



# **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

## Review/ Revision Record

Date	Reviewed by	Reviewer's Comments

# TABLE OF CONTENTS

<b>1.0. PURPOSE</b>	.....
<b>2.0. ORGANIZATIONS AFFECTED</b>	.....
<b>3.0. REFERENCES</b>	.....
<b>4.0. POLICY</b>	.....
<b>5.0. DEFINITIONS</b>	.....
<b>6.0. RESPONSIBILITIES</b>	.....
<u>University President</u>	.....
<u>Deans, Directors, Institutional Committee Chairs/Administrators and Department Administrators</u>	.....
<u>Risk Manager</u>	.....
<u>Human Resources Management</u>	.....
<u>Security Department</u>	.....
<u>Employees</u>	.....
<b>7.0. PROCEDURES</b>	.....
<u>Written Program</u>	.....
<u>Written Plan</u>	.....
<u>Area Safety Coordinators</u>	.....
<u>Safety Communication</u>	.....
<u>Inspection Program</u>	.....
<u>Correction of Unsafe Acts or Conditions</u>	.....
<u>Accidents, Injuries and Occupational Illnesses</u>	.....
<u>Methods to Assure Workers Abide by Safety Rules</u>	.....
<u>Training</u>	.....
<u>Recordkeeping</u>	.....

## APPENDICES

<b>APPENDIX A</b>	<b><u>Written Plan Guidelines</u></b> .....
<b>APPENDIX B</b>	<b><u>Safety Communication Form</u></b> .....
<b>APPENDIX C</b>	<b><u>Sample Inspection Forms</u></b> .....
<b>APPENDIX D</b>	<b><u>Sample Training Documentation Form</u></b> .....
<b>APPENDIX E</b>	<b><u>Employee Safety Training Checklist</u></b> .....
<b>APPENDIX F</b>	<b><u>Regulatory Outline</u></b> .....
<b>APPENDIX G</b>	<b><u>"Boiler Plate" Departmental Plan</u></b> .....
<b>APPENDIX H</b>	<b><u>Supervisor's Report of a Work-Related Incident</u></b> .....
<b>APPENDIX I</b>	<b><u>Charles R. Drew University of Medicine and Science Standard Operating Procedure - Determining Employee Safety Training Requirements</u></b> -

## 1.0 PURPOSE

The purpose of the Injury and Illness Prevention Program (IIPP) is to maintain a healthful and safe work place and to develop IIPP awareness on the part of all members of the Charles R. Drew University community, whether students, faculty, staff, administration, or visitors. This is to be done per California Code of Regulations, Title 8, §3203 (<http://www.dir.ca.gov/Tille8/3203.html>), administered at the University level by the Risk Manager. All areas shall establish similar structures at the College, School, Institutional Committee (IRB, IACUC, IBC, IRC, OHSC, etc.) or Departmental level.

## 2.0. ORGANIZATIONS AFFECTED

All campus organizations are affected and shall participate in the program at different levels, depending on their function and activities.

## 3.0. REFERENCES

Title 8, California Code of Regulations, Injury and Illness Prevention Program, §3203.

## 4.0 POLICY

CDU has adopted an IIPP which describes specific requirements for program responsibility, compliance, communication, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping.

**Note:** In this and related documents, where the word "**shall**" is used, the item is stated as a requirement that will ensure satisfaction of a regulation; text using the word "**should**" is advisory in nature.

Charles R. Drew University shall make all reasonable efforts to:

- protect the health and safety of Charles R. Drew University faculty, staff, students, and visitors
- provide safe workplaces - academic, research, and administrative - for faculty, staff and students;
- provide information to faculty, staff, and students about health and safety hazards;
- identify and correct health and safety hazards and encourage faculty, staff and students to report hazards;
- provide information and safeguards for those in campus facilities regarding environmental hazards arising from operations at Charles R. Drew University;
- have faculty and staff assist in ensuring that safe and healthful conditions and practices are provided and followed in their areas of control, and
- require that all members of the campus community cooperate fully with all aspects of the University health and safety plans and programs.

## 5.0. DEFINITIONS

**Accident Investigation** - A procedure to obtain factual records of an accident such as victim information, accident time and place, witness statements, nature of accident, nature of injury, etc.

**Biohazardous Material/Infectious Agents** - Biohazards are infectious agents or hazardous biological materials that present a risk or potential risk to the health of humans, animals or the environment. The risk can be direct through infection or indirect through damage to the environment. Biohazardous materials include certain types of recombinant DNA; blood, body fluids, organisms and viruses infectious to humans, animals or plants (e.g. parasites, viruses, bacteria, fungi, prions, rickettsia); and biologically active agents (i.e. toxins, allergens, venoms) that may cause disease in other living organisms or cause significant impact to the environment or community.

**Committee/Departmental Injury and Illness Prevention Plan (Departmental Plan)** - A document developed and implemented by individual institutional research safety committees or Departments, in accordance with the University Injury and Illness Prevention Program.

**The Division** - The Division of Occupational Safety and Health, better known as Cal/OSHA. Through its programs, it protects workers and the public from safety hazards.

**Employee** - Any person who collects a salary for services rendered or is covered under the University's workers' compensation insurance.

**Engineering Controls** - Any engineering measures to control hazards, including mechanical barriers, incorporating safety measures in process designs, and installing effective ventilation systems.

**Injury and Illness Prevention Program** - A document that delineates how the University shall comply with California Code of Regulations, Title 8 §3203.

**Hazardous materials** - any material that, because of its quantity, concentration, or physical and chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or environment. They include carcinogens, teratogens, heavy metals, and radioactive materials/radiation emitting equipment.

**Imminent Hazard** - Any condition or practice where there is reasonable certainty that a hazard exists that can cause death or serious physical harm, either immediately or before the hazard can be eliminated through normal corrective measures.

**Inspection** - An examination of the work place by qualified individuals for the purpose of identifying unsafe acts or conditions.

**Personal Protective Equipment (PPE)** - Protective equipment such as back braces, protective clothing, respiratory devices, and protective shields and barriers that must be provided, used, and maintained in a safe, effective, and sanitary condition when employees enter a hazardous area or when working with hazardous material or biohazardous/infectious agents.

**Unsafe Act** - Performance of a task or other activity that is conducted in a manner that may threaten the health and/or safety of workers. Examples are:

- Operating without qualification or authorization
- Lack of or improper use of PPE
- Failure to lockout/ tagout
- Operating equipment at unsafe speed
- Failure to warn
- Bypass or removal of safety devices
- Using defective equipment
- Use of tools for other than their intended purpose
- Working in hazardous locations without adequate protection or warning
- Improper repair of equipment
- Wearing unsafe clothing
- Taking an unsafe position

**Unsafe Condition** - A condition in the work place that is likely to cause property damage or injury. Examples are:

- Inadequate supports or guards
- Defective tools, equipment, or supplies
- Congestion in the workplace
- Inadequate warning systems
- Fire and explosion hazards
- Poor housekeeping
- Hazardous atmospheric condition
- Excessive noise
- Poor ventilation

## 6.0 RESPONSIBILITIES

**The University President** has the ultimate responsibility for Injury and Illness Prevention Program compliance within the University. The president shall delegate administration of the provisions of this Program to the Deans, Department Administrators, Institutional Committee Chairs, Managers, Supervisors and the Risk Manager, and shall provide continuing support for the execution of the Injury

and Illness Prevention Program.

**Deans and Department Administrators, Institutional Committee Chairs, Managers, and Supervisors (Management)** shall develop a written Committee/Departmental Injury and Illness Prevention Plan (Departmental Plan) specific to their respective areas. Specifically, Management shall:

- Develop, implement, and maintain a Departmental Plan, using the guidelines in Appendix A to revise the "boiler plate" plan provided in Appendix G, and fully address the safety and safety training requirements of their respective areas.
- Provide a copy of the written Departmental Plan to the Risk Manager.
- Review the Departmental Plan on an annual basis, revise as necessary, and provide the Risk Manager with a copy of an updated written plan, whenever applicable.
- Designate an Area Safety Coordinator to oversee the implementation of the Departmental Plan at the department level.
- Develop and implement a training program designed to instruct employees in general safe work practices as well as instructions specific to their job duties. Such education and training shall take place prior to the employee being assigned to a potentially hazardous activity.
- Ensure employees receive instruction in the recognition and avoidance of unsafe acts and conditions, including hazards associated with non-routine tasks and emergency operations.
- Ensure work areas are inspected, as outlined in the University IIPP and in their respective Departmental Plan, so that unsafe acts and conditions can be identified and corrected.
- Perform or coordinate the necessary corrective actions, as identified through inspections and employee communications at the Institutional Committee or Departmental level.
- Inform employees (and Risk Management) of and protect them from unsafe conditions that cannot be immediately corrected.
- Refer unsafe acts and conditions that cannot be corrected at the College, Institutional Committee, or Departmental level to the Risk Manager.
- Develop methods of communication where
  - unsafe acts and conditions can be reported by employees without fear of reprisal.
  - supervisors can communicate safety information to employees.
- Develop methods to assure employees adhere to safety procedures.
- Develop a system of record keeping that documents training, inspections, unsafe acts and conditions, and complaints and grievances involving safety issues.
- Document all workplace incidents (injuries, exposures, near-misses, or illnesses) and forward reports about them to Human Resources and Risk Management.
- Provide Risk Management with copies of all documentation.

