



**SAN JOSÉ STATE
UNIVERSITY**

Injury and Illness Prevention Program

University Risk and Compliance
One Washington Square
San Jose, CA 95192-0046
408-924-2150

In accordance with Title 8 California Code of Regulations, Section 3203

Revised Nov 2008

SAN JOSE STATE UNIVERSITY

INJURY & ILLNESS PREVENTION PROGRAM

Introduction

SJSU Safety Policy

Elements of the SJSU Injury & Illness Prevention Program

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INTRODUCTION

SB 198 IS A LAW PASSED BY THE State of California to mandate the CA-OSHA Standards Board to expand Section 3203 of the General Industry Safety Orders by requiring every employer to have an Injury and Illness Prevention Program.

This manual is intended to provide each department at San José State University with the information and guidance necessary to comply with the regulation. Following is a brief summary of the required activities.

- I. SJSU must identify an individual with the authority and responsibility to implement it's Injury and Illness Prevention Program; this person is the SJSU Safety Officer (The University Risk Manager). Responsibility for implementation of the IIPP within each functional unit is delegated to the Department Head.
- II. SJSU has a disciplinary policy regarding employee compliance. This policy includes compliance with safety rules and safe work practices. It is the University's responsibility to implement the policy in a fair and non-discriminating manner.
- III. Each department is required to assure that safety and health information is communicated to the employees within the department. This manual provides suggested methods to follow; however, methods should be added or expanded as circumstances related to individual departments arise.
- IV. Injury and illness hazards in the workplace must be identified. A formal self-inspection program and an equipment evaluation system have been developed to meet this requirement.
- V. The immediate supervisor of an employee must investigate each work-related injury or illness. Procedures for this investigation are discussed in Element V.
- VI. Deficiencies or hazards identified during a self-inspection or an accident investigation must be followed up and corrected. The priority of the correction of the hazardous condition should be commensurate with the hazard. Documentation is required.
- VII. All employees are to receive training in identifying and guarding against injury and illness hazards associated with their work. General Safety Guidelines and Safe Work Practices specific to each department will be added to this manual to help accomplish this activity.

Your cooperation and support are essential to make this a successful program for all San José State employees.

San José State University Safety Policy

The preservation of San José State University human, environmental, physical, and financial resources through proper accident prevention shall be recognized as an important responsibility. San José State University will make every reasonable effort to provide a safe and healthful working environment for all employees as required by federal, state, or local law.

The San José State University Risk Manager shall be named the Safety Officer for SJSU and will be responsible for ensuring that proper guidelines are developed in accordance with this policy

In addition to the management responsibilities described above, it is the responsibility of all employees to follow standards of practice consistent with this policy.

Reference: SB 198 and Title 8 California Code of Regulations Section 3203 (8CCR 3203).

SJSU Philosophy

At San José State University, the personal and collective safety and health of all employees is of utmost importance. Where specific guidelines do not exist regarding safety, common sense should be used by all employees. *All personnel shall practice safety at all times.*

The Injury and Illness Prevention Program at San José State University is designed to provide a safe and healthy workplace of high quality for all employees. To be successful, it is necessary for all to develop an attitude of awareness and to participate in both ongoing improvement of the safety and health program in effect within San José State University, and by compliance with procedures set forth in this program.

Each employee is encouraged to support actively the safety and health procedures in his/her area and to participate in this program. The ultimate goal of San José State University is to have **ZERO ACCIDENTS** and **INJURIES** and a **SAFE** and **HEALTHY WORKPLACE** for all our employees.

Element I Program Management

STANDARD:

The person(s) with the authority and responsibility to implement and manage the Injury and Illness Prevention Program will be identified in writing in the manual.

- The IIPP Program Administrator is:
Mark Loftus, Associate Director of University Risk and Compliance
San José State University
One Washington Square
San Jose, CA 95192-0046
408-924-2159

- The IIPP Program Coordinator is:
Michaux Burchard, Safety Specialist
San José State University
One Washington Square
San Jose, CA 95192-0046
408-924-2155

REQUIRED ACTIVITIES:

1. **University Risk and Compliance** is responsible for overall administration of the program. and routine program coordination of the requirements of Title 8 CCR 3203. This involves:
 - Assisting supervisors in conducting workplace hazard assessments to identify, evaluate, and correct hazards.
 - Providing training and technical assistance to managers and supervisors on implementation of the IIPP.
 - Reviewing, updating and evaluating the overall effectiveness of the IIPP.
 - Evaluating the adequacy and consistency of training designed by schools, departments.
 - Maintaining injury and illness records (OSHA log 300) and analyzing injury and illness trends.

