



Chaffey College

Injury and Illness Prevention Program

8 Cal. Code. Regs. § 3203

Revised 4/15/2024

Chaffey Community College District

The Office of Safety & Risk Management

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Injury and Illness Prevention Program (IIPP) Revision Log

Date	Revised By	Approved By	Action Taken		Comments
			Review*	Update**	
8/11/2020	Sam Gaddie	Susan Hardie	X	X	Updates based on new regulations.
4/15/2024	Nicole Leonard	Julie Leggin	X	X	Added "Employee Access to the IIPP" section.

*Review: Editing for grammatical or formatting errors and/or other small changes.

**Update: Editing for changes in content. A comment is required for updates.

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Responsibility

The management of the Chaffey Community College District (“the District”) is committed to the implementation and maintenance of an effective Injury and Illness Prevention Program (“IIPP” or “the Program”) to ensure health and safety. In addition, every employee is responsible for their own safety as well as the safety of their coworkers.

The primary administrator of the IIPP, the Director of Safety & Risk Management, has the authority and the responsibility for implementing and maintaining this Program. Managers and supervisors are responsible for implementing and maintaining the Program in their work areas and for answering worker questions about the Program.

A copy of this Program is available in the Office of Human Resources and from each manager and/or supervisor, where appropriate, and on the District’s website at <https://www.chaffey.edu/healthsafety/index.php>.

Compliance

All District employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all employees comply with these practices includes:

- Informing employees of the provisions of our IIPP when first assigned,
- Evaluating the safety performance of all employees and acknowledging through performance evaluation,
- Providing training to employees whose safety performance is deficient, and
- Disciplining employees for failure to comply with safe and healthful work practices.

Communication

All managers and supervisors are responsible for communicating with employees about occupational safety and health in a form that can readily be understood. Discussing safety concerns is part of an ongoing dialogue between management and staff at regularly-scheduled and impromptu meetings. The District’s communication system encourages all employees to inform their managers and supervisors about workplace hazards without fear of reprisal. It includes:

- Internal staff bulletins provided electronically to all employees as appropriate,
- Staff and department meetings in areas where appropriate,
- Material postings in high traffic areas, and
- Online Report of Hazardous Conditions Form.

Hazard Assessment

A competent observer in our workplace performs periodic inspections and evaluations to identify workplace hazards as follows:

- When the District initially established the IIPP
- When new substances, processes, procedures, or equipment present potential new hazards
- When new or previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection
- During periodic California Schools Risk Management (CSRM) site safety surveys

Accident/Exposure Investigation

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured employees and witnesses as appropriate
2. Examining the workplace for contributing factors associated with the accident/exposure
3. Determining the cause of the incident/exposure
4. Take corrective action to prevent the incident/exposure from reoccurring
5. Recording the findings and actions taken (via completed work orders or other forms of documentation)

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures are corrected in a timely manner based on the severity of the hazards. Hazards are corrected when observed or discovered. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the District will remove all exposed workers from the area except those necessary to correct the existing condition. Employees who are required to correct the condition are provided with the necessary training and protection.

Training and Instruction

All employees, including managers and supervisors, are provided with training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- To all new employees
- To all employees through online safety training courses
- To all employees with respect to hazards specific to each employee's job assignment

- To all employees given new job assignments for which training has not been previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever the District is made aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed

Employee Access to the IIPP

Employees (or their designated representatives) have the right to examine and receive a copy of the IIPP. This will be accomplished by providing unobstructed access through the District website, which allows employees to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIPP.

Where there are distinctly different and separate operations with distinctly separate and different IIPPs, the District may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the company IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

Recordkeeping

The following list includes our primary methods of recordkeeping.

- Written documentation of the identity of the person or persons with authority and responsibility for implementing the program.
- Written/database documentation of scheduled periodic inspections to identify unsafe conditions and work practices.

- Written/database documentation of training and instruction.

Related Safety Plans and Programs

1. Hazard Communication Program
2. Chemical Hygiene Plan
3. Biosafety
 - a. Bloodborne Pathogens/Universal Precautions
 - b. Medical Waste Plan
4. Heat Illness & Injury Prevention Plan

Resources and Glossary

Helpful Resources

Guide to Developing Your Workplace Injury and Illness Prevention Program with checklists for self-inspection

https://www.dir.ca.gov/dosh/dosh_publications/IIPP.html

Division of Occupational Safety and Health (Cal/OSHA)

<https://www.dir.ca.gov/dosh/>

Glossary of Terms

Accident

The word “accident” could be interchanged with “incident.” “Accident” is used in this case to conform to the language found in the OSHA standard. Use of the word “accident” is not intended to assign fault or responsibility.

Administrator

One who is 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

The 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 Illness and Injury Prevention Program (documentation of attendance required).

Compliance

Conformity in fulfilling a legal requirement.

Imminent hazard

An immediate source of danger.

Competent Person

A competent person is a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the authority to impose prompt corrective measures to eliminate these hazards.

Qualified (Responsible) Person

A qualified responsible person is 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.