**The Risk Manager** shall serve as the focal point for the development, implementation and maintenance of the Injury and Illness Prevention Program at the University level. In this capacity, the Risk Manager shall:

- Advise Management on safety and health issues.
- Work with Management to develop safety and health guidelines and policies.
- Provide Management the assistance and training necessary to comply with program requirements.
- Maintain current information on local, state and federal safety and health regulations.
- Serve as liaison with governmental agencies.
- Plan, organize and coordinate safety trainings.
- Collect, review, and maintain all records associated with the IIPP and make this information available, upon request, to employees, their representatives, and to regulatory agencies (OSHA and NIOSH, Nuclear Regulatory Commission, California Department of Public Health (CDPH) Radiologic Health Branch), e.g.).

- Coordinate the implementation of the IIPP.
- Review the IIPP on an annual basis and revise when necessary.
- Review all work-related injury and illness reports, determine the need for further investigation, and conduct such investigations as necessary.
- Arrange for and conduct (when appropriate) safety and health audits and inspections, and follow up to insure necessary corrective action is completed.
- Establish a system for maintaining a record of inspections, hazard abatement and training.
- Establish, conduct, and maintain an incident report and investigation procedure.
- Review injury and illness trends.

The Risk Manager can be reached at (323) 357-3404

**Human Resources** shall be responsible for complying with Cal/OSHA accident and illness reporting requirements and for providing the Risk Manager with work-related injury and illness information. Specifically, they shall forward a copy of all Supervisor's Accident Reports and all Workers' Compensation claims to the Risk Manager.

Human Resources can be reached at (323) 563-5827

**Employees have the ultimate responsibility for their own safety. This includes:**

- Reading and complying with procedures and guidelines provided by their supervisors.
- Complying with safety related directives and guidance provided by University Management, including their supervisors and the Risk Manager.
- Attending safety training sessions and complying with all applicable safety requirements.
- Asking their supervisors questions when there is concern about an unknown or hazardous situation.
- Immediately reporting unsafe conditions or acts to their supervisor, department head, other appropriate person, or to the Risk Manager.

**7.0 PROCEDURES**

**Written Injury and Illness Prevention Program CIIPP** - The Risk Manager shall generate, implement and maintain the campus Injury and Illness Prevention Program. This program shall be reviewed by the Risk Manager annually. In the event of substantial revision, the written IIPP shall also be reviewed by the Chief Human Resources Officer. The Chief Human Resources Officer shall have the option of submitting the document to the University President and/or the Executive Council for further review and/or approval. The IIPP shall be provided to the campus community by posting on the CDU website and/or from the Risk Manager.

**Written Departmental Plan** - In order to increase the effectiveness of the campus Injury and Illness Prevention Program, the University shall be divided into "functional units" based on location, institutional committees, departments, administrative units, School or Colleges. In the interest of ease and clarity, the word department shall be synonymous with the phrase "functional unit". Departments shall generate and implement a written Injury and Illness Prevention Plan specific to their area using the guidelines in Appendix A to complete the "boiler plate" plan in Appendix G.

- Each functional unit shall forward a copy of their written Departmental Plan to the Risk Manager.
- The Plan shall be reviewed on an annual basis and revised if necessary. Any revisions shall be forwarded to the Risk Manager.



**Area Safety Coordinators** - Deans, Directors, Chairs or other administrators shall appoint Area Safety Coordinators to assist their respective areas in implementing this Program. It is recommended that each Institutional Committee or Department name an Area Safety Coordinator. Duties may include:

- Developing, implementing, and maintaining a written Departmental Plan.
- In collaboration with the Dean, Institutional Committee Chair/Administrator, Department Administrator, Manager, or Supervisor, reviewing the Departmental Plan on an annual basis, revising as necessary, and providing the Risk Manager with a copy of the written plan.
- Inspecting work areas, utilizing Inspection Check Lists, so that unsafe acts and conditions can be identified and corrected.
- Performing or coordinating the necessary corrective actions as indicated by inspections and in response to employee communications at the departmental *level*.
- Informing employees and the Risk Manager of unsafe conditions that cannot be immediately corrected.
- Referring unsafe acts and conditions that cannot be corrected at the departmental level to the Risk Manager.
- Overseeing the Institutional Committee or Departmental safety communication system.
- Instructing employees in the recognition and avoidance of unsafe acts and conditions, including hazards associated with non-routine tasks and emergency operations.
- Developing a system of record keeping that documents training, inspections, unsafe acts and conditions, and complaints and grievances involving safety issues.
- Providing the Risk Manager with copies of all documentation.
- Reporting injuries, exposures, illnesses, or "near misses" to the Risk Manager using the work- related incident report form.

**Safety Communication** - Each Institutional Committee or Department shall develop a method of communicating safety that is appropriate for that area. This method shall include a means of disseminating safety concerns and information both from employees to management, and from management to employees and a method of documenting the communication.

- When possible, employees are encouraged to utilize the Safety Communication Form in Appendix B to submit their safety concerns in writing.

Other communication is acceptable, whether forms other than that found in Appendix B, through verbal communication, or using the CDU Alert Line (the campus anonymous incident reporting system). The alternate means of communication shall be treated with the same level of seriousness as written submittals that use the form from Appendix B.

- Safety communication submittals can be made, without fear of reprisal, to the Area Safety Coordinator, to the Dean or Department Administrator, to an Institutional Committee Chair, or to the Risk Manager,
- Safety communication submittals can be made anonymously. This can be done using the Safety Communication Form in Appendix B or the CDU Alert Line at 800-716-9007 or at [www.MySafeCampus.com](http://www.MySafeCampus.com)
- Receipt of a safety communication, be it verbal or written, shall be documented by the person receiving the communication using the Safety communication form.
- All submitted safety communication shall be reviewed to determine the need for further action. Any action or response shall be documented.
- Safety issues or concerns that are submitted at an Institutional Committee or Departmental level shall be reviewed by the Dean or Institutional Committee or Department Administrator. Safety concerns submitted to the Risk Manager shall be reviewed by the Chief Human Resources Officer; this duty may be delegated by the Chief Human Resources Officer.
- Safety concerns that cannot be addressed and corrected at the Institutional Committee or

Departmental level shall be referred to the Risk Manager for corrective action.

- Safety concerns that cannot be addressed and corrected by the Risk Manager shall be referred to the Chief Human Resources Officer, who shall communicate the issue to the University President, if necessary.

One means of communicating safety is through the establishment of a safety committee. In order for a safety committee to meet the IIPP requirements it must:

- Meet regularly, but not less than quarterly;
- Prepare and make available to the affected employees written records of the safety and health issues discussed at the committee meetings and maintained for review by Cal/OSHA, upon request. The committee meeting records shall be maintained for at least one (1) year;
- Review results of the periodic, scheduled worksite inspections;
- Review investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit suggestions to Management and/or the Risk Manager for the prevention of future incidents;
- Review investigations of alleged hazardous conditions brought to the attention of any committee member. When deemed necessary by the committee, the committee may conduct its own inspection and investigation to assist in developing remedial solutions;
- Submit recommendations to assist in the evaluation of employee safety suggestions; and
- Upon request from Cal/OSHA, verify abatement actions taken by the employer to abate citations issued by the Division

**Inspection Program** - An inspection program is essential for mitigating or eliminating unsafe campus conditions, that is, conditions that expose faculty, staff, students or visitors to incidents that could result in injury or sickness to individuals or damage to property.

- Inspections at the Institutional Committee or Departmental level shall be conducted by the Area Safety Coordinator. These inspections shall occur at least annually.  
Institutional Committees, administrative units or Departments shall ensure that an inspection is conducted whenever new substances, processes, procedures, or equipment representing a new occupational safety or health hazard are introduced.  
Institutional Committees, administrative units or Departments shall ensure that an inspection is conducted whenever notification is received of a previously unrecognized hazard.
- Inspections shall be documented using the sample forms provided in Appendix C or similar forms. The selected inspection form shall be included in any Departmental Plan that is sent to the Risk Manager.
- The Risk Manager shall conduct periodic unscheduled inspections throughout campus. The location and frequency of these inspections shall be determined by:
  - Safety communication submittals
  - Accident investigations
  - Regulatory agency recommendations or requirements
  - Occurrence of any serious injury, as defined by Cal/OSHA
  - Work-Related Incidents
  - Institutional Committee or Departmental request
  - The discretion of the Risk ManagerInspections conducted by the Risk Manager shall be documented and maintained on file in the Risk Manager's office.
- Conditions discovered during an inspection (or other method of communication) that present an imminent hazard to health and safety shall be immediately reported to the Dean, Department Administrator or to the Risk Manager, as appropriate.  
The Dean, Institutional Committee or Department Administrator, or the Risk Manager shall inform all affected employees of any such imminent hazard(s) that cannot be immediately

corrected and ensure that all necessary precautions are taken to prevent an injury, illness or exposure incident from occurring.

**Correction of Unsafe Acts or Conditions** - Timely correction of unsafe acts or conditions is critical. All reported unsafe acts or conditions shall be investigated as soon as possible to evaluate and initiate any necessary corrective action. Unsafe conditions which cannot be corrected by the supervisor or manager must be reported to the next higher level of management.

