. All new employees of MSJC are scheduled to attend a new hire orientation. The trainings offered will be documented and placed in the employee's personnel file. Safety training will be conducted both in person and through other appropriate outside sources such as Cornerstone through Professional Development. Listed below is a snapshot of safety training offered to employees (additional training is available):

Fire Safety, Evacuation and Emergency Procedures  
Bloodborne Pathogens

Hazard Communication (SDS)  
Injury & Illness Prevention Program (IIPP)

Other training may be required of certain employees may include:

Job specific safety  
Heat Illness Prevention

Summoning for emergency help  
Injury Reporting

Job specific training at a minimum entails how to use workplace equipment, safe handling of hazardous materials and use of PPE. Training must be completed before beginning to work on an assigned piece of equipment and whenever new hazards or changes in procedures are implemented.

The Vice President of Human Resources or designee, is responsible for providing Administrators, Deans, Directors and Supervisors with the training necessary to familiarize themselves with the safety and health hazards their employees might find themselves exposed to. It is the responsibility of each Administrator, Dean, Director and Supervisor to make themselves aware of this training opportunity to be familiar with the hazards related to their employee's job tasks.

Directors and Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards and when hazards are brought to a supervisor's attention.

All training will be documented and kept in employee files. The Employee Training Record Form is an example of what may be used for this purpose (See Appendix E).

## **VIII. COMMUNICATION**

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

1. Administrators, Deans, Directors 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/exposure investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions.
2. Additional communication methods to be used as a way to dispense important information will be done through posters, meetings, manuals, newsletters, bulletins and warning labels.
3. Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the workplace. This can be done by simply alerting the Supervisor, the Maintenance and Operations Director, the Vice President of Human Resources or the Director of Regulatory Compliance. Supervisors will follow up all on these safety concerns and use effective two-way communication with all interested parties to correct the potential hazard to workplacesafety.

## **IX. RECORDKEEPING**

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 the IIPP are being implemented, the District will keep on file copies of all accident/exposure investigations and Safety and Wellness Committee meeting agendas for a period of no less than five years. Training documents are to be kept on file for at least one year (or sometimes longer).

The District will ensure that these files are available to Cal/OSHA or other appropriate regulatory agency representatives upon request. A review of these records will be conducted by Risk Management personnel

during routine inspections to confirm compliance with the Program.

## **X. HEAT INJURY AND ILLNESS PREVENTION PLAN**

### **a. Purpose**

The purpose of Heat Illness Prevention Plan (HIPP) is to meet the requirements set forth in the California Code of Regulations, Title 8, and also to serve as a supplement to the Mt. San Jacinto Community College District's Injury and Illness Prevention Plan (IIPP). This information is intended, and must be used in conjunction with the IIPP. The intent of this plan is to establish procedures and provide information necessary to ensure that employees of the District are knowledgeable in the prevention, recognition, and first aid treatment of heat related injury.

Heat related illnesses are avoidable if the employees are trained and the right actions are taken before, during and after working in high temperature workplace environments. Elevated temperatures, especially combined with high humidity, can tax the body's ability to cool itself making heat illness a great concern while working in Southern California. Heat related injury occurs in three progressively severe forms known as heat cramps, heat exhaustion, and heat stroke.

### **b. Heat Cramps**

Heat cramps are the most common type of heat related injury. Heat cramps are muscle spasms, which usually affect the arms, legs or stomach. Heat cramps are caused when water and/or salts are not replaced quickly enough to offset that which is lost through sweating. To avoid heat cramps, drink electrolyte solutions such as sports drinks or plenty of water during the day in combination to with foods containing salts. Just drinking copious amounts of water without electrolytes can also cause cramps and trick someone into even drinking more water and thus exasperate cramping. Avoid caffeine, as this may make the condition worse.

