INJURY & ILLNESS PREVENTION PROGRAM
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INJURY AND ILLNESS PREVENTION POLICY

The District will develop and implement an Injury and Illness Prevention Program to meet its obligations of maintaining a safe and healthful work place. The Cerritos Community College District Board of Trustees, the District, and its management pledge to support this program and to ensure that it remains a viable method of protecting all employees and all other site occupants, as well as meet our compliance requirements.

DEFINITIONS

DISTRICT

The legal educational agency consists of Cerritos College.

WORKPLACE

References the area of operations to which an employee is assigned (i.e., Cerritos College or District Services).
RESPONSIBILITIES

The Injury and Illness Prevention Program (IIPP) Coordinator for the Cerritos Community College District is the President/Superintendent. The President/Superintendent has designated the Risk Manager as the IIPP District Coordinator and the Division Deans as the IIPP Site Coordinators with site specific responsibility for the IIPP. The President/Superintendent is responsible for ensuring that District policies and practices are implemented, employees are provided a safe and healthful workplace, and that operations are in compliance with the Injury and Illness Prevention Program and applicable federal, state, and local regulations and standards.

IIPP DISTRICT COORDINATOR
The Risk Manager is responsible for the IIPP and implementation of program requirements for the District.

IIPP SITE COORDINATORS
The Division Deans are responsible for the IIPP and implementation of program requirements for their divisions.

SITE MANAGER
The Administrators, Department Directors, and Managers are designated as site managers and are responsible for ensuring that their direct reports and employees implement and follow the IIPP and associated programs and practices required to meet all applicable regulatory requirements. The site managers will be responsible for maintaining a safe and healthful workplace, conducting safety inspections, and ensuring compliance with all Cal/OSHA and other applicable federal, state, and local safety and health standards and regulations.

EMPLOYEES
Employees must comply with the provisions of the IIPP and health and safety regulations, promptly report unsafe activities and conditions to management, and actively participate in safety and health training and other related activities.

CONTRACTORS
Contractors must have their own IIPP and their program must complement the District’s IIPP. Contractors must meet all regulatory requirements and actively participate in site health and safety activities as required in contracts and purchase orders.

OTHERS UNDER THE PURVIEW OF THE IIPP
All others under the purview of this IIPP (e.g., associated student officers, student aides and hourly employees) must comply with the provisions of the program and health and safety regulations, promptly report unsafe activities and conditions to management, and actively participate in safety and health training and other related activities.

VISITORS AND GUESTS
Visitors and guests must comply with site health and safety requirements and participate in IIPP activities as required.
PLANNING REVIEW

The IIPP District Coordinator will be responsible for ensuring the IIPP is accessible via the www.cerritos.edu website and it is reviewed at least once during the first year after implementation and then at least annually, thereafter.

The review will be to ensure that the written plan is appropriate for the District at the time of the review and for any anticipated future changes. The IIPP Site Coordinators will be required to provide written notice to the IIPP District Coordinator. The IIPP District Coordinator will then provide written notice to the President/Superintendent that the review was conducted and communicate changes, suggested modifications, and improvements, if any.

OCCUPATIONAL SAFETY AND HEALTH WORK PRACTICES – COMPLIANCE

The President/Superintendent, through the IIPP District Coordinator and IIPP Site Coordinators, will implement a system or systems to ensure that all employees comply with workplace safety and health practices.

The system or combination of systems will include any one or combination of the following:

1. Training and retraining programs: training and retraining needs have been identified and published in the annual schedule of safety and health training.

2. The IIPP procedure and updates pertaining to safety will be published annually.

3. Administrators and classified leadership will monitor ongoing performance and participation as required in the IIPP through the performance appraisal process as identified in the administrative procedures and collective bargaining agreements.

Employees found violating workplace safety practices or found jeopardizing the safety of any other employee, student, or visitor shall be subject to disciplinary action in accordance with the existing District policies, administrative procedures, and collective bargaining agreements. Disciplinary action shall be taken for violations of management directives, rules, regulations, work practices, or policies. Any action taken will not violate employee rights under Cal/OSHA regulations and will be enforced in a non-discriminatory fashion.

