



## The Injury & Illness Prevention Program

San José State University

Environmental Health & Safety

One Washington Square  
San José, California

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**REGULATORY AUTHORITY**

The California State University recognizes Environmental and Occupational Health & Safety as an integral function throughout The California State University system.

In accordance with Executive Order 1039 of the California State University, its officers and employees are responsible for developing and maintaining injury & illness prevention programs, and ensuring that activities and tasks are performed in a manner that reasonably control hazards that can cause injury or illness.

The requirements of the Injury & Illness Prevention Program are codified within the California Labor Code, Section 6401.7 and the California Code of Regulations, Title 8, Section 3203 of the General Industry Safety Orders.

**1. ADMINISTERING AGENCY**

The administering agency is the State of California, Department of Industrial Relations, Division of Occupational Safety and Health, (Cal/OSHA).

**2. SCOPE**

This Policy applies to all San José State University employees, volunteers, students and visitors. It applies to all University programs and activities wherever they occur on or off-campus. University auxiliary and affiliate organizations are responsible for applying similar practices to their respective businesses and activities.

**3. POLICY**

San José State University is dedicated to providing a safe and healthful, accessible and sustainable environment for its faculty, staff, students, and visitors.

It is the policy of the University to maintain, insofar as it is reasonably within its control to do so, a campus environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness.

*No student or employee will be required to perform any task that is determined to be unsafe or unreasonably hazardous.*

While the overall responsibility for campus health and safety rests with the President, the immediate responsibility for workplace health and safety belongs to each campus employee who performs a supervisory role. In addition, individual employees are responsible for preventing campus accidents.

Accordingly, all faculty and staff are to ensure that safe and healthful conditions and work practices are provided and followed within the areas under their control, and all members of the campus community are to cooperate fully with all aspects of the campus health and safety program.

**4. OBJECTIVES**

When properly designed and implemented, an effective Injury & Illness Prevention Program will assist management in determining what hazards exist in the workplace, how to correct hazards that may occur, and what steps to take to prevent them from recurring.

When the University has established an effective system for providing employee injury & illness prevention, the following objectives can be achieved:

- Management is able to prevent many hazards from occurring through regular self-inspections.
- Employees know to report potentially hazardous conditions without fear of reprisal and that their reports will be given prompt and serious attention.
- Workplace equipment is maintained in safe and good working condition.

- Management has established procedures to investigate any workplace accidents or near-miss incidents and reported injuries and illnesses.
- Hazards are corrected as soon as possible after they are identified.
- Employees have received general safety and health rules which are written and apply to everyone.
- The University has developed safe and healthful work practices for each specific job performed by its employees.
- The University has established disciplinary procedures which help ensure that safety rules and work procedures are put into practice and enforced.
- The University has established a written plan for what employees will do in case of emergency.

## 5. RESPONSIBILITIES

At San José State University, the President has delegated overall program management to the Director of Environmental Health & Safety (EH&S Director). The EH&S Director is responsible for the development, implementation and maintenance of the program under the direction of the Associate Vice President of Facilities Development & Operations Department within the Administration & Finance Division.

The EH&S Department has a web presence located at <http://www.sjsu.edu/fdo/departments/ehs/>.

### a. Environmental Health & Safety

It is the responsibility of the EH&S Director to develop, implement, manage and maintain the Injury & Illness Prevention Program. This includes the following responsibilities as outlined below:

- Provide consultation to Department Deans, Directors, Chairpersons and Coordinators regarding program compliance.
- Consult on issues of hazard identification and evaluation; procedures for correcting unsafe conditions; systems for communicating with employees; regularly scheduled safety meetings; employee training programs; compliance strategies; and recordkeeping.
- Provide centralized monitoring of campus-wide activities on a consultative basis in the areas of biological safety, chemical hygiene, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, medical surveillance, occupational safety, pest management, public health & sanitation, radiation safety, risk management, and safety education & training.
- Maintain centralized environmental and employee monitoring records, allowing employee access as directed by law.

### b. Deans, Directors, Department Chairs, Department Heads

It is the responsibility of Deans, Directors, Department Chairs and Department Heads to develop departmental procedures to ensure effective compliance with the Injury & Illness Prevention Program and other University health and safety policies as they relate to operations under their control. Specific areas include employee and student education and training, identification and correction of unsafe conditions, and recordkeeping. Specifically these individuals will:

- Develop and maintain written departmental procedures and ensure that each supervisor adheres to adopted procedures.
- Develop and implement an education and training program designed to instruct employees and students 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 or student being assigned to potentially hazardous employment.

- Instruct employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations. Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees or students comprehend all safety procedures associated with the new job duties.
- Develop a system of recordkeeping to document all employee and student education and training activities. Such records should include, but not be limited to, employee and student injuries, incident reports, and complaints or grievances involving safety issues.
- Develop and maintain an inventory of hazardous materials present in all work areas within the department.
- When ordering suspected hazardous materials or equipment, request on the Requisition Form a Material Safety Data Sheet (MSDS), where one is not already available, or equipment safety procedure.
- Post in a conspicuous location appropriate safety notices or procedures.
- Develop methods, as appropriate, to inform outside contractors' employees who work in areas under department jurisdiction of the hazards to which those employees may be exposed.
- Designate staff that will be responsible for serving as the department safety coordinator, acting as liaison with Environmental Health & Safety and advising the department head on issues relating to environmental health & safety within the department.

#### **c. Principal Investigators & Supervisors**

Develop local area procedures to ensure effective compliance with the Injury & Illness Prevention Program as it relates to operations under their control.

