



SAN DIEGO
Community College District

San Diego Community College District

**Injury & Illness Prevention
Program**



PROGRAM AUTHORIZATION

<p>_____</p> <p>Chancellor</p>	
<p>_____</p> <p>Trustee</p>	<p>_____</p> <p>Trustee</p>
<p>_____</p> <p>Trustee</p>	<p>_____</p> <p>Trustee</p>
<p>_____</p> <p>Trustee</p>	
<p>_____</p> <p>Vice Chancellor, Facilities</p>	<p>_____</p> <p>Vice Chancellor, Human Resources</p>
<p>_____</p> <p>Risk Manager</p>	
<p>Date: _____</p>	



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I. PURPOSE

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

The San Diego Community College District *Injury and Illness Prevention Program* (IIPP) is a guide to assist College administrators and supervisors to promote the health and safety of their employees and the students they serve.

II. REGULATORY CITATIONS

- California Code of Regulations, Title 8, § 330
- California Code of Regulations, Title 8, § 342
- California Code of Regulations, Title 8, § 3203
- California Code of Regulations, Title 8, § 14300 et seq.

III. DISTRICT POLICIES AND PROCEDURES

SDCCD Board Policy 6800

IV. AUTHORITY

The Chancellor has designated the Vice Presidents of Administrative Services and the Regional Facilities Officers to act as the *IIPP* administrators at each College within the District. At the District Office, the designees are the Risk Manager and District Architect while at the District Service Center, it is the Director of Facilities.

The Chancellor’s Designees have the authority and responsibility for implementing and maintaining this *IIPP* at their respective San Diego Community College District location.

A. Chancellor’s Designees

The Chancellor has directed the Designees to implement the necessary procedures to ensure that the District’s policy is realized. The Chancellor’s Designees are responsible for the implementation and maintenance of this program, including:

1. Developing or adopting the necessary policies and programs to adequately maintain a safe and healthful work and learning environment at the facilities of their responsibility
2. Conducting formal inspections of each assigned workplaces as outlined. The inspections shall include appropriate documentation of the physical workplace, environmental hazards, work practices, new processes, recently reported accidents, and employee suggestions.



3. Conducting investigations of all accidents that have resulted in injury or illness
4. Reporting all hazards involving an imminent danger to employees or students immediately to the College President, with a recommendation for abatement
5. Recommending to the College Safety Committee any additions or changes to the occupational health, safety, and environmental compliance programs
6. Assisting supervisors in conducting workplace hazard assessments to identify, evaluate, and correct hazards.
7. Providing for training to those employees required to abide by this *Program*
8. Assigning designees to fulfill all aspects of this *Program*.

B. Risk Management Office

The District Risk Management Office is responsible for the implementation, oversight, and maintenance of this program, including:

1. Reviewing the program annually and updating, as necessary
2. Evaluating the adequacy and consistency of safety-related training in the District
3. Providing technical expertise to all Chancellor’s Designees, as requested and required
4. Monitoring Cal/OSHA standards for relevant regulatory changes
5. Conducting periodic program audits and inspections at District facilities to evaluate compliance with all Federal, State, County, District, and College occupational health, safety, and environmental programs
6. Reviewing site-specific programs drafted by the independent Colleges to ensure compliance and consistency with regulations, this program, and District policy.
7. Sign off on the annual review of each college’s safety plan as District representative.

C. Facilities Services

The Facilities Services Department is responsible for the implementation of this program, including:

1. Planning, organizing, and coordinating safety, health, and environmental compliance training
2. Training supervisors in their responsibilities under this *Program*
3. Maintaining the records of inspections, hazard abatements, and training.

D. Supervisors

Supervisors are responsible for implementing and enforcing the provisions of this *Program* in their work areas, including

1. Answering employee questions regarding the IIPP



2. Investigating all incidents to determine the root cause and to take corrective/preventative action. (This is distinct from the Workers' Compensation Claim reporting process.)
3. Conducting, documenting, and maintaining records of regularly scheduled safety, health, and environmental inspections within their department
4. Ensuring that training, inspection, investigations, and employee health and safety records are forwarded to the Vice President of Administration to be retained for the designated period(s) of time
5. Ensuring that workplaces and equipment are safe, well-maintained, and in compliance with regulations, generally accepted safe practices, and San Diego Community College District's policies, programs, and practices
6. Establishing safety-related work rules and procedures for all operations and potential exposures within their areas of responsibility
7. Developing their own knowledge and skills in safety and health relative to their areas of responsibility and ensuring that all employees receive training related to their potential occupational exposures
8. Ensuring that workplace safety and health practices and procedures are clearly communicated to and understood by employees
9. Enforcing health and safety rules fairly and uniformly relative to job performance
10. Evaluating employees on compliance with safe work practices
11. Acknowledging employees who contribute to the maintenance of a safe workplace
12. Disciplining or referring for discipline those employees who fail to follow safe work practices
13. Encouraging employees to report potential workplace hazards without fear of reprisal
14. Assigning designees to fulfill all aspects of this *Program*.

E. Employees

Ultimately, safety is the responsibility of each individual. Employees are responsible for

1. Following the requirements of this *IIPP* and all associated programs
2. Informing themselves of conditions impacting their health and safety
3. Participating in required safety-related training programs
4. Adhering to healthful and safe practices in the workplaces
5. Advising their supervisors of potential hazards in the workplace
6. Reporting all incidents immediately
7. Reporting any *Program* deficiencies to their supervisor or the Risk Management Office.
8. Wearing appropriate personal protective equipment as required and provided by the District.

