CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Environmental Health and Safety Department

Injury Illness Prevention Program

WE DEFINE THE Future

Approved By:
Michael DeSalvio
Director of Environmental Health and Safety
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Injury Illness Prevention Program
Review and/or Update Log

Please review and update the written program annually and track the revision in the log below.

Date	Revised by: Name	Approved by	Program Reviewed* (x)	Program Updated** (x)	Comments:
07/01/2019	Teresa Fricke	Beiwei Tu	X	X	Initial program
09/12/2020	Michael DeSalvio	Michael DeSalvio	X	X	Formatting changes and updates
10/15/2020	Ben Virzi	Michael DeSalvio	X	X	Heat Illness Updates
02/24/2021	Michael DeSalvio	Michael DeSalvio	X	X	Formatting changes and updates
4/20/2021	Michael DeSalvio	Michael DeSalvio	X	X	Program rewritten to align with current campus procedures.
6/8/2021	Michael DeSalvio	Michael DeSalvio	X	X	Updated safety committee org chart and associated sections

*Review: Program was either edited for grammatical errors and formatting, small changes occurred
** Update: Program was edited for changes in content
We certified at the time of review, the information provided on this plan is complete and accurate

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I. Administration

It is the responsibility of the Director of Environmental Health & Safety (EH&S) to create and maintain this Injury & Illness Prevention Plan (IIPP) and serve as **Program Administrator.** The Program Administrator has the authority to implement all provisions of this program. **All employees** are responsible for supporting the program and for working safely and maintaining a safe and healthful work environment. This Injury & Illness Prevention Plan (IIPP) will be reviewed / updated annually.

A. Purpose

The purpose of this plan is to establish the procedures for campus personnel to prevent/reduce injuries and illnesses and is applicable to all University employees as well as auxiliary operations.

B. Approvals

The California State University San Bernardino (CSUSB) Injury & Illness Prevention Plan (IIPP) has been reviewed and approved by:

Michael DeSalvio, M.Bt
Director, Environmental Health and Safety

Initial Effective Date: **July 1, 2021**
Date of last revision: **June 8, 2021**

II. CSU Policy

The California State University (the University) is committed to maintaining a safe environment for its students, academic appointees, staff, visitors, and members of the general public. The University will promote comprehensive injury and illness prevention, as well as hazardous materials and environmental management programs in an atmosphere that encourages employees, students, and other campus members to communicate about occupational and environmental health and safety matters without fear of reprisal. It is the policy of the University to conduct its operations in conformance with applicable regulatory requirements as well as implement best practices to further improve safety.

A. Authority

The University Injury & Illness Prevention Plan (IIPP) is created and distributed in accordance with CSU Executive Order 1039 which recognizes occupational health and safety as an integral function of the CSU system. The Executive Order (EO) establishes the requirement for EH&S to administer a safety program that is designed to mitigate the risk of injury or illness to CSU employees [and students] as well as promote campus health and safety programs.

The current executive order can be accessed online through the CSU Chancellor's Office website using the following link CSU Executive Order 1039 .

III. Roles and Responsibilities

A. President

Authority of EO-1039 is delegated by the CSU Chancellor to each University President who will sub-delegate that authority to the appropriate University administrator. General policies, which govern the activities and responsibilities of the Environmental Health and Safety program, are established under the authority of the President. The University President is responsible for supporting campus safety programs, and helping to foster a safe working environment.

As designated by the President, the individual with responsibility for implementing the IIPP is the Director of Environmental Health & Safety (EH&S), hereafter referred to as the Program Administrator. The Program Administrator has the authority to implement all provisions of this program.

Name: Michael DeSalvio
Title: Director, Environmental Health and Safety
Address: 5500 University Parkway
San Bernardino, CA 92407
Phone: 909-537-5179

B. Environmental Health & Safety (EH&S)

The Environmental Health and Safety Department (EH&S) is responsible for:

- Providing consultation to all levels of CSUSB staff, faculty and campus community regarding program compliance;
- Develop templates to assist all business units in implementing the Injury and Illness Prevention Plan;
- Consulting on hazard identification, procedures for correcting unsafe conditions and developing compliance strategies;
- Providing centralized monitoring of campus-wide activities in the areas of environmental compliance, biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, occupational safety, sanitation, radiation safety; and safety education, and training;
- Maintaining centralized environmental and employee exposure monitoring records, allowing employee access to records where required by law;
- Assisting all business units in developing and implementing a positive safety culture using the Integrated Safety and Environmental Management (ISEM) system.
- Create training and communication materials and coordinate events across campus to promote a positive safety culture

C. Vice Presidents, Deans, and Executive Officers

The role of the senior leadership team is critical to the success of the campus' safety efforts and the integration of safety accountability into the culture of the campus. The senior leadership's role includes ensuring performance relative to safety activity within

their operational areas, ensuring the quality of performance relative to safety, and supporting EH&S in fostering a safety culture from within the campus community.

D. Department Directors, Department Chairs / Unit Heads, and Managers

Department Administrators are accountable for establishing, implementing, maintaining and enforcing elements of the IIPP. Ensure areas under their management subscribe to and follow the five steps of the CSUSB ISEM program;

- Meet with EH&S annually or more frequently as required for regular safety check-ins. The goal of these meetings is to review department safety including but not limited to updating department training requirements, evaluating new hazards, JSA's, and required PPE. During these meetings, EH&S can review a summary of department compliance for safety training and department safety inspections with the manager.
- Establish safety planning procedures, as well as work rules and standard operating procedures when task appropriate;
- Ensure that health and safety practices are consistently being practiced throughout the business unit;
- Monitor environmental health and safety performance;
- Include compliance with health and safety procedures as part of the annual performance evaluation of employees where noted on the appropriate form;
- Provide positive recognition to employees that consistently perform safety and healthful work practices;
- Ensure that employees who knowingly violate safety rules or polices are accountable in alignment with appropriate campus policies for progressive discipline.