Specific areas of responsibility include:

- Employee and student education and training, identification and correction of unsafe conditions, and recordkeeping.
- Develop and maintain written workplace procedures which conform to campus and departmental guidelines.
- Ensure that each employee adheres to adopted procedures.
- Instruct employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations.
- Permit only those employees or students qualified by training to operate potentially hazardous equipment. Do not assume that newly hired, newly assigned or reassigned employees or students comprehend all safety procedures associated with the new job duties.

#### **d. Department Safety Coordinators**

Department Safety Coordinators (DSCs) are appointed by each Dean, Director, Department Chair or Department Head and are critical to the effective implementation of the Injury & Illness Prevention Program.

The DSC will:

- Assist the Dean, Director, Department Chair or Department Head in the development and implementation of a College or department Injury & Illness Prevention Program.
- Serve as liaison with Environmental Health & Safety and other associated campus departments.

- Obtain safety and health information and conduct or arrange for education and training of employees as related to workplace hazards.
- Conduct periodic safety inspections of facilities, equipment and projects to identify unsafe conditions and practices.
- Make recommendations and initiate corrective actions regarding identified hazards or deficiencies.
- Serve as liaison for the department on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, reports, technical consultants and as the primary department resource person for coordinating these activities.
- Insure maintenance of department records related to training, accident/injury, monitoring or other pertinent data.

**Table 1 Department Safety Coordinators**

#0	College / Department	Buildings / Facilities	Dean / Department Head	Department Safety Coordinator	Alternates
1	College of Science Department of Chemistry	Duncan Hall Science Building	Michael Kaufman, Interim Dean Marc D’Alarcao, Associate Dean	Stanley Vaughn Facilities & Central Service Specialist	John Hawk Administrative Analyst/Specialist Randy Kirchner Instructional Support Technician
2	College of Engineering	Engineering Building Industrial Studies Building	Sheryl Ehrman Dean Jinny Rhee Associate Dean	Neil Peters Administrative Analyst/Specialist	
3	Student Housing Services	Joe West Hall, Campus Village I & II, Washburn Hall Dining Commons	Kevin Kinney Director, Student Housing	Margaret Hom Associate Director, Student Housing	
4	Facilities Development & Operations	Corporation Yard Central Plant	John Skyberg Senior Director, Maintenance & Operations Chris Nordby Director of Utility Operations	Thomas Moore Associate Director of Operations Adam Salvadalena Associate Director of Utility Operations	
5	College of the Humanities & the Arts	Art Building Foundry IS Building Hugh Gillis Hall	Shannon Miller Dean	Jim LeFever Director, Theater Operations Key Edwards, Facilities & Safety Coordinator	Jordan Shepard Central Shops Technician Steve Davis Foundry
6	Student Union, Inc.	Aquatics Center Event Center Student Union	Cathy Busalacchi Executive Director	Cedric Woolfork Associate Director, Student Union Joseph Bokker Associate Director, Event Center	
7	College of Applied Sciences & Arts Department of Nutrition	Central Classroom Building Industrial Studies Building	Mary Schutten Dean Pamela Richardson Associate Dean	Jean Geary Instructional Support Technician	
8	University Police Department	Parking Structures	Peter Decena Chief of Police Frank Belcastro Captain	Andres Acevedo Emergency Coordinator	

**e. Employees**

Employees are responsible for reading and complying with procedures and guidelines provided by their supervisors.

Employees are encouraged to inform their supervisors of workplace hazards without fear of reprisal. If there is a perception that this is not possible, workplace hazards may be reported to Environmental Health & Safety

Employees shall attend established education and training sessions and are expected to understand and comply with all applicable safety requirements. Failure to comply with established safety rules may be reflected in performance evaluations and may lead to disciplinary action.

Employees are responsible for asking questions of their supervisors when there is concern about an unknown or hazardous situation.

**f. Students**

Students are expected to always adhere to safety practices presented by faculty, technical staff, student assistants, graduate assistants or other authorized individuals. They must also report workplace hazards that become known to them, to their supervisors or other responsible parties.

**6. COMPLIANCE GUIDELINES**

All employees shall adhere to safe and healthy work practices defined by established campus and departmental safety and health guidelines. Failure to do so will result in the initiation of disciplinary measures defined in the University Progressive Disciplinary Action Plan.

**7. SAFETY COMMUNICATIONS**

Methods of communicating with employees on matters relating to health and safety are established as summarized below:

**a. Managers and Supervisors**

Managers and supervisors will encourage employees to report any unsafe or unhealthful conditions they discover without fear of reprisal.

**b. Safety Training**

The University provides training for employees based on their general work requirements. Topics include New Hire Orientation, First Aid/CPR/AED, Hazard Communication, Emergency Preparedness and Defensive Driver training.

Departments provide job specific training for employees prior to assignment on a new job or when work assignments change. Refresher training is provided based on regulatory requirements for topics such as Confined Space Entry, Lockout, Asbestos Management and Lead Management.

**c. SKILLPORT™ Learning Management System**

The Learning Management System, SKILLPORT™, is deployed as the EH&S online learning management system for the University. The SKILLPORT CATALOG contains online training courses in environmental protection and occupational health & safety topics.

**To logon to SKILLPORT™ from MS Internet Explorer™.**

- 1) Go to SJSU Environmental Health & Safety Home Page at <http://www.sjsu.edu/fdo/departments/ehs/>
- 2) Select **Environmental Health & Safety Training Online** and go to the **SkillPort Login Link**.
- 3) Enter your nine-digit SJSU Account One Employee ID Number and Password.
- 4) Select the desired EH&S Training Topic from the Course Catalog.

- 5) Your training record is automatically maintained in the SJSU HR Training Database at the completion of the course.

**d. The Campus Safety Advisory Committee**

The Campus Safety Advisory Committee (CSAC) is established to achieve and maintain effective communications between labor and management and to resolve health and safety related problems. The CSAC is led by the Human Resources Department.