V. PROGRAM COMPONENTS



The San Diego Community College District’s *Injury and Illness Prevention Program* consists of several, focused programs that may be individualized by each College based on the processes, facilities, hazards, and circumstances that are unique to each facility.

A. Required Programs

1. Each College and District Facility is required to develop, adopt, and maintain at least the following required programs:
 - a. Bloodborne Pathogens Program (8 CCR §5193)
 - b. Chemical Hygiene (8 CCR §5191(e))
 - c. Confined Space Program (8 CCR §5156)
 - d. Control of Hazardous Energy (Lockout/tagout) (8 CCR §3314)
 - e. Emergency Action Plan (8 CCR §3220)
 - f. Ergonomics (8 CCR §5110)
 - g. Fall Protection (8 CCR §1670, 29 CFR 19126.501)
 - h. Fire Safety and Prevention (8 CCR §3221)
 - i. Hazard Assessment (8 CCR §3203(a)(4), 8 CCR §3380(f))
 - j. Hazard Communication (8 CCR §5194)
 - k. Hearing Conservation (8 CCR §5097)
 - l. Heat Illness (8 CCR §3395)
 - m. Indoor Air Quality (8 CCR §3362, 8 CCR §5141, 8 CCR §5143)
 - n. Incident Investigations (8 CCR §3203(a)(5))
 - o. Personal Protective Equipment (8 CCR §3380)
 - p. Respiratory Protection (8 CCR §5194)
 - q. Slip, Trip, and Fall (8 CCR §3273)
 - r. Vehicle Safety (*California Vehicle Code, CVC §21251*)
 - s. Workplace Violence. (8 CCR §3342(c))
 - t. Pandemic Prevention Plan (8 CCR §3203)
2. Depending on the services offered at each College, some of the required programs may not be applicable.
 - a. The Risk Management Office will be consulted regarding the applicability of programs at each College and Facility.
3. Each College or Facility may create their own programs, adopt District-created programs to suit their individual circumstances, or adapt the programs provided by the Risk Management Office.
 - a. Any modifications, deletions, or exceptions specific to a College or District Facility must be coordinated with and approved by the Risk Management Office.
4. Additional programs for specific and unique hazards or circumstances must be developed by the Colleges, with or without assistance from the Risk Management Office.
 - a. The Risk Management Office must approve and be provided a copy of any health, safety, and environmental-related program prior to implementation at any District College or Facility.



VI. COMPLIANCE

A. Individual Compliance

All employees, including managers and supervisors, are responsible for complying with all District and College safety programs and policies. The system of ensuring that all workers comply with these practices includes:

1. Informing workers of the provisions of the *IIPP* upon initial employment with SDCCD and annually, thereafter
2. Evaluating the safety consciousness of all workers as part of their performance reviews
3. Recognizing employees who perform safe and healthful work practices
4. Providing training to workers whose safety performance is deficient
5. Disciplining workers for failure to comply with safe and healthful work practices. Discipline can include:
 - a. Requiring retraining on specific health, safety, and environmental topics as determined by their supervisor
 - b. Progressive discipline for blatant, flagrant, egregious, or repeated disregard of health, safety, and environmental policies and procedures per the applicable Collective Bargaining Agreement.

B. Facility Compliance

Facility compliance is evaluated by periodic inspections and audits.

1. Inspections
 - a. An inspection is a documented evaluation of an area to determine its status as it relates to programs and procedures.
 - 1) Inspections are performed by designees responsible for work in the area being inspected.
 - 2) Inspections are performed on a frequent basis, set forth by policies, procedures, Chancellor's Designee, facility Safety Committee, or the relevant supervisor, as appropriate.
 - 3) The following inspections are mandatory minimums for each College and Facility, as applicable:

Weekly	Monthly	Bi-Annually	Annually
<ul style="list-style-type: none"> • Hazardous waste storage facilities 	<ul style="list-style-type: none"> • Fire extinguishers • Eyewashes • Safety shower stations • First aid kits 	<ul style="list-style-type: none"> • District Operations - Carpentry, auto shop, maintenance, grounds, janitorial, storage, and paint • Fine Arts • Ceramics Studios 	<ul style="list-style-type: none"> • Administrative offices • Classrooms • Auditorium, theaters • Learning Resource Center, book



	<ul style="list-style-type: none"> • AEDs 	<ul style="list-style-type: none"> • Applied Technology/Career /Vocational Program Areas • Health Sciences • Print shop • Media Center/Technology Support Services • Cafeteria and food services • Child Development Center and playgrounds • Chemistry laboratories and chemical storage areas • Biology laboratories and chemical storage areas 	<ul style="list-style-type: none"> store, faculty/staff lounges • Athletic fields and bleachers • Gymnasiums, weight room, athletic courts • All sidewalks, walkways, and parking lots • All other areas not previously identified in the tri-annual inspections.
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4) Deficiencies are noted and forwarded to the supervisor of the area for correction.