E. Supervisors, Faculty, and Principal Investigators (PIs)

Supervisors are key figures in CSUSB's IIPP implementation. It is important that they establish and maintain safe and healthful working conditions, and correct unsafe behaviors and conditions in a timely manner. Additionally, supervisors play a critical role in the essential two-way communication with employees and often serve as the sounding board for employee safety concerns. Supervisors/Principle Investigators (PIs) should implement IIPP through the following actions:

- Observe the five steps of the CSUSB ISEM program as outlined in this plan;
- Report and investigate all incidents and accidents within their areas of responsibility to determine root causes and take the appropriate corrective/preventative actions;
- Enhance their own knowledge and skills in safety and health training relative to their areas of responsibilities and ensure that all employees receive safety training relative to their work exposure;
- Communicate health and safety practices and demonstrate safety by example;
- Provide required general and site-specific training to employees
- Encourage employees to report safety concerns without fear of reprisal;
- Make sure that hazardous waste (Biological, Chemical, Radiological) are properly managed in alignment with EH&S requirements;

- Make sure Standard Operating Procedures (SOPs) are created where task appropriate;
- Make sure hazardous conditions are corrected in a timely manner;
- Where appropriate, facilitate the implementation of the following:
    - Workplace safety inspections,
    - Business unit-specific staff training beyond the required EH&S safety courses offered.

F. Department Safety Coordinators (DSC)

Department Safety Coordinators or DSC's are designated by the appropriate administrator and shall be tasked with serving as a liaison between their department supervisor and EH&S. Departments shall have the flexibility to determine the appropriate number of DSC's needed to represent their space, and may change DSC's as needed to ensure the operational needs of the department are met. DSC's will be trained by EH&S and will work closely to ensure the provisions of the IIPP have been implemented within their department. These items include but are not necessarily limited to the following:

- Performing routine self-inspections
- Facilitating safety communications with the department
- Staying abreast of new safety requirements
- Performing incident assessments related to reported safety concerns, injuries or illnesses.

G. Individual Roles and Responsibilities

The success of CSUSB's Injury and Illness Prevention Program depends on the actions of all staff, faculty, students, and visitors. All individuals, including employees are responsible for following the requirements of the IIPP through the following actions:

- Perform their assigned job functions in a safety and healthful manner
- Complete all EH&S required core and site-specific training within the appropriate time period
- Consult with your supervisor or faculty with questions about an unknown or hazard or material.
- Report all unsafe conditions, practices, or equipment to your supervisor or directly to EH&S.
- All individuals have the authority to stop unsafe activities if there is a perceived imminent risk of serious injury. In this event, the appropriate supervisor shall be immediately notified, and employees should be warned of the hazard to prevent exposure until corrected. Serious injuries/illnesses are defined by Cal/OSHA as "*requiring inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement.*"
    - Such concerns must be reported immediately using the procedures outlined in this plan.

IV. Safety Communication Strategies

CSUSB's communication system strives to be in a form that is readily understandable by all affected employees. The system is designed to encourage employees to inform the employer of hazards at the workplace without fear of reprisal through supporting a two-way system of communication between employees and administrators to ensure that safety requirements are clearly communicated and safety concerns are reported when identified. In addition, safety communications include but may not be limited to the following which we will explore in greater detail:

- Supervisory communications,
- Safety Committees,
- Safety Training,
- Written Communications, bulletins, newsletters, fact sheets, and
- Written campus policies or procedures.

A. Supervisors

As indicated in the preceding section, supervisors are responsible for communicating with all workers about safety and health requirements in a form readily understandable by all workers. Additionally, all department personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal. Supervisors are responsible for ensuring that employees are given access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to:

- Safety Data Sheets (SDS),
- Job Hazard Assessments,
- Operating manuals or manufacturer instructions,
- Department Safety Coordinators or Liaisons,
- Environmental Health and Safety (EH&S),
- Required signage, postings, labels, and notices

B. Safety Talks/Tailgate Meetings

Safety talks and tailgate meetings are an effective tool for communicating "just-in-time" training information related to specific activities. This model works well as an opportunity to discuss the hazards associated with a specific task for the day. Tailgate training may be in many forms such as safety meeting hand-outs, and serves as a resource when conducting new or periodic work activities. These meetings may not be practical in all operations and should be identified by the appropriate administrator when applicable.

C. Safety Committees

The concept of a safety committee is to provide an opportunity for employees to become engaged in safety. One way in which management can encourage employee participation in their workplace safety program is to create a safety committee to help share the responsibilities of implementing and monitoring the safety program and recognize best practices in the workplace. Figure 1 below illustrates the basic safety committee model.

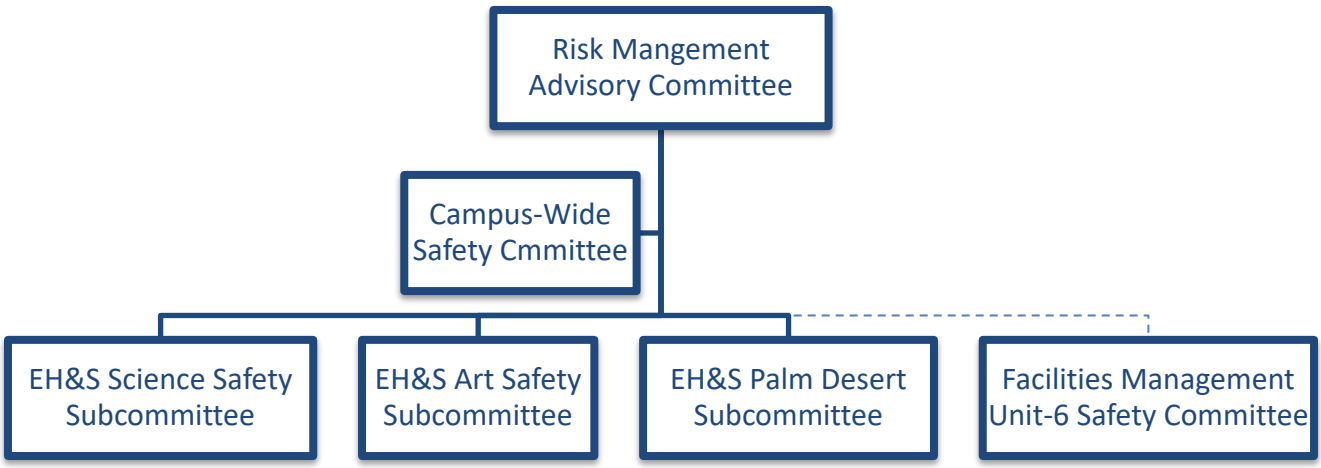

Figure 1: Demonstrates the flow of information from campus safety committees to ensure reported concerns are elevated to the campus leadership when they cannot be addressed at local levels. Only three subcommittees are directly managed by EH&S.