2. Employee safety is everyone's responsibility:

Managers are responsible for ensuring:

- Areas under their management are in compliance with University health and safety practices, policies, and programs.
- Areas under their management have adequate health and safety programs, practices, and equipment.
- Individuals under their management have the authority to implement appropriate health and safety policies, practices, and programs.

Supervisors are responsible for implementing the University IIPP. This involves:

- Ensuring that workplaces and equipment are safe, well-maintained, and in compliance with external agency regulations, programs, and practices.
- Ensuring that workplace safety and health practices and procedures are clearly communicated and understood by employees through training programs.
- Enforcing health and safety rules fairly and uniformly related to job performance.
- Evaluating employees on compliance with safe work practices.
- Acknowledging employees who make a significant contribution to maintenance of a safe workplace and disciplining employees who fail to follow safe work practices.
- Encouraging employees to report workplace hazards without fear of reprisals.
- Ensuring that periodic, scheduled workplace inspections are conducted and that identified health and safety deficiencies are corrected in a timely fashion.
- Ensuring that accidents and injuries are reported and investigated promptly.
- Ensuring that inspections/investigations and employee health and safety records are adequately maintained.

Employees must be alert to their own safety needs. This involves:

- Keeping themselves informed of conditions affecting their health and safety.
- Participating in training programs, as required.
- Adhering to healthy and safe practices in their workplace.
- Promptly reporting to their supervisors of potential hazards in the workplace, injuries and/or accidents.

PROGRAM MANAGEMENT

SJSU will institute and administer a comprehensive and continuous Occupational Injury and Illness Prevention Program (IIPP) for all employees. The health and safety of the individual employee, whether in the field, plant, or office takes precedence over all other concerns. The goal is to prevent accidents, to reduce personal injury and illness, and to comply with all safety and health standards.

It is the responsibility of each **Department Chairperson** to make certain the Injury and Illness Prevention Program is fully implemented within the department. The Department Chairperson may delegate another employee as a responsible person for implementation of the IIPP within the department.

The SJSU Safety and Risk Unit is responsible for oversight of the Injury and Illness Prevention Program. Per Presidential Directive 2005-001, the Office of Safety and Risk Management will develop and recommend programs, policies, and procedures for campus-wide administration.

Signatures indicate recognition of responsibility for the Department's Injury and Illness Prevention Program.

Department Manager _____ Date _____

University Risk Manager _____ Date _____

Element II

Motivation & Discipline

STANDARD:

A system should be in place to ensure that employees comply with safe and healthy work practices. This may include the use of incentives, training or retraining and disciplinary action.

REQUIRED ACTIVITIES:

1. To encourage safe behavior on the job, supervisors should acknowledge their employees for performing work safely. This provides positive affirmation and encourages cooperation with the program.
2. Any employee making an exceptional contribution to the safety program should be recognized with a brief letter (with a copy to the employee's personnel file) and other recognition as appropriate.
3. If a supervisor observes an employee performing in an unsafe manner, appropriate disciplinary action should be taken. If a lack of knowledge is involved, appropriate training should be provided.
4. When an employee is uncooperative and deliberately does not support the program or does not follow safe work practices, disciplinary procedures are required by law, and will be applied as defined in the relevant collective bargaining agreements of the University.

Element III Communication

STANDARD:

A system for communicating with employees in a form readily understandable by all affected employees is required. It should include provisions designed to encourage employees to report hazards within the work site without fear of reprisal. Compliance can and should include meetings, training programs, postings, newsletters or articles from periodicals.

