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Risk Management and Safety Services

INTRODUCTION

This Injury and Illness Prevention Program (IIPP) outlines the ways in which Humboldt State University (HSU) maintains the safety of the campus community from the potential environmental, health, and safety hazards associated with campus activities. This program includes information pertaining to HSU employees, students, volunteers and visiting contractors.

Work activities and projects shall be conducted in a way to minimize the probability of personal injury and damage to property, equipment, and the environment.

It is the commitment of Humboldt State University to maintain a safe and healthful environment for its students, faculty, staff, and visitors. Based on principles of occupational safety, industrial hygiene, academic excellence, and fiscal responsibility, the University will promote comprehensive injury and illness prevention. No employee or student will be required to perform any task that is determined to be unsafe or unreasonably hazardous.

To implement this policy, departments shall ensure that facilities and equipment meet all local, State, and Federal laws and regulations. Departments shall develop appropriate health and safety policies, standards, and procedures for their respected areas to prevent or control the known hazards.

All employees shall follow health and safety work practices defined and established by HSU and their departments' safety policies, standards, and procedures.

PURPOSE

The purpose of this written injury and illness prevention program is to provide a guideline for all HSU employees to identify and document the mechanisms that they will employ in their work area to comply with regulatory and HSU safety requirements. It is intended provide access to and knowledge of health and safety programs that aim to promote a safe work environment and thus, reduce the incident rate of occupational injuries and illnesses.

Completion of this plan indicates that it is the intention of Humboldt State University to fully comply with California Labor Code Section 6401.7 and California Code of Regulations Title 8, Sections 1509, 3203 and 5194.

Specifically this plan will achieve the purpose through:

- Identification of person(s) with authority and responsibility for implementation
- Establishing a system for ensuring compliance
- Establishing a system of communication
- Identifying and evaluating workplace hazards
- Investigating occupational injuries and illnesses
- Correcting unsafe or unhealthy conditions, work practices and work procedures

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- Training
- Recordkeeping

SCOPE

The Risk Management & Safety Services (RM&SS) department at HSU has prepared this IIPP. The IIPP has been created to outline specific regulatory requirements and provide guidance to end-users on the university's general occupational hazard control programs and procedures. This IIPP may be modified by RM&SS at any time to identify new health and safety programs/procedures or address new regulatory requirements. Departments must use the templates provided to create their own specific IIPP's which address their particular operations and meet the program requirements.

This program applies to all University employees, faculty and staff, and all activities or operations conducted under the auspices of University business, including Auxiliaries and off site activities.

RESPONSIBILITIES

The University President has delegated authority and responsibility for the overall management of the health and safety on campus, which includes implementation of the IIPP, to the Director of Risk Management & Safety Services, who is also in charge of EH&S (Environmental Health and Safety). Additional responsibilities for implementation of the program include the following:

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It is the responsibility Risk Management & Safety Services (RM&SS) to develop and maintain the IIPP. Further responsibilities include:

- Development, revision, implementation, and maintenance of this IIPP, including applicable health, safety and environmental procedures and programs
- Provide consultation for Department Deans, Directors, Chairpersons, and Safety Liaisons
- Provide assistance for hazard identification and analysis, procedures for corrective actions, provide guidance to facilitate safety discussions in regular department meetings, communication systems or methods, training programs, and recordkeeping
- Provide assistance in the areas of biological safety, chemical hygiene, ergonomics, fire safety, hazard communication (HAZCOM), hazard identification, hazardous materials management, industrial hygiene, occupational safety, contractor safety, radiological safety and safety education/training
- Provide a system for the campus community to report unsafe conditions or work practices. This communication may be anonymous or formal
- Additional services or responsibilities of RM&SS are outlined on the website <https://www2.humboldt.edu/risksafety/>

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Deans, Vice Presidents and Associate Vice Presidents

It is the responsibility of the Deans, Vice Presidents and Associate Vice Presidents to ensure departments under their direction are complying with the provisions set forth in the IIPP. Specifically, these individuals will:

- Ensure adequate resources, including time, are available for the training and education of their employees
- Provide support, including fiscal, for the correction of hazardous conditions under their direction

Directors and Department Chairs

The primary responsibility for establishing and maintain a safe and healthy environment for employees and students is at the department level. It is the responsibility of Directors and Department Chairs to develop, in collaboration with RM&SS, additional departmental procedures to ensure effective compliance with the IIPP and other University environmental, health, and safety policies, programs, or procedures as they relate to operations under their control. RM&SS is available for consultation in this area and will provide document templates. Areas of responsibility include: education and training, identifying and correction of unsafe conditions, and recordkeeping. Specifically, these individuals will:

- Identify hazardous job duties or activities within their department(s). Collaborate with RM&SS to develop and maintain written specific departmental safety procedures that correspond to these hazards. Ensure that each supervisor and employee adhere to these procedures.
- Develop and maintain an education and training program designed to instruct employees and students, in general safe work practices specific to their job duties. Education and training shall take place prior to the employee or student being assigned to potentially hazardous duties or activities.
- Inform employees and students under their direction of known hazards within the scope of the job duties and activities. Ensure employees and students understand emergency response procedures in their area(s).
- Work with EH&S to complete a full inventory of hazardous materials and chemicals and then maintain that information in accordance with State and local regulations.
- Develop and maintain a recordkeeping process for relevant EH&S trainings for personnel under their direction. Additional records should include, but not limited to; all incident reports (injuries, illnesses, near misses, vehicular, etc.), complaints, grievances related to EHS, and any sampling data within area(s) of responsibility.
- Request safety procedures or manuals from each manufacturer on potentially hazardous equipment where specialized training might be necessary. The procedures or manuals shall be available for review for all employees or students, as applicable.
- Designate staff that will be responsible for serving as the Department Safety Liaison (DSL). In departments where there is no Director or Department Chair, the Dean of the college will then appoint the DSL.

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Conduct periodic safety meetings, or agenda items, where department personnel can openly discuss safety issues. The meetings can be scheduled separately or included in regular departmental meetings.

Principal Investigators, Project Directors, and Managers/Supervisors

It is the responsibility of the first line Supervisors and Principal Investigators/Project Directors to ensure all employees and students under their direction have been trained in required elements prior to being exposed to hazardous duties. Additional responsibilities include:

- Developing procedures to ensure effective compliance with the IIPP as it relates to operations under their control. Specific areas of responsibility include: employee/student education and training, identification and correction of unsafe conditions, and recordkeeping.
- Develop and maintain written workplace procedures that are not otherwise provided by RM&SS.
- For those leads or PI's or supervisors who oversee labs, develop a Chemical Hygiene Plan specific to the activities conducted in that area.
- Ensure that subordinate personnel adhere to appropriate and applicable procedures for the tasks or duties performed.
- Become familiar with the potential safety and health hazards that may affect their personnel. Instruct employees/students in the recognition and avoidance of these unsafe conditions, including hazards associated with non-routine tasks, and emergency operations. Permit only those employees or students qualified through training to operate potentially hazardous equipment or utilize hazardous materials.
- Report all unsafe conditions and equipment to the Department Chair or designee.
- Ensure that employees are trained whenever new substances, processes, procedures, or equipment are introduced to the workplace or when previously unrecognized hazards have been reported. The training must occur prior to the time an employee is exposed to the hazard. RM&SS can provide or assist in obtaining proper training for applicable personnel.

Department Safety Liaisons

Department Safety Liaisons (DSL) are appointed by each Director, Department Chair, or Dean and are critical to effective implementation of the IIPP. The DSL will:

- Assist the Dean, Director, or Department Chair on evaluating, developing, maintaining, and revising department specific health and safety procedures.
- Serve as a liaison with RM&SS for the department on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, and safety reporting.
- Obtain relevant safety and health information; conduct or coordinate education and training for employees related to workplace hazards.
- Conduct periodic safety inspections of department facilities, equipment, work practices, and projects to identify unsafe conditions and practices.

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- Make recommendations and initiate corrective actions regarding identified hazards or deficiencies.
- Ensure maintenance of department records of training, accident/injury, exposure monitoring, or other department specific related documentation.
Other safety related duties assigned by the Dean, their delegate or the Department Chair. These duties should not be in conflict with other bargaining unit health and safety contract requirements.

Employees and Volunteers

All HSU employees and volunteers are subject to HSU health and safety policies and procedures.

Compliance is important in the prevention of work-related injuries and illness. Responsibilities include:

- Consulting with their supervisors when concerned about an unknown or hazardous situation or substance.
- Complying with procedures and guidelines provided by their supervisors.
- Reporting all unsafe conditions, practices, or equipment either to their supervisor or to RM&SS without fear of reprisal.
- Attending education and training sessions, to understand and comply with all applicable safety requirements.

Students

Students are expected to adhere to safety practices presented by RM&SS, Faculty, Principal Investigators, Project Directors, technical staff, students assistants, graduate students, and other authorized individuals. They must report known workplace hazards to their instructors or other responsible parties and attend required training.

SAFETY COMMUNICATION

The IIPP ensures that employees have the right to be advised of occupational safety and health hazards and receive training on safe work practices. Employees also have the right to report safety hazards, request information of safety hazards, or make safety suggestions without the fear of reprisal. There are several methods of communicating relevant safety, health and environmental news with employees, volunteers, and students. Additional methods will be added to this program as needed, below is a list of established communication methods currently in place.

SAFETY TRAINING

Training provides employees, volunteers, and students with the most effective method of communicating safety concerns. Refer to the Safety Training section of this IIPP for further information.