The Manager of Employee & Labor Relations coordinates the scheduling of committee meetings and provides an agenda and minutes of each meeting, solicits agenda items from committee members and identifies resources for resolving complex safety issues in coordination with the appropriate campus administrators.

Meetings are held quarterly in March, June, September, and November and are scheduled on the last Friday of the month.

The CSAC is referenced in the following collective bargaining agreements. Designated representatives from the bargaining units are members.

- CSU Employees Union (CSUEU) Collective Bargaining Agreement Article 23.9  
CSUEU Units 2, 5, 7, and 9
- California Faculty Association (CFA) Collective Bargaining Agreement Article 37.8  
CFA Unit 3
- State Employees Trades Council (SETC) Collective Bargaining Agreement Article 28.12  
SETC Safety Steward Unit 6
- Academic Professionals of California (APC) Bargaining Agreement Article 31.8  
APC Unit 4

Other members are drawn from representatives of campus departments and auxiliary organization that include ...

- Human Resources
- Environmental Health & Safety
- University Police / Emergency Preparedness
- Student Housing Services
- Associated Students
- Spartan Shops
- Student Union and the Event Center

**e. The SETC – Management Safety Committee**

The SETC – Management Safety Committee is established to achieve and maintain effective communications between labor and management and to resolve health and safety related problems. It is referenced in the State Employees Trades Council Collective Bargaining Agreement Article 28.12

The Committee is coordinated by the EH&S Director within the Facilities Development and Operations Department and meets on an ad hoc basis.

Both management and bargaining unit members are drawn from departments with SETC represented employees that include:

- Facilities Development & Operations
- Housing Maintenance

**f. Department Safety Coordinators**

Assist the Dean, Director, Department Chair or Department Head in the development and implementation of a College or department Injury & Illness Prevention Program.

**8. ENVIRONMENTAL HEALTH & SAFETY INSPECTIONS**

A health and safety inspection program is essential in order to reduce unsafe conditions that may expose faculty, staff, students and visitors to incidents that could result in injury to individuals or damage to property.

**a. Scheduled Workplace Inspections**

It is the responsibility of each department to ensure that a regular and systematic inspection process be scheduled for all departmental areas. It is recommended that departmental safety coordinators and other knowledgeable employees be assigned to conduct these inspections.

A General Safety Inspection Checklist in Appendix I may be used to facilitate the inspection process.

The College of Science, College of Engineering, and the College of the Humanities & the Arts, perform a “Laboratory Audit” for the management of hazardous materials in collaboration with the Environmental Health & Safety Department. The audits are scheduled during each semester. Appendix II contains a model “Laboratory Audit” form. EH&S assists and accompany colleges and departments in “Laboratory Audits” each semester of areas where hazardous materials are stored, used and disposed.

**b. Scheduled Workplace Inspections by the Office of the State Fire Marshal**

Title 19 of the California Code of Regulations requires that all State Buildings be inspected annually by the Office of the State Fire Marshal. EH&S accompanies the Deputy State Fire Marshal during the inspection of all buildings and rooms for fire safety compliance and coordinates the completion of corrective actions campus wide.

**Table 2 Scheduled Health and Safety Inspections**

#	Inspection Type	Areas Inspected	Inspection Frequency & Schedule	Responsible Departments	Regulatory Reference
1	<b>Public &amp; Life Safety</b>	All Campus Buildings and Grounds	Annual	FD&O, UPD & EH&S	OSHA, Fire Code, Public Safety
2	<b>Hazardous Materials Storage, Use and Disposal Audit</b> Laboratories, Art Studios, Maintenance Facilities	College of Science Duncan Hall & Science Building College of Engineering Student Union, Event Center, Aquatic Center Central Plant, Corporation Yard University Police & Parking	Fall and Spring Semesters (SJSU EH&S Audit Form Appendix I)	Colleges and Departments in Collaboration with EH&S	Santa Clara County Hazardous Materials Ordinance OSHA
3	<b>Hazardous Materials Storage, Use and Disposal Inspections</b> Laboratories, Art Studios	College of Science Duncan Hall & Science Building College of Engineering College of Humanities & the Arts Central Plant, Corporation Yard	Monthly CUPA Inspection Form	Each Department	Santa Clara County Hazardous Materials Ordinance OSHA

## 9. REPORTING WORK RELATED INJURIES & ILLNESSES

The Key Elements of the Human Resources Policy on Occupational Injury or Illness Reporting are described here.

### **Report the injury immediately to your Appropriate Administrator or his/her designee.**

Within 24 hours, the Appropriate Administrator or his/her designee completes the employer's report form and provides a copy of the workers' compensation claim form to the employee.

Fax the forms to HR at 408-924-2144. Send originals in campus mail to HR/Safety m/s 0046.

In case of emergency dial 911 for paramedic assistance or 924-2222 for University Police Department.

### **Seek immediate medical treatment.**

For minor injuries requiring first aid only, employees should go to Student Health Center.

Call (408) 924-6120 for general information.

For medical treatment beyond first aid, employees should go to Alliance Medical Clinics.

Monday – Friday 7:00am to 7:00pm.

Located at: 1901 Monterey Road, San José, CA 95112,

Phone: (408) 477-8080

For all injuries after hours and on weekends, employees are authorized to go to

O'Connor Hospital Emergency Department.

Located at: 2105 Forest Avenue, San José, CA 95128,

Telephone: 408-947-2500

### **Provide all Physician medical Work Status Reports to your Appropriate Administrator or his/her designee and the Workers' Compensation Specialist in Human Resources.**

#### **For more information or questions contact ...**

Workers' Compensation Specialist in Human Resources,

State of California Division of Workers' Compensation Information & Assistance Unit at 1-800-736-7401

#### **Injury Report Forms:**

[Employer's Report of Occupational Injury or Illness](#) (PDF):

The appropriate administrator will write a description of the accident using the employee's own account of the incident and submit to Human Resources Department.