REQUIRED ACTIVITIES:

1. When conducting employee meetings for any purpose, subjects relating to on-the-job safety and health issues should be included. Following are examples of subjects that could be included:
 - ◆ An employee injury within the department which could serve as an instructional topic.
 - ◆ An identified hazard about which everyone should know, in order to avoid the hazard.
 - ◆ The need for everyone to notice and identify defects which could cause injury to others.
 - ◆ The need to take preventive measures, such as wiping up spills that could cause injury.
2. If an employee is exposed to a work activity that could cause injury, a training program should be considered. Training could take place at the work site under the guidance of the supervisor, or if it is complicated enough, it could require an off-site training program.
3. Employees can often benefit by information posted in the work area. This includes safety posters, instructional visual aids (CPR, first aid, choking), warning signs, and other media directed at employee health and safety.
4. The emergency procedures for the University are available from UPD. The procedures should be reviewed periodically at department meetings.
5. Other written communications on subjects that may be of importance can be provided to employees directly (example- earthquake preparedness, fire evacuation, how to handle bomb threats, and other appropriate subjects). **It is vital that each department participates in the UPD-sponsored Emergency Preparedness Exercises.**
6. The Hazardous Materials Communication Plan should be reviewed and discussed from time to time at employee meetings, where applicable.
7. The Safety and Risk Unit publishes a newsletter called SafetyWorks for all faculty and staff. It is prepared with helpful tips, practical information, and training opportunities for you to maintain a safe and healthy workplace.

Employee Safety Meeting

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Date _____ Time _____ Department _____

Topics Discussed: _____

Signature of Employees in Attendance:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Instructions: Use this form for discussion of on-going safety concerns. The safety meeting can be consolidated with routine staff meetings. It is ideal to have a safety discussion once a week, but once a month is acceptable.

Make the Safety Meetings brief. Plan to cover only one or two subjects. Involve employees in the conversation, and solicit ideas from employees for remedies to safety problems.

Element IV Inspections

STANDARD:

A system should be in place for evaluating workplace hazards through scheduled, periodic self-inspections. The inspections are intended to identify unsafe conditions and practices.

REQUIRED ACTIVITIES:

1. A self-inspection guide should be developed for each specific work area within San José State University.
2. An interested, knowledgeable employee within the department should be designated to assist with the inspection process. This employee should perform a departmental self-inspection on a quarterly basis.
3. The department's Safe Work Practices or Standard Operating Procedures should be reviewed prior to conducting the department self-inspection.
4. The self-inspection should be a continuous, uninterrupted activity designed for the sole purpose of identifying unsafe work conditions and practices.
5. Corrective actions should be taken immediately. Priority should be given to those of highest risk.
6. A copy of the completed inspection should be kept for review and permanent filing. A copy should also be provided to the Department Head for the purpose of documentation or follow-up on open uncompleted items. See Element VI for more complete information on correction and documentation of hazards.
7. Prior to use, new processes, equipment, tools and materials shall be evaluated for work-related injury and illness hazards by the purchaser of the equipment. Each identified hazard must be documented, training provided to users, and corrective action taken in a timely manner.
8. Corrective action may involve physical modification of the item, specific training and/or inspection requirements, warning signs, and/or revision of the Safe Work Practices.

Performing A Job Hazard Analysis
SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Why?

- ◆ Develop safe procedures for employees to use
- ◆ Identify Personal Protective Equipment which may be needed
- ◆ Identify training needs
- ◆ Evaluate risk
- ◆ Identify proper equipment to do task
- ◆ Recognize physical limitations of employees
- ◆ Recognize environmental factors
- ◆ Prevent accidents and injuries

Who?

- ◆ Supervisor
- ◆ Employee
- ◆ Safety Team

How?

- ◆ Observe competent employee doing task
- ◆ Write down steps as performed
- ◆ With employee, identify steps which may be hazardous
- ◆ Is protective clothing needed?
- ◆ Are machines, etc. adequately guarded?
- ◆ Are tools properly designed?
- ◆ Is all equipment in good condition?
- ◆ Is there excessive noise?
- ◆ Are there deactivation procedures if something goes wrong?
- ◆ Is there risk of exposure to hazardous materials?
- ◆ Is the employee able to work in an ergonomically sound position?
- ◆ What are the failure modes?
- ◆ How are failures recognized?
- ◆ Modify process to incorporate safety steps.
- ◆ Review written procedure – Add “cautions” and ‘warnings” as needed
- ◆ Ask employee to follow procedure to validate it as written.
- ◆ Repeat process as needed.

- ◆ For complex processes, perform fault-tree analysis

What?

- ◆ Develop Standard Operating Procedures based on analysis results.
- ◆ Modify hazardous processes.
- ◆ Train employees.

