

# INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)

OFFICE OF ENVIRONMENTAL HEALTH & SAFETY

209.228.2347

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*University  
of  
California,  
Merced*

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<b>1. Introduction.....</b>	<b>4</b>
<i>a. Mission and vision statements.....</i>	<i>4</i>
<b>2. Definitions.....</b>	<b>4</b>
<i>a. Near Miss Incident.....</i>	<i>4</i>
<i>b. Workplace Hazard.....</i>	<i>4</i>
<i>c. Workplace Accident, Injury, or Illness.....</i>	<i>5</i>
<i>d. Recordable Accident.....</i>	<i>5</i>
<i>e. Restricted Duty Accident.....</i>	<i>5</i>
<i>f. Lost Time Accident or Incident.....</i>	<i>5</i>
<i>g. Serious Injury or Illness.....</i>	<i>5</i>
<i>h. Accident Investigation.....</i>	<i>5</i>
<i>i. Workplace manager and/or supervisor.....</i>	<i>5</i>
<b>3. Goals of the Injury and Illness Prevention Plan (IIPP) .....</b>	<b>5</b>
<b>4. Roles and Responsibilities.....</b>	<b>6</b>
<i>a. Director of Environmental Health &amp; Safety.....</i>	<i>6</i>
<i>b. Workplace Managers and Supervisors.....</i>	<i>7</i>
<i>c. UC Merced Employees Including Student Employees.....</i>	<i>7</i>
<b>5. IIPP Compliance.....</b>	<b>8</b>
<b>6. Hazard Identification and Hazard Control Pre-Work Analysis and Safety Audits and Inspections Used to Measure Performance.....</b>	<b>9</b>
<i>a. Job Hazard Analysis and Job Hazard Control.....</i>	<i>9</i>
<i>b. Scheduled and Periodic Safety Inspections.....</i>	<i>9</i>
<i>c. Unscheduled Safety Inspections.....</i>	<i>10</i>
<i>d. Additional Inspections .....</i>	<i>10</i>
<b>7. Accident Investigations.....</b>	<b>11</b>
<b>8. Hazard Identification and Mitigation.....</b>	<b>12</b>
<b>9. Training.....</b>	<b>12</b>
<i>a. General Safe Work Practices.....</i>	<i>13</i>
<i>b. Specific Safe Work Practices .....</i>	<i>13</i>
<b>10. Hazard Communication and Hazard Reporting.....</b>	<b>14</b>
<b>11. Documentation.....</b>	<b>15</b>
<b>12. Regulatory References and Resources.....</b>	<b>16</b>
<b>13. Appendix A- Examples of Job Hazard Analysis.....</b>	<b>18</b>
<b>14. Appendix B-Occupational Accident, Injury, or Illness Investigation Reporting forms.....</b>	<b>19</b>
<b>15. Appendix C-Worker’s Compensation Forms.....</b>	<b>20</b>
<b>16. Appendix D-Hazard reporting and Near Miss Reporting Forms.....</b>	<b>21</b>
<b>17. Appendix E-Hazard Correction Verification Form.....</b>	<b>22</b>
<b>18. Appendix F-Supervisor Safety Meeting Documentation.....</b>	<b>23</b>
<b>19. Appendix G-Self-Inspection Form for Office or Administrative Areas.....</b>	<b>24</b>
<b>20. Appendix H-Inspection Form for Machine Shop and Other Shop Areas.....</b>	<b>25</b>
<b>21. Appendix I-Safety Training Attendance Record (Roster Example) .....</b>	<b>26</b>
<b>22. Appendix J-Training Requirements by Department or Job Classification .....</b>	<b>27</b>

## 1.0 INTRODUCTION

In order to Comply with Cal-OSHA's requirement for an Injury and Illness Prevention Program (IIPP), Title 8 §3203, §3205, §1509, and §6401.7, the Office of Environmental Health and Safety (EH&S) has developed a comprehensive **Injury and Illness Prevention Program** for UCM employees to follow. This document describes the University of California at Merced's (UCM) goals, legal requirements, statutory authority, and various responsibilities of all employees and students under the Program. It addresses Compliance, Hazard Analysis or Identification, Safety and Health Inspections, Hazard Mitigation or resolution, Accident Investigation, Training, Hazard Communication, and Program Documentation. By making employee safety the highest priority for every UCM employee we can reduce injuries and illnesses, increase productivity, and promote a safer and healthier environment for all individuals at UCM.