[Workers' Compensation Claim Form \(DWC 1\) and Notice of Potential Eligibility:](#)

Provide the injured employee with this form. When the employee completes and returns this form to you, forward it on to Human Resources Department.

## 10. ACCIDENT INVESTIGATION

Minor injuries incurred on the job will be reported to the immediate supervisor of the injured employee for arrangement of medical care and to perform an investigation. Minor injuries and illnesses are treated at the Student Health Center on campus. Medical records are maintained there. Minor injury means first aid, not requiring medical treatment or work limitations or time away from work.

Serious occupational injuries, illness or death of an employee occurring on the job or in connection with the job must be reported to University Police, who will in turn notify EH&S immediately.

“Immediately” means within eight (8) hours of when the supervisor knows or should have known that the injury or illness is serious.

“Serious injury or illness” for purposes of this reporting requirement is defined as one that requires inpatient hospitalization for more than 24 hours for other than observation, a loss of a member of the body (amputation) or a serious degree of permanent disfigurement.

EH&S will contact Cal/OSHA as required by law.

The supervisor, from the injured employee's department, will investigate the circumstances of the incident to determine the cause.

The OSHA Log 300 of Injuries and Illnesses is maintained by the Human Resources Department.

**11. HAZARD CONTROL PROCEDURES**

Inspection and Audit Reports

Upon completion of scheduled inspections and audits, all findings will be prepared in writing and submitted to department chairs and EH&S. Corrective action or a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department. EH&S will assist by obtaining expert assistance in the development of corrective actions and University-wide funding where appropriate and necessary.

Hazard Classification

Once identified, hazards will be ranked according to both consequence or severity and probability or frequency of occurrence as defined in Table I. Prioritization of abatement actions will be based on the ranking scheme. Serious violation and hazards should always be given top priority and be corrected immediately or consideration should be given to stopping operations affected by the violations or hazards.

**Table 3**

**Hazard Classification Hierarchy**

Order of Priority	Consequence (Severity)	Probability of Injury Occurrence
1	Imminent danger exists. Capable of causing death, possibly multiple deaths, widespread occupational ill-ness and loss of facilities.	Probable
2	Severe injury, serious illness property and equipment damage	Reasonably probable
3	Minor injury, illness or equipment damage may result	Remote
4	First aid care	Extremely Remote

Imminent Hazard Situations

Individuals conducting a safety inspection or audit shall immediately notify the Department Chair/Head or the EH&S Office, as appropriate, if a condition exists that presents an imminent hazard to health or safety. The Department Chair/Head shall inform all employees of any such imminent hazard(s) that cannot be corrected immediately and ensure that all necessary precautions are taken to prevent mishaps.

An imminent hazard is any condition or practice where there is reasonable certainty that a hazard exists that can be expected to cause death or serious physical harm immediately or before the hazard can be eliminated through normal corrective measures; e.g. an employee is working on an electrical line without shutting off the power.

Hazard Control Hierarchy

Effective hazard control follows the hierarchy established in Table 2. The most effective means of control is, if possible, to eliminate the hazard. If this cannot be accomplished, the next most effective

means is to engineer out the hazard by such means as to providing exhaust ventilation or machine guards as an example. If this is not feasible, warnings must be given such as communicated in signs, labels or alarms. Training and administrative controls, such as personal protective equipment, should be considered as the last resort when all other means of control are not effective.

**Table 4  
Hierarchy of Controls  
From Most to Least Effective**

1	<p><b>Elimination or Substitution</b></p> <ul style="list-style-type: none"> <li>– Reduce energy, speed, less hazardous materials.</li> </ul>
2	<p><b>Engineering Controls</b></p> <ul style="list-style-type: none"> <li>– Ventilation, machine guarding, interlocks.</li> </ul>
3	<p><b>Warnings</b></p> <ul style="list-style-type: none"> <li>– Odor in natural gas, signs, labels, horns, beepers.</li> </ul>
4	<p><b>Training and Administrative Controls</b></p> <ul style="list-style-type: none"> <li>– Job procedures, rotation of workers, lockout, and confined space entry.</li> </ul>
5	<p><b>Personal Protective Equipment</b></p> <ul style="list-style-type: none"> <li>– Safety Glasses, respiratory protection, back belts, ear plugs.</li> </ul>

**12. EMPLOYEE HEALTH & SAFETY TRAINING**

Effective dissemination of safety training, rules and procedures is important to the success of the Injury & Illness Prevention Program. It is necessary to provide training for employees concerning general safe work practices as well as specific instruction with respect to hazards unique to each employee's job assignment. Each supervisor will ensure that all new employees receive general and specific training prior to assignment on a new job.

Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which represents a new hazard or whenever the supervisor receives notification of a new or previously unrecognized hazard. All training will be documented in writing. Topics, participants and dates will all be recorded and kept on file within each department.

**a. New Hire Orientation and the Injury & Illness Prevention Program.**

All new employees receive their initial orientation to the Injury & Illness Prevention Program during New Hire Orientation provided by EH&S office via the SKILLPORT Learning Management System. The topics covered in the training include the following:

**Table 5 New Hire Orientations**

New Hire Orientation	
<ul style="list-style-type: none"> <li>• The Injury &amp; Illness Prevention Program</li> <li>• Employee Right to Know and Right to Access Information and Medical Records</li> </ul>	<ul style="list-style-type: none"> <li>• Injury &amp; Illness Reporting Requirements.</li> <li>• Reporting and Correcting Unsafe Conditions.</li> </ul>

**b. General Safe Work Practices for Specific Departments**

Facilities Development & Operations, Student Housing Services, and the University Police Department have developed job specific training for new hires that includes awareness to hazards that are tailored to the inherent hazards found within the department.

