

ADMINISTRATIVE PROCEDURE 6802 ILLNESS AND INJURY PREVENTION AND HAZARDOUS MATERIALS PROGRAM

The Chancellor directs that an Illness and Injury Prevention Program be established. The program will include the following elements:

- I. **Assignment of Responsibility:** The Director of Risk Management is appointed the safety manager responsible for the development of the Illness and Injury Prevention Program (IIPP) and promulgating appropriate processes and procedures to implement the Program.
- II. **Compliance.**
 - A. Continually monitoring the implementation and effectiveness of the IIPP during monthly safety meetings.
 - B. Ensuring that safety committee membership is active and appropriate.
 - C. Allocating the necessary resources, financial, material, and personnel, for providing a safe and healthful work environment.
 - D. Providing and documenting the necessary training.
 - E. Performing and documenting inspections and recommendations for corrections.
 - F. Thoroughly investigating accidents to determine and implement corrective action.
 - G. Providing job required personal protective equipment.
 - H. Establish specific emergency response plans.
 - I. Ensure that disciplinary action occurs against district employees when there is:
 1. Willful violation of CAL/OSHA regulations and/or District regulations;
 2. Intoxication – coming to work or trying to work while under the influence or in possession of intoxicating liquors or narcotics;
 3. Fighting or provoking a fight;
 4. Pranks or play which has the potential for injury;
 5. Disregard for public safety.
- III. **Communication:** The Risk Manager shall annually publish and update the “Injury and Illness Prevention Program.” The document will be announced to all district employees and posted on the district website. Additional meetings with appropriate employees on the subject of safety will be scheduled to discuss the topics listed under “compliance” above.
- IV. At least one **CAL/OSHA Safety Notice** must be posted in each location where business is conducted in a conspicuous place where notices to employees are customarily posted.
 - A. The notice shall not be altered, defaced or covered by other material.
 - B. The notice shall inform employees that employers who use any substance listed as a hazardous substance by Cal/OSHA regulations must provide employees with information on the contents of material safety data sheets (MSDS) or equivalent information about the substance which trains employees to use the substance safely.
 - C. The notice must also state that the employer is required to make available on a timely and reasonable basis a MSDS on each hazardous substance in the workplace upon request of an employee, collective bargaining representative, or an employee's physician.

- D. The notice must also state that employees have the right to see and copy the medical record and other records of exposure to potentially toxic materials or harmful physical agents.
- V. **Hazard Testing.** If the District is required to conduct tests or to engage in monitoring or measuring to determine employee exposure to hazards by specific standards it shall notify the affected employee or employees or their representative.
 - A. The District must provide the an employee or employees, or their representatives with the opportunity to observe the testing, sampling, monitoring or measuring undertaken pursuant to such standards.
 - B. Whenever any employee has been or is being exposed to toxic materials or harmful physical agents in concentrations or at levels exceeding those prescribed by applicable standard, order, or special order, the District must promptly notify any employee so affected in writing of the fact that the employee has been exposed, and of the corrective action being taken.
- VI. **Hazardous Materials Business Plan.** In accordance with the California Health and Safety Code, Chapter 6.95, the district must comply with its resident city requirements for filing Hazardous Materials Business Plans and such other reports as are required in the event of a hazardous materials incident.

Approved by the Chancellor: May 11, 2012