- Unsafe acts or conditions shall be identified by the following means:
  - Institutional Committee, administrative units, Departmental or Risk Manager inspections
  - Employee reports or safety concern communications
  - Accidents, injuries, illnesses or exposure incidents
  - Regulatory agency inspections
- Institutional Committees, administrative units, and Departments shall attempt to resolve unsafe acts or conditions through the following means:
  - Change in operating practice
  - Installation of engineering controls to mitigate the work areas of situations that can cause accidents
  - Employee training
  - Use of personal protection equipment (PPE)
  - Placement of warning sign(s)
  - Written operating procedures
  - Shut down operation
- Imminent Hazards Upon discovery or notification of an imminent hazard, the Risk Manager shall attach a conspicuous notice to the hazardous condition. The notice shall prohibit students, faculty, staff, or visitors from using the area, machine, or equipment which presents the imminent hazard. The notice shall not be removed until the hazardous condition is corrected or required safeguards and safety devices are implemented. Only the Risk Manager or authorized designee shall remove the notice. Any student, faculty member, or employee who continues to use an item that has been so tagged, or who willfully removes a tag before the unsafe condition is corrected, shall be subject to disciplinary action. Entry or use may be allowed, with the Risk Manager's knowledge and permission, for the sole purpose of eliminating the hazardous condition.

### **Accidents, Injuries and Occupational Illnesses**

- All accidents, injuries and occupational illnesses are to be reported immediately to the affected employee's supervisor.
- Employees with injuries or illnesses that require assistance beyond minor first aid shall be referred to the appropriate medical facility by the Risk Manager.
  - The Risk Manager shall arrange for transportation, if needed, to and from the medical treatment facility (supervisors may be called upon to transport an employee to the medical clinic).
- Security shall be notified when the injured or ill employee requires emergency assistance.
  - Emergency assistance is available by dialing "911" on any campus phone.
  - Security can be reached by dialing (323) 563-4918 from outside phones or at extension 4918 from University phones; after hours: (323) 326-4859.
- The supervisor (or Security, when applicable) shall inform Human Resources and the Risk Manager of an incident, as soon as possible, so that HR or the Risk Manager can conduct a timely investigation.

- Security shall promptly inform Human Resources and the Risk Manager of any serious work-related injuries or illnesses that they have responded to, so that Human Resources may notify the local district office of Cal/OSHA of the incident.

**A serious work-related injury or illness results in death, permanent disfigurement, or hospitalization of 8 hours or more.**

- The Risk Manager shall notify the local district office of Cal/OSHA of any serious injuries or illnesses within 8 hours of the incident or within 24 hours of obtaining knowledge of hospitalization.
- Supervisors shall complete the "Supervisor's Report of a Work-Related Incident" (the Report; see Appendix H) within three days of every work-related incident. The Report shall be sent to the Risk Manager.
- The Risk Manager shall review all accident, injury, illness, and exposure reports, perform any necessary follow-up investigations, and make recommendations for appropriate corrective action. Results of investigations and recommendations shall be sent to the affected employee's department. The Dean, Institutional Committee, Department Administrator, Manager, or Supervisor shall initiate the recommended corrective action in a timely manner.

**Methods to Assure Workers Abide by Safety Rules** - Each Institutional Safety Committee, administrative unit or Department shall determine the methods that will best assure workers follow all safety rules and shall document those methods in the Department Plan. Suggested methods are:

- Direct supervision during hazardous tasks;
- Utilizing a "buddy system" to promote safe work practices;
- Clearly identifying the consequences of non-compliance, including disciplinary action, and
- Recognition of employees who follow safe and healthful work practices.

The Risk Manager shall: .

- Provide assistance with the development and implementation of departmental training programs, upon request,
- Follow up with Supervisors to assure completion of Employee Safety Training Checklists,
- Ensure availability of the following training courses:
  - Injury and Illness Prevention Awareness
  - Hazard Communication
  - Hazardous Waste Management Operations
  - Bloodborne Pathogen Exposure Control Plan

**Recordkeeping** - The Risk Manager shall be responsible for collecting and maintaining all records associated with the IIPP. These records shall be made available to employees, employee representatives, OSHA and NIOSH, upon request.

## **APPENDIX A**

# **WRITTEN DEPARTMENTAL PLAN GUIDELINES**

## **WRITTEN DEPARTMENTAL PLAN GUIDELINES**

Each Institutional Committee and Department (Department) is responsible for developing and implementing a written Injury and Illness Prevention Plan (Departmental Plan) designed to meet specific Department needs, as outlined in the University's Injury and Illness Prevention Program (IIPP). These Guidelines are provided to assist in customizing the "Boiler Plate" Departmental Plan and address the IIPP requirements.

In addition to defining how the Department shall meet the responsibilities outlined in Section 6 of the IIPP, the Departmental Plan shall include the following topics:

- Assignment of Responsibilities within Department
- Method to Assure Workers Abide by Safety Rules
- Method of Communication
- Inspections
- System to Resolve Unsafe Acts or Conditions
- Accident Investigations
- Training

**Assignment of Responsibilities within the Department** - At a minimum, one person should be appointed to act as a Department Area Safety Coordinator. Larger departments or Committees may wish to appoint more than one person; these will serve as Area Safety Coordinators reporting to the Department Area Safety Coordinator. It is recommended that an alternate Department Area Safety Coordinator also be selected. Those departments that use hazardous materials may wish to assign separate individuals to the tasks of Area Safety Coordinator, Hazard Communication Work Area Representative, and Hazardous Waste Representative. The name or names of person(s) appointed are to be documented in the Department Plan.

**Method to Assure Workers Abide by Safety Rules** - The method or methods that the Department develops to assure that workers follow all safety rules is to be documented in the Department Plan. Suggested methods are:

- Direct supervision during hazardous tasks
- Utilizing a "buddy system" to promote safe work practices
- Clearly identifying the consequences of non-compliance, including disciplinary action
- Recognition of employees who follow safe and healthful work practices

**Method Of Communication** - Each Department is free to develop and implement the method of two-way safety communication that best suits its needs. Suggested methods are:

- Creating a departmental safety committee and establishing a schedule for meetings
- Developing a schedule of safety meetings to be attended by the entire department
- Establishing a "safety communication center" consisting of a large bulletin board to post safety information and a safety suggestion box

**Inspections** - Each Department is required to conduct safety inspections at least annually. Quarterly inspections are highly recommended for areas where hazardous materials are used or stored. The inspections would typically be conducted by an Area Safety Coordinator. Another approach is to have members of the staff inspect their own work areas using specifically tailored inspection checklists. Actual inspection method(s) and any associated documentation, such as a checklist, are to be included in the Department Plan.

**System to Resolve Unsafe Acts or Conditions** - Section 7, on page 10 of the University IIPP, has a section on Correction of Unsafe Acts or Conditions that lists various ways in which unsafe acts or conditions can be corrected. The department may use any of the methods listed there or can develop

other ways to correct unsafe acts or conditions that are specific to the Department.

**Accident Investigations** - All Departments are required to report and document work-related incidents (injuries, exposures, near-misses, or illnesses). A "Supervisor's Report of a Work-Related Incident" form is provided in Appendix H can be used to document accidents, injuries, and near misses, as required by the University IIPP. However, the Department is free to choose a different method. Whatever method is chosen, it must be defined in the Departmental Plan. Actual investigation activities shall be conducted by the Risk Manager upon receipt of the Supervisor's report or upon request.

**Training** - Each Department is to develop and implement a training program specific to the duties of the workers in that department. Suggested training methods are:

- Videopresentations
- Hands-on training
- Classroom training

Possible sources for trainers are:

- Within the department
- Another department on campus
- Human Resources
- Risk Manager

**APPENDIX B**

**SAFETY COMMUNICATION FORM**



# CHARLES R. DREW UNIVERSITY SAFETY COMMUNICATION FORM

## How to Use This Form

This form may be used to report safety concerns and issues, unsafe conditions, or safety improvement suggestions. Fill in each section as completely and with as much detail as possible. Use the back side of this form or additional sheets if more space is needed. When complete, you can submit the form by any of the following methods:

- Submit the form to your Area Safety Coordinator
- Submit the form to your supervisor
- Submit the form to the Risk Manager

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***Do not use this form to report immediate hazards or emergencies!***

*Report hazards and emergencies as quickly as possible by calling the appropriate number below:*

### Hazards

### Emergencies

**Risk Management:** (323) 357 - 3404  
**Security:** (323) 563 - 4918  
(323) 326 - 4859 (Security after hours)

**911**

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Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone: \_\_\_\_\_

(The above information is not required if you wish to submit this form anonymously.)

Describe issue, condition, or suggestion

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(Use the back side of this form or additional sheets to continue. Please do not write below this line)

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Response By: \_\_\_\_\_ Date: \_\_\_\_\_

Response: \_\_\_\_\_

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## APPENDIX C

# SAMPLE INSPECTION FORMS AND CHECKLISTS

# Area Inspection Checklist

Location, \_\_\_\_\_  
Inspection Conducted **By** : \_\_\_\_\_ Date:, \_\_\_\_\_

## How to Use This Checklist

Answer each question with a "Yes" or "No". Any "No" answers are to be fully explained in the Inspection Discrepancies section of this form along with recommended corrective actions. Arrange for the correction of discrepancies and sign off and date each one as they are corrected. Attach copies of work orders or other documents to checklist and forward to the Risk Manager.

## **General Work Environment**

- \_\_\_\_\_ Are all worksites clean and orderly?
- \_\_\_\_\_ Are furnishings (chairs, desks, tables, file cabinets, etc.) and panel systems in a safe and usable condition?
- \_\_\_\_\_ Are all work areas adequately illuminated?
- \_\_\_\_\_ Are restrooms and washrooms kept clean, sanitary and in proper working condition?
- \_\_\_\_\_ Are aisles and passageways kept clear?
- \_\_\_\_\_ Are materials or equipment stored in such a way that sharp projections shall not interfere with the walkway?
- \_\_\_\_\_ Are all exits marked with an exit sign and illuminated by a reliable light source?
- \_\_\_\_\_ Are the directions to exits, when not immediately apparent, marked with visible signs?
- \_\_\_\_\_ Are doors that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked?
- \_\_\_\_\_ Are all exits kept free of obstructions?
- \_\_\_\_\_ Are all cabinets and shelving units over 6 feet in height attached to the wall?
- \_\_\_\_\_ Are all cabinets and shelving units over 5 feet in height that could block or hinder evacuation during an emergency (if they were to fall over) attached to the wall?
- \_\_\_\_\_ Are all maintenance access areas clear?