4. Safety and health procedures and practices will be published and communicated to employees.
COMMUNICATION

Communication to employees and between employees and the District on matters relating to occupational safety and health is an important aspect of ensuring the success of the District’s Injury and Illness Prevention Program. Therefore, through the IIPP District Coordinator and the IIPP Site Coordinators, the District will implement a system or combination of systems intended to accomplish the following:

1. Provide a means for the District to communicate to employees, in a readily understandable form, matters relating to occupational safety and health; and

2. Encourage employees to inform the District Facilities Department of workplace safety hazards

The communication portion of this IIPP will consist of any one or combination of the following:

1. TRAINING AND RETRAINING PROGRAMS. Safety training and retraining classes provide a forum for the discussion of specific and general safety, health, and compliance best practices.

2. MEETINGS. Site managers will conduct safety meetings or staff meetings, which may include the discussion of safety issues or specific safety topics. These meetings are intended to discuss one or more safety items and encourage open discussions between employees and management.

3. SAFETY COMMITTEE. The Safety Committee is considered an important part of the overall system of communication. The recommended committee make-up may include representatives from the following:

- Administration
- Maintenance/Operations
- Students
- Academic Staff
- Classified Staff
- Safety and Security/Campus Police
- Faculty
- Expert Consultants

The Safety Committee will ensure that the following requirements are met:

a. The committee meets regularly, but not less than quarterly.

b. Minutes or written records are prepared for each meeting showing the safety and health issues discussed. These records shall be made available to all affected employees through the use of postings, newsletters, or other appropriate written
materials. Records of the meetings will be kept on file and be accessible via the www.cerritos.edu website for at least 5 years.

c. Reports of safety inspections, investigations of occupational accidents, and causes of any incident resulting in injury, illness, or exposure to hazardous substances are reviewed. Where necessary or appropriate, the committee will submit suggestions to management for the prevention of future incidents.

4. ANONYMOUS NOTIFICATIONS. Notifications can be made in open forums or training sessions, as well as through inter-departmental mail sent to management, supervisors, union representatives, or Human Resources. Site Managers will submit all anonymous notifications to the Safety committee.

5. MISCELLANEOUS. When appropriate, the District may use written communications such as inter-District memos, electronic media, envelope stuffers, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees matters relating to workplace safety and health.

EVALUATION, INVESTIGATION and CORRECTION OF WORKPLACE HAZARDS

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify, evaluate, and correct workplace hazards. The main system for identifying and evaluating workplace hazards will be ongoing evaluations, inspections, and meetings. The purpose of these inspections and meetings will be to identify and correct unsafe conditions and work practices.

Workplace inspections will be scheduled and can be conducted on an as needed basis using the following criteria:

- An initial inspection when the program is first established;
- An inspection of affected areas whenever a new substance, process, procedure, or piece of equipment that potentially presents a new occupational safety and/or health hazard is introduced to the workplace;
- An inspection of affected areas whenever the management is made aware of a new or previously unrecognized hazard; and
- When occupational illnesses and injuries occur, the IIPP Site Coordinator or designee will conduct the investigation.

1. ONGOING INSPECTIONS. The annual workplace inspection is an important part of the overall inspection program. Site Managers are responsible for ensuring safety inspections are conducted per schedule. These inspections will be conducted with the following considerations:
a. The IIPP Site Coordinator in conjunction with the Site Manager will designate management personnel conducting the inspections.

b. Inspections may be accomplished using check-off forms or other means of documentation.

c. Copies of the completed check-off forms or other documents will be distributed as follows:

• IIPP Site Coordinator
• Site Manager
• Safety Committee

2. **ANNUAL INSPECTIONS.** The District will use outside safety consultants to supplement the in-house inspection program. Inspections by outside safety consultants will be conducted annually. The party conducting the professional inspections must have professional qualifications and safety expertise, e.g., Certified Safety Professional (CSP), a professional member of the American Society of Safety Engineers (ASSE), or a registered Professional Engineer (PE) in safety with demonstrated experience at educational institutions and must carry liability insurance. Copies of consultant’s inspection reports will be maintained at least 5 years at the District's Business Office.

3. **SAFETY ACTIVITIES.** Job Safety Analysis (JSA), employee safety training, or issue specific assessments (e.g., department ergonomic studies) may be used in lieu of or to supplement the scheduled workplace inspections.