**Table 6 Facilities Development and Operations**

Facilities Development and Operations Maintenance, Custodial and Grounds Employees	New Hire Orientation and Hazard Awareness 8 Hours
<ul style="list-style-type: none"> <li>• SJSU IIPP</li> <li>• Defensive Driving</li> <li>• Hazard Communication</li> <li>• Back Safety</li> <li>• Lockout Tagout</li> <li>• Emergency Preparedness</li> <li>• Fire Prevention and Safety</li> <li>• Asbestos Hazard Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Housekeeping and Accident Prevention</li> <li>• Heat Illness Prevention</li> <li>• Personal Protective Equipment Head / Eye / Hearing / Hand / Foot</li> <li>• Bloodborne Pathogens</li> <li>• Confined Space Entry</li> <li>• Utility Cart Driving</li> </ul>

**Table 7 Student Housing Services**

Student Housing Services Maintenance and Custodial Employees	New Hire Orientation and Hazard Awareness 8 Hours
<ul style="list-style-type: none"> <li>• SJSU IIPP</li> <li>• Defensive Driving</li> <li>• Hazard Communication</li> <li>• Back Safety</li> <li>• Lockout Tagout</li> <li>• Emergency Preparedness</li> <li>• Fire Prevention and Safety</li> <li>• Asbestos Hazard Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Housekeeping and Accident Prevention</li> <li>• Heat Illness Prevention</li> <li>• Personal Protective Equipment Head / Eye / Hearing / Hand / Foot</li> <li>• Bloodborne Pathogens</li> <li>• Confined Space Entry</li> <li>• Utility Cart Driving</li> </ul>

**Table 8 University Police Department**

University Police Department	New Hire Orientation and Hazard Awareness
<ul style="list-style-type: none"> <li>• Emergency Responder</li> <li>• Fire Prevention</li> <li>• Respiratory Protection</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid and CPR w/AED</li> <li>• Bloodborne Pathogens</li> <li>• Defensive Driving</li> </ul>

**c. Safety Education & Training**

Specialized training dealing with an employee's unique job assignment is developed by each supervisor. It is the responsibility of each supervisor to understand his/her employee's job tasks and related hazards. EH&S has identified specialized job specific training on campus as detailed in the table below:

**Table 9 Job Specific Training**

Training Topic	Employees at Risk	Training Duration	Training Frequency	Training Provider
Bloodborne Pathogens	Health Care Providers Maintenance Employees	1 hour	Annual Refresher	Student Wellness Center FD&O Operations
Asbestos Workers	Maintenance Employees	8 hours	Annual Refresher	EH&S, Contractor
Lead Paint Workers	Maintenance Employees	8 hours	Annual Refresher	EH&S, Contractor
Hazardous Materials and Waste Handlers	Laboratory Technicians EHS Specialists	1 hour	Annual Refresher	EH&S
Lockout Tagout	Plumbers, Electricians, HVAC Mechanics Central Plant Operators	2 hours	Annual Refresher	EH&S
Confined Space Entry	Plumbers, Electricians HVAC Mechanics Carpenters	2 hours	Annual Refresher	EH&S

Training Topic	Employees at Risk	Training Duration	Training Frequency	Training Provider
Fall Protection	Plumbers, Electricians HVAC Mechanics Painters, Carpenters Grounds Keepers	1 hour	Annual Refresher	EH&S, IIPP Training for FD&O
Hearing Conservation	Plumbers, Electricians HVAC Mechanics Painters, Carpenters Grounds Keepers	1 hour	Annual Refresher	EH&S, IIPP Training for FD&O
Mobile Equipment Operators Aerial Lifts, Scissor Lifts, Fork Lifts	Plumbers, Electricians HVAC Mechanics Painters, Carpenters Grounds Keepers	2 hours	3 years	EH&S
Respiratory Protection	Plumbers, Electricians HVAC Mechanics Painters, Carpenters Grounds Keepers	1 hour	Annual Refresher	EH&S, IIPP Training for FD&O Annual Fit Testing Training
Defensive Driving	All employees that drive University vehicles or their own vehicle on University business.	1 hour	4 years	CSU SKILLPORT Online

**13. RECORDKEEPING**

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational safety and health.

**a. Campus Accidents, Injuries & Illnesses**

It is essential that all accidents, injuries & illnesses occurring either on University property or at off-campus University sponsored events are maintained and analyzed by Risk Management. Complete records of all incidents involving bodily injury and property damage accidents involving students and/or visitors are maintained and analyzed for accident prevention and campus liability purposes by Risk Management. It is essential that all such incidents be reported immediately and in writing to Risk Management.

Reports of accident and injury incidents may be generated by the UPD (accidents involving the campus community, traffic accidents, state driver accidents, etc.), Radiation Safety Office, Housing Office (resident accidents, intramural sports, etc.), Athletic Department and Student Health Services (student injuries, doctor's first report of industrial injury or illness, etc.).

Statistics and other information from these records are available to departments for use in accident prevention efforts. In addition, departments should also maintain and analyze records of accidents occurring in their own area of operations.

**b. Occupational Injuries & Illnesses**

The University will record and report within five (5) days every employee injury or illness unless disability resulting from such injury or illness does not last through the day or does not require medical service other than minor first-aid treatment.

Records of occupational injuries and illnesses will be kept on file in Human Resources and will be made available for review by Cal/OSHA at any time, for a period of five (5) years.

The Cal/OSHA summary for the previous year will be posted by Human Resources in conspicuous places throughout campus for review by employees.

