

Santos Manuel Student Union
Of
California State University, San Bernardino

INJURY AND ILLNESS PREVENTION PROGRAM

I. POLICY STATEMENT AND IMPLEMENTATION RESPONSIBILITY

It is the policy of the Santos Manuel Student Union Corporation (SMSU) of California State University, San Bernardino that accident prevention shall be considered of primary importance in all phases of operation and administration. It is our intention to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees and volunteers.

Managers and supervisors are responsible to see that safety and injury prevention procedures are posted and followed by all employees and volunteers. Employees are expected to assist management in accident prevention activities by maintaining safe working conditions and practices and remembering to protect themselves, fellow employees, and customers against injury. Managers and supervisors will instruct employees and volunteers in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Unsafe conditions must be immediately reported and precautions taken when a hazardous condition is detected.

Any injury that occurs on the job, even a slight cut or strain must be reported to management as soon as possible. In no circumstances, except an emergency, should an employee or volunteer leave a shift without reporting an injury that occurred.

The Injury and Illness Prevention Program (IIPP) outlines the company's policies and procedures to maintain a safe and healthy work environment for all employees and volunteers. Responsibility for implementing the IIPP is assigned to the SMSU Executive Director or designee, who will coordinate all efforts and oversee the enforcement of all company safety rules and practices.

II. ENSURING OF COMPLIANCE

Employees will attend established education and training sessions and be expected to understand and comply with all applicable safety requirements. They will use sound judgment at all times to avoid potential hazards that may exist or be created in the work environment, read and comply with procedures and guidelines provided by their supervisors.

The SMSU will strictly enforce all safety regulations. Employees and volunteers will be subject to disciplinary action for safety policy infringements and failure to follow instructions. Disciplinary action may include, but not limited to, verbal warning, issuance of written Notice of Unsatisfactory Performance, suspension without pay, demotion, and/or termination.

Recognitions will be given to employees for outstanding safety recommendations.

III. INSPECTION TO IDENTIFY HAZARDS

Inspections will be performed:

- A. monthly by the Associate Directors of Operations or designee . Audits will be conducted semi-annually by the designated facilities personnel to identify and evaluate work place hazards or unsafe practices.
- B. when a new process, new equipment, or new substance is introduced.
- C. when the information is received that a substance is hazardous.
- D. as part of an accident investigation.
- E. when a safety hazard is reported. These inspections can be limited to substance or process in question.

All inspections will be documented by using the area's Hazard Checklist (Attachments A and B), which will be signed and dated by the inspector. The inspector will correct, or arrange to correct all hazards identified in a timely manner.

IV. CORRECTION OF HAZARDS

Identified work place hazards will be corrected in a timely manner. When safety hazards are corrected, the action will be indicated on the Hazard Checklist, which will then be signed and dated by the individual who made the correction.

Hazard Checklist forms will be kept as a record of the SMSU's ongoing safety effort.

Priorities will be determined by the severity of the hazards(s) identified. The use of lockouts or other means of adequately preventing employees from exposure will protect employees from imminent hazards.

Any hazards deemed to be a "serious concealed danger" where there is "imminent risk of great bodily harm or death" will be corrected immediately or within 15 days and affected employees will be warned in writing of the hazard. If the hazard cannot be corrected within the 15-day period, the Division of Occupational Safety and Health will be notified in writing by the 15th day by the area manager.

V. COMMUNICATING SAFETY AND HEALTH PROCEDURES

The SMSU has established several methods for communications health and safety matters to employees:

- A. All Employees and volunteers will be trained on procedures at regularly schedules safety meetings. All meetings will be documented with dates, topics covered and employees in attendance.
- B. Workers shall report any unsafe conditions to the Executive Director or their immediate supervisor without fear of reprisal. "Report of Unsafe Condition or Hazard" forms shall be made available to employees, in addition to an employee "Idea/Safety Suggestion Box" for this purpose. All safety and health suggestions will be reviewed by the area manager and the Executive Director, who will determine if an inspection, further training, or any other action is necessary.
- C. Posters reminding employees of safe practices will be displayed at various locations throughout the work place.
- D. Safety and injury prevention will be addressed in the employee's handbook.
- E. As required by law, it is the responsibility of the SMSU to ensure that it has a Material Safety Data Sheet (MSDS) for all existing inventory and any new material orders. Each MSDS received by the SMSU must be maintained in a file, accessible to all appropriate employees.

VI. ACCIDENT REPORTING

- A. All accidents involving employees will be immediately reported to the employees' supervisor. Appropriate forms will be completed and submitted to the Administrative Office with twenty-four (24) hours.
- B. Accidents involving guests will be immediately reported to the Administrative Office or the Building Manager on duty if the accident takes place during evening or weekend hours. Administrative staff and/ or Building Managers will notify University Police as necessary. Accident reports will be completed by the appropriate SMSU employee and submitted to the Administrative Office before the end of the work shift during which the accident occurs.
- C. An Annual Report will be prepared by staff and reviewed by the Policies and Procedures Committee.

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