### 1.1 MISSION AND VISION STATEMENTS

It is the mission of the Office of Environmental Health & Safety (EH&S) to support the academic and administrative functions of the university to promote a safe and healthful workplace and the environmentally sound management of hazardous materials. This is accomplished through collaborative, team-oriented methods that identify the optimum compliance strategies in harmony with the activities of the university.

EH&S aims to establish comprehensive occupational health and safety compliance programs that are seamlessly and systematically integrated into the academic and administrative activities of the university and, consequently, preserve the human and fiscal resources of the university. Likewise, EH&S aims to demonstrate leadership in implementing environmentally sound hazardous materials/waste management practices to demonstrate a model of environmental stewardship beyond mere compliance.

## 2.0 DEFINITIONS

**2.1 Near Miss Incident:** A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury.

**2.2 Workplace Hazard:** A workplace hazard is something that can cause harm, e.g., electricity, chemicals, working up a ladder, noise, a keyboard, a bully at work, stress, etc. A risk is the chance, high or low, associated with any hazard to cause harm. Examples of workplace hazards include poor or inadequate lighting, ergonomic hazards, working in temperature extremes, manual handling hazards, slip, trip and fall hazards, electrocution hazards (e.g., appliances, power sockets, etc.), contagious illnesses spread by ill employees and fire or explosion hazards to name a few.

**2.3 Workplace Accident, Injury, or Illness:** An "Accident" in the workplace is defined as an unplanned event that results in personal injury or property damage.

**2.4 Recordable Accident or Illness:** Any work-related fatality or any work-related injury or illness that results in loss of consciousness, days away from work, restricted work, or

transfer to another job. Any work-related injury or illness requiring medical treatment beyond first aid is considered a recordable incident.

**2.5 Restricted Duty Accident:** Any work-related injury or illness that results in restricted work that prevent or limits an employee from returning to his/her normal duties.

**2.6 Lost time Accident or Incident:** Any work-related incident that results in a worker being unable to return to work.

**2.7 Serious Injury or Illness:** Means any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone (CA Administrative Code Section 6409.1 and 8 CCR Section 342, *Reporting Work Related Fatalities and Serious Injuries*)

**2.8 Accident investigation:** A process of systematic collection and analysis of information relating to an accident that led to the loss of property, time, or health of individuals, or even the loss of lives. Accident investigation is the scientific and academic analysis of the facts that occurred during an accident that results in the discovery or establishment of the “root cause of the accident.

**2.9 Workplace Manager and/or Supervisor:** A workplace manager or supervisor is an UCM individual with assigned responsibility for managing personnel. Inclusive of that assigned responsibility is the responsibility for determining the necessary workplace safety training each direct report must complete and maintain compliance with as well as the delineation of all hazards associated with assigned routine and non-routine job tasks as well as commensurate controls following the hierarchy of hazard controls.

### **3.0 GOALS OF THE INJURY AND ILLNESS PREVENTION PLAN (IIPP)**

The stated goals of the UCM IIPP include the following:

- 3.1** Protect the health and safety of UCM employees by making safety a condition of employment
- 3.2** Minimize, to the extent possible, the potential risk of illness and injury and harmful to UCM employees through the implementation of hazard analyses and hazard controls for all assigned job tasks both routine and non-routine
- 3.3** Reduce workers' compensation claims and costs
- 3.4** Ensure compliance with all health and safety regulatory compliance requirements as well as the compliance with the OSHA General Duty Clause

**3.5** Improve efficiency by reducing the time spent replacing or reassigning injured employees, as well as reduce the need to find and train replacement employees

**3.6** Improve employee morale and work execution as employees recognize UCM management commitment to a safe and hazard free workplace

**3.7 STATUTORY AUTHORITY**

California Labor Code Section 6401.7.