Employee injuries and illnesses will be recorded and analyzed each calendar quarter by Human Resources. These statistics are first submitted to the CSU Office of the Chancellor and from there to the Governor's Safety and Workers' Compensation Program in Sacramento.

#### **c. Employee Exposure Records**

Each employee exposure record will be preserved and maintained for at least thirty (30) years except for certain background data to workplace monitoring and certain biological monitoring results. Such records include workplace monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; material safety data sheets; and in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent.

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

#### **d. Medical Records**

The medical record for each employee will be preserved and maintained for at least the duration of employment plus thirty (30) years except 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. Such records include medical and employment questionnaires or histories; the results of medical exams and lab tests; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints.

#### **e. 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 will also keep records of steps taken to establish and maintain the Injury & Illness Prevention Program.

They must include:

- 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, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.
- Documentation of health and safety training for each employee. Specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included. Records will be retained for at least three years.
- Training records will be kept in each department and in EH&S as appropriate.

### **14. EMPLOYEE ACCESS TO EXPOSURE & MEDICAL RECORDS**

The University recognizes that employees and their designated representatives 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 assure that access is provided in a reasonable time, place and manner.

## **15. WORK SPECIFIC PROGRAMS**

Programs incorporated into the overall campus Injury & Illness Prevention strategy exist for which EH&S has established oversight. This helps ensure that adequate environmental health & safety measures are taken. Existing programs are outlined below:

### **a. Laboratory Safety: College of Science.**

The Chemical and Biological Laboratory Safety Program in the College of Science provides for the review of teaching projects, research activities and facilities involving the acquisition, use, storage and disposal of chemical and bio hazardous agents. The college maintains a Safety Committee that is chaired by the associate dean of the college. The committee has oversight of safe laboratory work practices, the safe storage and disposal of chemical and biological agents and the periodic audit of laboratories in collaboration with the EH&S Office.

EH&S staff members accompany college & department representatives in their walkthrough audits of lab spaces for the purpose of advising the research staff about physical and chemical hazards routinely found in research lab settings. Problems connected with chemical storage, waste management, earthquake preparedness, electrical hazards, and personal protection are focused.

### **b. Laboratory Safety: College of Engineering.**

The College of Engineering coordinates chemical and biological laboratory safety through the Office of the Dean in collaboration with the EH&S Office. The associate dean directs the college safety coordinator to ensure that teaching projects, research activities and facilities involving the acquisition, use, storage and disposal of chemical and bio hazardous agents are managed safely. Laboratory safety audits are conducted in collaboration with the EH&S Office.

EH&S staff members accompany college & department representatives in their walkthrough audits of lab spaces for the purpose of advising the research staff about physical and chemical hazards routinely found in research lab settings. Problems connected with chemical storage, waste management, earthquake preparedness, electrical hazards, and personal protection are focused.

### **c. Contractor Safety**

The Planning, Design Construction Office of the Facilities Development & Operations Department incorporates Contractor Safety as an integral element of the construction contract and provides that contractors and their employees, when on University premises, perform their work in accordance with federal, state and local regulations in such a manner as to complement the campus' efforts to prevent accidents and control losses. The University has established a uniform policy and rules to be followed when having work performed by contractors and service representatives. Acceptance of these rules and agreement to honor them is included in all contracts awarded to independent contractors.

### **d. Emergency Preparedness**

The campus Emergency Preparedness Program administered by UPD provides for a consistent and adequate means of handling a variety of emergencies. The goals of the program are the preservation of life, the protection of property, and continuity of campus operations. University personnel, students and the public are informed of and included in the preparedness and response strategy. The campus Emergency Management Plan outlines the actions to be taken by the University in response to emergency situations, including:

- Emergency escape routes and procedures for evacuations;

- Procedures for employees who must remain to operate critical operations before they can evacuate the facilities;
- Procedures to account for all employees following the evacuation;
- Procedures for employees who are involved with rescue and medical duties;
- Means of reporting fires and other types of emergencies; and
- Names or job titles of persons who can be contacted about the emergency action plan.

#### **e. Campus Safety & Violence in the Workplace**

The University Police Department is committed to providing a safe and secure learning environment through professional, progressive and superior police, emergency, transportation and educational services in alliance with the campus community. The campus safety plan and program activities are located on the [UPD website](#).

#### **f. Fire & Life Safety**

The Fire and Life Safety Program administered by the Facilities Development & Operations Maintenance department provides for a fire prevention plan; established practices and procedures to control potential fire hazards and ignition sources; installation and maintenance of fire protection equipment and systems; regular portable fire extinguisher inspections and maintenance; and employee training on the use of fire extinguishers and fire protection procedures.

The Office of the State Fire Marshal conducts an annual Fire Prevention Inspection of all buildings on campus in accordance with Title 19 of the California Code of Regulations. The inspection focus is on maintaining a clear means of egress, electrical power distribution systems, fire alarm system testing and the removal of any accumulation of combustibles. The EH&S Office coordinates the inspection schedule with the Office of the State Fire Marshal and the campus community as well as ensuring that corrective action is taken to remedy infractions found during the inspection.

#### **g. Hazard Communication**

The Hazard Communication Program administered by EH&S provides for:

- A list of hazardous substances used in each workplace;
- A system of labeling containers;
- Material safety data sheets for each hazardous substance used; and
- A comprehensive training program for employees that use hazardous materials.

#### **h. Hazardous Materials Management**

Hazardous Material Management is administered by EH&S and provides that employees are trained in the safe procurement, transportation, handling, storage and disposal of hazardous chemicals. To this end, adequate safety equipment is provided in the workplace and properly maintained; employees are required to use personal protective equipment and clothing when handling chemicals; hazardous materials are properly labeled and stored; safe emergency response procedures have been established; ventilation equipment is properly used and maintained; and hazardous wastes are managed in a safe and efficient manner.