1) Committee Scope

Safety subcommittees are established to focus on and promote safety awareness, enhance safety programs and reduce/prevent injuries at the local level. Safety subcommittees report their recommendations or concerns to the Director of EH&S and if reported matters cannot be resolved at the local level, they will be forwarded through the appropriate channels via Campus-Wide Safety Committee, or directly to the Risk Management Advisory Committee as appropriate. The following includes a list of the current organization level subcommittees which are administered directly by EH&S:

- **Science Safety Committee**: Chemical hygiene and science safety
- **Art Safety Committee**: Theater and performing arts safety
- **Palm Desert Campus Safety Committee**: General campus safety

In addition to the subcommittees listed above, it should be noted that EH&S also participates in several other safety related committees on campus including but not limited to the Unit-6 Safety Committee, and Radiation Safety Committee however, these committees are not administered by EH&S.

While the subcommittees identified above have the ongoing responsibility to monitor IIPP implementation, their common goal is to assess compliance with applicable regulations and campus policies, and to evaluate necessary corrective actions at the organizational level. Each subcommittee meets at least three times per year or more frequently as

required, and includes representatives from various departments reflective of key stakeholders, reflective of the committee scope. The subcommittee charter as well as meeting minutes and schedule of upcoming meetings is available on the EH&S website.

2) Safety Committee Actions

Health and Safety concerns identified during the committee meetings should be addressed in a timely manner to maintain a safe and healthy working environment and maintain compliance with Federal, State and local requirements as well as CSU policies and procedures.

- Safety Committee meeting minutes serve as a documentation of decisions made during the meeting as well as actions taken since the previous meeting.
- Issues regarding health and safety concerns or compliance are presented at scheduled safety committee meetings and are assigned to appropriate committee members for further assessment and resolution. The safety committee member will serve as a liaison between the safety committee and the responsible party for assessing the concern and recommending corrective actions.
- If no response/update is provided by the next campus safety committee meeting, EH&S will prioritize and evaluate the issue and status or grant an extension if necessary.
- The responsible parties will routinely inform EH&S of the progress and notify EH&S when the issue has been resolved. EH&S will document the completion date on the master list and report it back to the committee during the next Safety Committee meeting. The safety committee meeting minutes shall be updated accordingly.
- In the event committee action items cannot be addressed by the committee membership or by EH&S, these concerns will be elevated to the Campus-Wide Safety Committee or Risk Management Advisory Committee for input by the executive leadership as appropriate.

D. Communication Methods and Resources

Environmental Health & Safety (EH&S) provides the campus with the following written communications.

1) Electronic Communication

a) **Websites:** Safety information and resources are available on the EH&S website which is updated on a regular basis to remain as current as possible. Should updates to specific content be needed, please notify EH&S by submitting a service request.

b) **Email:** EH&S and Risk Management have the ability to send periodic notifications, newsletters and relevant safety information to the campus community through broad or targeted distribution. This information will reflect relevant safety information as well as an opportunity to provide positive recognition to specific employees who contribute to fostering a safe work environment

2) Safety Data Sheets

Safety Data Sheets (SDSs), formerly known as MSDS's serve as a resource to communicate chemical hazards related to employees. SDSs are available online through MSDS Online as well as from the product manufacturer's website. To assist with locating and uses SDSs, please submit a service request with EH&S for additional assistance.

3) Equipment Operating Manuals

When available, EH&S recommends having equipment operating manuals accessible with the equipment to provide a quick reference for operators. All equipment is to be operated in accordance with the manufacturer's specifications. Any persons who is unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment and must be provided by a supervisor or other competent person.

V. Hazard Assessment - Identification and Controls

Hazard identification and control is an ongoing process and is fundamental to the effectiveness of the IIPP. As outlined in this plan, supervisors are responsible for the assessment of any hazards for their assigned work areas and EH&S is responsible to provide technical support to the supervisors to assist in that regard. Hazard assessments can be broken into the following two categories.

a) **Job Safety Analysis (JSA)** which serves as a form of a hazard assessment to identify hazards associated with specific job functions and when Personal Protective Equipment (PPE) may be required.
   - **Lab Operations:** Hazard assessments in lab operations are captured through the Risk and Safety Solutions (RSS) dashboard through MyCoyote, an interactive tool that establishes a specific group and provides questions related to lab safety and associated hazards.
   - **General or Industrial Operations:** All other operational or industrial areas are assessed on a standard Job Safety Assessment (JSA) format.

b) **Self-Inspections:** Departments are required to identify a safety liaison to serve as a Department Safety Coordinator (DSC) who will conduct annual self-inspections of their worksites. This process is intended to engage employees in the hazard identification process and identifying corrective actions.

A. Hazard Assessment Process

To ensure the hazard assessment process is performed consistently, the ISEM model is an effective tool that provides a methodology for assessing the work environment. Systematically integrating health, safety, environmental considerations, and sustainable use of natural resources into all activities is an effective method of reducing accidents and employee injuries.

B. ISEM process: Integrated Safety and Environmental Management

Five core safety and environmental management functions provide the necessary framework for any activity that could potentially affect faculty, staff, students, visitors, the

public, or the environment. The functions are applied as a continuous cycle with the degree of rigor appropriate to address the type of activity and the hazard or environmental aspect involved.