California Code of Regulations Title 8, Sections 1509 and 3203.

**4.0 ROLES AND ESPONSIBILITIES**

The ultimate responsibility for establishing and maintaining effective environmental health and safety policies specific to campus facilities and operations rests with the University Chancellor. General policies that govern the activities and responsibilities of the environmental health and safety program are established under the Chancellor’s final authority.

**4.1 Director of Environmental Health & Safety**

As authorized by the Chancellor and Vice Chancellor for POPD, the UC Merced Director of Environmental Health & Safety (EH&S), within the Department of Public Safety, holds corporate authority and responsibility for implementing and maintaining the provisions of the UC Merced Injury and Illness Prevention Program. Key roles and responsibilities delegated to the EH&S Director include:

- Providing leadership and demonstrating management's commitment to the UCM Health and Safety program
- Developing and implementing the UCM IIPP as part of the UCM Health and Safety program
- Establishing UCM safety training programs for supervisors and employees
- Maintaining an effective system for ensuring program compliance with Federal, CA State and Merced County local regulations applicable to occupational health and safety compliance obligations
- Maintaining workplace compliance with current federal, state, and local safety and health regulations applicable to the UCM workplace
- Acting as liaison between the UCM and regulatory agencies
- Overseeing UCM EH&S health and safety program compliance support including, monitoring, maintenance, record keeping and reporting

**4.2 Workplace Managers and Supervisors**

These supervisory personnel are responsible for ensuring the safety of employees assigned work by them or their subordinate directors, managers, or supervisors. These management and supervisory personnel are responsible for ensuring employees assigned work by them have adequate and appropriate hazards recognition and hazard control processes in place to identify and abate risk associated with routine and non-routine work tasks assigned by them or their direct reporting supervisors. In addition, these supervisory

personnel are responsible for monitoring and measuring workplace safety to ensure all planned hazard controls are efficacious in abating the risk associated with the hazards for the assigned work, included in this compliance effort are:

- Directing work in their various departments or areas of control in a competent manner in such a way as to comply with this IIPP and CA OSHA health and safety regulations.
- Ensuring all employees under their supervisions receive required health and safety training as delineated Appendix F for their respective employees.
- Conducting a Job Hazard Analysis (JHA) for routine and non-routine work tasks assigned to their respective employees as well as developing written job hazard controls (JHCs) for each JHA to ensure work is designed and implemented in a safe and productive manner
- Conducting workplace safety compliance inspections at a minimum frequency of 1 hour per week for assigned work within their work areas or areas of control.
- Reporting all near misses, incidents and/or accidents to the UCM HR; in the event of an injury including serious injuries, supervisors shall contact UCM Police Dispatch at (209) 228-2677 (CAT COPS).
- Managing and maintaining all workplace tools and equipment in accordance with the manufacturer's instructions and, where applicable, EH&S requirements.

### **4.3 UC Merced Employees Including Student Employees**

Employees are responsible for understanding, supporting, and complying with all workplace policies, plans and procedures, including job specific JHAs and JHCs outlined in this program. Other job specific responsibilities include:

- Completing all required health and safety training and pre-work safety meetings as well as understanding and complying with all workplace safety JHAs and JHCs for routine and nonroutine tasks or complying with laboratory specific safety plans and supplements for laboratory specific work.
- Reading, understanding, complying with the obeying and completing the signature agreement to comply with UCM Code of Safe Practices (found [here](#) on the EH&S website) as well as completing, signing and sending the confirmation form (last page) to your workplace supervisor with a copy to EH&S at ehs@ucmerced.edu
- Routinely (at least weekly) review respective workplace area(s) for both real and potential hazards and unsafe conditions
- Routinely (at least monthly) reviewing the Safety Bulletin Board(s) for updated safety and health information
- Understanding and obeying all of the job hazard controls associated with task specific Job Hazard Analysis (JHA) or, for laboratory workers, the Laboratory Safety Plan and Laboratory Safety Plan Supplements for required workplace health and safety hazard control requirements for their respective job classification
- Recognizing and observing workplace safety rules pertaining to their respective job
- Immediately reporting all unsafe acts, unsafe conditions, actual accidents, or incidents to their supervisor; for accidents requiring medical attention or workplace support, immediately report the same to the UCM Police Dispatch (209) 228-2677 (CAT-COPS)
- Understanding and complying with hazard control hierarchy in the performance of work including engineering controls (e.g., ventilation/dilution for hazardous atmospheres), administrative controls and work practices (e.g., training and use of no-touch tools) the