### **c. Heat Exhaustion**

Heat exhaustion is more serious than heat cramps. Severe cramping, red skin color, and profuse sweating characterize heat exhaustion. Additional symptoms may include headache, intense thirst, dizziness, fatigue, loss of coordination, nausea, vomiting, impaired judgment, loss of appetite, hyperventilation, anxiety and a rapid heart rate. The First Aid for an employee suffering these symptoms is to move to a cooler location such as a shaded area or an air-conditioned building. Have the victim lie down, loosen their clothing, apply cool wet towels and/or fan the person. Have the victim drink water or electrolyte drinks. In the event that some needs medical attention due to heat illness, Call 911 and contact Campus Safety at 951-639-5188.

### **d. Heat Stroke**

Heat stroke is a very serious medical emergency which may lead to death if not treated immediately. It occurs when the victim has lost the ability to sweat sufficiently and the core body temperature rises enough to cause organ damage. The organ at greatest risk is the brain. A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into heat stroke. It is very important to note that some victims go directly into heat stroke without first having heat cramps or heat exhaustion. In addition, heat stroke is sometimes mistaken for a heart attack. It is therefore very important to be able to recognize the potential causes and symptoms of heat stroke anytime an employee collapses while working in a hot/humid environment.

Symptoms of heat stroke include a high body temperature (103 degrees Fahrenheit); a distinct lack or



absence of sweating; flushed skin; rapid pulse that in later stages and more severe cases becomes slower; difficulty breathing; and any or all of the signs or symptoms of heat exhaustion such as dizziness, headache, nausea, vomiting, or confusion. In more severe cases victims may become altered mentally and have a seizure, collapse, and fall into a prolonged coma. Immediately Call 911 to get the victim medical attention as soon as possible. First Aid is also vital and focused towards lowering victim's body temperature. To lower the body temperature, get the victim out of the heat and into a cooler environment, pour cool water on the person, fan them, and/or apply cold packs to the neck or armpits. Quick actions can mean the difference between life and death in heat stroke.

#### **e. High Heat Protocols**

When the temperature equals or exceeds 95 degrees Fahrenheit, the District will implement High Heat protocols that include a pre-shift meeting to review high heat procedures. The Heat Injury Illness Prevention Plan is to be applied both outdoors and indoors. Employees must notify their supervisor immediately with any heat concerns, even if it is after normal business hours. Supervision should not exceed more than 20 employees during high heat weather conditions. Employees during these times use a mandatory buddy system and/or maintain regular communication with sole employees via radio or phone. The supervisor will designate one or more employees on each worksite as authorized to call for emergency medical services but emphasize that all employees they are able to call for emergency service if needed without prior approval. The supervisor will also remind all employees throughout the work shift to drink plenty of water and stay hydrated.

#### **f. Emergency Response Protocols**

The District will train supervisors and employees to recognize the signs and symptoms of heat related illness and how to take steps immediately to prevent the progression of heat illness. The training will include basic First Aid. It is also important to train employees that heat illness victims should not be left alone nor sent home without first aid and/or emergency medical services in accordance within the District's guidelines because severe heat related injury may mean that the victim is not able to make rational medical decisions that are in their best interests.

#### **g. Precautions to Prevent Heat Illness**

The District provides access to shade to allow the employee to cool down. Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions and also does not deter or discourage its access or use. The District maintains areas of shades throughout all sites where employees are working and shade is made available during meal periods as well. Employees shall be allowed and encouraged to take a preventative cool down rest in the shade when they feel the need to do so to protect themselves from overheating. An individual employee who takes a preventative cool down rest shall be monitored and asked if he or she is experiencing symptoms of heat illness. Employees are to be encouraged to remain in the shade and shall not be ordered back to work until any signs of symptoms of heat illness have abated for a period of time not less than 5 minutes in the shade. The District shall provide appropriate First Aid or emergency medical care when employee exhibits signs or symptoms of heat illness.

## **HYDRATION**

Hydration as a continuous process and should not be delayed until thirst sets in. Thirst typically means that a person is already dehydrated. It is important to take breaks often during high temperature days and physical exertion and to drink often during those breaks. Electrolyte drinks are good for replacing both water and salts

lost through sweating. Employees should avoid caffeinated beverages such as coffee, soda or energy drinks as these liquids can have the opposite effect and can actually increase the level of dehydration.