4. **ACCIDENT INVESTIGATIONS.** The injured employee’s immediate manager will conduct the accident investigations to identify and correct unsafe conditions and practices. These investigations will be conducted for all work-related injuries and illnesses resulting in employees being unable to work.

5. **CORRECTIONS OF UNSAFE OR UNHEALTHFUL CONDITIONS.** Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following criteria:

a. When observed or discovered.

b. When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed employees, except those properly trained or qualified to correct the existing condition, will be evacuated from the area impacted.

c. Following an accident investigation or hazard assessment (e.g., JSA) when unsafe acts or conditions are identified.
d. When evidence of repeated unhealthful situation is documented and reported in specific areas.

All such actions taken to correct hazards and corresponding dates of completion shall be documented on the appropriate forms. The responsible Administrators, Deans, Directors, and Managers shall be notified of unsafe conditions and corrective action recommended.

EMPLOYEE TRAINING

The IIPP District Coordinator and the IIPP Site Coordinators units will implement and maintain an Occupational Safety and Health Training Program for their respective employees. The training program is intended to train and instruct employees in general safety and health work practices, and to provide instruction with regard to hazards specific or unique to each employee’s job.

The IIPP Site Coordinators shall ensure that all Site Managers are knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

Employee training may include the following elements:

1. All employees will receive training and instruction when the Injury and Illness Prevention Program is first established and when modifications and revisions are completed. All employees will receive information on the IIPP at the time of hire.

2. All affected or potentially affected employees will receive appropriate safety training prior to assignments, when potentially exposed to new hazards, when assigned new work tasks, or when a new chemical/material, equipment, or process is introduced into the workplace.

3. Employees will receive refresher training when new or previously unrecognized hazards are identified, when the District feels it is appropriate, or as mandated by regulatory requirements.

4. Employees attending or receiving training mandated by this Program will sign attendance sheets and actively participate in training.

5. Specific employee training will be determined/identified by the IIPP District Coordinator, IIPP Site Coordinators, and the Site Managers in consultation with safety consultants. This training will be designed to address department and task specific compliance and accident prevention needs.

6. IIPP District Coordinator and District Workers’ Compensation Coordinators will receive appropriate training to ensure compliance with OSHA regulations.
RECORDKEEPING DUTIES

Records of hazard assessments, safety and hazard inspections, safety meetings, accident investigations, and safety and health training for each employee will be maintained for at least 5 years.

The hazard assessments, health and safety inspections, and accident investigation records will identify the person conducting the inspection/activity, any unsafe conditions or practices identified, and the corrective action(s) taken to eliminate or control the hazard.

Health and safety training records shall include the name of the employees trained, date and type of training provided, and the provider of the training.
# APPENDIX I

## IDENTIFICATION OF PROGRAM MANAGERS

<table>
<thead>
<tr>
<th>Role</th>
<th>Position/Department</th>
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<tbody>
<tr>
<td>IIPP Coordinator</td>
<td>President/Superintendent</td>
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<td>IIPP District Coordinator</td>
<td>Human Resources/Risk Management</td>
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<td>IIPP Site Coordinators</td>
<td>Instructional Dean, Business Ed/Humanities/Social Sciences</td>
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<td>Instructional Dean, Fine Arts/Communications</td>
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<td>Instructional Dean, Liberal Arts</td>
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<td>Instructional Dean, Physical Education/Athletics</td>
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<td>Instructional Dean, Science, Engineering &amp; Mathematics</td>
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<td>Instructional Dean, Technology</td>
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<td>Dean of Academic Affairs</td>
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<td>Dean of Academic Success &amp; Institutional Effectiveness</td>
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<td>Dean of Admissions, Records &amp; Services</td>
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<td>Dean of DSPS</td>
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<td>Dean of Student Support Services</td>
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<td>Dean of the Library, Special Programs &amp; Services</td>
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<td>Site Managers</td>
<td>Exec Director of Foundation &amp; Community Advancement</td>
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<td>Director of Adult Education/Diversity Programs</td>
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<td>Director of Advance Transportation Technology Project</td>
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<td>Director of Career and Assessment Services</td>
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<td>Associate Dean of Student Health, Wellness &amp; Veterans Services</td>
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<td>Budget Manager</td>
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<td>Facilities Manager</td>
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