The following is a brief summary of the five steps which we will use during the ISEM hazard assessment process.

Figure 2: The ISEM process describes the fundamental elements of a hazard control program focused on identifying hazards in the workplace and mitigating them effectively.

1. Define the Scope of Activities
Goals and programs are translated into activities, expectations are set, tasks are identified and prioritized, and resources are allocated.

2. Analyze the Hazards
Hazards and environmental aspects associated with the activities are identified, analyzed, and categorized.

3. Develop and Implement Controls
Applicable standards and requirements are identified and agreed upon, controls to prevent/mitigate hazards and aspects are identified, the safety and environmental parameters are established and controls are implemented.

4. Perform Activities within Established Controls
Readiness is confirmed and activities are performed safely and in compliance with applicable regulations and policies.

5. Provide Feedback and Assure Continuous Improvement
The appropriate parties obtain feedback on the adequacy of controls, identify opportunities for improving the definition and planning of activities, conduct departmental and independent oversight and, if necessary, participate in regulatory enforcement actions. As a complement to departmental management, the campus EH&S offices may be contacted to provide safety and environmental assistance, consultation, and independent oversight functions.

C. PPE hazard assessment

Personal Protective Equipment (PPE) is identified by completing a Job Hazard Assessment. While PPE is not normally required for an office environment, PPE requirements are based on specific tasks and hazards associated with those activities. If PPE is determined to be required for a specific task, additional training may be required to ensure the employee understands the limitations of the PPE and how to use it properly.

For lab operations, PPE is also identified through the hazard assessment which is completed in the RSS dashboard for lab or research activities.

D. Hazard Reports

All employees are encouraged to report unsafe conditions and practices in their work areas to their supervisor, the safety committee and/or directly to EH&S. Employees may also report an unsafe condition or hazard anonymously or directly to EH&S by visiting the EH&S websitehttps://www.csusb.edu/ehs

E. Inspections / Audits

Regular self-inspections of work areas, must be conducted by the supervisors or designated department representatives or safety coordinator. Self-inspections will be performed on an annual basis unless otherwise indicated, and the inspections, and corrective actions, should be noted on the corresponding inspections/audit checklists available online at https://csu.risksafety.solutions/inspect/ or other EH&S approved platform.

Self-inspectors will:

- Receive specialized training by EH&S on how to effectively use the Inspect database and inspection tools.
- Work closely with EH&S as well as their supervisor to identify and implement corrective actions.

EH&S periodically evaluates the inspections/audits, and provides reports to department management regarding the inspection results and status of corrective action implementation. Additionally, EH&S will perform other specialized safety inspections on campus as required as well as verification assessments to ensure self-inspections are consistently being performed. To assist departments in resolving safety concerns, EH&S will review open findings with the designated department representative to provide recommendations and further consultation as required.

F. Correcting Unsafe / Unhealthy Conditions

Unsafe or unhealthy working conditions, practices or procedures shall be corrected in a timely manner commensurate with the severity of the hazard. Generally, supervisors are responsible for identification and correction of hazards in the workplace and should ensure that work areas they exercise control over are inspected at least annually. Supervisors are encouraged to lead by example and provide immediate verbal feedback to employees regarding safe work practices or where hazards are observed. Unsafe conditions, including chemical spills will be corrected or remediated as quickly as possible after discovery of a hazard. Small spills should be cleaned by the department using the provided spill kit. For large spills, the supervisor is responsible to contact EH&S for further assistance and EH&S will coordinate the spill cleanup activities for large spills.

1) Procedures for Correcting Hazards

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment with “Temporarily Out of Service” signs and providing a list of alternative tools or procedures for employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Isolating areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor and/or Building Coordinator.

G. Imminent Hazards

If an imminent hazard exists, work in the area should stop, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation. All employees have the authority to stop unsafe actions if an imminent hazard is present which may pose a serious injury. A serious injury is defined by Cal/OSHA as an amputation, loss of an eye, or any serious degree of permanent disfigurement, or requiring inpatient hospitalization for other than medical observation or diagnostic testing.

H. Understanding Hazard Control Methods

The NIOSH Hierarchy of Controls, commonly depicted as an upside-down pyramid which ranks control methods in order of their effectiveness to mitigating a hazard. This serves as an effective model for understanding different hazard controls, their relationship to each other, their effectiveness when used in concert to each other, as well as the order in which they should be implemented.

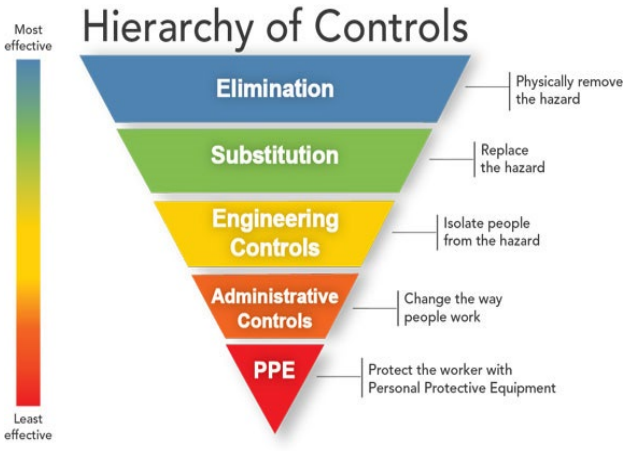

Figure 3: The NIOSH Hierarchy of Controls represents how to effectively mitigate hazards once they are identified by establishing different types of controls and ranks them by order of effectiveness.

Elimination: The most effective method at controlling a hazard is to eliminate it from the workplace altogether. This may be possible in some situations but not in all cases.

Substitution: The next effective method at controlling the hazard is to substitute it for a less serious hazard. An example of this would be substituting a hazardous chemical for a less-hazardous chemical.