2. Audits

- a. An audit is a formal inspection against regulations, policies, and procedures to evaluate compliance. Audits are more comprehensive than inspections.
 - 1) Audits are conducted by individuals outside of the area being audited.
 - 2) Audits consist of not only site inspections but also records review.
 - 3) Auditors may be internal (e.g., supervisors from another area or Risk Management Office representatives) or external (third-party entities, such as Cal-OSHA or insurance carriers).
 - a) External audits must be coordinated through the District's Internal Audit Department.
 - 4) Audits may be horizontal, evaluating compliance with one particular program in several areas, or vertical, evaluating compliance in one area with all applicable programs.
 - 5) Audits may be for one facility or the District as a whole
 - a) Audits may cover the entire facility, one department, or one activity, depending on the scope set forth by the lead auditor.
 - 6) Audits are scheduled in advance with the Chancellor's Designees for that facility.
 - a) External audits are scheduled by having the auditor contact the District's Internal Audit Department in advance of the proposed audit.
 - b) For each academic year, each College will have at least one audit.
 - c) Each audit will result in a formal report that will be presented



at the College’s Safety Committee meeting and District Occupational Safety and Health meeting following the finalization of the audit report.

- d) Any deficiencies will result in the issuance of a Corrective Action Request.
 - i. A Corrective Action Request (CAR) is a method of documenting a deficiency and tracking its correction.
 - ii. CARs will be issued at the College Safety Committee meeting when the audit results are presented.
- 7) For internal audits (performed by District employees), the auditor will meet with the Chancellor’s Designees to review the audit findings and related CARs prior to the Safety Committee meeting where the report is to be presented.
- 8) When a CAR is issued, the Chancellor’s Designee(s) will assign a responsible party for remediation.
 - a) The responsible party will be given sixty (60) days from that meeting to develop a Corrective Action Plan and initiate implementation of that plan.
 - b) The Risk Management Office can be contacted to provide guidance in addressing corrective and preventive actions.
- 9) A synopsis of the Corrective Action Plan will be included on the CAR form and must be approved by the auditor, the Chancellor’s Designee(s), and the Rick Management Office.
- 10) Upon completion of the corrective action(s), the auditor will re-audit only the corrective measures to verify implementation and evaluate their effectiveness. This surveillance will be documented on the CAR form.
 - a) This surveillance will be conducted no less than fifteen (15) but no more than thirty (30) days after the audit has been closed.

VII. RECORD KEEPING OF INSPECTIONS AND AUDITS

A. Records

- 1. Records of scheduled and periodic inspections shall be retained for a minimum of three (3) years by the Chancellor’s Designee. Records of audits shall be retained for a minimum of three (3) years by the Chancellor’s Designee and the auditor. The records shall include
 - a. The name(s) of the person(s) conducting the inspection/audit
 - b. Any descriptions of the identified hazards or non-compliances
 - c. Actions taken to correct the identified hazard or non-compliance
 - d. Corrective Action Requests (audits only).
- 2. The department supervisor is responsible for providing follow-up and status reports on correcting the deficiencies to the College Safety Committee.
 - a. When all noted deficiencies have been corrected, the supervisor shall



forward the completed inspection or Corrective Action Request to the Chancellor's Designee.

VIII. EXTERNAL INSPECTIONS AND AUDITS

Several outside agencies may conduct random, regular, or periodic inspections at San Diego Community College District facilities. They assist the District in achieving some of its inspection responsibilities. These include

1. Insurance carriers and brokers
2. City Fire Department
3. County Environmental Health Department
4. Cal-OSHA.

As previously stated, any formal audits must be handled through the District's Internal Audit Department.

IX. COMMUNICATION

A. Communication Methods

San Diego Community College District communicates safety, health, and environmental issues with employees in a variety of formats. These include, but are not limited to:

1. Web-based trainings using the Keenan SafeColleges system
2. One-on-one counseling
3. Verbal communications from supervisors
4. Written communication
5. Safety Report Forms
6. Publishing policies and procedures on the SDCCD website
7. Departmental safety meetings
8. College Safety Committee meetings
9. District Occupational Safety and Health Committee meeting minutes
10. The Cal-OSHA Form 300A, posted no later than February 1 through April 30 on all College campuses.
11. Copies of the IIPP are available to any employee and their representatives from each supervisor and the District website.

B. Employee Reporting

1. SDCCD encourages employees to inform management of any hazards at the worksite without fear of reprisal.
 - a. Employees may contact their supervisor, their Dean, their Vice President of Administration, their Regional Facilities Officer, or the Risk Management office.



- 1) Perceived deficiencies should be reported using the proper chain of command within the District.
- b. Contact may be made anonymously using the *Safety Report Form* (Appendix B) and forwarded to their respective supervisor.
- c. Employees will not receive any form of discipline for reporting potentially hazardous situations.
- 2. Employees also have the right to anonymously contact their local Cal-OSHA office if they believe there is a flagrant or repeated violation that they is not being addressed by the College administration or the District.
 - a. Employees are encouraged to contact the Risk Management Office to discuss the situation before filing a formal complaint with the State as the hazard may
 - 1) Not have been previously reported
 - 2) Be in the process of being addressed
 - 3) Not qualify as a violation.

C. District Occupational Safety and Health Committee

- 1. The District Office Safety Committee shall meet at least semi-annually but may meet more frequently, as determined by the Committee.
- 2. The District Office Safety Committee is chaired by the Chancellor or designee and consists of, at a minimum:
 - b. The Vice Presidents of Administration for each College
 - c. The Regional Facility Officer for each College
 - d. The Risk Management Supervisor
 - e. Other Committee members may be appointed by the Chancellor.
- 3. The Committee’s activities include, but are not limited to:
 - a. Reviewing all severe injuries and resulting investigation reports
 - 1) For the purpose of this Committee, severe injuries include fatalities, disfigurements, overnight hospitalizations, incidents that resulted in transportation to an Emergency Department, and amputations.
 - b. Reviewing all severe hazards and associated corrective actions identified since the last meeting
 - c. Reviewing the status of all active Corrective Action Requests for all facilities
 - d. Reviewing the program and compliance status for each College and Facility
 - e. Reviewing incident frequency rates, as available, to determine the effectiveness of the *IIPP*
 - f. Developing goals for the District’s Safety Program, as necessary
 - g. Reviewing and approving applicable policies, procedures, and programs.
- 4. Minutes of the meeting shall be distributed, at a minimum, to all Committee members, all Vice Chancellors, all College Vice Presidents, and all Deans within two business days of the meeting.

