

Injury and Illness Prevention Program (IIPP)

Statement of Policy

It is the university's policy to provide employees with safe equipment, quality materials, safe work procedures, and appropriate rules to create a safe place of employment. Employees are expected to use all equipment and materials in a safe and appropriate manner, to follow established procedures, and to abide with occupational health and safety regulations.

Our university objectives are to complete all work with no injury and losses to personnel or equipment, and to minimize or eliminate hazardous conditions. Employees, supervisors, and management are expected to cooperate to achieve these objectives. Any violation of safety rules or procedures and any other unsafe activity will result in appropriate disciplinary action.

Employees must report all unsafe conditions so that corrective action can be taken as soon as possible. No employee shall be discriminated against for bringing to our attention an unsafe condition or participating in safety activities.

This program is to comply with Title 8 of the California Code of Regulations Section 3203 (8 CCR 3203). Additionally, this program will support California Baptist University in achieving the overall goal of a safe working and learning environment.

Environmental Health and Safety
 Facilitates and Planning Services (F&PS)
 951.552.8350

Revision Log*				
Rev. No.	Rev. Date	Revision Summary	Authored by	Approved by
0	2022	Initial Draft	Ivan Pedraza EHS Coordinator	Associate Director – Business Administration, Facilities & Planning Services

*The written plan will be reviewed annually for accuracy and completeness. The written plan and its elements will be updated in the following situations:

1. When there is reason to believe that provisions of the program may not protect employees.
2. When new processes and/or technologies are introduced.
3. When requirements have changed in accordance with applicable standards, codes and regulations.
4. When any other elements are changed.

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Objective:

This Injury and Illness Prevention Program (IIPP) is intended to ensure compliance with Cal/OSHA's Illness Prevention Program requirements (Title 8 CCR section 3203). As a California employer, California Baptist University (CBU) will establish, implement, and maintain a written IIPP as a part of the university's Integrated Safety Program. A copy of the IIPP will be maintained on site and be made available upon request.

CBU has implemented the IIPP to assist in preventing illness and injury resulting from exposure to hazards present in our workplace. The associated hazards and the management of these hazards through a program that includes the elements listed below.

Anticipated Benefits/Purpose:

The purpose of this program and the anticipated benefits that come with the implementation of the IIPP. Are as follows:

- Informing all employees and students of regulatory expectations.
- Identifying workplace hazards that employees and students may encounter.
- Correcting identified workplace hazards in a timely and compliant manner.
- Reducing work-related injuries and illness from hazards that an employee may be exposed to while performing their duties.
- Improving the institutes' integrated safety program.
- Providing a safe and healthy work environment for employees.
- Preventing citations, issues, or violations of local, state, or federal regulations.

Injury and Illness Prevention Policies

Responsibility & Authority: 8 CCR §3203(a)1

The IIPP administrator, the **Environmental Health and Safety (EHS) Coordinator**, has the authority and responsibility for implementing the provisions of this program for CBU.

All managers and supervisors are responsible for fulfilling and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this Program is available from each manager and supervisor.

EHS Program Administrator:

The EHS Coordinator has the authority and responsibility for oversight and implementation of the IIPP, including:

- Developing, implementing, and evaluating this safety program and making revisions as necessary.
- Monitoring the effectiveness of the IIPP and developing additional written safety programs and plans to support the IIPP.
- Interpreting regulations to properly develop compliance strategies with regards to safe work practices, mitigating workplace hazards, injury/illness investigation & training programs
- Directing safety inspections, risk analysis, and hazard evaluations.
- Establishing controls, procedures, and preventative actions to correct unsafe or hazardous working conditions or work practices in a timely manner, based on severity of the hazard.
- Developing and supplying safety training to address identified hazards.
- Managing investigations of accidents, injuries, and near misses to ensure departments correctly identified hazards or deficiencies.
- Conducting root cause analysis and directing corrective actions to prevent future occurrences.
- Establishing a recordkeeping system that maintains inspection, training, and other standard-specific documentation.
- Providing consultation to the university on matters of health and safety.
- Communicating with employees on matters concerning safety and health.