Engineering Controls: Engineering controls are regarded as the next suitable option for effectively controlling hazards because they can be established without users having to

remember to use them for them to be effective. Controls like ventilation equipment, lock-out devices, interlocks, and the like are all examples of effective engineering controls.

Administrative Controls: Following engineering controls, administrative controls are often inclusive of policies, procedures, and best practices which due to their nature, require employees to follow them for these controls to remain effective. Reducing exposure to a hazard by alternating work schedules, or requiring chemicals to be used in designated areas are examples of effective administrative controls.

Personal Protective Equipment (PPE): Often regarded as the last line of protection and least effective control method against a hazard, PPE should only be utilized once all preceding controls have been explored and implemented to the fullest extent feasible. Required PPE should be captured on a hazard assessment or JSA to ensure employees are advised of the appropriate PPE required for their job assignments. Additionally, training specific to certain types of PPE may also be required.

VI. Incident Investigations

A. Injury Reports

Employees who are injured at work must report the injury immediately to their supervisor. Students who are not employees who are injured or involved in an accident should report the incident to their instructor. In either case, if immediate medical treatment is needed, seek medical treatment first. The injured party will be taken to the appropriate hospital or medical facility.

Supervisors must immediately report the incident to EH&S and Risk Management using the online reporting tool.

Risk Management shall ensure any reportable incidents are reported to Cal/OSHA San Bernardino Office (Tel: 909-383-4321).

The supervisor of the injured employee must work with designated department personnel to ensure that the CSUSB ***Injury and Incident Investigation*** report is completed within 24 hours (see Appendix C for incident investigation report form).

B. Investigation Process

The supervisor is responsible for performing an initial incident investigation to determine and correct the cause(s) of the incident. It is critical that the investigative process not assign blame for the incident but rather focus on identifying the root cause so it can be prevented. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel and witnesses.
- Examining the injured employee's workstation for contributing factors.

- Reviewing established procedures to ensuring they are adequate and were followed.
- Reviewing training records of affected employees.
- Determining all contributing causes to the accident.
- Taking corrective actions to prevent the accident/exposure from reoccurring.
- Recording all findings and actions taken.

The supervisor's findings and corrective actions are documented onto the CSUSB Injury and Incident Investigation report and reviewed by the special safety committee and EH&S.

When investigations and/or corrective actions are found to be incomplete or lack sufficient detail, the accident or injury report will be routed back to the supervisor for further follow-up, with specific recommendations noted by the committee and EH&S.

VII. Training

Supervisors are responsible for ensuring that employees complete appropriate safety training when any of the following conditions are met:
Initially upon hire,

- Employees are given new job assignments for which training has not been previously received,
- New substances, processes, procedures or equipment are introduced to the workplace and present a new hazard.
- Whenever there is awareness of a new or previously unrecognized hazard.
- In response to a safety concern, near miss, or injury where refresher training is recommended as part of the investigative process.

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours on University time. Safety training may be presented by a knowledgeable supervisor, other department personnel, or by representatives from other relevant campus departments. Training requirements can be found on the EH&S Safety Training Matrix which is available upon request by EH&S.

A. Core Training

Core training is applicable to all university employees unless otherwise noted by EH&S. In addition to the Injury Illness Prevention Training (IIPP) these core training topics include hazard communication, fire safety, and emergency preparedness. Core training is assigned to all employees through the campus LMS.

Exceptions: The following exceptions are examples of when the core safety trainings will not be required.

- Employees complete the CSU Lab Safety Fundamentals training which includes all elements of the core training curriculum.

- Employees can show documentation of a current training record for the required course.
- Employees have completed the required course in an in-person or comparable training format.

B. Specialized Training

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or processes. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

C. Needs Assessments

Specialized training content is assigned to employees on an as-needed basis and often based on a needs assessment which considers the hazards associated with job functions. This may take a number of different forms, for example.

- **Hazard Assessments**: Training requirements may be identified through a standard Job Safety Analysis (JSA) or hazard assessment which looks at specific job hazards and identifies the proper controls recommended to mitigate those hazards.
- **Check-in Meetings**: Working with management or supervisors to identify specific hazards that may require additional training.
- **After Action**: Supplemental training may be identified as a corrective action or action item resulting from an incident investigation, safety concern, near miss, or similar assessment.

Depending on the activity of the personnel, additional courses can be determined through a training needs assessment which can be requested by submitting an EH&S service request.

VIII. Recordkeeping

Documents related to the IIPP are maintained in a safe and convenient location for record keeping. Documents that should be kept on file at CSUSB include:

A. Campus Records

- Hazard Reports (or Reports of Unsafe Conditions or Hazards)
- Safety Committee meeting documentation
- Training records (database)
- Incident and Investigation Reports
- Exposure Records

B. Department Records

- Inspections/Audits, including the persons conducting the inspection, any identified unsafe conditions or work practices, and corrective actions.
- Safety meetings (agendas, minutes, handouts)
- Safety talks
- Authorizations & Permits (e.g., Confined Space permits, Hot work permits, Biological Use Authorization)
- Training records (rosters, tests, training materials)

C. Committee Meeting Minutes

Safety Committees shall prepare and make available to the campus written minutes of issues discussed at the meetings. The Committee meeting minutes must be documented and maintained on file for at least one year.

D. Training Records

Documentation of training shall include the following elements:

1. Training topic or title
2. Name of participant(s)
3. Name of instructor(s) or method of delivery (e.g., “Online”, or “Self-Paced”)
4. Date of training
5. Topics covered

Documentation may be recorded using the roster template in Appendix D “Training Record”, or online through CSULearn which is accessible through the MyCoyote Portal. Records shall be maintained in accordance with CSU record retention procedures.

For hard copy or electronic records that have not been recorded through Risk/EH&S, records shall be maintained by supervisors and/or departments who provide training and those records shall be retained, and accessible upon request.

Completion data shall be centralized; maintained using an electronic database, such as a campus learning management system (LMS).