D. Campus Safety and Facilities Committee



1. Campus Safety and Facilities Committees shall meet at least monthly but may meet more frequently, as determined by the Committee.
 - a. Committees are not required to meet during periods of reduced academic activity, such as summer and winter breaks.
2. The Committee members are appointed by the Vice President of Administrative Services, who chairs the Committee.
3. The Committee's activities include, but are not limited to:
 - a. Directing all hazard abatements in regards to work practices or equipment
 - 1) The Committee shall coordinate with the Regional Facilities Officer concerning the abatement, as appropriate
 - b. Ensuring that all Supervisors and Managers receive sufficient safety training in order to fulfill their responsibilities under this *IIPP*
 - c. Publicly recognizing superior compliance by individual employees with the spirit of this *IIPP*
 - d. Providing program development, adoption, and compliance updates
 - e. Reporting, semi-annually, on the status of the site safety efforts with improvement recommendations to the District Occupational Safety and Health Committee.
4. Mandatory agenda items shall include
 - a. A summary review of recommendations resulting from formal inspections or audits
 - b. Summarization of incident reports and investigations filed since the last meeting
 - c. Consideration of all safety-related employee notifications or suggestions
 - d. In consultation with the Vice Chancellor of Human Resources, to liaison, as necessary, with union representatives concerning site safety issues
 - e. Review of SDCCD Workers' Compensation loss data with the Risk Manager, semi-annually
 - f. Annually, at the beginning of the fall semester, in consultation with appropriate District Departments, review and update site Emergency and Evacuation plans and procedures
 - g. Develop action plans that address strategic planning occupational health and safety issues.
5. Minutes for each meeting shall be kept and forwarded to all Committee members no later than two business days after the meeting. Minutes should also be forwarded to the Risk Management Office.
6. On an annual basis the Committee requires the review of the college's safety plans by District Risk Management

E. Departmental Safety Meetings

1. Supervisors are encouraged to hold meetings to allow employees a forum to address safety concerns as well as offer potential solutions to observed hazards in their areas.
 - a. Departmental safety meetings are held at the discretion of the area



supervisor.

2. Supervisors should encourage their employees to report near misses (incidents where, if the circumstances differed slightly, it could have resulted in an injury or hazardous situation).
 - a. Near misses should be reported without reprisal and used as ‘teaching moments’ for all staff regardless of the circumstances.
3. *Safety Report Forms* (Appendix B) should be reviewed, as appropriate.
4. Recent injuries and first aids should be reviewed.
5. Hazards that are identified and solutions that are offered should be formally forwarded to that Department’s representative on the College Safety Committee for action.
 - a. All incidents and near misses, documented or verbally reported, should also be forwarded to the College Safety Committee representative.
6. Department safety meeting minutes are not required but are encouraged.
7. If taken, written minutes should be provided to all employees assigned to that area within two business days of the meeting.

X. HAZARD ASSESSMENT

The District has an obligation and a desire to provide employees and students a hazard-free environment in which to work and learn. To that end, each District facility must identify and evaluate any potential hazards as well as available control methods to mitigate or eliminate the hazard.

A. Hazard Assessment

The process of identifying, evaluating, and selecting controls for hazards can be found in the District’s *Hazard Assessment Program*.

1. A hazard assessment must be conducted when
 - a. New substances, process, procedures, or equipment are introduced into the workplace
 - b. There are substantial changes to any existing process, procedure, or equipment
 - c. A previously unrecognized hazard is brought to the attention of the College
 - d. New controls are implemented to an existing process, procedure, or equipment.
2. The need for a hazard assessment can be identified during inspections, audits, or employee input.
 - a. Additionally, the Department or College Safety Committee may request a hazard assessment be conducted.
 - 1) Hazard assessments will be conducted by the supervisor or their designee who has received appropriate instruction on the process.
3. Each supervisor is responsible for retaining the records of each hazard



assessment conducted in their area.

- a. A copy shall also be forwarded to the Risk Management Office.
- b. The hazard assessment shall be kept indefinitely until it is replaced by an updated document.

XI. CORRECTING WORKPLACE HAZARDS

San Diego Community College District has a commitment to correct unsafe or unhealthful work conditions in a timely manner, based on the severity of the hazards.

A. Hazard Classification

1. Severe hazards- These types of hazards are identified as having the potential to cause serious injury or death, to cause injuries to multiple individuals, or have a high likelihood of causing an imminent injury. Examples of severe hazards would be fire, leaking gas cylinders, and sparking electrical panels. These types of hazards may be emergency situations.
 - a. These hazards will be addressed immediately by the party with the authority and ability to correct the unsafe condition.
 - 1) Only properly trained and equipped employees will be allowed to address hazardous conditions.
 - a) The area supervisor will make this determination based on the situation.
 - b. The immediate area, as well as potentially affected areas, must be immediately cordoned off to prevent injuries or exposures to individuals in the area.
 - 1) Evacuation(s) may be an appropriate course of action, depending on the situation and location.
 - c. The Vice President of Administrative Services or their designee must be contacted as soon as the situation is recognized in order to deploy resources to address and correct the hazard, if possible.
 - 1) The hazard shall be controlled or corrected to the abilities of the staff as soon as possible.
 - d. If necessary, the *Emergency Action Plan* can be initiated or Emergency Services can be contacted by **calling 911 or College Police Dispatch (619-388-6405)**.
 - e. After the hazard has been mitigated, a report by the responsible supervisor will be made and forwarded to the Vice Chancellor of Administrative Services or Facility Director.
 - 1) The incident should be presented at the next Campus Safety Committee and District Occupational Safety and Health Committee meeting.
 - 2) In some instances, the hazard, response, and mitigation may require an unscheduled Safety Committee meeting be held as soon as possible after the response at the discretion of the Chancellor's Designee.