- Ordering the suspension of activities that pose an imminent hazard to personnel, other individuals, or the environment. Hazardous activities include activities that have a likelihood of injury, destruction of property, or death if not discontinued immediately.

Deans, Directors, Department Chairs, Department Heads:

- Ensure that areas under their management comply with CBU EHS policies, practices, and programs.
- Provide adequate funding for health and safety programs and hazard control equipment for the areas under their management.
- Grant individuals under their management the authority to employ proper health and safety procedures and practices.
- Designate a competent person within each work area under their management to coordinate with EHS and implement the workspace specific component of the IIPP.
- Support the enforcement of corrective and preventative actions arising from the failure to comply with appropriate safety practices and regulations.
- Support the recognition of employees and supervisors who exhibit excellent safe work practices.
- Inform contractors and visitors of applicable safety requirements.
- Coordinate with EHS to address any safety concerns introduced by a college/department contracted or invited entity (third parties).
- Ensure all areas have posted emergency evacuation information and maps to assembly areas. Contact the Department of Safety Services (DSS) for assistance.

Principal Investigators, Supervisors, Managers:

- Comply with all EHS policies, safe practices, written programs, and Cal/OSHA regulations.
- Determine written standard operating procedures for specific work or research activities.
- Perform safety assessments for all research or hazardous work.
- Complete all required initial and periodic EHS training.
- Carry out regular safety and housekeeping inspections.
- Hold normal safety discussions with personnel.
- Provide and require the use of hazard controls and personal protective equipment where applicable.

- Encourage employees to report all health and safety concerns and make it known there will be no retaliation for these reports.
- Respond to employee safety concerns and implement corrective actions as soon as possible.
- Evaluate the safety performance of all employees. Recognize those who work in a safe and healthy manner, and correct or, if necessary, discipline those who do not. Consult with the Human Resources Department before providing disciplinary action.
- Assign appropriate safety training to employees prior to commencing work, retrain when they do not demonstrate good safe practices, and as renewals are required thereafter.
- Provide access to and train personnel on the emergency evacuation plan and show them how to find the assigned assembly areas.
- Report to EHS all occupational injuries, illnesses, safety concerns, and incidents (e.g., hazardous material exposure, spills, near misses) - See the Communication section.
- Conduct initial injury and incident investigations as soon as possible.

Employees, Students, Volunteers, and Contractors:

- Follow all EHS policies, safe practices, and written programs, as well as any specific safety policies put into effect for the specific work area.
- Use required hazard controls and personal protective equipment per instructions and as trained by supervisors.
- Promptly report accidents, injuries, unsafe conditions, incidents, or near-miss incidents to supervisors and/or EHS.
- Complete all required safety training prior to beginning work or as assigned by supervisors.
- Participate in all safety meetings as assigned by supervisor.
- Read and follow all health and safety-related signs, posters, warning signals, and directions.
- Become familiar with building emergency plans and assembly areas for assigned work areas.
- Promptly report work-related injuries or illnesses, incidents (e.g., spills; near misses), potential hazards, and unsafe work practices to the instructor/supervisor.
- Cooperate with and assist, as necessary, in EHS investigations.

Compliance: 8 CCR §3203(a)2

All employees are responsible for using safe work practices, for following all instructions, policies, and procedures, and for assisting in maintaining a safe and healthy work environment. Managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers

The system of ensuring that all employees comply with policies and maintain a safe work environment includes:

- New employee orientation briefing on safety and health policies and procedures.
- Periodic review of the IIPP and supporting programs and plans.
- Informing employees of IIPP provisions.
- Evaluating the safety performance of all employees.
- Employee health and safety training programs.
- Providing training to employees whose safety performance is deficient.
- Disciplining workers for continuous or willful failure to comply with safe and healthful work practices. (Refer to Human Resources Policy numbers: 2.47/2.49/2.9)

Workplace safety and health practices for all industries include, but are not limited to, the following:

- Implementation and maintenance of the IIPP.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Provisions for medical services and first aid including emergency procedures.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.

- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Communication: 8 CCR §3203(a)3

This communication system encourages all employees to inform their managers and supervisors about workplace hazards and incidents without fear of retaliation. It is recognized that open, two-way communication between employees and management on health and safety issues is essential to a safe and productive workplace.

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

The following are methods of communication designed to facilitate a continuous flow of health and safety information between staff and management:

- New employee orientation briefing on safety and health policies and procedures.
- Informing employees of IIPP provisions.
- Employee health and safety training programs.
- Employee health and safety meetings.
- Departmental health and safety committees will regularly schedule safety meetings with EHS.
- Effective interpersonal communication of health and safety concerns between employees and supervisors, including translation when appropriate.
- Health and safety information will be posted or distributed via email, bulletin boards, signs, written and verbal instruction, mass text, and “Inside CBU” website.
- A system to anonymously report workplace hazards to EHS and management.
- A system to formally report work-related incidents and conditions to EHS.

The Hazardous Communication (HazCom) Program has been implemented to support the IIPP. Management will also communicate the provisions of the HazCom Program to employees.

Hazard Identification: 8 CCR §3203(a)4

Approved methods to identify health and safety hazards, include but are not limited to:

1. Periodic safety inspections- are performed according to an assigned schedule: Frequency can range from daily, weekly, monthly, etc. See Appendix A for a list of scheduled inspections. Safety inspections will also be required when the following criteria are met:
 - Upon the initial establishment of the IIPP.
 - Upon Annual Review of the IIPP.
 - When new substances, processes, procedures, or equipment which present potential new hazards are introduced into our workplace.
 - When new, previously unidentified hazards are recognized.
 - When occupational incidents such as near misses, property damage, injuries and illnesses occur.
 - When new hire and/or reassign permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted
 - When workplace conditions warrant an inspection.
 2. Hazard Assessments-
 - Identify and detail appropriate hazard exposure controls and subsequent training and safety practices for specific procedures and/or areas. Standard operating procedures should be established by management and used as a supplement to a hazard assessment.
- * The following will be initiated by EHS, Insurance Representatives, or an authorized Third-party Consultant conducting audits.**
3. Risk Analysis
 4. Hazardous Work Permitting
 5. Industrial Hygiene Monitoring
 6. Incident investigation-
 - Will be conducted by EHS. If the incident consists of a work-related injury or illness, the investigation findings will be forwarded to the Human Resources Department. See *the Accident / Exposure Investigations section for more information.*

7. Cause Analysis
8. Ergonomic survey

Accident / Exposure Investigations: 8 CCR §3203(a)5

Employees are responsible for promptly reporting all workplace incidents such as injury, illness, hazardous substance exposures and near misses to a supervisor and EHS promptly. Before 24 hours if possible. See Appendix B for Employee Incident Report and Supervisors Injury Incident Investigation Report.

Minor Injury:

1. Administer first aid as needed.
2. Report injury to supervisor and contact EHS.
3. Fill out Employee Injury – Incident Investigation Report and Supervisors Injury - Incident Investigation Report.
4. If treatment is needed contact HR. Do not visit the clinic without a referral from HR.

Riverside Medical Clinic

7117 Brockton Ave, Riverside, CA 92506

Phone: 951-683-6370

Monday – Friday | 08:30AM-5:30PM

5. For afterhours treatment visit:

Parkview Community Hospital Medical Center

3865 Jackson St, Riverside, CA 92503

Phone: +1 951 688 2211

Serious Injury or Fatality:

The nearest hospital: **Parkview Community Hospital Medical Center** 3865 Jackson St, Riverside, CA 92503, United States; Phone: 951-688-2211

1. Call **911**.
2. Immediately administer first aid.
3. Notify Safety Services (951-343-4311).
4. Report the injury to your supervisor as soon as possible.
5. Supervisors and Management must report and provide information to EHS immediately upon receiving the report.

6. For injuries that result in hospitalization and fatalities EHS & HR will be informed no later than 4 hours from occurrence.