## **Employer Posting**

- \_\_\_\_\_ Are emergency telephone numbers posted?
- \_\_\_\_\_ Is the Cal/OSHA **Safety and Health Protection On the Job** poster displayed where it can be seen by employees?

## **Medical Services & First Aid**

- \_\_\_\_\_ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

## **Fire Protection**

- \_\_\_ Are fire extinguishers mounted in readily accessible locations?
- \_\_\_ Are fire extinguishers mounted so that employees do not have to travel more than 50 feet to get to the extinguisher?
- \_\_\_ Are extinguishers free from obstructions or blockage?
- \_\_\_ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- \_\_\_ Is a record maintained of required monthly checks of extinguishers?
- \_\_\_ Are employees periodically instructed in the use of extinguishers and fire protection procedures?

## **Ergonomics**

- \_\_\_ Are employees instructed in the proper manner of lifting heavy objects?
- \_\_\_ Has [the Risk Manager] conducted work station evaluations for all employees?

## **Electrical**

- \_\_\_ Are electrical appliances such as microwave ovens, vending machines, etc. grounded?
- \_\_\_ Do extension cords being used have a grounding conductor?
- \_\_\_ Are multiple plug adapters other than power surge protectors in use?
- \_\_\_ Are all cords and cables in good condition?
- \_\_\_ Are all cord, cable and raceway connections intact and secure?

**Inspection Discrepancies**

**General Work Environment**

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**Employer Posting**

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**Medical Services & First Aid**

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**Fire Protection**

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**Ergonomics**

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**Electrical**

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**Comments:**

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## INSPECTION CHECKLIST

### Employer Posting

- \_\_\_ Is the Cal/OSHA poster ***Safety and Health Protection on the Job*** displayed?
- \_\_\_ Are emergency telephone numbers posted?
- \_\_\_ Are signs concerning exiting from buildings, room capacities, exposures to x-ray, microwave, or other harmful radiation or substances posted?

### Record Keeping

- \_\_\_ Is there an ongoing safety training program?
- \_\_\_ Is training being provided in both general and specific safe work practices?
- \_\_\_ Are employee safety and health training records maintained?
- \_\_\_ Are copies of training records being sent to the Risk Manager?
- \_\_\_ Is documentation of safety inspections and corrections maintained?
- \_\_\_ Are safety committee meeting records maintained?
- \_\_\_ Are copies of all health and safety records being sent to the Risk Manager?
- \_\_\_ Has the Committee/Departmental Injury and Illness Prevention Plan been written and implemented?  
\_\_\_\_\_ Date copy of Plan sent to the Risk Manager
- \_\_\_ Has an Area Safety Coordinator been selected and trained?
- \_\_\_ Is there a system for identifying, evaluating, and correcting workplace hazards?

### Department Injury & Illness Prevention Plan

- \_\_\_ Has the Committee/Departmental Injury and Illness Prevention Plan been written and implemented?  
\_\_\_\_\_ Date copy of Plan sent to the Risk Manager
- \_\_\_ Has an Area Safety Coordinator been selected and trained?
- \_\_\_ Is there a system for identifying, evaluating, and correcting workplace hazards?
- \_\_\_ Is training being provided in both general and specific safe work practices?
- \_\_\_ Are copies of training records being sent to the Risk Manager?
- \_\_\_ Is there an ongoing safety training program?

### Medical Services & First Aid

- \_\_\_ Are emergency phone numbers posted?
- \_\_\_ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- \_\_\_ Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?
- \_\_\_ Are employees instructed in proper first aid and other emergency procedures?

## Fire Protection

- \_\_\_ Are employees aware of the fire hazards of the materials and processes to which they are exposed?
- \_\_\_ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
- \_\_\_ Are fire extinguishers mounted in readily accessible locations?
- \_\_\_ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?
- \_\_\_ Are extinguishers free from obstructions or blockage?
- \_\_\_ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- \_\_\_ Are all extinguishers fully charged and in their designated places?
- \_\_\_ Is a record maintained of required monthly checks of extinguishers?
- \_\_\_ Are employees periodically instructed in the use of extinguishers and fire protection procedures?
- \_\_\_ If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?
- \_\_\_ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?

## Emergency Action Plan

- \_\_\_ Have emergency escape procedures and routes been developed and communicated to all employees?
- \_\_\_ Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?
- \_\_\_ Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
- \_\_\_ Do employees know their responsibilities:
  - \_\_\_ For reporting emergencies?
  - \_\_\_ During an emergency?

## General Work Environment

- \_\_\_ Are all worksites clean and orderly?
- \_\_\_ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- \_\_\_ Are all spilled materials or liquids cleaned up immediately?
- \_\_\_ Are all work areas adequately illuminated?
- \_\_\_ Are restrooms and washrooms kept clean and sanitary?
- \_\_\_ Are all outlets for water not suitable for drinking clearly identified?
- \_\_\_ Are aisles and passageways kept clear?
- \_\_\_ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- \_\_\_ Are materials or equipment stored in such a way that sharp projections shall not interfere with the walkway?
- \_\_\_ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?



- \_\_\_ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- \_\_\_ Are all exits marked with an exit sign and illuminated by a reliable light source?
- \_\_\_ Are the directions to exits, when not immediately apparent, marked with visible signs?
- \_\_\_ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked?
- \_\_\_ Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
- \_\_\_ Are all exits kept free of obstructions?

### **Ergonomics**

- \_\_\_ Can the work be performed without eye strain or glare to the employees?
- \_\_\_ Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
- \_\_\_ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks?
- \_\_\_ Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
- \_\_\_ Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?
- \_\_\_ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- \_\_\_ Are employees instructed in the proper manner of lifting heavy objects?

### **Personal Protective Equipment & Clothing**

- \_\_\_ Are protective goggles or face shields provided and worn when there is any danger of flying particles or corrosive materials?
- \_\_\_ Are approved safety glasses required to be worn at all times in areas where there is risk of eye injuries such as punctures, abrasions, contusions or burns?
- \_\_\_ Are employees who need corrective lenses (glasses, contact lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or to use other medically approved precautionary procedures?
- \_\_\_ Are protective gloves, aprons, shields, or other means provided to protect against cuts, corrosive liquids and chemicals?
- \_\_\_ Are hard hats provided and worn where danger of falling objects exists?
- \_\_\_ Is appropriate foot protection required where there is risk of foot injuries from hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions?
- \_\_\_ Are approved respirators provided for regular or emergency use where needed?
- \_\_\_ Are there written standard operating procedures for the selection and use of respirators where needed?
- \_\_\_ Has the Risk Manager been given a list of all employees that do tasks that require the use of a respirator?
- \_\_\_ Have all employees using respirators received training?
- \_\_\_ Have all employees using respirators taken and passed the appropriate medical examination?
- \_\_\_ Are all employees using respirators being recertified for respirator use annually, including the physical?
- \_\_\_ Are the appropriate NIOSH approved respirators being used?
- \_\_\_ Are they regularly inspected and cleaned, sanitized and maintained?
- \_\_\_ Is all protective equipment maintained in a sanitary condition and ready for use?
- \_\_\_ Do you have eye wash facilities and a quick drench shower within a work area where employees are exposed to injurious corrosive materials?
- \_\_\_ When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- \_\_\_ Are adequate work procedures, protective clothing and equipment provided and used when

cleaning up spilled toxic or otherwise hazardous materials or liquids?

## Noise

- \_\_\_ Has there been a determination that noise levels in the facilities are within acceptable levels?
- \_\_\_ Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?
- \_\_\_ Is the training repeated annually for employees exposed to continuous noise above 85 dBA?
- \_\_\_ Is approved hearing protective equipment (noise attenuating devices) available to every employee working in areas where continuous noise levels exceed 85 dBA?
- \_\_\_ If you use ear protectors, are employees properly fitted and instructed in their use and care?

## Hazardous Substances Communication

- \_\_\_ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption, or contact?
- \_\_\_ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics?
- \_\_\_ Is there a list of hazardous substances used in the area, by room?
- \_\_\_ Has the departmental Hazard Communication Plan been written and implemented?  
\_\_\_\_\_. Date copy of plan sent to the Risk Manager.
- \_\_\_ Has the Hazard Communication Work Area Representative been selected?
- \_\_\_ Is each container for a hazardous substance (i.e. vats, bottles, storage tanks) labeled with product identity and a hazard warning?
- \_\_\_ Is there an MSDS readily available for each hazardous substance used?
- \_\_\_ Is there an employee training program for hazardous substances?  
Does this program include:
  - \_\_\_ An explanation of what an MSDS is and how to use and obtain one?
  - MSDS contents for each hazardous substance or class of substances?
  - Explanation of "Right to Know"?
  - \_\_\_ Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?
  - \_\_\_ The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?
  - \_\_\_ Details of the hazard communications program, including how to use the labeling system and MSDS's?
  - \_\_\_ How employees shall be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?

