



## INJURY AND ILLNESS PREVENTION PROGRAM

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### MISSION STATEMENT

Claremont McKenna College strives to provide a safe and healthful work and study environment for employees, visitors, and students. The College recognizes that this responsibility cannot be discharged passively, but requires the active participation and support of all. The intent of this particular document is to encourage employees to communicate openly on safety and health matters. The structure allows for and encourages open communication across the College and without fear of reprisal.

This document, the *Injury and Illness Prevention Program (IIPP)*, serves as the framework for us to accomplish our mission and has been prepared in compliance with Title 8, Section 3203 of the California Code of Regulations and consists of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

The Program is designed to be a demonstration of good faith compliance to the above mentioned requirements and to serve as a framework for the Claremont McKenna College Safety Program.

### RESPONSIBILITIES

Responsibility for the implementation and maintenance of the *Injury and Illness Prevention Program* has been delegated to the Assistant Vice President for Human Resources.

Additionally, responsibilities for the Safety Program rests with the Director of Facilities and Campus Services, by virtue of his/her responsibility for the facilities and grounds maintenance, and the Chemical Hygiene Officer from the Keck Science Department, who will oversee the Safety Program as it pertains to that facility and assigned employees. The Chemical Hygiene Officer will work closely with the Dean of the Keck Science Department and the Keck Science Department Chair and Faculty members.

Managers and supervisors of the College are responsible for implementing and maintaining the Injury and Illness Prevention Program in their work areas, for answering questions about the IIPP and for maintaining a safe work environment.

Employees are responsible for complying with the elements of the IIPP, reporting hazards, attending

training, reporting accidents, following policies and procedures and working safely.

CMC Safety Coordinators are responsible to serve as a representative of staff, faculty, and students and to assist in establishing and maintaining a safe environment and complying with the elements of the Injury and Illness Prevention Program. Coordinators responsibility include but are not limited to, attending periodic committee meetings, identifying and reporting hazards, receiving additional safety training, participating in radio drills and serve as Safety Coordinators in the event of a campus wide emergency. See Exhibit A for a list of Committee Members.

### **ENSURING COMPLIANCE**

All employees are responsible for complying with the IIPP and providing a safe working environment and following healthful work practices. CMC takes the following steps to ensure that these practices are followed:

- All new employees are provided an orientation on safety policy, procedures and practices.
- Informs employees of the provisions of the IIP Program on a regular basis.
- Evaluates the safety performance of all employees on a regular basis.
- Provides training as appropriate to employees whose safety performance is deficient.
- Disciplines employees who willfully fail to comply with safe and healthful work practices.

### **COMMUNICATIONS**

All managers and supervisors are responsible for communicating with employees about safety and safety hazard recognition, pertinent to their work assignments, and in a form that is readily understandable by all employees. Employees are responsible to communicate with their managers and supervisors about workplace safety hazards and should do so without fear of reprisal.

The CMC safety communication system includes, but is not limited to the following items:

- Safety Training including a New Employee Safety Orientation
- Training on the elements of the IIPP
- Department specific safety training programs
- Campus Safety Coordinators and regularly scheduled safety committee meetings
- Material Safety Data Sheet Program
- Posted or distributed safety information
- Department meetings
- A system for employees to anonymously inform management about workplace hazards. Employees can report hazards anonymously to CMC Listens at 800-461-9330 or 702-514-4400 if outside the United States

### **IDENTIFYING HAZARDS, UNSAFE CONDITIONS AND PRACTICES**

Periodic inspections to identify and evaluate workplace hazards shall be performed by the supervisor or a competent observer. Periodic inspections may be performed:

- When substances, processes, procedures or equipment, which present potential new hazards, are introduced into the workplace
- When new previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- Whenever workplace conditions warrant an inspection

Additionally, methods to identify and report unsafe conditions and practices may also include:

- Department specific self-inspection checklists and reports submitted to your supervisor
- Employee reporting of hazards to Safety Coordinators members
- Employee reporting of hazards to Human Resources at 909-621-8490 or extension 18490
- Employee reporting of hazards directly to Facilities at 909-621-8112 or extension 18112
- Anonymous reporting to CMC Listens at 800-461-9330 in the United States or 702-514-4400 if outside the United States

