



HUMBOLDT STATE UNIVERSITY

DEPARTMENTAL INJURY & ILLNESS PREVENTION PLAN

The _____ Department is committed to maintaining a safe environment for its students, academic appointees, staff and visitors.

Implementing Authority and Responsible Parties

DEPARTMENT HEAD or CHAIRPERSON: _____

Extension: _____

The above named person has the authority and responsibility to implement the department Injury and Illness Prevention Program. This person is also responsible for designating at least one employee as the department safety coordinator to assist in implementing mandated health and safety programs.

The following individual(s) is(are) the Department Safety Coordinator(s):

Name: _____

Ext.: _____

Description of authority and responsibility:

Name: _____

Ext.: _____

Description of authority and responsibility:

Department Administrator: _____ Date _____

Signature

COMMUNICATING SAFETY ISSUES

The _____ department uses the following methods to ensure effective health and safety communication to employees, and to ensure that employees feel comfortable raising concerns about safety issues without fear of reprisal:

- Supervisors and managers are provided with training on their roles and responsibilities as they pertain to injury and illness prevention, including being informed of the hazards to which they may be exposed. (Contact EH&S 5711 for assistance.)
- Information on safe working conditions, work practices, and hazard control is included in initial training at the start of employment and all subsequent training.
- Other forms of employer-to-employee communications on health and safety topics may include: Posters, Meetings, Written procedures, MSDSs, Chemical Hygiene Plan, Warning labels, Bulletins, etc.
- Employees are encouraged to bring to the University's attention any potential health or safety hazard that may exist in the work area. The University provides Hazard Identification forms for this purpose.
- Employees have been advised by the following method that adherence to safe work practices and the proper use of required personal protective equipment will be monitored and conformance will be reinforced by:
 - Recognition for compliance and a good safety record.
 - Disciplinary action for non-compliance.

The following methods are used to ensure that health and safety communications are readily understandable by all affected employees.

- Oral verification
- Written verification
- Supervisor observation/evaluation

Documentation related to Injury & Illness Prevention Program communication may be maintained by any of the following:

- Department safety coordinator
- Individual supervisors
- Department chair/manager
- Specialty committees:

Employees are encouraged to bring to the University's attention any potential health or safety hazard that may exist in the work area. A mechanism for anonymous employee input, such as a suggestion box or mail station for safety suggestions, hazard identification, complaints, etc. which is accessible to all employees will be implemented. A Hazard Identification form is available on the EH&S website. The Safety Suggestion Action form on the EH&S website will send an email notice directly to the EH&S Coordinator and can be used for this purpose also. Any safety report may be sent directly to EH&S via campus mail or phoned in to ext. 5711 or 3302.

Supervisors will follow up all suggestions and investigate the concerns brought up through these communication methods, utilizing EH&S assistance if needed. Feedback to employees is critical, and must be provided for effective two-way communication.

IDENTIFYING WORK PLACE HAZARDS

The _____ department uses the inspection and reporting forms found on the EH&S website to conduct regularly scheduled work area inspections and to document corrective actions.

INJURY AND ILLNESS INVESTIGATIONS

All occupationally related injuries are investigated initially by the responsible supervisor who then completes the *Supervisors Injury Prevention Report* form Std 620 located on the Human Resources web site. Supervisors should visit the work area where the injury occurred as soon as possible and:

- Interview the injured worker and any witnesses;
- Examine the work area for factors associated with the accident/exposure;
- Take prompt corrective action to prevent incidents from recurring;
- Record the findings and corrective actions taken.
- EH&S will provide a secondary review and, as appropriate, a more detailed investigation after the injury reported is forwarded to EH&S by Human Resources.

CORRECTION OF HAZARDS

Identified hazards must be corrected in a timely manner commensurate with the degree of hazard and risk of occurrence. Supervisors must initiate corrective action such as removing simple tripping hazards or initiating a work request for Plant Operations to repair facility related components which may pose a hazard. Hazards which cannot be promptly abated must be communicated to employees along with appropriate safe work practices and/or personal protective equipment requirements.

Supervisors can contact EH&S for additional consultation to identify hazard correction options.

SAFETY AND HEALTH TRAINING

Department supervisors utilize a combination of the following methods to ensure that employees are trained so that they know:

- What hazards they are potentially exposed to in their work areas;
- What safe work practices, including the proper selection and use of personal protective equipment, are to be used; and,
- What to do in case of an emergency.

Department training methods include:

- Supervisor provides direct, hands-on training of tasks
- Employees are sent to on-campus training sessions provided by EH&S
- Supervisor arranges for consultant training on campus

- Employees are sent to off-campus training
- Employees are shown video training tapes with discussion afterwards
- Employees are provided written work safety practices/procedures, discussion afterwards
- Web-based training via EH&S home page link

Training records for department employees are kept in the Departmental IIPP binder. (Electronic copies may be maintained by the department.)

RECORD KEEPING & DOCUMENTATION

Department supervisors have the responsibility to ensure that accurate documentation is retained for employee training sessions, safety inspections, identified & corrected hazards and other related safety communications from employees.