EHS's procedures for investigating workplace incidents, accidents, and hazardous substance exposures may include, but are not limited to:

- Interviewing injured workers and witnesses.
- Examining the workplace for factors associated with accident/exposure.
- Investigating and determining the root cause of the accident/exposure.
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording findings and corrective actions taken.

Hazard Correction: 8 CCR §3203(a)6

When unsafe or unhealthy work conditions, practices, or procedures are observed or discovered, they will be brought to a supervisor's attention. The supervisor will document the corrective actions and may consult EHS for guidance on what actions to take. Hazardous conditions should be corrected promptly.

Corrective measures may include, but are not limited to:

- Work Orders.
- Training Sessions.
- Ordering operational or physical changes to the affected work areas.
- When an imminent hazard cannot be halted without endangering employees and/or property; EHS or management will remove all exposed employees from the area. Except for employees needed to correct the existing condition.
- Employees needed to correct hazardous conditions will be provided with the necessary protection and training by management.
- All corrective actions taken and the dates they are completed, will be documented on the proper forms. See Appendix 6 for Corrective Action Preventative Action (CAPA) Reports.

Training and Instruction: 8 CCR §3203(a)7

All employees, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established.

- To all new workers and re-hires, except for construction workers who are provided training through a Cal/OSHA approved construction industry occupational safety and health training program.
- To all employees given new job assignments for which training has not previously been provided.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

In addition, specific instructions and training will be provided to employees regarding hazards unique to their job assignment, to the extent that such information was not already covered in other training. See Appendix 7 for additional information on training topics covered.

Access to program and reporting systems: 8 CCR §3203(a)8

CBU will provide unobstructed access of the IIPP to employees in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

- a. Whenever an employee or designated representative requests a copy of this program, CBU shall provide the petitioner with a printed copy of this program, unless the employee or designated representative agrees to receive an electronic copy of this program.
- b. One printed copy of the Program shall be provided free of charge.

CBU may also provide unobstructed access through “Inside CBU” (<https://insidecbu.calbaptist.edu/ICS>), which will allow an employee to review, print, and email the current reversion of this program.

Each calendar year, in February, management will post a copy of this report (Cal-OSHA 300A Summary) on the worksite.

Records pertaining to a specific employee are available to that employee upon request. For records maintained outside of their department, the employee should contact the EHS coordinator.

Recordkeeping: 8 CCR §3203(b)

Records will be maintained on site and submitted to EHS in accordance with the following table:

Document	Method of Documentation	Minimum Length of Retention
Safety Inspections	Submit Hard/Digital Copies to EHS	5 Years
Employee safety training and retraining.	Submit Hard/Digital Copies To EHS	5 Years
Hazard Identification Records (Risk Analysis, Hazardous Work Permits, etc.)	Submit Hard/Digital Copies to EHS	5 Years
Safety Committee Agendas & Minutes.	Hard Copies / Shared drive	5 Years
Revised IIPP	EHS Share Drive	Indefinite
Industrial Hygiene Monitoring (Exposure Records, Registered Carcinogen Records, or other required employee health and safety records.)	EHS Share Drive	Length of Employment, +30 Years
Employee Medical Reports	HR Share Drive	Length of Employment, +30 Years
Incident Investigation	EHS Share Drive	Indefinite
Corrective Actions	EHS Share Drive	Indefinite

Safety Training documentation will include:

- The employee's name.
- The training dates.
- The training topic.

- The identity of the training providers.

Inspection documentation will include:

- The name of the person(s) conducting the inspection.
- The unsafe conditions and work practices identified.
- The corrective actions taken.
- The follow up on the corrective actions.

Incident investigations will include:

- The name of the involved employee(s) and witnesses.
- The date of injury/illness.
- A detailed description of the incident leading to the injury/illness.
- Initial causal factors.
- Contributing factors.
- Corrective measures and actions needed.
- The corrective action plan identifying who is responsible and when the actions must be Completed.
- The name of the investigative report reviewer.
- Departmental health and safety committees will regularly schedule safety meetings.