Departmental Safety Meetings

Higher hazard or exposure departments (including, but not limited to: Biology, Chemistry, Physics, Housing, Facilities Management, Art: Music, Theatre, Sculpture, Ceramics and Jewelry) should schedule

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regular safety meetings during which safety and health issues shall be openly discussed by department employees. If these meetings are not scheduled separately, safety should be a standing agenda item for department meetings. Management will schedule meetings when most employees can attend. Minutes must be kept to document who was in attendance and what topics were discussed. Departments will ensure safety minutes are available to all departmental employees. Other low hazard departments are highly encouraged to incorporate safety subjects into their meetings periodically.

Safety Bulletin Boards

There are safety information and regulatory requirements in poster format on bulletin boards throughout campus. Posting include workers' compensation information, Cal/OSHA updates and current laws. You can visit the Cal/OSHA webpage for more information <http://www.dir.ca.gov/DOSH/>

EH&S Website

The EH&S website has many procedures, programs and resources available for information purposes. <https://www2.humboldt.edu/risksafety/EHS>

General Safety Information

EH&S publishes bi-monthly safety topic bulletin. The bulletins can be used at department safety meetings or for any employee wishing to gain information about specific topics. The library of safety topics is on the EH&S website <https://www2.humboldt.edu/risksafety/EHS>

Safety Data Sheets

Safety Data Sheets (SDS) are information guides for chemicals that are provided by the manufacturers of the products. They physically arrive with the purchased product; if you do not receive a copy, you may request one from the provider or find it on-line. Hard copies of the SDS are to be available to employee who work with or around these chemicals in a centralized location.

Equipment Operation Manuals

All equipment must be used per the manufacturer instructions. Employees must review the safe working operation of the equipment prior to use. The owner's manuals must be maintained in a centralized location or in the area of specific equipment to ensure employees can easily access them.

ENVIRONMENTAL HEALTH AND SAFETY INSPECTIONS

A health and safety inspection program is essential in order to reduce unsafe campus conditions that may expose students, faculty, staff and visitors to incidents that could result in injury to individuals or damage to property.

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Scheduled Inspections

- It is the responsibility of each department to ensure that a regular and systematic inspection process is scheduled and followed for all departmental areas. RM&SS recommends that all department owned areas be inspected on an annual basis, at minimum. Those departments involved in higher hazardous operations (construction, labs, shops, etc.) should be performing more frequent inspections, but no less than every semester. Consult with RM&SS for additional information.
- RM&SS has developed forms applicable for offices, shops, and laboratories. Departments should use the appropriate forms to maintain compliance with this IIPP. These forms can be found on the EHS website.

Unscheduled Inspections

- Departments must inspect areas of concern for hazards when new or previously unrecognized hazards are identified. Contact RM&SS for additional support, if the department cannot resolve the issue internally.
- RM&SS will conduct unscheduled inspections of work environments to ensure good work practices and proper equipment is being utilized for hazardous activities. RM&SS will make recommendations or issue requests for corrective actions to be taken that will address the deficiencies documented during such inspections
- RM&SS may conduct an additional Incident Investigation after injury, illness, near miss, property damage, or exposure has been reported.
- The State Fire Marshal has authority to make unannounced periodic inspections of facilities. If this occurs, contact Facilities Management 826-4475.

HAZARD IDENTIFICATION AND CORRECTION

Hazards identified during scheduled or unscheduled inspections, or as a result of accident investigation, shall be corrected in a timely manner consistent with the severity of the hazard.

- Inspection findings will be prepared in writing and submitted to department chairs and DSL's where applicable and/or RM&SS as appropriate. Corrective action or suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department
- Once identified, hazards will be ranked according to both consequence (the severity) and probability (the frequency) as defined in the Hazard Classification table. Prioritization of abatement actions will be based on the ranking scheme. Deficiencies involving hazardous materials will be likewise be prioritized and must be responded to in a timeframe sufficient to comply with regulations. These inspection findings will have a specific timeframe in which follow-up will be carried out to ensure corrective actions have occurred; repeated deficiencies will result enforcement action by RM&SS.
- Serious violation and hazards will always be given top priority and will be corrected immediately

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Hazard Classification

Order of Priority	Consequence (severity)	Probability of Injury Occurrence
1	Imminent danger exists. Capable of causing death, possibly multiple deaths, widespread occupational illness and loss of facilities.	Probable
2	Severe injury, serious illness, property and equipment damage.	Reasonably probable
3	Minor injury, illness or equipment damage may result.	Remote
4	First Aid Care	Extremely remote

INCIDENT REPORTING AND INVESTIGATION

An incident is an unplanned event, which results in accident, injury, illness, or property damage. A near miss is an unplanned event did not result in accident, injury, or property damage, but it had the potential to do so. Both incidents are to be reported and investigated promptly for causes and conditions to understand how to prevent this occurrence in the future.