Employees shall have access to potable drinking water, including but not limited to the requirements that it be fresh, pure, suitably cool, and free of charge. The water shall be located as close as practicable to the areas where employees are working. Employees will be allowed to take frequent breaks especially if any early warning signs start to show up such as a headache or thirst.

## **ACCLIMATIZATION**

Acclimatization is a process by which the body adjusts to increased heat exposure. The body needs time to adapt when working in hotter environments and this may take hours to several days depending on the employee and the particular day. Employees should condition themselves for working in hot environments by starting slowly and then building up to higher temperature days and more physically demanding work. Of course, when possible, employees should attempt the physically demanding part of a particular job during the cooler parts of the day. Preferably, in the morning to avoid the fatigue that follows the cooler late afternoon times.

During acclimatization, a supervisor (or designee) should closely observe all employees during a heat wave. For purposes of this section only, a "heat wave" means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least ten degrees Fahrenheit higher than the average high daily temperature in the preceding five days. New employees will also be closely observed for the first 14 days of employment to ensure they are adjusting to the high heat area. Particular vigilance needs to take into account the person's size, weight, physical condition and number of hours or days working in high heat environments.

Fluid and electrolyte imbalances and heat injury risk can be progressive in nature.

## **TRAINING**

The training should be provided when an employee is initially hired. Heat-related illness training must also be provided before the beginning of work with refresher training as needed during the times of expected elevated temperatures/humidity. The training will be offered in the language so employees can understand and fully comprehend the dangers and care of heat related injury. All training records will be kept on file in accordance and as specified in the California Code of Regulations, Title 8, Section 3203 (Injury Illness Prevention Program).

In conclusion, a safe and healthy workplace must be the goal of everyone at Mt. San Jacinto College and likewise the responsibility is for everyone regardless of position or status. If you have any questions regarding the Injury & Illness Prevention Program (IIPP), please contact the Director of Regulatory Compliance.

## **ACCIDENT/EXPOSURE INVESTIGATION**

It is the responsibility of the immediate supervisor to investigate all injuries or near misses and report on the District's Accident Investigation form. Supervisors will retain a copy and supply a copy to the Risk Management Department.

### **Procedures for investigating employee injuries include:**

#### **Visit the accident/exposure scene as soon as possible**

This will allow the supervisor to evaluate and report the scene of the accident/exposure before any

alterations to the scene can be made. It also allows the supervisor to be visible and available to employees in the area.

**Interview injured workers and witnesses**

Several points of view may be helpful in determining the actual cause of an accident/exposure. Always include statements in the accident investigation report.

**Examine the workplace for factors associated with the accident/exposure**

It is essential to inspect the scene of the accident/exposure to determine if any hazards are present that may cause future accidents.

**Determine the cause of the accident/exposure**

Understanding the root cause of an accident/exposure will allow management to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent, honest and impersonal investigation will allow management to understand the root cause.

**Take corrective action to prevent the accident/exposure from recurring**

Documenting the findings and corrective actions taken by completing the Supervisor's Accident Investigation form. Attach all necessary information to the accident investigation report.

**Complete the Accident Investigation Report**

# APPENDIX A

This information is provided free of charge by the Department of Industrial Relations from its web site at [www.dir.ca.gov](http://www.dir.ca.gov). These regulations are for the convenience of the user and no representation or warranty is made that the information is current or accurate. See full disclaimer at [https://www.dir.ca.gov/od\\_pub/disclaimer.html](https://www.dir.ca.gov/od_pub/disclaimer.html).

Subchapter 7. General Industry Safety Orders  
Group 1. General Physical Conditions and Structures Orders  
Introduction

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## §3203. Injury and Illness Prevention Program.

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(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

- (1) Identify the person or persons with authority and responsibility for implementing the Program.
- (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

- (4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:
  - (A) When the Program is first established;

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

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

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(8) Allow employee access to the Program.

(A) As used in this subsection:

1. The term "access" means the right and opportunity to examine and receive a copy.

2. The term "designated representative" means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

3. The term “written authorization” means a request provided to the employer containing the following information:

- a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
- b. The date of the request;
- c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
- d. The date upon which the written authorization will expire (if less than one (1) year).