## Hazardous Chemical Exposures

- \_\_\_ Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?
- \_\_\_ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols?
- \_\_\_ Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?
- \_\_\_ Are all containers such as vats and storage tanks labeled as to their contents?
- \_\_\_ Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, respirators)?
- \_\_\_ Are flammable or toxic chemicals kept in closed containers when not in use?

\_\_\_\_ Have standard operating procedures been established and are they being followed when

cleaning up chemical spills?

- \_\_\_ Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?
- \_\_\_ Are respirators intended for emergency use adequate for the various uses for which they may be needed?
- \_\_\_ Are employees prohibited from eating in areas where hazardous chemicals are present?
- \_\_\_ Is personal protective equipment provided, used and maintained whenever necessary?
- \_\_\_ Are radioactive materials labeled, and appropriately contained and shielded?

### **Portable Ladders**

- \_\_\_ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- \_\_\_ Are non-slip safety feet provided on each ladder?
- \_\_\_ Are non-slip safety feet provided on each metal or rung ladder?
- \_\_\_ Are ladder rungs and steps free of grease and oil?
- \_\_\_ Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?

### **Electrical**

- \_\_\_ Are electrical appliances such as microwave ovens, coffee makers, vending machines, etc. grounded?
- \_\_\_ Do extension cords being used have a grounding conductor?
- \_\_\_ Are multiple plug adapters (except power surge protectors) prohibited?
- \_\_\_ Are all cords and cables in good condition?
- \_\_\_ Are flexible cords and cables free of splices or taps?
- \_\_\_ Are all cord, cable and raceway connections intact and secure?

### **Bloodborne Pathogen Exposure Control**

- \_\_\_ Are employees against potential exposure to infectious agents in body fluids?
- \_\_\_ Has a list of potentially exposed employees been sent to the Risk Manager?
- \_\_\_ Have occasions of potential occupational exposure been identified and documented?
- \_\_\_ Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
- \_\_\_ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, personal protective equipment?
- \_\_\_ Is personal protective equipment provided to employees?
- \_\_\_ Is the necessary equipment (i.e. mouthpieces, resuscitation bags, other ventilation devices) provided for administering mouth-to-mouth resuscitation on patients?
- \_\_\_ Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents, disinfectants to clean up spills?
- \_\_\_ Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- \_\_\_ Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- \_\_\_ Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?
- \_\_\_ How often is training done and does it cover:
  - Universal Precautions?

--- Personal protective equipment?

- \_\_\_ Workplace practices which should include blood drawing, room cleaning, laundry handling, clean-up of blood spills?
- \_\_\_ Needle stick exposure/management?
- \_\_\_ Hepatitis B vaccination?

**Location** -----

**Inspection Conducted By:** ----- **Date:** \_\_\_\_\_

## GENERAL LABORATORY INSPECTION CHECKLIST

### Hazardous Materials

- \_\_\_ Is chemical inventory complete, current and readily accessible to employees?
- \_\_\_ Are MSDS's available and readily accessible to employees?
- \_\_\_ Are containers of stock solutions properly identified (e.g. buffers labeled and marked with the word "buffer")?
- \_\_\_ Are original product names or full chemical names (not formulas) and hazards clearly identified on all labels?
- \_\_\_ Are containers of non-hazardous substances (e.g. water) labeled clearly to avoid confusion?
- \_\_\_ Are synthesized, unnamed chemicals labeled by their reactants and possible products (or by a useful generic description) and with their probable health and physical hazards?
- \_\_\_ Are all containers such as vats and storage tanks labeled as to their contents?
- \_\_\_ Is all visible piping labeled with contents and direction of flow?
- \_\_\_ Has a designated area been established for the use of regulated carcinogens? (See Charles R. Drew University Chemical Hygiene Plan)
- \_\_\_ Are radioactive materials labeled, and appropriately contained and shielded?

### Storage

- \_\_\_ Are incompatible materials segregated by chemical class?
- \_\_\_ Has infectious waste been placed in closable, leak-proof containers, bags or puncture-resistant holders with proper labels? (See Charles R. Drew University Medical Waste Management Plan)
- \_\_\_ Have all materials which have exceeded the manufacturer's suggested expiration date been properly disposed of?
- \_\_\_ Are all containers of peroxide-forming chemical dated upon receipt and disposed of within manufacturer's suggested expiration dates?
- \_\_\_ Has secondary containment been provided for the storage of quantities greater than 55 gallons, 500 pounds or 200 cubic feet?
- \_\_\_ Are all chemical containers capped and sealed, except when actively adding or removing materials from them?
- \_\_\_ Are chemicals being disposed of by evaporation in a fume hood and/or into the room or atmosphere? (Prohibited!)
- \_\_\_ Are logs being maintained of delivery and disposition of all hazardous materials?
- \_\_\_ Are flammable liquids in quantities greater than 10 gallons being stored in an NFPA approved flammable liquid storage cabinet with a self-closing door?
- \_\_\_ Are all flammable liquid storage cabinets free of combustible materials (cardboard, paper, etc.)?

### Safety Showers and Eye Washes

- \_\_\_ Are safety showers and eye washes unobstructed and readily accessible?
- \_\_\_ Are safety showers and eyes washes inspected and activated weekly and recorded on the inspection tag?

### Fume Hoods

- \_\_\_ Have all fume hoods been certified within the last year?
- \_\_\_ Are the fume hood air flow indicators present and operating properly?
- \_\_\_ Are chemicals being stored within lab fume hoods? (Prohibited!)

**Electrical Hazards:**

\_\_\_\_\_ Is any high-voltage, electrophoresis power supply in a designated area. (This type of power supply can produce up to 3000 volts and 500 mA and cause severe shock, fatality.)

**Location,** \_\_\_\_\_

**Inspection Conducted *By* :** ----- **Date:** \_\_\_\_\_



## APPENDIX D

# TRAINING DOCUMENTATION

## TRAINING RECORD

Training Conducted By: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Purpose of Training: \_\_\_\_\_

Is the Session Agenda Attached?    Yes     No

Were Handouts Attached?            Yes     No

Video Title: - - - - -

### Attendees

Last Name	First Name	MI	Emp ID#

**APPENDIX E**

**EMPLOYEE SAFETY CHECKLIST**

# CHARLES R. DREW UNIVERSITY EMPLOYEE SAFETY CHECKLIST

This checklist is to be used by the supervisor and the new or reassigned employee to determine safety training needs, communicate safety information specific to the department/committee and employee position, and to document completion of training. Please fill out form within five (5) working days after employment or reassignment. Forward a copy to the Risk Manager within those 5 days whether or not all required training has been completed. The Risk Manager shall follow up to ensure employee training has been accomplished.

Employee Name: \_\_\_\_\_ Date Employed or Reassigned: \_\_\_\_\_  
(Print: Last First MI)  
 Job Title: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_  
 Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**Part One: Use the CDU Standard Operating Procedure "Determining Employee Safety Training Requirements" (see Appendix I) to assign the employee to one of the following job classifications:**

- |                    |                    |                      |
|--------------------|--------------------|----------------------|
| Office Worker      | Material Handler   | Laboratory Worker    |
| Electronics Worker | Maintenance Worker | Public Safety Worker |

**Part Two: Use the matrix in the "Determining Employee Safety Training Requirements" SOP (see Appendix I) to identify the required safety training. Check those that apply and arrange training. Indicate non-applicable programs with the letters "NA". Indicate date training was completed.**

	Date Completed
____ Committee/Departmental Injury and Illness Prevention Plan (provided by Department or Institutional Committee)	_____
____ Charles R. Drew University Injury and Illness Prevention Program Awareness	_____
____ Hazard Communication	_____
____ Hazardous Waste Management (provided by _____)	_____
____ Bloodborne Pathogen Exposure Control (provided by _____)	_____
____ Hearing Conservation (provided by --)	_____
____ Ergonomic Awareness (provided by --)	_____
____ Back Safety (provided by _____)	_____
____ Confined Space Entry (provided by --)	_____
____ Respiratory Protection (provided/arranged by department)	_____
____ Lock-out, Tag-out Procedures (provided/arranged by department)	_____
____ Forklift Training (provided/arranged by department)	_____
____ First Aid / CPR (arranged by department)	_____

**Part Three: Review the following safety topics, check and discuss those that apply. Indicate non-applicable topics with the letters "NA".**

- \_\_\_\_ Special hazards of the job, if any
- \_\_\_\_ Employee responsibility for the prevention of accidents
- \_\_\_\_ How, when and where to report injuries or illnesses
- \_\_\_\_ How, when and where to report unsafe conditions
- \_\_\_\_ Emergency and evacuation procedures (Evacuation routes, assembly areas)
- \_\_\_\_ Fire safety procedures (location of alarms, extinguishers, exits, nearest blue light phone)
- \_\_\_\_ Importance of good housekeeping
- \_\_\_\_ Safe operation of vehicles
- \_\_\_\_ Training on any hazardous material to which the employee might be exposed
- \_\_\_\_ Location and usage of eye wash and safety shower stations when applicable
- \_\_\_\_ Location and usage of Material Safety Data Sheets when applicable
- \_\_\_\_ Proper work shoes and other protective equipment, as needed
- \_\_\_\_ Proper use of tools and equipment
- \_\_\_\_ Other training, instruction, and/or comments: \_\_\_\_\_
- \_\_\_\_ Employee agrees to fully cooperate with the safety efforts of the University, follow all safety rules and use good judgment concerning safe work behavior

## Supervisor's Guide to Using the Charles R. Drew University Employee Safety Checklist

As a supervisor, you have a responsibility to determine and provide the safety training needed by each of your employees at the beginning of their employment and whenever employees are assigned to new tasks involving new materials, equipment, or procedures. This checklist is designed to assist you in completing that task. Below is a brief description of each program and a guide on how to determine what training your employee needs.