2. Moderate hazards- These types of hazards are identified as having the potential to cause a moderate to serious injury, but the risk is not necessarily immediate. Examples would be leaking water pipes, broken glass, loose stair handrails.
 - a. The Regional Facilities Officer must be notified at the earliest convenience of the hazard.
 - 1) The hazard should be controlled or corrected at the earliest convenience.
 - b. Depending on the exposure potential to students and other staff, the area may need to be cordoned off and access limited.
 - c. After the hazard has been addressed, a report by the responsible supervisor will be made and forwarded to the Safety Committee for review at the next regularly scheduled meeting.
3. Low hazards- These types of hazards are identified as having the potential to cause minor to moderate injuries or the risk of injury is low. Examples may include loose handrails or uneven walking surfaces.
 - a. The Supervisor having authority should be notified of the hazard.
 - 1) The hazard should be addressed as soon as resources are available to correct it.
 - b. Evaluation of the exposure to students and staff should be conducted to determine if the hazard requires marking or other methods to decrease the risk of exposure.
 - c. Records of low hazards, schedule for remediation, and corrective actions taken should be presented at the next regularly scheduled Campus Safety Committee, at the discretion of the Chancellor's Designee.

B. Resources

1. Resources to correct hazards include the following:
 - a. Unsafe conditions that cannot be corrected with resources available to the supervisor must be reported to the next higher level of management.
 - b. If the correction required is the responsibility of District Facilities Services Department, College administration shall coordinate with the Regional Facilities Officer to correct the hazard.

XII. INCIDENT, INJURY & ILLNESS INVESTIGATIONS AND REPORTING

San Diego Community College District shall investigate occupational incidents, injuries, or illnesses as well as incidents that occur to students while on District property or directly participating in a College- or District-sponsored event.

A. Accident Investigation

1. All incidents involving employees, students, and visitors, regardless of severity, will be reported to the College Police Department and recorded per their policies and procedures.



2. When serious occupational injuries and illnesses occur, supervisors shall investigate the incident according to the District's *Accident Investigation Program*.
 - a. Formal investigations will be initiated for any occupational injury or illness to an employee or student that
 - 1) Results in a death
 - 2) Results in the hospitalization of three (3) or more individuals
 - 3) Requires hospitalization for more than twenty-four (24) hours
 - 4) Results in permanent disfigurement
 - 5) Results in amputation
 - 6) Was caused by an exposure of sufficient severity to include a probability of death or long-term health condition.
 - b. Refer to the District's *Accident Investigation Program* for the investigation, documentation, and mitigation process.
3. The Risk Management Office must be notified within four (4) hours for incidents that (8 CCR 342)
 - a. Result in a death
 - b. Result in at least one full shift of lost work time
 - c. Results in the hospitalization of three (3) or more individuals
 - d. Requires hospitalization for more than twenty-four (24) hours
 - e. Result in the employee requiring restricted or modified work or transfer to another job due to loss of fitness for duty for their currently assigned position
 - f. Requires more than first aid treatment
 - g. Results in permanent disfigurement
 - h. Results in amputation
 - i. Results in a loss of consciousness
 - j. Is classified by a physician or other licensed health care professional as significant.
4. Supervisors will complete the *Injury and Illness Incident and Investigation Report* (Appendix A) for all accidents and incidents involving their employees.
 - a. A copy of this report will be forward to the Risk Management Office within twenty-four (24) hours of the incident.
 - 1) This form must be filed with the Risk Management Office in order to authorize non-emergency medical treatment or to cover emergency medical treatment for the employee.
 - b. Copies of reports produced by College Police will be forwarded to the Risk Management Office immediately after the report has received its final approval.

B. Reporting Procedures

1. Employees shall inform their supervisor of all work-related accidents or illnesses immediately.
 - a. Delayed reporting of any work-related accident or illness may result in discipline.
2. The supervisor will complete the *Injury and Illness Incident and Investigation*



Report.