Safety Committees will provide:

- Written records of the health and safety committees' hours.
- Written reviews and results of the periodic scheduled inspections,
- Written reviews of the investigations of incidents, to include suggestions to management for the prevention of future incidents.
- Written reviews of investigations of alleged hazardous conditions.
- Submittals of recommendations to assist in the evaluation of employee safety suggestions.
- Interdepartmental safety committees should be chaired by EHS coordinator and consist of the respective committee members shall meet quarterly with the EHS coordinator.

CBU is required to report certain employee injuries to California OSHA. Injuries that result in hospitalization will be reported to California OSHA within 24 hours. Injuries that result in a fatality will be reported within 8 hours.

Each calendar year, in February, management will post a copy of this report (Cal-OSHA 300A Summary) on the worksite.

Records pertaining to a specific employee are available to that employee upon request. For records outside of their department, the employee should contact the EHS coordinator.

Appendices

Appendix-A: Identification of Administrator | Manager/Supervisor Responsibilities | Employee Responsibilities

I. IDENTIFICATION OF ADMINISTRATOR

NAME	RESPONSIBILITY
IIPP Program Administrator	Environmental Health & Safety Coordinator ipedraza@calbaptist.edu (951) 552-8847
IIPP Program Recordkeeper	Environmental Health & Safety Coordinator ipedraza@calbaptist.edu (951) 552-8847
Record Location:	California Baptist University 8432 Magnolia Ave Riverside, CA 92504
IIPP Hazard Communication HAZCOM Coordinator	Environmental Health & Safety Coordinator ipedraza@calbaptist.edu (951) 552-8847

II. MANAGER / SUPERVISOR RESPONSIBILITIES

The following is an outline of safety activities:

ACTIVITY	METHOD AND DOCUMENTATION	MONITORING FREQUENCY
Orient all new employees to safety regulations, safe operation, and injury prevention procedures.	Orientation Verification (Employee Safety Checklist)	Ongoing
Provide safety training and retraining to all employees.	Employee Safety Meetings (Report) (Job Procedure Safety Form)	Quarterly Ongoing
Identify job hazards and unsafe conditions.	Safety Inspection (Report)	Quarterly
Investigate all injuries and accidents within 24 hours. Implement corrective action to prevent recurrence.	Accident Investigation (Report)	Ongoing
Maintain a communication system including posting of Safety Inspections, hazard information, and other related items.	Bulletin Board Postings	Ongoing
Provide employees the opportunity to communicate unsafe conditions or other safety concerns.	Employee Safety Suggestion (Form) Employee Safety Meeting (Report)	Ongoing Quarterly
Correct unsafe/unhealthy work practices and conditions on a priority basis.	Safety Inspection (Report)	Ongoing

Assure employee compliance with Safety Program.	Accident Investigation (Report)	Ongoing
	Safety Inspection (Report)	Ongoing
	Personnel Records	Ongoing
Recognize Safety Achievement.	Employee Safety Meetings	Quarterly
	Bulletin Board Postings	Ongoing
	Personnel Records	Ongoing
Maintain and Emergency Response Plan.	Employee Safety Meetings (Report)	Annual
Comply with all Cal/OSHA regulations.	Safety Inspection (Report)	Quarterly
	Accident Investigation (Report)	Ongoing
	Cal/OSHA Log 300 (Post Update)	Annual

III. EMPLOYEE RESPONSIBILITIES

Employees are directly responsible and accountable for the following Injury Prevention Program Activities:

ACTIVITY	METHOD AND DOCUMENTATION	MONITORING FREQUENCY
Comply with all safety regulations, Cal/OSHA safety inspection regulations, and other injury prevention policies.	Accident Investigation (Report)	Ongoing
	Employee Safety Meetings (Report w/Employee Signature)	Quarterly
Attend and participate in all scheduled Employee Safety Meetings and training.	Employee Safety meetings (Report w/Employee Signature)	Quarterly