**Office Safety
Guidelines for Self-Inspections**

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Checklists should be tailored to the specific work site and conditions

	Yes	No
Are all employees familiar with the IIPP?		
Do all employees know the proper emergency evacuation procedures? <ul style="list-style-type: none"> ◆ Exit route ◆ Meeting place ◆ Reporting process 		
Are hallways and aisleways kept clear for easy egress? <ul style="list-style-type: none"> ◆ Hallways free from all furniture, etc. ◆ Aisleways at least 24" wide and clear 		
Are exits clearly marked? <ul style="list-style-type: none"> ◆ Properly operating exit light ◆ Exit maps posted at key locations 		
Are all exitways kept unlocked during normal business operations?		
Are emergency phone numbers clearly posted?		
Are first aid kits readily available and properly stocked?		
Have employees been trained to use fire extinguishers?		
Are fire extinguishers full? Have fire extinguishers been checked within last year?		
Is storage of flammable materials within the work area minimized? <ul style="list-style-type: none"> ◆ Paper, trash, ◆ Cleaning solvents ◆ 		
Are candles, incense and similar burning materials prohibited?		
Are tall or free-standing cabinets secured against earthquakes?		
Are tops of cabinets and bookshelves clear of materials that could fall during an earthquake?		
Is there 18" clearance around each fire sprinkler head and smoke alarm?		
Is use of extension cords appropriate? <ul style="list-style-type: none"> ◆ Adequate wire gauge ◆ Routed safely – to avoid tripping, cord damage, etc. ◆ Not overloaded ◆ Properly grounded (3-prong plugs) ◆ 		
Are surge suppressors used appropriately? <ul style="list-style-type: none"> ◆ Only for computers and electronic equipment ◆ Not overloaded 		

**Office Safety
Guidelines for Self-Inspections**

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

	Are free-standing lamps NON-Halogen?		
	Are personal appliances turned off when not in use?		
	Are personal appliances UL-approved?		
	Are personal heaters equipped with a tip-over safety shutoff?		
	Are personal heaters kept away from trash cans & other flammable materials?		
	Are personal heaters unplugged when not in use?		
	Have all employees been instructed in proper use of office equipment? <ul style="list-style-type: none"> ◆ Paper shredders ◆ Paper Cutters ◆ Copiers ◆ 		
	Do all employees have chairs adjusted properly? <ul style="list-style-type: none"> ◆ Feet flat on floor ◆ Lumbar support properly positioned ◆ Arms able to hang at 90° ◆ 		
	Are computers properly placed? <ul style="list-style-type: none"> ◆ Keyboards directly in front of person ◆ Keyboard positioned to retain 90° arm angle ◆ Wrists straight or angled slightly downward ◆ Monitor at eye level 		
	Are desktops arranged for efficient use of equipment <ul style="list-style-type: none"> ◆ Reaching and stretching minimized 		
	Are employees who do lifting properly trained?		
	Is housekeeping adequate?		
	Are any special hazards identified? <ul style="list-style-type: none"> ◆ Procedures ◆ Training 		
	Is safety training and communication done on a regular basis?		
	Are proper training, accident investigation, and hazard identification records maintained?		
	Comments:		

Date of Inspection: _____

Area Inspected (Building, Room(s)): _____

Inspected by: _____

Shop Safety
Guidelines for Self-Inspections
SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Checklists should be tailored to the specific work site and conditions

	Yes	No
Are all employees aware of the hazards associated with their jobs?		
Are employees familiar with Cal-OSHA regulations affecting their jobs?		
Is at least one employee in each area trained in First Aid and CPR?		
Are goggles, gloves, and other PPE provided to employees?		
Are employees required to wear appropriate PPE?		
Are aisles that pass close to operating machinery arranged so that employees can pass freely without being subjected to hazards?		
Are all walking surfaces kept free of debris, grease, oil, etc.?		
Is housekeeping adequate?		
Are grates and similar openings well-spaced to preclude employee injuries?		
Are all ladders maintained in good condition?		
Are employees trained to use ladders properly? Do they understand ladder ratings and limits?		
Is all electrical machinery properly grounded?		
Are multiple plug adapters prohibited?		
Are electrical cords free of cuts, splices, tape or frayed areas?		
Are electrical cords placed so they do not pose a trip hazard? Are they placed so they are not damaged during operations?		
Are all switches and circuit breakers labeled with use, voltage, and amperage?		
Are there Lock Out – Tag Out supplies readily available?		
Have all employees been trained to follow LOTO practices & procedures?		
Is there adequate space for each piece of equipment to ensure that work can be performed safely?		
Is the power shutoff switch for each piece of equipment within the operator's normal reach?		
Are emergency shutoffs clearly marked in RED?		
Are belts, pulleys and moving chains properly guarded?		
Is all heavy equipment bolted to the floor?		
Are all hand tools in good condition?		
Do all grinders, saws, etc. have proper guards, and are they properly used?		
Are operating manuals available for each piece of equipment?		
Is there a regular maintenance schedule for all equipment?		
Are sanders provided with exhaust hoods?		