3. The supervisor provides the employee a worker’s compensation claim form (DWC1) within twenty-four (24) hours of being notified of the injury or illness.
 - a. If the employee needs medical treatment, the supervisor will refer the employee to the District’s authorized medical facility.
 - b. The employee can elect to see their own physician as long as they have a *Worker’s Compensation: Pre-Designation of Personal Physician* form on file and notify their supervisor prior to seeking medical attention.
4. The supervisor will notify Risk Management of the incident by electronically sending the *Injury and Illness Incident and Investigation Report* to the Risk Management Office.
 - a. Risk Management maintains the *Injury and Illness Incident and Investigation Reports* for a minimum of three (3) years.
5. Serious injuries or death must be reported to Cal-OSHA within eight (8) hours that the supervisor is made aware of the injury or illness.
 - a. A serious injury (8 CCR 330(h)) means hospitalization for more than 24-hours, loss of consciousness, loss of a body part, or permanent disfigurement.
 - b. During work hours, the Risk Management Office shall be contacted within four (4) hours of the incident.
 - c. After hours, the Cal-OSHA office (619-767-2280) may be contacted directly and a message sent to the Risk Management Office.
6. In addition to notification, serious incidents must be recorded on the Cal-OSHA Form 300 and Cal-OSHA Form 301 by the Risk Management Office.
 - a. Annually, all Cal-OSHA 300 Forms must be summarized on the Cal-OSHA Form 300A.
 - b. The Cal-OSHA Form 300A must be posted no later than February 1 on all College campuses and remain posted until at least April 30.
 - 1) The form shall be posted in the facility’s business or administrative office.
 - c. The Cal-OSHA Form 300, Cal-OSHA Form 301, and the Cal-OSHA Form 300A must be retained by the Risk Management Office for five (5) years after the year they were completed or posted.
7. All first aids treated on campus will also be recorded.
 - a. For the purposes of this section, a first aid is an injury or illness that does not require treatment by a physician or other licensed health care professional.
 - 1) Treatment by the Student Health Services clinic, the District’s contracted occupational medical care provider, or by a personal physician does not constitute a first aid and must be reported as an injury.
 - 2) If an injured party receives medication for pain or potential infection, the incident is not considered a first aid and must be reported as an injury.
 - 3) If an injured party treats themselves by way of an available first aid kit, ice, or compression bandage and does not require further



treatment, the incident shall be recorded as a first aid.

- b. Although a formal investigation is not required, first aid medical treatments shall be reported to the Risk Management Office using the *Report of First Aid* form (Appendix C).

C. Psychological Resources for Employees

- 1. Facility and District counseling or psychological resources shall be made available to all employees at the Facility where a serious occupational or student accident has occurred.
 - a. Psychological resources should be made available at no charge to employees as soon as possible for serious occupational and student accidents.
 - 1) The VPA or Director may pre-designate a psychological response team for serious occupational accidents.
 - 2) The VPA or Director shall determine the amount of psychological resources required based on the nature of the accident.
- 2. Employees who may require additional psychological support may be directed to the District's Employee Assistance Program.

XIII. TRAINING AND DOCUMENTATION

All employees, including managers, supervisors, and student workers shall receive training and instruction on general and job-specific safety, health, and environmental practices.

A. General Provisions

- 1. Employees attending or receiving training mandated by this program will sign attendance sheets and actively participate in training.
 - a. Employees who are tardy or leave and miss more than twenty (20) minutes of any training will not be given credit for the training and will be rescheduled.
- 2. The Risk Management Office will review all safety related training for adequacy and consistency prior to conducting the training.

B. General Safety Training

- 1. All general safety training shall be provided by department managers or their designee.
 - a. Training will include information on San Diego Community College District's health, safety, and environmental policies, programs, and procedures, employee health and safety rights and responsibilities, and employee health and safety services at San Diego Community College District.



2. Supervisors shall ensure that employees and students are trained in:
 - a. General health and safety practices
 - b. Task- or job-specific health, safety, and environmental practices and hazards
 - c. Recognition and assessment of health and safety risks
 - d. The District's *Injury and Illness Prevention Program*
 - e. Process for reporting unsafe conditions
 - f. Minimization of risks through sound safety practices and use of protective equipment
 - g. Regulations and statutes applicable to their activity
 - h. San Diego Community College District's health, safety, and environmental policies.

C. Job-Specific Training

1. Job-specific training will be provided by the department manager, supervisor, or Risk Management Office representative to employees where special hazards may be encountered.
2. Additional training is provided for those employees with specific high-hazard exposures including those exposed in robotic labs, health services, vocational laboratories, athletics, science laboratories, facility shops and food service areas.

D. Training Methods

1. Training may be conducted by one or more of the following methods:
 - a. Web-based safety training (Keenan SafeColleges)
 - 1) Based on the job classification, automatic assignment of training modules may be tailored to job-specific training requirements
 - b. Live training
 - c. PowerPoint presentations from the Risk Management Office or other sources
 - d. Formal and informal safety meetings
 - e. Discussions
 - f. Reviewing safety publications
 - g. Class lectures.
2. Safety Data sheets, videos, pamphlets, booklets, class syllabus, and postings may be used to supplement training.
3. All safety-related training shall be in a communication form readily understood by the students or employees.

E. Training Schedule

Training under the *IIPP* shall be provided to all employees:

1. When the *IIPP* is first established



2. Before new employees are allowed to begin working in their assigned area
 - a. Training will include general as well as job-specific safety, health, and environmental training
3. When employees are given new job assignments that contains hazards for which they have not previously received training
 - a. This includes employees newly promoted to the level of supervisor or supervisors assigned to a new area of responsibility
4. Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
5. Whenever there are substantial changes to the process, procedure, or equipment
6. Whenever the supervisor is made aware of a new or previously unrecognized hazard.
7. As specified in the other safety, health, and environmental programs covered by the IIPP.
8. A hard copy of this document shall be provided to each new hire

F. Training Records

1. Documentation of health and safety training for each employee shall include:
 - a. Name or other identifier
 - b. Training dates
 - c. Training topic
 - d. Training provider(s).
2. This documentation shall be maintained for at least five (5) years.
 - a. A copy of the training record shall be sent to the Risk Management Office.
3. If web-based training programs are utilized to document health and safety training, the supervisor is responsible for updating the training records for their employees.
4. Any training certificates should be scanned and saved in electronic files by the supervisor for themselves and their employees.
 - a. This includes in-person and web-based training.
 - b. Electronic copies of certificates shall be kept for the duration of the employee's assignment with the District by the appropriate supervisor.