Program	Description	Participants	Comments
Injury and Illness Prevention	This is a Cal/OSHA-mandated program that requires employers to develop and implement a plan that outlines hazard identification and correction procedures, methods of safety communication, accident investigation procedures, and identification of training requirements.	All employees are required to have training on the CDU Injury and Illness Prevention Program and their specific department's Injury and Illness Prevention Plan.	Training provided by supervisors and Risk Management
Ergonomic Awareness	This is a training program designed to inform employees of the hazards that may be associated with computer usage and how to recognize and correct problems in order to prevent cumulative trauma injuries.	This training is strongly recommended for all employees, especially those that use a computer more than three hours a day.	Training provided by
Back Safety	In this program, employees learn proper lifting techniques in order to avoid back injuries.	This training is required for employees that routinely lift more than 25 lbs. All other employees should be encouraged to attend.	Training provided by
Hazard Communication	The intent of this program is to inform employees of the hazards of the materials they use or are exposed to.	All employees using or handling hazardous materials are required to attend this training. [This includes employees in the following departments and areas:	Training provided by
Hazardous Waste Management	This program describes how the University generates, stores, and disposes of hazardous waste.	Required by all employees involved in the generation or management of hazardous waste. This includes employees in the following departments and institutes: ESSP, VPA, TAT (those involved in the creation of scene/stage settings, Facilities Operations.	Training provided by
Respiratory Protection	This program describes how the University shall meet OSHA requirements for the use of respirators	Obligatory training for all employees required to use an air-purifying respirator during the course of their work. This does not include employees that elect to use a respirator when one is not required nor employees using disposable dust masks. Department to provide/arrange	Department to provide/arrange training
Hearing Conservation	The Hearing Conservation Program outlines the procedures used by the University to determine which employees need to participate in this program and how their hearing shall be protected and monitored.	This training is required for employees exposed to noise levels greater than 90 decibels.	If you are unsure of the noise levels, submit a request to Risk Management to perform testing. Training provided by

Program	Description	.. Participa11ts	Comments
Bloodborne Pathogen Exposure Control	The intent of this program is to inform employees of the hazards of disease-causing organisms found in human blood and body fluids and how the employee can protect themselves from these hazards.	Required for all employees who have the potential of routinely being exposed to human blood and/or body fluids as part of their assigned duties. This would include (but is not limited to): Athletic trainers, Police officers, employees that are required to provide first aid and/or CPR as part of their regular job duties, Student health Center employees	Training provided by_ _
Confined Space Entry	The Confined Space Entry Program outlines the University's approach to entering confined spaces. A confined space is a space that is large enough and so configured that an employee can bodily enter and perform assigned work, has limited or restricted means for entry or exit, and is not designed for continuous employee occupancy.	Required for Facilities Operations, Telecommunication employees, and other employees that may need to enter confined spaces.	Training provided by_ _
Lock-out, Tag-out Procedures	Procedures that specify how equipment and electrical sources are to be de-energized and protected from accidental startup during maintenance.	Required for maintenance mechanics, maintenance workers, and other employees that perform maintenance work.	Department to provide training.
Forklift Training	Training program for the operation of forklifts.	Required for all employees that use forklifts.	Department to provide/arrange training.
First Aid / CPR	Certified training program in general first aid and adult CPR.	Required for all employees that provide first aid as part of their assigned duties. Strongly recommended for field trip leaders, Facilities, Janitorial and Security Staff..	Department to arrange for training to be provided by certified trainer.

## APPENDIX F

# REGULATORY OUTLINE

California Code of Regulations Title 8 §3203, found at <http://www.dir.ca.gov/Title8/3203.html> requires:

**A) Employers**

**B) Shall establish, implement and maintain an effective, written Injury and Illness Prevention Program (IIPP), which shall include the following:**

- 1) Identity of the person or persons with authority and responsibility for implementing the Program.**
- 2) A system for ensuring that employees comply with safe and healthy work practices including:
  - a) recognition of employees who follow safe and healthful work practices,**
  - b) training and retraining programs,**
  - c) disciplinary actions, or**
  - d) other means that ensures employee compliance with safe and healthful work practices.****
- 3) A system for communicating designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. It may include:
  - a) meetings,**
  - b) training programs,**
  - c) posting,**
  - d) written communications,**
  - e) a system of anonymous notification by employees about hazards,**
  - f) labor/management safety and health committees, or**
  - g) any other means that ensures communication with employees.****
- 4) Identify and evaluate work place hazards. Inspections shall be made:
  - a) When the Program is first established;**
  - b) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and**
  - c) Whenever the employer is made aware of a new or previously unrecognized hazard.****
- 5) Investigate occupational injury or occupational illness.**
- 6) Correct unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard.**
- 7) Provide training and instruction:
  - a) When the program is first established;**
  - b) To all new employees;**
  - c) To all employees given new job assignments for which training has not previously been received;**
  - d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;**
  - e) Whenever the employer is made aware of a new or previously unrecognized hazard; and,**
  - f) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.****



- C) Records of the steps taken to implement and maintain the Program shall include:
- 1) Records of inspections to identify unsafe conditions and work practices, including
    - a) person(s) conducting the inspection,
    - b) the unsafe conditions and work practices that have been identified and
    - c) action taken to correct the identified unsafe conditions and work practices.
  - 2) Documentation of safety and health training for each employee, including
    - a) employee name or other identifier,
    - b) training dates,
    - c) type(s) of training, and
    - d) training providers.
  - 3) These records shall be maintained for at least one (1) year
- D) Employers who elect to use a labor / management safety and health committee to comply with the communication requirements shall be presumed to be in compliance if the committee:
- 1) Meets regularly, but not less than quarterly;
  - 2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by Cal/OSHA upon request. The committee meeting records shall be maintained for at least one (1) year;
  - 3) Reviews results of the periodic, scheduled worksite inspections;
  - 4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
  - 5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
  - 6) Submits recommendations to assist in the evaluation of employee safety suggestions;
  - 7) Upon request from Cal/OSHA, verifies abatement action taken by the employer to abate citations issued by Cal/OSHA; and
  - 8) Membership on the Committee will reflect and represent all University departments.

**APPENDIXG**

**"BOILER PLATE" DEPARTMENTAL PLAN**

# INJURY AND ILLNESS PREVENTION PLAN

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**[Department(s) or location(s) covered by this plan]**

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date of plan

## Review / Revision Record

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Date	Reviewed by	Reviewer's Comments
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# TABLE OF CONTENTS

- 1.0. PURPOSE
- 2.0. ORGANIZATIONS AFFECTED
- 3.0. REFERENCES
- 4.0. POLICY
- 5.0. DEFINITIONS
- 6.0. ASSIGNMENT OF RESPONSIBILITIES WITHIN THE AFFECTED DEPARTMENTS
- 7.0. METHODS TO ASSURE WORKERS ABIDE BY SAFETY RULES
- 8.0. SAFETY COMMUNICATION
- 9.0. INSPECTIONS
- 10.0. CORRECTION OF UNSAFE ACTS OR CONDITIONS
- 11.0. ACCIDENTS, INJURIES AND OCCUPATIONAL ILLNESSES
- 12.0. TRAINING

### 1.0. POLICY

It is the policy of the University to provide a safe and healthful working and educational environment as well as to meet all appropriate environmental health and safety regulations

### 2.0. PURPOSE

Each Department or Institutional Committee (Department) is responsible for developing and implementing a written Committee/Departmental Injury and Illness Prevention Plan (Departmental Plan) designed to meet specific committee or departmental needs and the requirements of the Charles R. Drew University Injury and Illness Prevention Program (IIPP). The purpose of this document is to establish a Departmental Plan that is specific for:

\_\_\_\_\_ {Name the Committee, Department or Locations covered by the Departmental Plan} \_\_\_\_\_

and thereby assist the University in meeting Cal/OSHA regulations. As per the IIPP, this Departmental Plan includes the following topics:

- Assignment of Responsibilities related to the Department
- Methods to Assure Workers Abide by Safety Rules
- Methods of Communication
- Inspections
- System to Resolve Unsafe Acts or Conditions
- Accident Investigations
- Training

### 3.0. ORGANIZATIONS AFFECTED BY THIS PLAN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4.0. REFERENCE DOCUMENTS

- California Code of Regulations Title 8, §3203., Injury and Illness Prevention Program (<http://www.dir.ca.gov/Title8/3203.html>),
- Charles R. Drew University, Injury and Illness Prevention Program

## 5.0. TERMS AND DEFINITIONS

**Accident Investigation** - A procedure to obtain factual records of accidents, including such as victim information, time and place, witness statements, nature of incident, nature of injury, etc.

**Employee** - Any person who collects a salary for services rendered or is covered under the University's Workers' Compensation insurance. This includes part-time employees, student assistants, and officially registered volunteers.

**Injury and Illness Prevention Program** - A document that delineates how the University shall comply with Title 8 §3203.

**Committee/Departmental Injury and Illness Prevention Plan (Departmental Plan)** - A document developed and implemented by individual Departments, in accordance with the Charles R. Drew University Injury and Illness Prevention Program.

**Imminent Hazard** - Any condition or practice where there is reasonable certainty that a hazard exists that can cause death or serious physical harm immediately or before the hazard can be eliminated through normal corrective measures.

**Inspection** - An examination of the work place by qualified individuals for the purpose of identifying unsafe acts or conditions.

**Unsafe Act** - Performance of a task or other activity that is conducted in a manner that may threaten the health and/or safety of workers.