Shop Safety
Guidelines for Self-Inspections

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Checklists should be tailored to the specific work site and conditions

	Are employees who perform welding properly trained?		
	Is job area free of flammable materials?		
	Are gas cylinders adequately secured?		
	Are cylinder valves closed tightly when the gases are not in use?		
	Does welder have and use proper PPE?		
	Are other employees in the area aware of the hazards associated with the welding operation? Are they provided PPE?		
	Is area posted with Danger or Warning signs as appropriate?		
	Is welding equipment inspected regularly? Is the inspection documented?		
	Comments:		

Date of Inspection: _____

Area Inspected (Building, Room(s)): _____

Inspected by: _____

**Hazardous Materials Users
Guidelines for Self-Inspections**

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Checklists should be tailored to the specific work site and conditions

	Yes	No
Are employees aware of hazardous materials at their work sites? ◆ Routes of exposure which may cause personal harm ◆ Exposure levels and limits		
Are MSDSs available for each hazardous material used?		
Is each employee familiar with the MSDSs for all materials used? ◆ Specific content for each ◆ Location of MSDSs ◆ How to read MSDSs		
Have employees received training in working with the specific hazardous substances? Is training properly documented?		
Are there written Standard Operating Procedures for all tasks requiring use of hazardous materials? ◆ Caution & Warning Statements included		
Are Caution & Warning or Other appropriate signs posted in areas where hazardous materials are used?		
Are proper engineering controls in place if needed? ◆ Fume hoods ◆ Eye wash ◆ Deluge Shower ◆ Paint Booth ◆ Fire Suppression Equipment ◆ Autoclaves ◆		
Are all engineering controls properly maintained and in working order? ◆ Periodic inspections ◆ Showers & Eyewashes flushed at least monthly and tagged ◆		
Are safety deluge showers and eyewashes kept free and unblocked? ◆ Straight line-of-site for all users ◆ No more than 10 seconds away from any user ◆		

**Hazardous Materials Users
Guidelines for Self-Inspections**

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Checklists should be tailored to the specific work site and conditions

	<p>Is adequate personal protection equipment available to each employee?</p> <ul style="list-style-type: none"> ◆ Gloves ◆ Eyeguards ◆ Face shield ◆ Safety Shoes ◆ Aprons, coveralls, lab coats ◆ Hearing protection ◆ Respirators, if needed* ◆ 		
	<p>Are hazardous substances properly stored?</p> <ul style="list-style-type: none"> ◆ Flammables in flammables cabinet; quantity limited ◆ Corrosives in corrosives cabinet? ◆ Chemicals isolated by chemical properties classes ◆ Storage cabinets properly labeled ◆ Quantities of materials minimized ◆ Chemicals with limited life labeled with date of receipt ◆ Expired chemicals removed and disposed of 		
	<p>Are flammable materials dispensed from approved safety cans or from original containers? If flammables are stored in drums, are the drums properly grounded and bonded?</p>		
	<p>Are combustible scraps, debris, and waste materials stored in covered metal receptacles? Promptly removed from work site?</p>		
	<p>Are all containers of hazardous materials properly labeled?</p> <ul style="list-style-type: none"> ◆ Name of material ◆ Hazards ◆ Handling requirements ◆ Name and phone number of manufacturer or distributor 		
	<p>Are all chemical containers capped except when being actively used?</p>		
	<p>Are chemical wastes carefully segregated by reactivity class?</p>		
	<p>Are chemical waste containers properly labeled?</p> <ul style="list-style-type: none"> ◆ Contents by chemical class ◆ Proper cautions & warnings ◆ Accumulation Start Date ◆ Name of Responsible Person 		
	<p>Is there secondary containment for all waste containers?</p>		

**Hazardous Materials Users
Guidelines for Self-Inspections**

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Checklists should be tailored to the specific work site and conditions