APPENDIX A: INJURY AND ILLNESS ACCIDENT AND INCIDENT INVESTIGATION REPORT

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

See CCR Title 8 14300.29(b)(6)-(10)

THIS FORM IS NOT TO BE FILLED OUT BY THE INJURED EMPLOYEE!

CALL RISK MANAGEMENT IMMEDIATELY.

WITHIN 24 HOURS OF THE INJURY, SEND A COMPLETED COPY OF BOTH PAGES OF THIS FORM TO RISK MANAGEMENT, ROOM 385, DISTRICT OFFICE.

PLEASE EMAIL TO SDCCDRISKMANAGEMENT@SDCCD.EDU
OR FAX A COPY TO (619) 388-6898. THEN SEND THE ORIGINAL.

INFORMATION ABOUT THE EMPLOYEE:

Full Name: _____ Date of Birth: _____

Street Address: _____ Date of Hire: _____

City: _____ State: _____ Zip: _____ Social Security #: _____

Male Female Home Telephone #: _____ Cell phone #: _____

Prefer to be reached at: Home Telephone # Cell Phone # Email: _____

Campus and Department: _____

Occupation/Position Title: _____

Employment Status: Regular, Full-time Part-time Open Enrollee

Regular work hours: Start _____ AM PM End _____ AM PM

Work Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

INFORMATION ABOUT THE PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL:

Name of the physician or other health care professional: _____

Name of facility: _____ Street address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Was the employee treated in an emergency room? Yes No

If Yes, where: _____

Was the employee taken by ambulance? Yes No

Was the employee hospitalized overnight as an in-patient? Yes No

If Yes, where: _____

If hospitalized, was Risk Management immediately notified? Yes No

Date notified: _____ Time notified: _____ AM PM

INFORMATION ABOUT THE ACCIDENT OR ILLNESS:

Injury / Illness Date: _____ Injury / Illness Time: _____ AM PM Time Unknown

Date Injury / Illness Reported by the employee: _____ Time employee began work: _____

Specific Dept/Location of where incident happened. (i.e. Biology Room G): _____

If incident happened off site, provide name of location/facility: _____

Address: _____ City: _____ State: _____ Zip: _____

Did employee leave work? Yes No Date returned to work? _____



If employee died, what date did death occur: _____ Not Applicable

Date DWC-1 Claim Form was given to employee: _____

What was the employee doing just before the incident occurred? (Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. *Examples:* "Climbing a ladder while carrying roofing materials"; "Spraying chlorine from a hand sprayer"; "Daily computer key-entry".)

Were the tools, equipment or materials used by the employee at the time of the incident in good condition?

Yes No **If No, describe the specific deficiencies:** _____

What happened? (Explain how the injury occurred. *Examples:* "When the ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time".)

What was the injury or illness? (Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain" or "sore". *Examples:* "strained back", "chemical burn, hand"; "carpal tunnel syndrome".)

What object or substance directly harmed the employee? (*Examples:* "concrete floor"; chlorine gas"; "computer".)

Were there any workplace conditions, practices or lack of protective equipment that contributed to the accident? Yes No **If yes, describe the deficiencies:** _____

Will a new workplace Safety Rule be required? Yes No **If yes, please explain:** _____

Was the unsafe condition, practice or equipment problem corrected immediately? Yes No N/A

What corrective actions have been taken to prevent another occurrence? _____

Witnesses if available:

Name: _____

Phone Number: _____

Supervisor / Manager (Primary Investigator):

Print Name: _____

Date: _____

Signature: _____

Safety Officer

Print Name: _____

Date: _____

Signature: _____



APPENDIX B: SAFETY REPORT FORM

*Please use this form to make a safety suggestion or report an unsafe workplace condition or practice.
Return to District Risk Management Office*

Reports may be made anonymously.

Hazard Location:

Today's Date: _____

Campus/Center: _____

Building Name: _____

Room Number and Description: _____

Department: _____

Other: _____

Describe unsafe condition or practice (Include as many details as possible)

NOTE: If outside on the grounds, you can draw a diagram on the back.

Causes or contributing factors:

Other
Comments _____

Your suggestion for improving the situation described
above _____

Has this matter been reported to the supervisor in the hazard area?

Yes No

Has this matter been reported to the Facilities Service Center?

Yes No

Has a Facilities Work Order been initiated?

Yes No

Provide Work Order # _____

Optional Information: *If you include your name, we will update you on action taken, but it is not required*

Your Name and Extension (Optional) _____

Your Department (Optional) _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to act against an employee in reprisal for exercising rights to participate in communications involving safety.

The District will investigate any hazard report or safety question from employees as required by the Injury and Illness Prevention Plan (IIPP). The District's response will be communicated to the affected employee(s), unless the report is made anonymously.



APPENDIX C: REPORT OF FIRST AID



SAN DIEGO
Community College District

San Diego Community College District Report of First Aid

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

THIS FORM MAY BE FILLED OUT BY THE INJURED INDIVIDUAL!

WITHIN 24 HOURS OF INJURY, SEND A COMPLETED COPY OF THIS FORM TO
RISK MANAGEMENT, ROOM 385, DISTRICT OFFICE.
EMAIL TO SDCCDRISKMANAGEMENT@SDCCD.EDU
OR FAX A COPY TO (619) 388-6898.

