



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 7 – Human Resources

4800.1 - INJURY AND ILLNESS PREVENTION PLAN

FUNCTION

The San Diego Community College District, recognizing that the health, safety, and well being of its employees is of paramount importance in the effective management of the San Diego Community College District, wishes to create and maintain a safe and healthful working environment.

IMPLEMENTATION

The Chancellor directs the following Cabinet Members to submit to the Chancellor for approval before implementation, site Safety Plans in accordance with this procedure no later than July 1, 1996:

For City College sites, the President of City College,
For Mesa College sites, the President of Mesa College,
For Miramar College sites, the President of Miramar College,
For the Educational Cultural Complex, the Provost for Continuing Education,
For Continuing Education Sites, the Provost for Continuing Education,
For the District Administrative Offices, the Assistant Chancellor, Human Resources,
For the District Service Center, the Assistant Chancellor, Facilities.

SITE SAFETY PLANS

1. The site Safety Plans will be uniform to the extent allowed by the various geographical and occupational environments.
2. Each site Safety Plan will provide for:
 - a. A restatement of the District's Safety Policy.
 - b. Declaration that the designated Chancellor's Cabinet Member is responsible to the Chancellor for the effective implementation of Site Safety Plans for his/her area of responsibility.
 - c. The appointment of Safety Officers appropriate in number and training to the occupational groups.
 - d. The formation of a site Safety Committee.

- e. Training for employees in workplace hazards and the safety rules prescribed for the workplace. <P<
- f. Supervisor training in hazard recognition, accident investigation, workers' compensation reporting, American with Disabilities Act requirements, and workplace self inspections.
- g. Accident Investigation Procedures by supervisors and Safety Officers.
- h. Scheduled workplace inspections by Safety officers, documented by written reports.
- i. The distribution of an Employee Safety Manual to all employees which shall include the following:
 - 1) District safety policy.
 - 2) Requirement for employee compliance and discipline measures for failure to comply with safe work practices.
 - 3) Recognition of employee compliance with safe workplace practices.
 - 4) Role of Safety Officers and of supervisors.
 - 5) Accident and hazard reporting, training, and procedures.
 - 6) Scheduled monthly workplace safety meetings conducted by supervisors.
 - 7) Workplace self inspections by supervisors and Safety Officers.
 - 8) Workers' Compensation rights and reporting procedures.
 - 9) Safety rules, specific to particular workplaces.
- j. Emergency and Evacuation Procedures including, as required:
 - 1) Definition of emergency.
 - 2) Responsibility/authority to declare emergency or evacuation.
 - 3) Safety Officer role.
 - 4) Campus Police role.
 - 5) Site Emergency Response teams.
 - 6) Communication to senior management and District office.
 - 7) Determination of exits and escape routes.
 - 8) Determination of critical employees who must remain.
 - 9) Procedure to account for all employees and students.
 - 10) Reporting and further interface with civil authorities.
 - 11) Procedures for cleanup of hazardous materials and chemical spills;

notification of appropriate authorities.

12) Alarm System procedures, including employee access, periodic testing, back up system, distinctive sounds.

k. A Fire Prevention Program (Cal Code Regs., Sections 3221/6184)

SITE SAFETY COMMITTEE

Specifically, the site Safety Committee will:

- a. Be chaired by the site Business Manager or other appropriate manager.
- b. Consist minimally of the Business Manager, the site Safety Officers and the District Risk Manager.

Meet not less than monthly to review reports and recommendations of the Safety Officers, determine and implement safety training, direct measures for hazard abatement, promulgate workplace safety rules.

- c. Create and maintain the Employee Safety Manual.
- d. Semiannually advise the District Safety and Occupational Health Committee on site safety matters and policy implementation.

DISTRICT SAFETY AND OCCUPATIONAL HEALTH COMMITTEE

The Chancellor and the designated Cabinet Members shall meet not less frequently than semi-annually to review the District's Safety and Health requirements as reported by the chairs of the site Safety Committees and to direct appropriate measures to fulfill the District's Safety Policy.

FORMS/REFERENCES

SDCCD , February 29, 1996
Title 8, CCR, Section 3203
California Labor Code Section 6400

Adopted: February 29, 1996

SUPERSEDES:
Policy 7400, 12/23/76