	Are compressed gas cylinders secured to a structurally-sound support? ◆ Chains at 1/3 and 2/3 height of cylinder		
	Are protective caps for compressed gas cylinders in place when cylinder is not in use?		
	If a fume hood is used, is the front sash lowered to the proper operating position?		
	Is the fume hood free of unnecessary equipment and materials?		
	Does fume hood air flow indicator register proper air flow?		
	Are time sensitive hazardous materials labeled with receipt date? ◆ Disposed of in a timely manner ◆ Peroxides and peroxide-formers carefully monitored? ◆ Picric acid carefully monitored?		
	If respiratory protection is needed to work with the hazardous material, is there a respiratory protection program in place? ◆ Physical exam, including lung capacity tests ◆ Fit-testing of respirator to be used ◆ Employee Training (plus training records) ◆ Proper choice of respirator cartridge ◆ Cartridge replacement program and schedule		
	Have employees had fire safety training? ◆ Use of fire extinguishers? ◆ Proper emergency evacuation procedures?		
	Are fire extinguishers full and currently certified?		
	Is consumption of food and drink prohibited in areas where hazardous materials are used or stored?		
	Are all employees aware of proper accident-reporting procedures?		
	Are all exposures to hazardous materials reported to the supervisor and properly documented?		
	Comments:		

Date of Inspection: _____

Area Inspected (Building, Room(s)): _____

Inspected by: _____

Element V

Injury & Illness Investigation

STANDARD:

A procedure to investigate all occupational injuries, illnesses, or exposures to hazardous substances should be in place. The purpose of the investigation is to identify the fundamental causes of an injury or illness, and to take corrective action to prevent future occurrences.

REQUIRED ACTIVITIES:

1. All employees are required to report all work-related injuries or illnesses to their supervisors immediately at the time the injury or illness takes place.

The Safety and Risk Unit should receive immediate notification of work-related injuries and illnesses. When emergency medical treatment is required, respond to the emergency, and then report the accident.

2. As soon as possible (or after first aid treatment has been administered), the supervisor should conduct an investigation of the accident by reviewing the work site, examining tools or equipment involved, and interviewing the involved employee and any witnesses. The focus is to identify unsafe conditions or work practices that may have caused the injury or illness.

The “[Employer’s Report of Occupational Injury or Illness](#)” form can be used for this investigation. A copy of this report must be kept with the department safety records, and a copy must be forwarded to the Safety and Risk Unit.

3. Whenever practical and necessary, corrective action should be identified. Corrective action can and should include training, retraining, provision of engineering controls or personal protective equipment, and/or physical alteration of the work place.
4. The supervisor will log the accident investigation report so that a follow-up can be made to ensure that corrective action was taken.

Accident Investigation Procedures

Basic Rules for Accident Investigation:

1. The purpose of an investigation is to find the cause of an accident and prevent further occurrences, not to fix blame. An unbiased approach is necessary to obtain objective findings.
2. Visit the accident scene as soon as possible while the facts are fresh and before witnesses forget important details.
3. If possible, interview the injured worker at the scene of the accident and step through the accident scenario.
4. All interviews should be conducted as privately as possible. Interview witnesses one at a time. Talk with anyone who has knowledge of the incident, even if he/she did not actually witness the event.
5. Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
6. Document details graphically. Use sketches, diagrams, and photos as needed. Take measurements where appropriate.
7. Focus on causes or hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, rather than the injury.
8. Every Investigation should include an action plan: how will future accidents be prevented?
9. If a third party or a defective product contributed to the accident, save any evidence – it could be critical to the recovery of claims costs.

Element VI

Correction of Unsafe or Unhealthy Conditions

STANDARD:

Methods and procedures must be implemented to correct unsafe or unhealthy conditions and work practices identified during periodic inspections or from accident investigations. In addition, when an imminent hazard exists which cannot be immediately abated without endangering all employee(s) and/or property remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards. Safety and Risk Unit, University Police, and Facilities will work collaboratively to ensure that all hazards are corrected.