(B) The employer shall provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1)(E)) for the additional copies. or,

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

(C) The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

(D) If an employer has distinctly different and separate operations with distinctly separate and different Programs, the employer may limit access to the Program (or Programs) applicable to the employee requesting it.

(E) The employer shall communicate the right and procedure to access the Program to all employees.

(F) Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

ExceptionNo. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if

the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

- (1) Meets regularly, but not less than quarterly;
- (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;
- (3) Reviews results of the periodic, scheduled worksite inspections;
- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- (5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
- (7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

Note: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

### **HISTORY**

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).



5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), ExceptionNo. 1, new ExceptionNo. 3 through ExceptionNo. 4, Note2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).
10. Editorial correction of subsection (a)(4) (Register 2002, No. 46).
11. New subsections (a)(8)-(a)(8)(F) filed 3-3-2020; operative 7-1-2020 (Register 2020, No. 10).

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# APPENDIX B



Book	Board Policies
Section	Chapter 6 - Finance & Administrative Services
Title	Occupational Safety
Code	BP 6800
Status	Active
Legal	49 Code of Federal Regulations Parts 40 and 655 29 Code of Federal Regulations Part 1910.101 et seq. ; Title 8 Section 3203; Government Code Section 7597.1;
Adopted	July 6, 2023
Last Revised	February 8, 2024
Last Reviewed	June 15, 2023
Prior Revised Dates	2/8/2024

The Vice President of Human Resources or designee shall establish administrative procedures to ensure the safety of employees and students on District sites including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco on all public grounds.

Also see AP/BP 3508 Campus Security, AP/BP 3505 Emergency Response Plan, AP/BP 3570 No Smoking and Tobacco Free Campus, AP 6850 Hazardous Materials, AP 7343 Industrial Accidents and Illness, and AP/BP 3510 Workplace Violence.

**SUPERVISOR STATEMENT OF OCCUPATIONAL INJURY OR ILLNESS**

Department/School Site: \_\_\_\_\_

Name of injured employee: \_\_\_\_\_

Occupation: \_\_\_\_\_

Date of injury or illness: \_\_\_\_\_ Time: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

Was medical treatment offered? Yes \_\_\_\_\_ No \_\_\_\_\_ Was treatment refused? Yes \_\_\_\_\_ No X \_\_\_\_\_

Was employee given a claim form? Yes \_\_\_\_\_ No \_\_\_\_\_

What type of medical treatment was given?

First aid \_\_\_\_\_ Paramedics \_\_\_\_\_ Emergency room \_\_\_\_\_  
Hospitalization \_\_\_\_\_ Clinic \_\_\_\_\_ Authorized \_\_\_\_\_

Was employee required to leave work due to this injury or illness? Yes \_\_\_\_\_ No \_\_\_\_\_  
Date \_\_\_\_\_

Has employee returned to work? Yes \_\_\_\_\_ returned: \_\_\_\_\_ No, still off work \_\_\_\_\_

Date last worked \_\_\_\_\_

Name of person to whom the injury or illness was reported: \_\_\_\_\_

Timeliness of reporting: If the accident was not reported immediately, why not?

\_\_\_\_\_

Location where accident or exposure occurred: \_\_\_\_\_

Was the injury or exposure witnessed? Yes \_\_\_\_\_ No \_\_\_\_\_

**WITNESS INFORMATION**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Body part injured (check all that apply and indicate left and/or right):

- |                               |                                     |  |                                       |
|-------------------------------|-------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Head | <input type="checkbox"/> Upper back | <input type="checkbox"/> Finger (which?) | <input type="checkbox"/> Ankle        |
| <input type="checkbox"/> Face | <input type="checkbox"/> Lower back | <input type="checkbox"/> Upper leg       | <input type="checkbox"/> Foot         |
| <input type="checkbox"/> Eye  | <input type="checkbox"/> Arm        | <input type="checkbox"/> Lower leg       | <input type="checkbox"/> Toe (which?) |
| <input type="checkbox"/> Neck | <input type="checkbox"/> Wrist      | <input type="checkbox"/> Knee            | <input type="checkbox"/> Other _____  |