use and maintenance of assigned safety and personal protective equipment, e.g., hard hat, hand, eye and body protection, hearing protection, etc.

## **5.0 IIPP COMPLIANCE**

Compliance with this Injury and Illness Prevention Program will be achieved in the following manner:

- 5.1** Managers and supervisors will provide all the resources necessary to provide a safe and hazard free work environment for their employees and include employee input for safety in the workplace, e.g., equipment, training and PPE in annual budget requests.
- 5.2** Managers and supervisors will lead by example in demonstrating safety in the workplace and require that all staff under their direction follow safe work plans and safe work plan supplements as well as JHAs/JHCs for routine and non-routine tasks in the workplace and comply with CA OSHA and workplace safety rules including reporting any near miss events to EH&S as soon as practical following an event.
- 5.3** Managers and Supervisors in the trades and custodial departments shall enforce the Code of Safe Practices (attach link here) and their departmental Job Hazard Analysis (JHA). The supervisor and managers are required to provide JHAs/JHCs for all routine and non-routine work tasks assigned to their employees.
- 5.4** Managers and Supervisors in the administrative and faculty departments must enforce the Code of Safe Practices and their departmental Job Hazard Analysis (JHA) and Job Hazard Control (JHC) as it applies to administrative, teaching, and instructional employees.
- 5.5** Managers and supervisors will use any and all disciplinary means available to them in order to ensure that employees understand and comply with established workplace safety policies, plans and procedures. Performance evaluations, verbal counseling, written warnings, and other forms of disciplinary action are available to managers and supervisors in order to help ensure motivation and compliance as necessary.
- 5.6** Managers and supervisors will establish appropriate means of recognition, incentive or rewards toward employee motivation and compliance with safe work practices.

## **6.0 HAZARD IDENTIFICATION AND HAZARD CONTROL PRE-WORK ANALYSIS AND SAFETY AUDITS AND INSPECTIONS USED TO MEASURE PERFORMANCE**

### **6.1 Job Hazard Analysis and Job Hazard Control**

Hazard identification is essential to an effective health and safety program. At the UCM, we have chosen to use Job Hazard Analysis (JHA) and Job Hazard Control (JHC) for both routine and non-routine work task in order to minimize the potential for risk associated with employee assigned work tasks. A task specific JHA/JHC is a very effective tool to assist in the reduction of unsafe work conditions and practices; across all industries, having written, pre-job hazard analyses and hazard controls in place, reviewed and implemented by



employees performing the work reduces the likelihood of an accident or injury by an order of magnitude compared to work tasks performed without the aid of JHAs/JHCs.

All workplace supervisors and managers are required to develop JHAs/JHCs for routine and non-routine tasks associated with assigned workplace tasks within the job classifications they supervise. In addition, the supervisors and managers are required to review in detail the workplace safety hazards and preventative action requirements for any and all specific workplace tasks with the workers assigned to perform a given task.

All faculty, staff and student employees are required to understand and obey the task specific, routine, and non-routine JHAs/JHCs that are applicable to their assigned work. **An example form is included in Appendix A.**

## **6.2 Scheduled and Periodic Safety Inspections:**

Upon implementation and updates associated with this program, weekly inspections of all assigned work in all UCM work areas will be conducted by workplace managers and supervisors and supported by the UCM EH&S Workplace Safety Manager. All workplace safety inspections will be documented using the attached forms (or equivalent) including any abatement of any hazards identified during the inspection process.