REQUIRED ACTIVITIES:

1. All employees, and especially supervisors, have the responsibility to observe, identify, and report unsafe conditions *immediately*. Employees must not wait for quarterly inspections to take place to point out hazards. To report a safety concern, contact Safety and Risk Services at 4-2150. For imminent hazards that threaten the safety of employee(s) and/or property, contact UPD at 4-2222 to activate the emergency response system. Simple repairs may be called in to Facilities Development & Operations (FD&O) service desk at extension 4-1990.
2. When an unsafe condition is reported, the supervisor should prepare a written statement of the condition, and either correct it immediately or produce a work order or a safety report form. Work orders for repairing unsafe conditions should be forwarded immediately to FD&O; a copy should be maintained with the department's safety records.
3. The self-inspection process and related responsibilities are outlined in Element IV. Any unsafe conditions identified during self-inspections that can be corrected with minor adjustments should be resolved immediately.
4. All deficiencies should be corrected within a reasonable period of time. The corrections should be done in order of importance in relation to potential injury severity.
5. If for some valid reason, a condition is not corrected or correction is postponed to some future date, proper documentation of the action should be included in the record. For those which cannot be immediately corrected, all employees must be made aware of the hazard and given proper procedures for working around the hazard.
6. An unsafe area or item of equipment must be marked with "Warning" tape and placed out of service.
7. Supervisors must track open items to ensure that they are completed within a reasonable time frame.
8. Documentation of the University's response to unsafe conditions and work practices must be provided. This documentation should include the corrective action to be taken or the decision not to take action. Documentation shall be retained for three years.

Hazard Correction Action Plan
SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Page 1

Date Initiated: _____

Hazards to be Corrected	Priority	Completion Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Note: Retain this form within the Department.

Hazard Correction Action Plan

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Specific Steps (page 2)

Hazard To be Corrected: _____

Specific Steps Required	Person Assigned	Completion Date
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Note: Retain this form within the Department.

Accident / Incident Investigation Report

SAMPLE FORM (USE THIS OR OTHER SIMILAR WAY OF DOCUMENTING)

Date of Accident: _____ Time: _____ Department: _____

Investigator: _____ Location of Accident: _____

Employees Involved: _____ **Witnesses:** _____

Nature of Incident / Accident Description:

What can be done to prevent this incident from happening again? _____

Note: Retain the original of this report within the Department; forward one copy to the Safety and Risk Unit, 0046. If an injury occurred as a result of this incident, a [Employer's Report of Occupational Injury or Illness](#) must also be completed.

Element VII Training

STANDARD:

Training is one of the most important elements of the mandatory Injury and Illness Prevention Program. The regulation states that each employee must receive occupational health and safety training which is specific to the employee's job assignment. The goal of our training program is to train employees to be aware of and to avoid injury and illness from the hazards specific to the job duties.

New Employee Safety Orientation:

All new employees to the university receive a New Employee Safety Orientation Handbook. This program is primarily intended for university staff employees. In this handbook, employees receive an introduction to the university's safety program. Topics include the following:

- | | |
|------------------------------------|-------------------------------|
| - University Safety Policy | - Hazard Communication |
| - Hazardous Materials | - Smoking Policy |
| - Asbestos Notification | - Defensive Driver |
| - Reporting Campus Hazard | - Safety Training available |
| - Emergency Preparedness | - Fire Protection |
| - Safety Communications | - Safety Inspections |
| - Employee Safety Responsibilities | - Accident / Injury Reporting |

General Safe Work Practices:

The Safety and Risk Unit has developed training programs designed to meet general safe work practice requirements. These programs are elements of larger programs, which service broad campus needs. These programs are listed below. Specific training programs can be developed as needed for specialized department needs.

- | | | |
|----------------------|------------------------|------------------------|
| Asbestos | Back Injury Prevention | Biological Safety |
| Chemical Hygiene | Confined Space Entry | Defensive Driver |
| Fire and Life Safety | Fire Extinguishers | First Aid |
| Forklifts | Hazard Communication | Hazard Identification |
| Hazardous Materials | Hearing Conservation | Respiratory Protection |
| Industrial Hygiene | Lockout/Tagout | Occupational Safety |
| Ergonomics | Radiation Safety | Emergency Preparedness |

Specific Safe Work Practices:



Specialized training dealing with an employee's unique job assignment must be developed by each supervisor. It is the responsibility of each supervisor to identify the hazards of the job and ensure each employee is trained on the proper procedures.

Each supervisor will ensure that all new employees receive general and specific training before assignment on a new job.

Supervisors will ensure that employees are trained whenever new substances, processes, procedures, or equipment is introduced to the workplace.

All training shall be documented in writing. Topics, participants, and dates shall be recorded and kept on file within each department.