Notify Supervisor or Safety Committee of any unsafe condition(s) in the work area.	Supervisor Notification (Verbal Notification) Employee Safety Suggestion (Form)	Ongoing Ongoing
Apply safety training to work activity.	Employee Safety Meetings (Report w/Employee Signature)	Quarterly
Review all information provided on Injury Prevention Program.	Bulletin Board Postings Employee Safety Meetings (Report w/Employee Signature)	Ongoing Quarterly
Participate in Job Hazard Analyses and Accident Investigations as required.	Employee Safety Meetings (Report w/Employee Signature)	Quarterly
Know and follow the Emergency Response Plan.	Bulletin Board Postings Employee Safety Meetings (Report w/Employee Signature)	Ongoing Annual
Commit to working safely by avoiding unsafe actions and preventing unsafe conditions.	Accident Investigation (Report) Performance Evaluation Safety Inspection (Report)	Ongoing Annual Quarterly

Appendix-B: Scheduled Inspections

General Safety

The following is an outline of Safety Inspections and Frequencies:

Inspection	Inspected By	Frequency
Hazardous Communication	EHS / Department Owner	Ongoing
Hazardous Material Storage	Department Owner / EHS	Weekly / Monthly
Hazardous Waste Accumulation Areas	EHS	Weekly
Hazardous Waste Satellite Areas	Department Owner/ EHS	Weekly / Monthly
Equipment Hazards	Department Owner/ EHS	Weekly/ Monthly
Machine Guarding	Department Owner/ EHS	Weekly/ Monthly
Powered Industrial Trucks	Department Owner/ EHS	Weekly/ Monthly
Stock rooms	Department Owner	Weekly
Workspace	Department Owner / EHS	Monthly
Office	Department Owner / EHS	Monthly
Teaching Laboratories	Department Owner / EHS	Monthly
Research Laboratories	Department Owner / EHS	Monthly
HVAC Systems / Backup generators	Facilities	Monthly
Safety Training Records	EHS / Department Owner	Ongoing
Emergency Equipment	Fire and Safety	Ongoing / Annual
Fire Suppression Systems	Fire and Safety	Annually
Cal/OSHA Record Keeping.	EHS/HR	Annually
Review of IIPP	EHS	Annual

Appendix-C: Incident Investigation Forms

California Baptist University INCIDENT INVESTIGATION REPORT

Employee Name: _____ CBU ID#: _____

Employee Job Title: _____ Employee Supervisor: _____

Date of injury: _____ Date reported the injury: _____

Location of incident: _____

Time of incident: _____ a.m. _____ p.m. Average hours employee works per day: _____

Time Employee began work: _____ a.m. _____ p.m.

Was the employee unable to work remainder of the workday: YES NO Date last worked _____ Still off work?: YES NO

Specific Injury (illness, part of body affected, medical diagnosis):

What was the employee doing at the time of incident?

How did the incident occur?

Name of witnesses to incident:

Object or substance that directly injured the employee (weight of box, other object, chemical exposed) :

Employee sent to:

- Riverside Medical Clinic Occupational Medicine
 Parkview Occupational Medicine
 Refused medical treatment

Cell Phone #: _____

Date of Birth: _____

Completed by: _____ Date: _____
(Print)

Employee Signature: _____ Date: _____

Refusal of Medical Treatment Signature: _____ Date: _____

Supervisor's Accident Investigation Form

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

City _____ State _____ Zip _____

(Circle one) Male Female

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail. _____

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? _____

Names of all witnesses:

Date of Event _____ Time of Event _____

Exact location of event: _____

What caused the event? _____

Were safety regulations in place and used? If not, what was wrong? _____

Employee went to doctor/hospital? Doctor's Name _____

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence.

Supervisor Signature

Date

Appendix-D: Corrective Action Preventative Action (CAPA) Reports

California Baptist University
8432 Magnolia Avenue
Riverside, CA 92504

EH&S: 951.552.8847
F&PS: 951.343.4360

Corrective Action & Prevention Action (CAPA) Report

Department:		Inspection Date:	
Location:		Safety Advisor:	
Facility Manager:		Safety Rep:	

Note: Corrective Action Plan should be submitted to the relevant Institute, Department, Faculty, Staff, EHS Committee, EHS Coordinator, and remain on agenda until all matters are resolved.