Injury and Illness Reporting

All employees who sustain injury or become ill at work must report the incident to their supervisor immediately. The supervisor must instruct and direct the employee to the appropriate level of medical treatment for the injury or illness.

Serious Injuries

Risk Management & Safety Services is required to report serious injuries to the Cal/OSHA regional office within 24 hours. "Serious injuries," per Cal/OSHA definition, include deaths, amputations, or hospitalizations other than observation for greater than 24 hours. Failure to report these injuries in required timelines can result in fines. Supervisors will notify RM&SS immediately when a serious injury occurs.

Medical Treatment and Facilities

Medical treatment must be provided to work-related injuries immediately to ensure the injury or illness receives appropriate treatment from the onset. For serious injuries, call UPD Dispatch by dialing 911 from campus phone or (707)826-5555 from off-campus phones (cell phones).

During normal business hours when the students are in session, the Student Health Center is available for medical treatment of work-related injuries. When students are not in session or after hours, the injured employees should be transported to the [Mad River Community Hospital](#).

Work-related injuries or illnesses that occur off-site or in the field must be reported to the supervisor immediately. Phone communication is acceptable for the initial report; follow-up documentation should

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be provided including the time, date, and details of the injury or illness. Contact phone numbers are the responsibility of the highest level of supervision traveling or overseeing the off-site activities.

Forms

Supervisors must complete a "[Supervisor's Report of Injury Form](#)," and must provide the injured employee with a [Workers' Compensation Claims Form \(DWC-1\)](#). These forms and additional information about workers' compensation or medical treatment can be found on the [Human Resources website](#).

Incident Investigation

The supervisor of the injured employee is responsible for investigating incidents to determine the causes and contributing factors for the incident. The intention of investigation is to ensure these incidents do not occur in the future or to another person. Supervisors should follow the steps for a proper investigation:

1. Interview injured employee and any witnesses
2. Inspect the area of incident (location, equipment, PPE)
3. Determine other contributing factors (time of day, weather, traffic, surroundings, etc.)
4. Review if training records of affected employees
5. Take corrective actions to prevent the incident from reoccurring
6. Document and record all the findings and corrective actions recommended for the incident

The supervisor must compile the facts and findings from the incident and record in the Supervisor's Report of Injury Form. If supervision needs assistance in determining the causes of the incident, the supervisor can contact their DSL, Safety Committee, or EH&S. Corrective actions should be recommended to the Department Supervisor through the proper channels.

EH&S will provide a secondary review to ensure completion and provide assistance as requested by supervisors.

TRAINING

Training employees in general, safe work practices as well as specific instruction with respect to hazards unique to each employee's job assignment is the single most effective means for reducing injuries and illnesses in the work place.

Department supervisors, deans, managers and administrators are responsible to assure that subordinate supervisors are trained or knowledgeable of the safety and health hazards to which personnel under their immediate direction and control may be exposed.

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Types of Training

Many types of training may be used to communicate safety-related information to employees. Training may vary with respect to instructional method, setting, subject matter, etc.

- Classroom instruction
- Job-site safety meetings
- On the job training
- Written instruction or training materials
- Computer based training

Supervisors are responsible to assure that employees, students, volunteers and visiting contractors whom they supervise receive training to identify and protect themselves from workplace hazards in their specific work area, in a manner readily understood by all personnel. This training includes:

- Job specific health and safety procedures
- How to recognize anticipated health and safety hazards
- How to minimize through safety practices the use of protective equipment
- Emergency procedures and incident reporting

Supervisors shall require those they supervise to complete all applicable safety training:

- When an employee is newly hired, or is given an assignment for which he or she has not been previously trained
- When new hazards are introduced by new substances, processes, or equipment
- When the supervisor is made aware of a new or previously unrecognized hazard
- When safety performance deficiencies are identified

Departments must maintain all health and safety records for the personnel within their control.

Privacy of personal medical records is required at HSU. These records must be secured to not allow unauthorized individuals view the records at all times.

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Immediate Supervisors must be allowed to view records pertaining to health and safety training, certifications, and approvals to ensure their employees have the appropriate training and knowledge prior to being introduced to a hazardous activity.

Below is a chart for reference regarding the length for maintaining records

Document or Item	Retention Length
Safety Inspections	Three years
Employee/Volunteer Training	Three years
Safety Committee Agendas and Minutes	One year per 3203
Industrial Hygiene Monitoring	Length of employment of the employees monitored plus 30 years
Employee Medical Records	Length of employment of the employees monitored plus 30 years
Incident Investigation	Indefinite archive

RESOURCES

California Labor Code Section 6401.7 (Chapter 1369, Statutes 1989)

California Code of Regulations, Title 8, Section 3203