Nature of injury or illness:

- |                                   |  |   |  |
|-----------------------------------|--|---|--|
| <input type="checkbox"/> Scrape   | <input type="checkbox"/> Burn          | <input type="checkbox"/> Fracture                 | <input type="checkbox"/> Cold-related problem  |
| <input type="checkbox"/> Cut      | <input type="checkbox"/> Sprain/strain | <input type="checkbox"/> Skin problem             | <input type="checkbox"/> Loss of consciousness |
| <input type="checkbox"/> Puncture | <input type="checkbox"/> Foreign body  | <input type="checkbox"/> Chemical-related problem | <input type="checkbox"/> Respiratory           |
| <input type="checkbox"/> Bruise   | <input type="checkbox"/> Poisoning     | <input type="checkbox"/> Heat-related problem     | <input type="checkbox"/> Other _____           |

What was employee doing at the time of injury or exposure?

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Person, object or substance that directly injured employee: \_\_\_\_\_

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Check any of the following unsafe actions which apply:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Haste/unsafe speed               | <input type="checkbox"/> Improper procedure        | <input type="checkbox"/> Unsafe lifting    |
| <input type="checkbox"/> Not authorized                   | <input type="checkbox"/> Unsafe equipment usage    | <input type="checkbox"/> Unsafe position   |
| <input type="checkbox"/> Disregard of instructions        | <input type="checkbox"/> Defective equipment/tools | <input type="checkbox"/> Running/jumping   |
| <input type="checkbox"/> Lack of knowledge/skill/training | <input type="checkbox"/> Inattention               | <input type="checkbox"/> Poor Housekeeping |
| <input type="checkbox"/> Failure to use proper equipment  | <input type="checkbox"/> Assault                   | <input type="checkbox"/> Act of other      |
| <input type="checkbox"/> Inadequate protective gear       | <input type="checkbox"/> Horseplay                 | <input type="checkbox"/> Physical handicap |
| <input type="checkbox"/> Carelessness                     | <input type="checkbox"/> Alcohol/drugs             | <input type="checkbox"/> Other _____       |

I know the injury occurred on duty.

I have no specific knowledge that the injury occurred on duty.

What steps have been taken or recommended to prevent a recurrence?

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Comments:

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Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX D

# IN THE EVENT OF A WORKPLACE INJURY *EN CASO DE UNA LESIÓN EN EL LUGAR DE TRABAJO*



### STEP 1

**Injured Employee Notifies Supervisor of Incident.**

*Empleado lesionado notifica a su Supervisor del incidente.*

**If this is a life or limb threatening injury immediately call 911.**

*Si se trata de una lesión que amenaza la vida o una extremidad, llame inmediatamente al 911.*

### STEP 2

**Injured Employee Immediately Call S1 Medical Nurse Triage.**

*Supervisor & empleado lesionado llamen inmediatamente a S1 Medical Nurse Triage.*

# 1-833-691-9022

### STEP 3

**S1 Medical Nurse Triage gathers pertinent information and guides the Injured Employee to appropriate care.**

*S1 Medical Nurse Triage recopila información pertinente y guía al empleado lesionado a atención adecuada.*

### STEP 4

**S1 Medical Nurse Triage immediately notifies Medical Facility if injured employee is arriving and sends Incident Reports to employer.**

*S1 Medical Nurse Triage inmediatamente notifica al centro médico si el empleado lesionado está por llegar y envía informes de incidente al empleador.*

## IMPORTANT

Please call S1 Medical Nurse Triage prior to seeking any treatment for non-life threatening emergencies and before leaving the job site when possible.

### IMPORTANTE

*Por favor llame a S1 Medical Nurse Triage ante de procurar tratamiento para emergencias que no constituyan una amenaza a la vida y antes de abandonar el lugar de trabajo cuando sea posible.*



**CALL 24-HOURS**  
**LLAME LAS 24 HORAS**



**MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT  
INJURY AND ILLNESS PREVENTION PROGRAM  
COVID-19 ADDENDUM**

available via

<https://www.msjc.edu/riskmanagement/documents/COVID-19-Prevention-Program.pdf>