CAPA Item	Compliance Issue (Identified Hazards / EHS Deficiencies)	Recommended Corrective Action (By audited area)	Person Responsible for follow-up	Recommended Completion Date	Status (Include completion date)



California Baptist University
8432 Magnolia Avenue
Riverside, CA 92504

EH&S: 951.552.8847
F&PS: 951.343.4360

CAPA Item Details Each "CAPA item" should have its own corresponding "CAPA item details" section. Please attach pictures and supporting documents.

Brief description of the Identified Hazards / EHS Deficiencies:
Recommended Corrective Action(s)? (Description):
Why will it be done? (Justification, reason):
Location, area:
Recommended Completion Date (Time, dates, deadlines):
Person(s) Responsible for follow-up:
How will it be done? (Method, Action steps, process):
<i>*OPTIONAL SECTION*</i>
What will it cost to do/make?
Comments:

Appendix-E: Training Topics

Employees will be trained on, but not limited to, the following topics:

- The employer's Code of Safe Practices.
- Confined spaces.
- Safe practices for operating any agricultural equipment.
- Good housekeeping, fire prevention, safe practices for operating any construction equipment.
- Safe procedures for cleaning, repairing, servicing, and adjusting equipment and machinery.
- Safe access to working areas.
- Protection from falls.
- Electrical hazards, including working around high voltage lines.
- Crane operations.
- Trenching and excavation work.
- Proper use of powered tools.
- Guarding of belts and pulleys, gears and sprockets, and conveyor nip points.
- Machine, machine parts, and prime movers guarding.
- Lock-out/tag-out procedures.
- Materials handling.
- Chainsaw and other power tool operation.
- Tree falling/bucking procedures and precautions, including procedures for recognizing and working with hazard trees, snags, lodged trees, and unsafe weather conditions.
- Yarding operations, including skidding, running lines, unstable logs, rigging and communication.
- Landing and loading areas, including release of rigging, landing layout, moving vehicles and equipment, and log truck locating, loading, and wrapping.
- Fall protection from elevated locations.
- Use of elevated platforms, including condors and scissor lifts.
- Safe use of explosives.
- Driver safety.
- Slips, falls, and back injuries.
- Ergonomic hazards, including proper lifting techniques and working on ladders or in a stooped posture for prolonged periods at one time.
- Personal protective equipment.

- Respiratory Equipment (as required)
- Hazardous chemical exposures.
- Hazard communication.
- Physical hazards, such as heat/cold stress, noise, and ionizing and non-ionizing radiation.
- Laboratory safety.
- Bloodborne pathogens and other biological hazards.
- Job-specific hazards

IIPP Glossary of Terms

Accident: “Accident” could be interchanged with “incident”. “Accident” is used in this case to conform to the language found in the OSHA standard. It is not intended to assign fault or responsibility.

Administrator: Responsible for the execution of public affairs, as distinguished from policy-making.

Implementing: To carry out or accomplish. To ensure fulfillment by concrete measures.

Maintaining: To keep in an existing state (as of repair, efficiency, or validity). Preserve from failure or decline.

Communication system: Manner and methods in which employer and employees provide and share health and safety information. Examples should include the following:

- Internal staff bulletins, whether distributed electronically or materially.
- Staff and departmental meetings (documentation of attendance required).
- Material postings in high-traffic public areas.
- Anonymous Suggestion Systems, including a policy prohibiting reprisal for reporting a safety concern.
- Training (documentation of attendance required).
- Regularly scheduled Health and Safety Committee meetings (documentation of attendance required) and the posting of summary notes in public areas.
- New employee orientation, including introduction to the IIPP (documentation of attendance required).

Compliance: Conformity in fulfilling a legal requirement.

Imminent hazard: An immediate source of danger.

Competent Person: A person capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. Has the authority to impose prompt corrective measures to eliminate these hazards.

Qualified (Responsible) Person: A person designated by the employer; and by reason of training, experience, or instruction has demonstrated the ability to perform safely all assigned duties; and, when required, is properly licensed in accordance with federal, state, or local laws and regulations.

Unobstructed access

Means that the employee, as part of regular work duties, predictably and routinely uses electronic means to communicate with management or coworkers.