#### **i. Industrial Hygiene**

The campus Industrial Hygiene Program administered by EH&S provides for personal monitoring and environmental testing in order to identify, monitor and control potentially harmful substances and physical agents in the campus environment. Specific attention is paid to such areas as noise, personal

protective equipment & clothing, medical monitoring, ergonomics, indoor air quality, and exposure to toxic materials. The success of this program requires that the University develop the capability to:

- Recognize the environmental stresses which present a potential hazard and understand their effects on employees;
- Evaluate on the basis of experience and with the aid of quantitative measurements, the magnitude of those stresses; and
- Prescribe methods to reduce, control or eliminate such stresses.

#### **j. Occupational Health & Safety**

The campus Occupational Safety Program administered by EH&S provides for safe working/walking surfaces, adequate illumination, proper maintenance of tools and other equipment, proper guarding of machinery, an electrical safety program, a lockout/tag out procedure for all energized systems, safe use and storage of compressed gas, a confined space entry procedure, equipment and procedures for the safe handling of materials, and a vehicle and driver safety program.

- Asbestos in Construction Materials
- Bloodborne Pathogens Control Program
- Confined Space Entry Program
- Driver Safety
- Electrical Safety & Energy Control – Lockout Tagout
- Ergonomics
- Fall Prevention
- Job Hazard Analysis and Personal Protective Equipment Selection
- Lead in Paint Program
- Machine Shop Safety
- Hearing Conservation
- Respiratory Protection

#### **k. Pest Management**

The Pest Management Program, administered with the Grounds and Landscaping department within FD&O and coupled with Student Housing, provides for the control of insect, rodent and other pest infestations in work, residential, food establishment, agricultural and landscape areas. Facility inspections; medical monitoring and training programs for users; safe procurement, transportation, storage, use and disposal of pesticides; recordkeeping; and application of environmentally safe control measures are maintained.

#### **l. Food Sanitation**

The Food Sanitation Program is managed by the Student Housing and Student Union Auxiliaries and provides for regular inspections of all housing and food establishments on campus to ensure that operations and facilities are in conformance with state and local public health codes.

#### **m. Drinking Water Quality**

The purity of all drinking and swimming pool water is monitored by EH&S and coupled with the FD&O Plumbing department and the Aquatics Center to guard against the presence of harmful bacteria and other water contaminants. The university maintains a permit to operate a drinking water distribution system with the State Water Resources and Control Board, which ensures that the system is properly

maintained and that water quality is tested periodically for harmful bacteria and other contaminants, such as lead and copper.

**n. Radiation Safety**

The Radiation Safety Program managed by the College of Science provides for the safety of personnel, students and the public during operations involving ionizing, ultra-violet, laser and microwave radiation sources. Working in conjunction with the Radiation Safety Committee and guidelines approved in the University's broad scope license with the State Department of Radiological Health, the College of Science coupled with EH&S, administers the radiation safety program to ensure that all exposures to radioactive sources are kept to a level as low as reasonably achievable.

**o. Risk Management**

The Risk Management Program, managed within the Finance department, provides for the establishment and administration of self-insurance funds; maintenance of insurance broker and insurance company relationships; assessment of risk, risk costs and coverage, and acquiring coverage; development and implementation of risk management and loss control policies; liaison with the State Office of Insurance and Risk Management; and coordination of a variety of risk management operations on the campus.

**16. ANNUAL REPORT**

The EH&S Director shall provide an Annual Health and Safety Program Report to the University President with a copy to the System wide Office of Risk Management in accordance with the CSU Executive Order 1039. Items to consider for the report include:

- Review of significant events
- Program trends
- Status reports for key program areas (e.g. training, inspections etc.)
- Performance data

**17. PROGRAM REVIEW**

The Injury & Illness Prevention Program is reviewed annually and updated to reflect changes in campus environments and management systems by EH&S.

**18. DOCUMENT HISTORY & CONTROL**

The San José State University Injury & Illness Prevention Program described herein supersedes all prior written Injury & Illness Prevention Program documents.

Rev #	Document Revision History	Document Controller	Reviewer	Date
01	To align the IIPP in accordance with CSU Model IIPP and CSU EO 1039	David Krack, Director Environmental Health & Safety	Mark Loftus, Manager Risk Management	August 9, 2013
02	Update the IIPP	David Krack, Director Environmental Health & Safety 	Matt Nymeyer, Interim Associate Director, Environmental Health & Safety 	October 10, 2017

**Appendix I General Safety Checklist**

San José State University	Building: _____
Environmental Health & Safety	Department: _____ Date: _____

This checklist is meant to be a guide to help you identify a potential hazard in your work area and to have the hazard corrected. Contact the SJSU Environmental Health & Safety should you have questions in applying these standards to your work area.

OK	Action needed	#	Item Description	Comment
		1	Are exits routes clear and accessible?	
		2	Are cabinets taller than 4 feet secured to prevent tipping, falling, or collapsing?	
		3	Are aisles, passageways, and corridors kept clear of cabinets and furniture?	
		4	Are extension cords in good repair and not worn, frayed, abraded, or wires exposed?	
		5	Cords, cables, and wires kept clear and do not create a tripping hazard?	
		6	Is there a portable fire extinguisher within at least 75' feet of travel and easily accessible?	
		7	The fire extinguisher is inspected monthly?	
		8	Are fire rated doors kept closed and are not blocked open by wedges or other material?	
		9	Is your work area free of excessive debris and obstructions?	
		10	Is lighting adequate to perform regular job tasks and egress safely?	
		11	Have you received health and safety training at time of hire, when transferred to a new assignment having a new hazard or exposure, or whenever a new hazard or exposure is introduced into the workplace?	
		12	Are labels on hazardous substance containers legible, dated, and identified as to its hazards and content?	
		13	Is there a Material Safety Data Sheet (MSDS) readily available for each hazardous substance used? For MSDS access go to: <a href="http://hq.msdsonline.com/csuedusl/Search/Default.aspx">http://hq.msdsonline.com/csuedusl/Search/Default.aspx</a>	
		14	Are flammable, combustible or toxic chemicals kept in closed containers when not in use?	
		15	Are you aware to report any obvious hazard to life and property to your supervisor, Department Chair, or EHS as soon as reasonable or correct the problem yourself?	
		16	Are emergency telephone numbers posted where they can be readily found in case of an emergency?	