Thereafter, safety inspections will be conducted at the frequency described below:

- **Office environments:** Annual inspections of all office areas will be conducted by the workplace managers and/or supervisor and shall be efficacious in identifying and eliminating unsafe workplace conditions or unsafe actions observed by employees. These compliance inspections may be conducted with the EH&S Workplace Safety manager, the particular Building Manager and the Emergency Preparedness and Response Manager. The aforementioned individuals can help workplace managers and supervisors to find resources in addressing workplace safety deficiencies. The attached Office Safety Inspection form (or equivalent) shall be used to document these annual inspections (**see Appendix B for Inspection Report Forms**).
- **Shops, cafeterias, warehouses, stores, docks, etc.:** Semi-annual inspections of all potentially dangerous or hazardous workplace locations will be conducted twice annual in order to identify and eliminate any dangerous or hazardous conditions that may exist. The attached Safety Inspection Report Form shall be used ( **See Appendix B for forms**).
- **Laboratories:** Annual self-inspections of all UCM laboratories will be conducted by the laboratory PI as the manager of the laboratory responsible for the safe working conditions within the laboratory. The annual self-inspection will be efficacious in identifying and eliminating any unsafe workplace conditions that may exist. Laboratory managers have database tools available for creating inspection checklists including the Lab Hazard Assessment Tool (LHAT) and Inspect database programs.

## **6.3 Unscheduled Safety Inspections:**

- Additional safety inspections will be conducted whenever the following occurs: reports of accidents, injuries or near miss events, changes in workplace that significantly affects

how work will be performed or the introduction of new chemicals or chemical processes that that present new or different risks or hazards are introduced into the workplace (**See Appendix B for forms**).

- EH&S will conduct periodic scheduled and unscheduled safety inspections of all, potentially hazardous areas, to provide compliance support in the maintenance and management of the laboratory space and provide a safe and healthful workplace.
- Workplace safety reviews will be conducted whenever occupational accidents occur in order to identify and request corrective actions for all unsafe acts or unsafe conditions that contributed to the accident.
- EH&S serves as an available resource for consultation and assistance in conducting hazard assessments.

#### 6.4 Additional Inspections:

- **Custodial Supervisors or Leads** are required to complete Custodial Area Inspection Forms including workplace safety inspections for each custodial closet or custodial supplies storerooms or gathering areas at a minimum frequency of monthly and forward all inspection reports to EH&S Workplace Safety (insert link here) (**see Appendix B for forms**).
- **Dining Supervisors or Leads** are required to complete the Dining Daily Checklist form at the beginning of each dining shift; completed forms must be submitted to EH&S (insert link here) not later than 5 pm on Friday each week.
- **Grounds Supervisors or Leads** are required to complete the Grounds Department Materials and Equipment Storage inspection checklist form (attach form link here) and submit to EH&S Workplace Safety Manager at [bcollier@ucmerced.edu](mailto:bcollier@ucmerced.edu) not later than the 5<sup>th</sup> day of each month for the previous month's inspections.
- **Early Childhood Education Center (ECEC)** supervisors and leads are required to complete the ECEC area workplace safety inspection checklist form (attach form link here) and submit to EH&S Workplace Safety Manager at [bcollier@ucmerced.edu](mailto:bcollier@ucmerced.edu) not later than the 5<sup>th</sup> day of each month for the previous month's inspections.
- **Safety Hour Program.** The EHS department will conduct monthly random inspections of several departments on a routine basis. The "Safety Hour" inspections will review training records, required postings, SDS availability (where appropriate, emergency preparedness, internal department inspection, hazard evaluation and PPE review as appropriate the department and the various tasks performed within the department.

## 7.0 ACCIDENT INVESTIGATIONS

Supervisors and managers are responsible for investigating all accidents, injuries, occupational illnesses, and near-miss incidents and to identify the causal factors or attendant hazards. In addition,

*Revised JULY 2021*

supervisors and manager are responsible to implement corrective actions. Supervisory training on these responsibilities can be found in the UC Learning Center and in-person through EH&S, with variability in which courses are required based on job classification and description. If a worker is injured and goes to a medical facility for medical treatment, then the supervisor or manager is required to fill out all workers' compensation forms including the accident investigation section of the forms. These forms are located in **Appendix C**. Finally, appropriate corrective actions including operational procedure modifications must be implemented as soon as possible but not later than 5 days in order to mitigate the hazards and prevent recurrence of these events.