Examples are:

- Operating equipment without qualification or authorization
- Operating equipment at an unsafe speed
- Failure to warn others of an unsafe condition or hazard
- Bypass or removal of safety devices
- Using defective equipment
- Use of tools for other than their intended purpose
- Working in hazardous locations without adequate protection or warning
- Improper repair of equipment
- Horseplay
- Wearing unsafe clothing

**Unsafe Condition** - A condition in the work place that is likely to cause injury or property damage.

Examples are:

- Defective tools, equipment or supplies
- Congestion in the workplace
- Inadequate warning systems
- Poor housekeeping
- Excessive noise
- Poor ventilation

**6.0. ASSIGNMENT OF RESPONSIBILITIES WITHIN THE AFFECTED DEPARTMENTS**

**Department Administration** - Department Administration is responsible for the following:

- Develop, implement, and maintain the written Departmental Plan.
- Review the Departmental Plan on at least an annual basis and revise as necessary.
- Inspect work areas so that unsafe acts and conditions can be identified and corrected.
- Perform and/or coordinate the necessary corrective actions as indicated by inspections and employee communications at the Department level.
- Inform employees of unsafe conditions that cannot be immediately corrected.
- Refer unsafe acts and conditions that cannot be corrected at the Department level to the Risk Manager.
- Assist the departments covered by this Departmental Plan with safety training.
- Assist in instructing employees on how to recognize and avoid unsafe acts and conditions, including hazards associated with non-routine tasks and emergency operations.
- Assist the area administrator in the development and implementation of methods to assure employees adhere to safety procedures.
- Develop a system of record keeping that documents training, inspections, unsafe acts and conditions, and complaints involving safety issues.
- Provide the Risk Manager with copies of all documentation.
- Insuring all employees have completed the appropriate safety training classes.
- Completing the "Charles R. Drew University Employee Safety Checklist" (see Appendix E) for each employee within five days of hire.
- Allocating necessary funds to support safety activities, hazard corrections, and purchase of safety equipment and supplies.
- Assessing and documenting each employee's safety practices as a part of the employee's annual performance review.
- Becoming an involved member of the safety "team".

**Area Safety Coordinator** - The following persons have been designated as Area Safety Coordinators and Alternates:

**Area Safety Coordinator(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alternate(s):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Area Safety Coordinator shall assist Department administration by being responsible for the following tasks:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_



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The responsibilities of the Alternate Area Safety Coordinator include:

- Assisting the Area Safety Coordinator
- Performing the duties of the Area Safety Coordinator upon request.

**Employees** - Employees have the ultimate responsibility for their own safety. This includes:

- Reading and complying with procedures and guidelines provided by their supervisors
- Attending established training sessions and complying with all applicable safety requirements
- Asking their supervisors questions when there is concern about an unknown or hazardous situation
- Immediately reporting unsafe conditions or acts to the Area Safety Coordinator, their supervisor, or the Risk Manager

### **7.0 METHODS TO ASSURE WORKERS ABIDE BY SAFETY RULES**

The DepartmentUs covered by this plan shall implement the following methods to assure employees abide by all safety rules and regulations:

- Employees shall be informed of pertinent safety rules and regulations
- Management shall model good safety practices
- Safety practices shall be included as a criteria for employee evaluation
- Appropriate disciplinary action shall be taken when necessary
- Recognize employees who follow safe and healthful work practices

### **8.0 SAFETY COMMUNICATION**

**Administration Communication to Employees** - A key component of this Plan is the development and implementation of effective safety communication between administration and staff. This shall be accomplished by:

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**Employee Communication to Administration** - Another component in the Plan is the ability of employees to communicate safety concerns to the Department's Area Safety Coordinator/s, Alternate Area Safety Coordinator/s, Department Administrator, or the Risk Manager, without fear of reprisal. Employees can report safety concerns, suggestions, or unsafe conditions by using any of following methods:

- In writing via email, fax , note, memorandum or other written format, as well as using the online facility at [www.MySafeCampus.com](http://www.MySafeCampus.com)  
The preferred form is the "Safety Communication Form" located in Appendix B of the University IIPP, but use of the form is not required.
- Verbally, either in person or by phone, including the use of the CDU Alert Line, 800-716-9007.  
Verbal communication is acceptable and shall be treated with the same level of seriousness as written submittals.

**Anonymous Communication** - All employees have the right to submit safety concerns anonymously. These submittals shall be treated with the same level of seriousness as written or verbal submittals. When doing so, it is extremely important to provide as much information as possible. This can be done using the "Safety Communication Form" located in Appendix B of the University IIPP or the CDU Alert Line, the campus anonymous incident reporting system. The CDU Alert Line telephone number is 800- 716-9007; it can also be accessed online, at [www.MySafeCampus.com](http://www.MySafeCampus.com).

**Record Keeping** - In recognition of the importance of documenting and tracking safety communication submittals and responses, the following steps shall be taken to assure appropriate record keeping:

- Persons receiving safety communications shall forward written submittals or a transcript of verbal submittals to the Area Safety Coordinator, who shall document and respond to the submittal.
  - All submitted safety communication shall be reviewed by the Area Safety Coordinator for the necessity of further action. Results of assessments and subsequent actions shall be documented with one copy forwarded to the person submitting the communication and one copy forwarded to the Risk Manager.
  - Results of and replies to all submittals shall be:
    - presented during staff meetings,
    - discussed by the safety committee and/or,
- 
- Safety concerns that cannot be addressed and corrected by an Area Safety Coordinator or by Management shall be referred to the Risk Manager. Safety concerns that cannot be addressed and corrected by the Risk Manager shall be referred to the Chief Human Resources Officer. Safety concerns that cannot be addressed and corrected by the Chief Human Resources Officer shall be referred to the Executive Council who shall address the concern or will communicate the issue to the University President.

## 9.0 WORK AREA INSPECTIONS

### Scheduled Annual Inspections

- The areas affected by this plan shall be inspected at least [annually].
- The inspections shall be conducted by the Area Safety Coordinator and/or Alternate Area Safety Coordinator.
- Inspections shall be conducted using the checklist(s) located at the end of this document.
- Inspections shall be conducted in the following areas:

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- The following equipment shall be inspected:

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- The Area Safety Coordinator shall conduct an additional inspection whenever new materials, processes, procedures, or equipment which represents a new occupational safety and health hazard are introduced.
- The Area Safety Coordinator shall conduct an additional inspection whenever notification is received of a new or previously unrecognized hazard.
- Inspections shall be documented using checklists or other written form. A copy of this documentation shall be forwarded to the Risk Manager.
- Conditions discovered during an inspection (or other method of communication) that present an imminent hazard to health and safety shall be immediately reported to department administrators and the Risk Manager.
- The department administrators in conjunction with the Risk Manager shall inform all affected employees of any such imminent hazard(s) that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent an injury, illness, or exposure incident from occurring.

- Upon discovery or notification of an imminent hazard, a conspicuous notice shall be attached by the Risk Manager to the hazardous condition prohibiting use by employees or students of the area, machine, or equipment which presents the hazard. The notice shall not be removed until the hazardous condition is corrected or required safeguards and safety devices are implemented. Only the Risk Manager or authorized designee shall remove the notice. Any employee who continues to use an item that has been so tagged, or who willfully removes a tag before the unsafe condition is corrected, shall be subject to disciplinary action. Entry or use may be allowed with the Risk Manager's knowledge and permission for the sole purpose of eliminating the hazardous condition.

### **Unscheduled Inspections**

- In addition to the scheduled inspections, the Risk Manager may conduct periodic unscheduled inspections. The location and frequency of these inspections shall be determined by:
  - Safety communication submittals
  - Accident investigations
  - Regulatory agency recommendations or requirements
  - Occurrence of an occupational injury, occupational illness, near miss or exposure to hazardous substances as defined by Cal/OSHA
  - Departmental request
- Inspections conducted by the Risk Manager shall be documented and maintained on file in the Risk Manager's office.

## **10.0 CORRECTION OF UNSAFE ACTS OR CONDITIONS**

**Identification of Unsafe Acts or Conditions** - Timely correction of unsafe acts or conditions is critical. All reported unsafe acts or conditions shall be investigated, as soon as possible, to evaluate and initiate any necessary corrective action. Unsafe acts or conditions shall be identified by the following means:

- Departmental or Risk Manager inspections
- Employee reports or safety concern communications
- Accidents, injuries, illnesses or exposure incidents
- Regulatory agency inspections

**Resolution of Unsafe Acts and Conditions** - The Area Safety Coordinator, in conjunction with area administrators, shall attempt to resolve unsafe acts or conditions through the following means:

- Correcting the unsafe condition
- Changing the operating practice
- Shutting down the operation temporarily
- The placement of warning sign(s)
- Training/ retraining employees
- Developing and implementing written operating procedures

## **11.0 ACCIDENTS, INJURIES AND OCCUPATIONAL ILLNESSES**

### **Reporting**

- All incidents (accidents, injuries, occupational illnesses, exposures, and near misses) are to be reported immediately to the affected employee's supervisor who shall then notify the Risk Manager. Serious injuries must be reported to Human Resources and the Risk Manager.
- Employees with injuries or illnesses that require assistance beyond minor first aid shall be referred to the appropriate medical facility by Human Resources or by Security.
  - Human Resources shall arrange for transport, if needed, to and from the medical treatment facility (supervisors may be called upon to transport an employee to the medical clinic)..
- Security shall be notified when the injured or ill employee requires emergency assistance.
  - Emergency assistance is available by dialing "911" on any campus phone.
  - For non-emergency assistance, Security can be reached by dialing (323) 563-4918 from outside phones or at extension 4918 from University phones; after hours: (323) 326-4859..