Appendix II Laboratory Safety Audit Checklist Form – (Page 1 of 6)



<b>Date</b>	
<b>College / Department</b>	
<b>Principal Investigator / Faculty</b>	
<b>PI / Faculty Telephone Number</b>	
<b>PI / Faculty email address</b>	
<b>Building Name</b>	
<b>Lab Room Number</b>	
<b>Lab Safety contact person</b>	
<b>Lab Safety contact telephone number</b>	
<b>Lab Safety contact email address</b>	
<b>Lab phone number</b>	
<b>Lab Type</b>	<b>Chemistry / Biology / Radiation / Biosafety / Laser / Animal</b>
<b>Chemical Types Present</b>	
<input type="checkbox"/> Acutely Hazardous Substances (Carcinogens, Acute Toxins, Reproductive Toxins)	<input type="checkbox"/> Flammables
<input type="checkbox"/> Regulated Carcinogens	<input type="checkbox"/> Explosives
<input type="checkbox"/> Pyrophorics	<input type="checkbox"/> Peroxide Formers
<input type="checkbox"/> Water Reactive	<input type="checkbox"/> Corrosives
<b>Personnel Present for audit</b>	
<b>Name (Print)</b>	<b>Email Address</b>
1. Lead Auditor:	Email Address:
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Appendix III Code of Safe Practices for the Skilled Trades****General**      [PLATE A-3 CODE OF SAFE PRACTICES](#)

1. All persons shall follow these safe practices rules, render every possible aid to safe operations, and report all unsafe conditions or practices to the foreman or superintendent.
2. Foremen/Supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work, and shall take such action as is necessary to obtain observance.
3. All employees shall be given frequent accident prevention instructions. Instructions shall be given at least every 10 working days. When applicable, the accident prevention instructions shall also include specific instruction on the safe use, care and maintenance of fall protection equipment (i.e. fall arrest systems, positioning device systems, safety nets, etc.) used at the jobsite.
4. Anyone known to be under the influence of drugs or intoxicating substances which impair the employee's ability to safely perform the assigned duties shall not be allowed on the job while in that condition.
5. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees shall be prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working together with equipment.
7. No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
8. Employees shall not enter manholes, underground vaults, chambers, tanks, silos, or other similar places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the foreman or superintendent.
10. Crowding or pushing when boarding or leaving any vehicle or other conveyance shall be prohibited.
11. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their foreman.
12. All injuries shall be reported promptly to the foreman or superintendent so that arrangements can be made for medical or first aid treatment.
13. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
14. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
15. Materials, tools, or other objects shall not be thrown from buildings or structures until proper precautions are taken to protect others from the falling objects.
16. Employees shall cleanse thoroughly after handling hazardous substances, and follow special instructions from authorized sources.
17. Hod carriers should avoid the use of extension ladders when carrying loads. Such ladders may provide adequate strength, but the rung position and rope arrangement make such climbing difficult and hazardous for this trade.
18. Work shall be so arranged that employees are able to face ladder and use both hands while climbing.
19. Gasoline shall not be used for cleaning purposes.
20. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are some openings, until it has first been determined that no possibility of explosion exists, and authority for the work is obtained from the foreman or superintendent

21. Any damage to scaffolds, false work, or other supporting structures shall be immediately reported to the foreman and repaired before use.

**Use of Tools and Equipment**

- 22. All tools and equipment shall be maintained in good condition.
- 23. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
- 24. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
- 25. Only appropriate tools shall be used for the job.
- 26. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
- 27. Files shall be equipped with handles and not used to punch or pry.
- 28. A screwdriver shall not be used as a chisel.
- 29. Wheelbarrows shall not be pushed with handles in an upright position.
- 30. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
- 31. Electric cords shall not be exposed to damage from vehicles.
- 32. In locations where the use of a portable power tool is difficult, the tool shall be supported by means of a rope or similar support of adequate strength.

**Machinery and Vehicles**

- 33. Only authorized persons shall operate machinery or equipment.
- 34. Loose or frayed clothing, or long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other sources of entanglement.
- 35. Machinery shall not be serviced, repaired or adjusted while in operation, nor shall oiling of moving parts be attempted, except on equipment that is designed or fitted with safeguards to protect the person performing the work.
- 36. Where appropriate, lock-out procedures shall be used.
- 37. Employees shall not work under vehicles supported by jacks or chain hoists, without protective blocking that will prevent injury if jacks or hoists should fail.
- 38. Air hoses shall not be disconnected at compressors until hose line has been bled.
- 39. All excavations shall be visually inspected before backfilling, to ensure that it is safe to backfill.
- 40. Excavating equipment shall not be operated near tops of cuts, banks, and cliffs if employees are working below.
- 41. Tractors, bulldozers, scrapers and carryalls shall not operate where there is possibility of overturning in dangerous areas like edges of deep fills, cut banks, and steep slopes.
- 42. When loading where there is a probability of dangerous slides or movement of material, the wheels or treads of loading equipment, other than that riding on rails, should be turned in the direction which will facilitate escape in case of danger, except in a situation where this position of the wheels or treads would cause a greater operational hazard.