**Any and all serious occupational injuries, illnesses, or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to EH&S no later than four hours after they become known to the supervisor.** These include injuries that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. The EH&S Workplace Safety Manager or the EH&S Director will contact CA OSHA to make a report of employee serious injury or illness as necessary. An accident investigation will be conducted by the EH&S Workplace Safety Manager in conjunction with the supervisor of the ill or injured employee. A copy of the UCM **Accident Investigation Form is located in Appendix C**. Worker's Compensation injury report forms are located (add link here) **(see Appendix D for UCM Worker's Compensation related forms)**.

## **8.0. HAZARD IDENTIFICATION AND MITIGATION**

All workplace hazards identified will be promptly investigated and abated as necessary to ensure a hazard free workplace. Hazards range from imminent dangers to hazards of relatively low risk and corrective actions, including suitable timetables for completion, are the assigned responsibility of the departmental or area manager where in the hazard exists. EH&S provides compliance support and consultation to departmental and area managers to identify corrective and preventive measures. The Hazard Identification form found in Appendix E shall be used to document identified hazards and the subsequent corrective and preventive actions.

**For hazards that present an imminent danger to life or limb, immediate action will be taken to mitigate the hazard. The UCM Police Dispatch shall be contacted for all imminent health and safety hazards identified at (209) 228-2677 (CAT-COPS) or by dialing 911 or 9-911 from a campus phone.** The UCM Police Dispatch will in turn notify the UCM PD and Merced Fire Department (as necessary) along with the department or area manager and the EH&S Director and Workplace Safety Manager to investigate the report of imminent danger to human health and the environment. The Hazard

Identification Form in Appendix E shall be used to document the report of imminent danger as well as to document to subsequent corrective and preventive actions taken to mitigate the hazard and prevent recurrence.

Any impacted or employees affected by the imminent hazard identified will be notified of the hazard by their supervisor or department/area manager and instructed to remain clear of the area in which the hazard is located until corrective and preventive actions have been implemented.

If continued use of the area or equipment must be maintained, then affected personnel will be provided with the proper training and hazard controls including engineering controls, administrative controls, modified work practices and personnel protective equipment (PPE) in that order until safeguards deemed efficacious to protect them from the hazard are enacted.

*Revised JULY 2021*

**Imminent health and safety hazards must be reported immediately to the UCM Police Dispatch as noted above.**

**The Hazard Correction Verification form is located in Appendix E as well.** This form is used to document hazard corrections for accidents, hazard reports and near miss reports.

## **9.0 TRAINING**

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. All employees must be trained in general safe work practices. In addition, task specific instruction with respect to hazards unique to each employee's job assignment will be provided. **Training requirements are detailed in Appendix J.**

### **9.1 General Safe Work Practices:**

At a minimum, all employees will be trained in the following:

- Emergency Action Plans (8 CCR Section 3220)
- Earthquake preparedness
- Campus emergency management
- Driver Awareness/Safety (if applicable)
- Safe computer workstation use (if applicable)
- Hazard communication and awareness for chemicals employees may be exposed to routinely as they perform their work (8 CCR, Section 5194); this requirement includes the understanding and use of Safety Data Sheets (SDS), as well as the specific hazards posed by the chemical
- Job Safety Analysis prepared by EHS or Department Supervision,

In addition to the above each UCM employee will attend or take the specified training for their job classification. Laboratory will be required to complete all Laboratory Safety Training classes. (see detailed training requirement pages within **Appendix J**).