E. Access to the IIPP

The IIPP shall be accessible to employees and is accessible on the campus EH&S website. Questions regarding the IIPP, its applicability, or how to identify and mitigate safety concerns should be referred to EH&S. Additionally, customers can request a consultation with an EH&S representative by visiting the EH&S website.

IX. Ensuring compliance

All personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, campus policy, and departmental safety procedures. Overall performance in maintenance of a safe and healthy work environment should be recognized by the supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries. Injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.

Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will result when employees fail to comply with applicable regulations, campus policy, and/or departmental safety procedures. Faculty members will be disciplined for unsafe practices in accordance with the Faculty Code of Conduct. Students not employed by the University will be disciplined for unsafe practices in accordance with the Student Code of Conduct. All personnel will be given instruction and an opportunity to correct unsafe behavior.

X. References

The following are references of additional safety programs which were originally part of the IIPP and have since been developed into separate safety programs.

- **COVID-19 Prevention Plan**: The COVID-19 prevention plan focuses on the identification and prevention of COVID-19 in the workplace and directly aligns with the Cal/OSHA emergency temporary standard 8 CCR §3205.

- **Heat Illness Prevention**: The Heat Illness Prevention program considers the hazards associated with outdoor heat exposure and implements methods for identifying elevated heat hazards, recognizing the signs of heat stress, and implements safe work practices to protect employees from heat exposure.

XI. Appendices

These documents are also available by contacting EH&S:

- **Appendix A**: Sample Incident Investigation Report

- **Appendix B**: Sample Non-lab PPE Hazard Assessment

- **Appendix C**: Sample Training Record (roster)

Appendix A: Incident Investigation Report Form

CSUSB Incident Investigation Report

EMPLOYEE DATA

Employee Name:	Sex: ☐ Female ☐ Male	Employee's Coyote ID #:
Department/Location:	Employee's Work Phone:	Date of Hire:
Payroll Title:	Employee (☐) Volunteer (☐) Student-Employee (☐) Non-Employee (☐)	
Supervisor's Name:	Supervisor's Work Phone:	

INCIDENT INFORMATION

Date of injury/illness:	Location where injury or illness occurred:
Nature of the injury/illness:	Body Part(s) affected:

Incident type: ☐ Injury ☐ Property Damage ☐ Injury and property damage ☐ Near Miss: ☐ 3rd party Claim
☐ Hazmat Spill: ☐ Special case _____

Treatment: ☐ No treatment ☐ First Aid ☐ Medical treatment, treated at	Restriction ☐ Yes Estimate days ☐ No ☐ NA Lost work day ☐ Yes Estimate days ☐ No ☐ NA

Employee's statement:

Witness and witness statement:

Supervisor's findings:

Additional information:

DIRECT CAUSE

☐ Struck by or against object (indicate) _____
☐ Caught in/under/ between
☐ Fall / Slip / Trip
☐ Material handling or lifting
☐ Repetitive motion
☐ Chemical exposure
☐ Body fluid exposure:
__Needle stick
__Sharps
☐ Animal bite
☐ Other, Explain
_____
_____
_____
_____

INDIRECT CAUSES

Equipment
☐ Equipment failure
☐ Equipment unavailable
☐ Improper equipment or material used for job

Personal protective equipment
☐ Not worn
☐ Not readily available
☐ Not adequate for the task
☐ Personal protective equipment failure

Training/Experience
☐ Lack of training
☐ Safety training provided, not followed
☐ New task for employee or lack of experience

Work Area
☐ Work area set up improperly
☐ Inadequate lighting or noise issues
☐ Housekeeping issues
☐ Environmental factors (rain, wind, temp. etc)
☐ Ventilation issues
☐ Ergonomic factors

Employee
☐ Physically not able to do work
☐ Employee fatigue
☐ Unbalanced or poor position or motion
☐ Incorrect procedures used for task
☐ Other unsafe practice

Assistance
☐ Difficult to perform task without help
☐ Safety features or devices not readily available
☐ Assistive devices not used

☐ **Lack of policy/procedure**
☐ **Animal** (explain below)
☐ **Other** (explain)
_____
_____
_____
_____

Use additional pages as needed.

BASIC CAUSE

Management Safety Policies & Decisions
Inadequate personnel practices regarding:
☐ Training
☐ Job observation
☐ Communication
☐ Improper employee assignment
☐ Improper/no assignment of responsibility/ accountability
☐ Other
Procedures do not provide for:
☐ Adequate housekeeping
☐ Preventive maintenance
☐ Communication of hazards and means of control
☐ Documented safe work practices or procedures
☐ Follow up and/or tracking of hazard correction
☐ Safety inspections
☐ Other
Safety is not considered in the purchase, installation or use of:
☐ Equipment, machinery tools
☐ Supplies or materials
☐ Outside services
☐ Other

Personnel Factors
☐ Unsafe practices
☐ Inadequate skills
☐ Insufficient knowledge
☐ History of accidents
☐ Other

Behavior factors:
☐ Lack of hazard awareness
☐ Inattention to tasks
☐ Inappropriate risk taking
☐ Repeat accident
☐ Other
Physical factors:
☐ Lack of required strength
☐ Lack of required stamina
☐ Other

Environmental Factors
Unsafe operating procedures:
☐ Routine
☐ Emergency
☐ Other
Unsafe projections/surfaces:
☐ Equipment
☐ Supplies/materials
☐ Structure/furnishings
☐ Other
Unsafe location factors:
☐ Terrain (uneven, unstable)
☐ Surroundings (equipment, people)
☐ Weather conditions
☐ Access (blocked exits)
☐ Other
Unsafe facility design:
☐ Access (blocked exits)
☐ Utility layout (electrical outlets, mechanical & hydraulic systems)
☐ Lighting, HVAC, noise
☐ Material handling
☐ Other

CORRECTIVE ACTION/POSSIBLE ALTERNATIVES

Alternatives and corrective actions should be based upon the "Hierarchy of Health and Safety Controls". The single most important outcome that can result from an incident is the implementation of effective, high level safety controls to prevent or significantly reduce the chance of the incident reoccurring. The Hierarchy is defined by 5 levels of safety controls. The top 2 levels, "Elimination / Substitution" and "Engineering" controls are by far the most effective in preventing or reducing the reoccurrence of an incident because they rely much less on human behavior, are more difficult to defeat, and require much less continuing human effort than the lower level controls. As alternatives are developed and corrective actions planned, every effort should be made to implement the top 2 levels (Elimination / Substitution and Engineering) of controls.