Employee Faculty Student (ID#: _____) Visitor Other: _____

PERSONAL DATA

Name: _____ DOB: _____ M / F (Circle one)
Address: _____ City: _____ State: _____ Zip: _____
Contact #: _____ home / cell / work (circle one)
Position/Title: _____ (enter 'student' if appropriate)
Status: Full-time / Part-time / Other: _____
Supervisor: _____ Notified: Date: ___/___/___ Time: _____
(24 hours)

INCIDENT DATA

Date of injury: ___/___/___ Time: _____ (24 hours) Campus: _____
Location or nearest building: _____
Activity being performed: _____
How did injury occur: _____
Injury/Symptoms: _____

TREATMENT DATA

Treated by: _____ Time: _____ (24 hours)
Location treated: _____
Treatment (brief) _____
Meds: _____ Bandages: _____
Restrictions: _____
Released by: _____ Time: _____ (24 hours)
Follow-up required: Y / N If yes, describe: _____





APPENDIX D: CHANCELLOR DESIGNEES

San Diego City College

San Diego City College Facilities

Vice President Administration
(619) 388-3428

Regional Facilities Officer
(619) 388-6422

San Diego Mesa College

San Diego Mesa College Facilities

Vice President Administration
(619) 388-2990

Regional Facilities Officer
(619) 388-2814

San Diego Miramar College

San Diego Miramar College Facilities

Vice President Administration
(619) 388-7815

Regional Facilities Officer
(619) 388-7823

San Diego Continuing Education

San Diego Continuing Education Facilities

Vice President Administration
(619) 388-4884

Regional Facilities Officer
(619) 388-4844

District Office

District Service Center

District Architect
(619) 388-6548

Director of Facilities
(619) 388-6430

San Diego Community College District & Facilities

Vice Chancellor Operations,
Enterprise Svcs. & Facilities
(619) 388-6546

Assoc. Vice Chancellor, Bond,
Risk Management and
Facilities
(619) 388-6546

Risk Management Supervisor
(619) 388-6953



APPENDIX E: CURRENT MEDICAL CONTRACTOR **Sharp Rees-Stealy Occupational Health Services Facility**

Inform the receptionist if you have had an exposure to blood or other potentially infectious materials and need an appointment immediately.

Work-Related Injury Treatment Authorization

For treatment authorization and worker's compensation referrals, contact the Risk Management office at 619- 388-6953.

In the event of a

WORK-RELATED

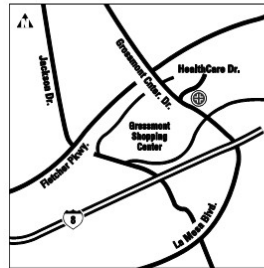
INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Rees-Stealy Occupational Health Services Facility:**



CHULA VISTA

525 Third Ave.
Chula Vista, CA 91910
619) 585-4050
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



LA MESA

Grossmont Medical Plaza,
Ste. 601
5525 Grossmont Center Dr.
La Mesa, CA 91942
(619) 644-6600
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



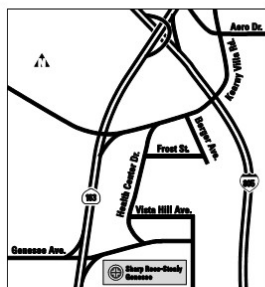
DOWNTOWN

300 Fir St.
San Diego, CA 92101
(619) 446-1524
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 10 p.m., daily (except
certain holidays)



RANCHO BERNARDO

16950 Via Tazon
San Diego, CA 92127
(858) 521-2350
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



GENESEE

2020 Genesee Ave.
San Diego, CA 92123
(858) 616-8400
Occupational Health Services
7 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
No urgent care at this location



SORRENTO MESA

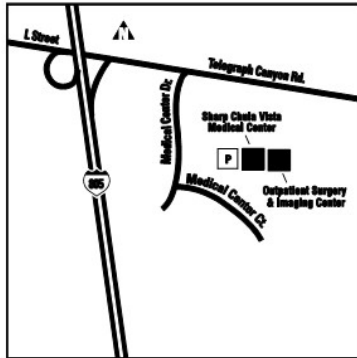
10243 Genetic Center Dr.
San Diego, CA 92121
(858) 526-6150
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily





AFTER-HOURS CARE For a WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Hospital Emergency Department**



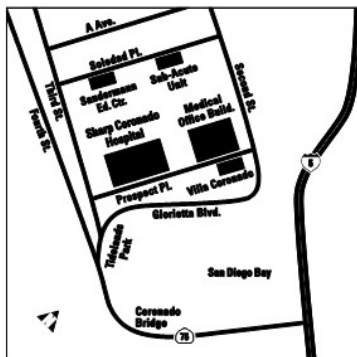
Sharp Chula Vista Medical Center

751 Medical Center Ct.
Chula Vista, CA 91911
(619) 502-5800



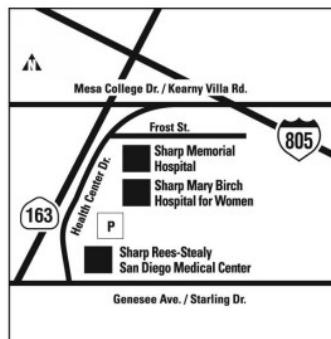
Sharp Grossmont Hospital

5555 Grossmont Center Dr.
La Mesa, CA 91942
(619) 740-6000



Sharp Coronado Hospital

250 Prospect Pl.
Coronado, CA 92118
(619) 522-3600



Sharp Memorial Hospital

7901 Frost St.
San Diego, CA 92123
(858) 939-3400



Date: _____