### **9.2 Specific Safe Work Practices:**

In addition to general employee safety training, **each employee will be instructed how to protect themselves from the hazards specific to their individual job duties.** Typically, this will be accomplished through the supervisor review of specific job hazards and commensurate controls (JSAs/JHAs/JHCs) for routine and non-routine work tasks with employees assigned specific work. At a minimum, this hazard review and prevention entails how to use workplace equipment, engineering and administrative controls, the safe handling of hazardous materials, and the use of personal protective equipment. Training must be completed before beginning to work on assigned equipment **and whenever new hazards or changes in procedures are implemented.**

Supervisors are responsible for providing employees with the tools and training necessary to familiarize themselves with the safety and health hazards their employees are exposed to as well as the controls necessary to protect them from harm.

It is the responsibility of each supervisor to know the hazards related to his/her employee's job tasks, and ensure they receive necessary training and instruction as to how to protect themselves from workplace hazards for specific work performed.

- Supervisors will ensure that all employees receive general and job-specific training prior to initial or new job assignments.
- Supervisors will ensure that employees are trained whenever new substances, processes, procedures, or equipment are introduced to the workplace that may create new hazards. Training must also be given when new or previously unrecognized hazards are brought to a supervisor's attention.
- All training will be documented and kept in department files.

## **10.0 Hazard COMMUNICATION AND HAZARD REPORTING**

Employee input on matters of workplace safety is essential to maintaining an effective Injury and Illness Prevention Program. To foster better safety communication the following guidelines will be implemented:

Managers and supervisors will use an employee bulletin board for posting information regarding workplace safety in a location accessible to all employees. A plan view drawing of building emergency exit routes is posted near the exit doors for every building at UCM. Each supervisor and manager is responsible for instructing their employees in what to do in the event of an emergency and where such employees shall meet to be accounted for should they be required to evacuate the building.

Faculty managers and supervisors shall also have a means of accounting for each worker or student in their place of employment including laboratories and classrooms. Any changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information shall be posted as they become available.

Managers and supervisors will provide time during staff meetings, at least quarterly, to discuss safety topics. Within the trades group, dining staff and custodial staff the meeting requirement is monthly. In those meetings, safety topics will be covered, along with status reports on any mitigation efforts, results of safety inspections, hazard mitigation projects, and accident investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions without fear of reprisal. The attached Supervisor's Safety Meeting form (or equivalent) should be used to document attendance and topics covered.

Faculty managers and supervisors shall have the responsibility of providing access to this IIPP program to their employees, their designated representatives or organizations upon request, written or verbal, Access includes providing a printed copy of the document, providing access online to all

EHS documents, including any changes in protocol, safety bulletins, accident statistics, training announcements, and other safety information shall be posted as they become available.

Access under the IIPP includes IIPP program, JSAs/JHAs safety information or documents, training records, medical records (subject to state law), including information on various chemical substances, such as Safety Data Sheets (SDS) must be kept available for access in some form, e.g., hard copy or electronic format, for employees to access as part of the Hazard Communication program as one form of employer to employee communication. Additional communication methods may include:

Posters	Meetings
Newsletters	Bulletins
Department Safety manuals	Department safety policies
Operator Manuals	Warning Labels
Code of Safe Practices	General safety discussion
Standard Operating Procedures	

Employees are encouraged to bring to their Supervisor's attention any potential health or safety hazard that may exist in the work area. Employees should discuss any and all safety, health or environmental issues with their respective supervisor or manager before taking those concerns to EH&S. However, EH&S will always receive anonymous employee input, such as a suggestion box or mail station safety suggestions, hazard identification, complaints, etc. (see Appendix C for the Unsafe Condition or Hazard Concern Reporting Form and for the Near Miss Reporting Form). In addition, anyone can send a safety concern to EH&S by using the "Report an Incident/Concern" [online form](#) on the EH&S website or the "UCM Safety Alert" app.

Employees are advised that there are no reprisals for expressing a concern, comment, suggestion, or complaint about a safety matter and that adherence to safe work practices and proper use of personal protective equipment are integral parts of workplace safety. Any retaliation associated with a request for investigation into a workplace safety concern will not be tolerated and will be addressed accordingly.

Supervisors will follow up on any and all suggestions and investigate the concerns brought to their attention by these communication methods, utilizing EH&S assistance if needed. Feedback to the employees is critical and must be provided for effective two-way communication.