Action to be taken	Assigned to	Target Date

Employee Signature	**Date:**
Supervisor's or Manager's Signature:	**Investigation Date:**

Comments:

Instructions for Completing the Accident Investigation Report

Employee Data

Employee Name: Record the name of the employee involved.

Sex: M=male; F=female

Employee Coyote ID: The purpose of the Coyote ID is to avoid errors that could arise when two or more employees at the same location have the same name.

Department / Location: The regular department is the "home base" of the employee. It may not necessarily be the department in which the incident occurred. For example, a maintenance person who was injured in the Chemistry department would record Maintenance Department as the regular department. Leave this field blank if the incident was a near-miss, which did not involve a person.

Employee's Work Phone: CSUSB phone number where employee can be reached.

Date Hired: This field will have value for analyzing the incidence of occupational injury and illness among newly hired workers and those with longer tenure. For the relatively infrequent situation where employees are hired, terminated, and then rehired, the employer can, at his or her discretion, enter the date the employee was originally hired, or the date of rehire.

Payroll Title: Record the payroll job classification to which the employee is regularly assigned.

Work Status: Check if the incident involved an Employee, Volunteer, Student-Employee, Non-Employee.

Supervisor Name: Record the name of the employee's supervisor.

Supervisor Work Phone: Record the phone number of the employee's supervisor.

Incident Data

Date of Injury / Illness: Record day, month and year of incident. For latent health issues, record the date when the illness was diagnosed or record the date of the hearing test when the hearing loss was detected.

Location where injury or illness occurred: List the exact location of the incident. For example, Chemical Sciences Room 305.

Nature of Injury. Please classify nature of injury. Burn, bite, chemical splash, fall, etc.

Body Part(s) affected: Self-explanatory.

Incident Type: Select the most applicable incident type (one only)

Treatment: Select the most applicable treatment (one only)

Restricted or Lost Work Days: Select the most applicable answer. Provide estimated days if yes is checked for either type.

Employee's Statement. Record employee's statement as to what occurred.

Witness and Witness Statement. Record witness name and witness statement as to what occurred (if applicable).

Supervisor's Findings: Record any findings supervisor may have regarding the incident.

Additional Information: Record any additional information as necessary.

Direct / Indirect / Basic Causes

In spite of their complexity, most incidents are preventable by eliminating one or more causes. Investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent recurrence of similar or perhaps more serious incidents. Investigative team efforts must focus on all events, as well as the sequence of events, that led to an incident.

Direct Cause – Unplanned release of energy or hazardous material. Example: The knife that cut (laceration) the palm of the hand. Please choose the most appropriate choice.

Indirect Cause – Symptoms – Unsafe Acts and/or Unsafe Conditions. Example: Tripping over unrolled hose left on floor causing contusion to knee. Please choose the most appropriate choice(s). There may be more than one choice.

Basic Causes – (Poor) Management Policies or Decisions, or to Personal or Environmental Factors. Example: Lack of instruction in proper cutting techniques. Lack of supervision to reinforce safe work practices. Personal decision by individual to take a short-cut to save time. Please choose the most appropriate choice(s). There may be more than one choice.

Corrective Action / Possible Alternatives

Action(s) to be taken: What corrective actions will be taken to prevent recurrence of the incident? The following examples provide basic ideas for this section.

Use safer materials/supplies Improve illumination Improve ventilation Mandatory pre-job instructions Job reassignment of employee Improved inspection procedure Improved clean-up procedure	Improved enforcement Develop Job Safety Analysis (JSA) or Standard Operating Procedure (SOP) for the job / task Revise the JSA or SOP Install/revise safety guard/device Require protective equipment Repair/replace equipment Improved storage/arrangement	Improve design/construction Eliminate congestion Reinstruction of employees involved Warning to employees involved Discipline of employees involved Preventive instruction of others doing job