**Investigation and Documentation** - The supervisor of the affected employee shall, within two business days of an incident being identified, document the accident or illness by completing the "Supervisor's Report of a Work-Related Incident". A copy of this form is located in Appendix H of the IIPP. The Risk Manager is available to assist the supervisor when needed. After completion, the report shall be submitted to Human Resources.

- The supervisor, in conjunction with available staff resources, should identify any recommended corrective action.
- Appropriate authorization shall be obtained and the recommended corrective action initiated and completed, all in a timely manner.
- Human Resources shall forward a copy of the report to the Risk Manager.
- The Risk Manager shall review all Work-Related Incident Reports, perform follow-up investigations as appropriate, and make further recommendations for corrective action, if appropriate. Results of investigations and recommendations shall be forwarded to the affected employee's supervisor.

## **12.0 TRAINING**

- Each supervisor shall ensure that all new employees receive appropriate safety training prior to commencement of work and that all employees receive training whenever new processes, procedures or equipment are introduced to the workplace, or when a previously unrecognized hazard has been identified.
- Supervisors shall use the Charles R. Drew University Employee Safety Checklist to document each employee's safety training requirements, which is located in Appendix E of the Injury and Illness Prevention Program.
- Refresher training shall be conducted at least annually.
- All training shall be documented in writing. The training record shall list the name and employee ID number of the employees attending, date of training, name of trainer, the title of any training video used, if applicable, a copy of any hand-out material, and the training session agenda. Training documentation forms are located in Appendix D of the IIPP.
- Copies of all training documentation shall be forwarded to the Risk Manager.

**APPENDIXH**

**SUPERVISOR'S REPORT OF A WORK-RELATED INCIDENT**

**Ch;ules R. Drew University of Medicine and Science  
Supervisor's Report of a W<>rlc-Related Incide.nt**

. UNDER NO CIRCUMSTANCES IS THE INJURED EMPLOYEE TO COMPLETE THIS FORM  
Com lete within two.business da s of an incident being identified.

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_  
 Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Sex: \_\_\_\_\_  
 Department: \_\_\_\_\_ Department Telephone: \_\_\_\_\_  
 Department Head: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**EMPLOYEE INFORMATION**

Employee usually works: No. of days per \_\_\_ week\_ No. of hours per day\_ No of hours per week \_\_\_  
 Work Schedule: \_ AM D PM D to AM D PM D Shift Work: Yes D No D

**EVENT INFORMATION**

Date of Incident:	Lost Time? Yes* D No D *Dr's note should be sent to HR	Was another person responsible for the Incident? Yes D No D
Time of Incident: AM/ _PM	*Complete the following only if time ls lost: <b>Date last worked:</b>	Other workers injured? YesD NoD
If employee died, date of death:	Still off of Work? Yes D No D *Dr's release reaquired - send to HR	Witnesses? Yes D No D *If Yes, complete Part C below
Your date of knowledge of event:	Date returned to work:	Date DWC1 claim form provided to employee:

Specific injury/illness and part(s) of body affected: (i.e., broken finger on right hand, tendonitis in left elbow, etc.)

What was the employee doing when the incident occurred? (i.e., loading boxes on truck; cleaning classroom, etc.)

What chemicals, equipment, etc., was employee using when the event occurred?

Did the incident occur on the Employer's premises? Yes D No D  
 Location/Department where the incident occurred:

Was the affected person acting in the line of duty? Yes D No D

Describe how the incident occurred (if more space is needed, please attach a separate sheet of paper):

What steps should be taken to prevent a similar accidenUevent?

**MEDICAL INFORMATION**

Check the appropriate box(es):

- D No Medical Treatment -AccidenUExposure/Near Miss Report Only
- D Medical Treatment Received at: St. Francis Medical Center
- D Other - Please complete the follow information:

Physician Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone \_\_\_\_\_

■ Hospitalized, please complete:

Facility Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_ Phone \_\_\_\_\_

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Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
 Date of Injury/Illness: \_\_\_\_\_ Date Returned to Work: \_\_\_\_\_  
 What type of work did employee return to: Regular  Modified

**A. MODIFIED WORK – Please check appropriate box(es):**

If injured employ is unable to perform full duties, but may return to work on temporary limited duties, is modified work available or can an alternate work assignment be provided?

- Temporary modified duties are available -or-
- Alternate work assignment available (work other than regular assigned job duties).
- No return-to-work plan developed. Request assistance from Human Resources.

If unable to provide modified duties or alternative work assignment, please list reasons:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. VERIFICATION – Please check one of the following:**

- I verify that the injury/illness of this claim is work-related.
- I am unable to determine if this injury is caused by current employment.  
 A physician's report will be necessary to verify if injury/illness is related to employee's current employment at CDU.
- The facts do not indicate that this claim of injury is work-related. Please investigate.

Please provide, below, reasons to support why you believe this claim may not be work-related.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. WITNESSES: (To be completed only if answering yes to "Witnesses" quested on Page 1**

List name(s) of and contact information for Witnesses. Please attach a separate sheet, if necessary:

\_\_\_\_\_  
 \_\_\_\_\_

**COMPLETED BY:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Risk Management Comments:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Completing this form is not an admission of liability.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **APPENDIX I**

### **DETERMINING EMPLOYEE SAFETY TRAINING REQUIREMENTS - 2013**

## Charles R. Drew University Standard Operating Procedure

### Determining Employee Safety Training Requirements - 2013

#### Purpose

The purpose of this document is to establish a means of identifying the OSHA-mandated safety training requirements for the faculty, students, staff, and administrators at Charles R. Drew University.

#### Policy

Charles R. Drew University shall make all reasonable efforts to:

- protect the health and safety of Charles R. Drew University faculty, staff, students, and visitors
- provide safe workplaces - academic, research, and administrative - for faculty, staff and students;
- provide information to faculty, staff, and students about health and safety hazards;
- identify and correct health and safety hazards and encourage faculty, staff and students to report hazards;
- provide information and safeguards for those in campus facilities regarding environmental hazards arising from operations at Charles R. Drew University;
- have faculty and staff assist in ensuring that safe and healthful conditions and practices are provided and followed in their areas of control;
- require that all members of the campus community cooperate fully with all aspects of the University health and safety plans and programs.

#### Procedure

##### Supervisors shall:

- Assign each of their direct-report employees a specific job safety classification based on their job description and duties.
- Use the Job Safety Training Matrix in this Appendix to determine specific safety training requirements.
- Use the "CDU Employee Safety Checklist," found in Appendix E of the IIPP, to document the assigned job safety classification and required safety training.
- Forward a copy of the "CDU Employee Safety Checklist" to Risk Management.

##### Risk Management shall:

- Provide campus administrators the assistance and training necessary to meet the requirements of this document.
- Collect, review and maintain all safety training records.
- Review the safety training needs on an annual basis and revise this document when necessary.
- Provide classroom-style safety training when necessary or upon request.

#### Job Safety Classifications

**Office Workers** - works in a general office or classroom environment and/or does not fall into another other category

Includes:

- faculty
- administrative support personnel

- managers and administrators

**Laboratory Workers** - works in a lab, classroom or other environment where hazardous materials and chemicals are used.

Includes:

- Grant Projects/Research

**Electronics Workers** - works with, installs, and or repairs:

- telephones and telephone equipment,
- computers, printers, servers, routers, internet support equipment, computer support equipment and peripherals
- cable and fiber optics system
- uses, installs and/or repairs video and audio equipment

Includes:

- IT personnel that performs any of the above duties
- Audio/visual personnel

**Material Handlers** - moves and/or stores property, furniture, and equipment

Includes:

- Shipping and Receiving personnel

**Maintenance Workers** - provides services such as

- painting
- automotive maintenance and repair
- plumbing
- building repairs and maintenance
- electrical system repair and maintenance
- lighting repair and maintenance
- janitorial

Includes:

- Custodial personnel
- Facilities personnel

**Public Safety Workers**

Includes Security officers

## SAFETY TRAINING MATRIX

	Frequency	Office Workers	Lab Workers	Maintenance Workers	Electronic Workers	Public Safety Workers	Material Handlers
University Illness and Injury Prevention Program	Upon Hire	Required	Required	Required	Required	Required	Required
Departmental/Committee Illness and In-u Prevention Plan	Upon Hire Or Transfer	Required	Required	Required	Required	Required	Required
Hazard Communication	Initial & Annual		Required	Required		Required	Required
Hazardous Waste Management	Initial & Annual		Required*	Required		Recommended	
Asbestos Awareness	Upon Hire Or Transfer			Required	Recommended		
Bloodborne Pathogen Exposure Control	Initial & Annual		Recommended	Required		Required*	
Respiratory Protection	Initial			Required'			
Back Safety	Upon Hire	Recommended	Recommended	Required	Required	Recommended	Required
Ergonomic Safety	Upon Hire	Recommended	Recommended	Recommended	Recommended	Recommended	Recommended
Lock Out Tag Out	Upon Hire			Required	Required*		
Confined Space Entry	Initial & Annual			Required*	Recommended		
Hearing Conservation	Initial & Annual			Recommended	Recommended		
Forklift Training	Initial & Annual			Required*			Required*
First Aid / CPR	Initial & Annual		Recommended	Recommended		Required*	
Radiation Safety	Initial & Annual		Required	Required*		Required	Required*
Biosafety	Initial & Annual		Required	Required*		Required	Required*