Workplace safety compliance with CA OSHA regulatory requirements and this IIPP will be reinforced by specific inclusion as part of supervisor and employee annual performance evaluations.

Non-compliance will be addressed by:

- An immediate stop to work where there is either unsafe actions or unsafe condition and a discussion between the supervisor and the employee who is discovered working either in unsafe conditions or in an unsafe manner.
- Appropriate disciplinary action up to and including dismissal.

Department managers or supervisors will create readily understandable health and safety communications for dissemination to all affected employees.

*Revised JULY 2021*

## 11. DOCUMENTATION

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 relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of this Injury and Illness Prevention Program are being implemented, the following records will be kept on file in the department for at least the length of time indicated below:

11.1 Copies of all IIPP Safety Inspection forms (retain for 3 years)

11.2 Copies of all Hazard Identification forms (retain for 3 years)

11.3 Copies of all Accident Investigation forms (retain for 5 years)

11.4 Copies of all employee training documents (retain for duration of employee's employment)

11.5 Copies of all safety postings and safety meeting agendas (retain 5 years)

11.6 Copies of the Annual Employee Accident and Injury Statistical Summaries (retain for 5 years)

11.7 Copies of employee exposure records, registered carcinogen records, or other required employee health and safety records (retain for 30 years or for the duration of each individual's employment if greater than 30 years)

**Each University Department Manager will ensure that these records are kept in their departmental files.**

Review of these records will be conducted by EH&S during routine health and safety inspections in order to measure compliance with the IIPP.

A safe and healthy workplace must be the goal of everyone at UCM, with responsibility shared by management and staff alike. Here at the UCM, workplace safety is not a priority, **it is a condition of employment.** If you have any questions regarding this Injury and Illness Prevention Program, please contact the UCM Environmental Health and Safety Director at (209) 228-4234 or post an email in the EH&S general email file folder, i.e., [ehs@ucmerced.edu](mailto:ehs@ucmerced.edu)

## 12.0 REGULATORY REFERENCES & RESOURCES

Injury and Illness Prevention Program ([T8 CCR §3203](#))

Hazard Communication Program Worker Right-to-Know ([T8 CCR §5194](#))

Occupational Exposure to Hazardous Chemicals in Laboratories ([T8 CCR §5191](#))

*Revised JULY 2021*

[Respiratory Protective Equipment Program \(T8 CCR §5144\)](#)

[Permit-Required Confine Space Program \(T8 CCR §5157\)](#)

[Hearing Conservation \(T8 CCR Article 105 §§5095 – 5100; CSO §1521\)](#)

[Personal Protective Equipment – Selection, Training & Use \(T8 CCR §3380; CSO §1514 - 1522\)](#)

[Bloodborne Pathogens \(T8 CCR §5193\)](#)

[Heat Illness Prevention \(T8 CCR §3395\)](#)

[Emergency Response \(Plan\) \(T8 CCR §3220\)](#)

[Ergonomics - Repetitive Motion Injuries. \(T8 CCR §5110\)](#)

[Aerosol Transmissible Diseases \(T8 CCR §5199\)](#)

[ATD Zoonotic \(T8 CCR §5199.1\)](#)

[Title 8, California Code of Regulations \(T8 CCR\) §3203 Injury & Illness Prevention Program](#)

[Cal/OSHA Injury & Illness Prevention Program 'eTool'](#)

[Cal/OSHA Guide Injury & Illness Prevention Program for 'Non-High Hazard Employers'](#)

## **RESOURCES**

[Cal/OSHA Workplace Standards – T8 California Code of Regulations: standards search](#)

[OSHA Stats – Establishment Search – Check for contractor compliance history](#)

[OSHA Stats – SIC Search – Check for contractor compliance history](#)





**Appendix B - Occupational Accident, Injury, or Illness Investigation Reporting  
Forms**

**Appendix D – Hazard Reporting and Near Miss Reporting Forms**

*Revised JULY 2021*

# Appendix E – Hazard Correction Verification Form







# Appendix I - Safety Training Attendance Record (Roster Example)