XII. Appendix B: Sample Non-lab PPE Hazard Assessment

Department: _____ Work area(s): _____

Job/Task(s):_____

Assessment conducted by: _____ Date of assessment: _____

Eye		
Work activities, such as: ☐ abrasive blasting ☐ sanding ☐ chopping ☐ sawing ☐ cutting ☐ grinding ☐ drilling ☐ hammering ☐ welding ☐ chipping ☐ soldering ☐ torch brazing ☐ working outdoors ☐ computer work ☐ punch press operations ☐ other:	Work-related exposure to: ☐ airborne dust ☐ dirt ☐ UV ☐ flying particles/objects ☐ blood splashes ☐ hazardous liquid chemicals mists ☐ chemical splashes ☐ molten metal splashes ☐ glare/high intensity lights ☐ laser operations ☐ intense light ☐ hot sparks ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With: ☐ Safety glasses ☐ Side shields ☐ Safety goggles ☐ Face shield ☐ Dust-tight goggles ☐ Shaded ☐ Impact goggles ☐ Prescription ☐ Welding helmet/shield ☐ Chemical goggles ☐ Chemical splash goggles ☐ Laser goggles ☐ Shading/Filter (#_____) ☐ Welding shield ☐ Other:
Face		
Work activities, such as: ☐ cleaning ☐ foundry work ☐ cooking ☐ welding ☐ siphoning ☐ mixing ☐ painting ☐ pouring molten ☐ dip tank operations metal ☐ pouring ☐ working outdoors ☐ other:	Work-related exposure to: ☐ hazardous liquid chemicals ☐ extreme heat ☐ extreme cold ☐ potential irritants: ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ Face shield ☐ Shading/Filter (#_____) ☐ Welding shield ☐ Other:
HEAD		
Work activities, such as: ☐ building maintenance ☐ confined space operations ☐ construction ☐ electrical wiring ☐ walking/working under catwalks ☐ walking/working on catwalks ☐ walking/working under conveyor belts ☐ working with/around conveyor belts ☐ walking/working under crane loads ☐ utility work ☐ other:	Work-related exposure to: ☐ beams ☐ pipes ☐ exposed electrical wiring or components ☐ falling objects ☐ fixed object ☐ machine parts ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ Protective Helmet ☐ Type A (low voltage) ☐ Type B (high voltage) ☐ Type C ☐ Bump cap (not ANSI-approved) ☐ Hair net or soft cap ☐ Other:
HANDS/ARMS		
Work activities, such as: ☐ baking ☐ material handling ☐ cooking ☐ sanding ☐ grinding ☐ sawing ☐ welding ☐ hammering ☐ working with glass ☐ using power tools ☐ using computers ☐ working outdoors ☐ using knives ☐ dental and health care services ☐ garbage disposal ☐ computer work ☐ other:	Work-related exposure to: ☐ blood ☐ irritating chemicals ☐ tools or materials that could scrape, bruise, or cut ☐ extreme heat ☐ extreme cold ☐ animal bites ☐ electric shock ☐ vibration ☐ musculoskeletal disorders ☐ sharps injury ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ Gloves ☐ Chemical resistance ☐ Liquid/leak resistance ☐ Temperature resistance ☐ Abrasion/cut resistance ☐ Slip resistance ☐ Latex or nitrile ☐ Anti-vibration ☐ Protective sleeves ☐ Ergonomic equipment_____ ☐ Other:
FEET/LEGS		
Work activities, such as: ☐ building maintenance ☐ construction ☐ demolition ☐ food processing ☐ foundry work	Work-related exposure to: ☐ explosive atmospheres ☐ explosives ☐ exposed electrical wiring ☐ heavy equipment ☐ slippery surfaces	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ Safety shoes or boots ☐ Toe protection ☐ Metatarsal protection ☐ Electrical protection ☐ Heat/cold protection

☐ working outdoors ☐ logging ☐ plumbing ☐ trenching ☐ use of highly flammable materials ☐ welding ☐ other:	☐ impact from objects ☐ pinch points ☐ crushing ☐ slippery/wet surface ☐ sharps injury ☐ blood ☐ chemical splash ☐ chemical penetration ☐ extreme heat/cold ☐ fall ☐ other:	☐ Puncture resistance ☐ Chemical resistance ☐ Anti-slip soles ☐ Leggings or chaps ☐ Foot-Leg guards ☐ Other:
BODY/SKIN		
Work activities such as: ☐ baking or frying ☐ battery charging ☐ dip tank operations ☐ fiberglass installation ☐ sawing ☐ other:	Work-related exposure to: ☐ chemical splashes ☐ extreme heat ☐ extreme cold ☐ sharp or rough edges ☐ irritating chemicals ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With: ☐ Vest, Jacket ☐ Long sleeves ☐ Coveralls, Body suit ☐ Raingear ☐ Apron ☐ Welding leathers ☐ Abrasion/cut resistance ☐ Other:
BODY/WHOLE		
Work activities such as: ☐ building maintenance ☐ construction ☐ logging ☐ computer work ☐ working outdoors ☐ utility work ☐ other:	Work-related exposure to: ☐ working from heights of 10 feet or more ☐ impact from flying objects ☐ impact from moving vehicles ☐ sharps injury ☐ blood ☐ electrical/static discharge ☐ hot metal ☐ musculoskeletal disorders ☐ sparks ☐ chemicals ☐ extreme heat/cold ☐ elevated walking/working surface ☐ working near water ☐ injury from slip/trip/fall ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With: ☐ Fall Arrest/Restraint ☐ Hood ☐ Traffic vest ☐ Full sleeves ☐ Static coats/overalls ☐ Flame resistant jacket/pants ☐ Insulated jacket ☐ Cut resistant sleeves/wristlets ☐ hoists/lifts ☐ ergonomic equipment: _____ ☐ Other:
RESPIRATORY		
Work activities such as: ☐ cleaning ☐ pouring ☐ mixing ☐ sawing ☐ painting ☐ fiberglass installation ☐ compressed air or gas operations ☐ confined space work ☐ floor installation ☐ ceiling repair ☐ working outdoors ☐ other:	Work-related exposure to: ☐ dust or particulate ☐ toxic gas/vapor ☐ chemical irritants (acids) ☐ welding fume ☐ asbestos ☐ pesticides ☐ organic vapors ☐ oxygen deficient environment ☐ paint spray ☐ extreme heat/cold ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With/Type: ☐ Dust mask ☐ face shield ☐ Half face Respirator ☐ acid/gas cartridges ☐ Full face respirator ☐ organic cartridges ☐ PAPR ☐ Multipurpose cartridges ☐ Supply Air ☐ SCBA
EARS/HEARING		
Work activities such as: ☐ generator ☐ grinding ☐ ventilation fans ☐ machining ☐ motors ☐ routers ☐ sanding ☐ sawing ☐ pneumatic equipment ☐ sparks ☐ punch or brake presses ☐ use of conveyors ☐ other:	Work-related exposure to: ☐ loud noises ☐ loud work environment ☐ noisy machines/tools ☐ punch or brake presses ☐ other:	Can hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ ear muffs ☐ ear plugs

XIII. Appendix C: Sample Training Record (roster)

Course:	
Topics:	
Trainer:	

Instructions:
Complete this form for **each** personnel member.
Submit this form to EH&S email ehs@csusb.edu.

Employee Name	Employee ID	Date Trained	Employee Initials	Instructor Initials

***Identification:** Enter your Coyote ID, and/or Email
****Student Initial:** By my initials I acknowledge that I received and understood training and had an opportunity to ask questions.
*****Instructor Initial:** By my initials I certify that the individuals on this roster have successfully passed the course (assessment).