REQUIRED ACTIVITIES:

WHO:

- | | | |
|----|--|---|
| 1. | General Safety Guidelines and Department Safe Work Practices for job categories throughout San Jose State University. Safe Work Practices are intended to be the core of the safety and health training at SJSU. | Departments,
Safety and
Risk Unit |
| 2. | Each employee should receive a copy of the Safe Work Practices for his/her job. The employee is required to read and understand the material and then sign the last page as an indication that the material was received and has been read. | Departments |
| 3. | The immediate supervisor is responsible for providing each employee with a copy of the Safe Work Practices. The supervisor must also determine whether the employee has a complete understanding of the materials. Questions and discussions of any clear items are encouraged. Supervisors are required to be familiar with the job hazards of all employees for whom they are responsible. | Departments |
| 4. | Each new hire will receive a copy of the appropriate Safe Work Practices and any general safety guidelines. | Departments |
| 5. | Employees shall be trained to recognize and avoid hazards associated with new substances, processes, procedures or equipment that are brought into the workplace. The training should take place at the time each new hazard is identifies or introduced into the work place. | Departments |
| 6. | Certain job activities require supplemental training or refresher training. Supervisors should ensure that this important aspect of the Safety Program is implemented and completed on a periodic basis. Most of this required training should be identified in the department's safe work practices. | Departments |

Element VII Recordkeeping

Cal/OSHA regulations set forth requirements for the maintenance and retention of records for occupational injuries and illnesses. Records are also required for medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational safety and health.

Campus Accidents, Injuries and Illnesses. It is essential that all employee accidents, injuries and illnesses occurring either on University property or during off-campus University sponsored events are documented by the completion of [Employer's Report of Occupational Injury or Illness](#) form

Occupational Injuries and Illnesses.

a. When a manager or supervisor is given notice or has knowledge that an employee has sustained a work related injury or illness, a report must be completed. A Supervisor's Report of Employee Accident is to be completed by the manager or supervisor and sent to the Safety and Risk Unit within one working day of notice or knowledge of the injury or illness.

b. The Safety and Risk Unit will maintain a master log and summary of occupational injuries and illnesses.

c. Records of occupational injuries and illnesses will be kept on file in Safety and Risk Unit for five (5) years and are available for review by Cal/OSHA at any time.

d. The Cal/OSHA summary for the previous calendar year will be prepared by the Safety and Risk Unit and will be posted in conspicuous places throughout the campus for review by employees.

e. Employee injuries and illnesses will be recorded and compiled each calendar quarter by the Safety and Risk Unit.

Material Safety Data Sheets (MSDS): Each MSDS received by the campus must be maintained for at least thirty (30) years. If an MSDS is not available, some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used must be retained for at least thirty (30) years. <http://sjsu.chemwatchna.com/>

Employee Exposure Records: Each employee exposure record will be preserved and maintained by Environmental Health & Safety for at least thirty (30) years except certain background data to workplace monitoring and certain biological monitoring results.

a. Such records include workplace monitoring or measuring of a toxic substance or harmful physical agent, and biological monitoring results that directly assess the absorption of a toxic substance or harmful physical agent by body systems. They also will include material safety data sheets and, without the above, a chemical inventory or any other record that reveals where and when used and the identity of a toxic substance or harmful physical agent.

b. Departments using regulated carcinogens have additional reporting and recordkeeping requirements under Cal/OSHA.

Medical Records: The medical record for employees that participate in the annual medical exams will be preserved and maintained for at least the duration of employment plus thirty (30) years. There is an exception for certain health insurance claims records, first aid records, or the medical records of employees who have worked for less than one (1) year if they are provided to the employee upon termination of employment.

Employee Exposure and Medical Record Analyses. Each analysis using exposure or medical records will be preserved and maintained for at least thirty (30) years.

Documentation of Activities. Essential records, including those legally required for workers' compensation, insurance audits and government inspections, will be maintained for as long as required. The University also will keep records of steps taken to establish and maintain the Injury and Illness Prevention Program. They must include:

a. Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, date and time of the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.

b. Documentation of health and safety training for each employee. Specifically, records must be retained for a minimum of three years, documenting employee name or other identifier, training dates, type(s) of training and the name of training provider.

c. Training records will be kept in each department as appropriate.

Employee Access to Exposure and Medical Records. The University recognizes that an employee and his/her designated representative(s) and authorized representatives of the Chief of the Division of Occupational Safety and Health (Cal/OSHA) have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests access to a record, the University shall ensure that access is provided in a reasonable time, place and manner.