### **ACCIDENT/EXPOSURE INVESTIGATIONS**

Each accident or near miss shall be investigated by the employee's supervisor to prevent recurrence. The department supervisor is required to complete a supervisor's report of Occupational Accident form. Procedures for investigating workplace accidents and hazards substance exposures include:

- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the accident or exposure
- Determining the root cause of the accident or exposure
- Taking corrective action to prevent the accident or exposure for reoccurring
- Record the findings and actions taken

The department supervisor or manager may request assistance in the investigation process by contacting the Human Resources Department. The completed supervisor's report of accident form shall be sent by the supervisor to Human Resources. The supervisor may be contacted to answer questions regarding the report. For serious accidents, an independent investigation may also be required.

All serious accidents must be reported by the supervisor to Human Resources immediately or to Campus Safety, if after hours, in order to determine if further timely reporting to CAL/OSHA is required.

For definition purposes, a serious accident is defined by CAL/OSHA as:

Any injury or illness in which the following conditions exist:

- Inpatient hospitalization for a period in excess of 24 hours for other than medical observation, or
- An employee suffers a loss of any member of the body, or
- An employee suffers any degree of permanent disfigurement, or
- An accident resulting from a violation of section 385 of the Penal Code, by placing anything within six feet of a high voltage overhead conductor.

### **HAZARD CORRECTION**

Hazards discovered by any of the aforementioned identification methods will be corrected as quickly as possible after discovery of the hazard and based on the severity of the hazard. Supervisors of affected areas are responsible for ensuring that any hazards are corrected in a timely manner.

Hazards correction and control may include:

- Reporting the hazard as defined by the Hazard Assessment protocols outlined above
- Assessing the hazardous condition and prioritized

- Neutralizing the hazard
- Reassessing the hazard and correcting the hazard
- Documenting the correction of the hazard
- Notification to affected employee of the correction
- Retraining, if necessary

If the problem poses an immediate danger of serious harm or bodily injury and cannot be corrected immediately, the area should be cordoned off or the equipment should be locked out until corrections can be made. The supervisor and Campus Safety must be notified immediately.

### **TRAINING AND INSTRUCTION**

All employees shall have training and instruction on the Injury and Illness Prevention Program, Hazard Communication Program and Emergency Plans, as well as job specific safety and health practices. In addition, training and instruction is provided:

- To all employees given new job assignments for which training has not been previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever the employer is made aware of new or previously unrecognized hazards

Other job related activities may require additional training. These situation need to be anticipated and evaluated by each manager and supervisor. Departmental managers are responsible for arranging and scheduling training. All training shall be documented by the supervisor and rosters of attendance shall be maintained by the supervisor. These activities may include but are not limited to:

- Hazardous Chemical Use
- Fall Protection
- Ladder Use
- Fire Extinguisher use
- Slips, Trips and Fall Hazards
- Ergonomics and Repetitive Motion
- Electric Cart Use
- Confined space
- Heavy lifting
- Heat Exposure
- Blood Borne Pathogen exposure

Employee safety training as referenced in this document is provided at no cost to the employee and is conducted during normal working hours.

### **RECORDKEEPING**

CMC has taken the following steps to implement and maintain the following records:

- The College shall maintain a "Log of Occupational Injuries and Illnesses". The Cal/OSHA Form 300 will be used to maintain these records. The Claremont Colleges Worker's Compensation and Disability Administrator is responsible for maintenance of this log.
- Occupational injuries and illnesses shall be reported by the Claremont Colleges Worker's Compensation and Disability Administrator to the Division of Labor Statistics and Research, as required by law.

- The Claremont Colleges Worker's Compensation and Disability Administrator shall be responsible for notifying the College's workers' compensation insurance company within 48 hours of a work related injury or illness and shall maintain a record of all accident and illness reports.
- Record of hazard assessment identification and corrections shall be recorded and maintained for 3 years.
- Records of scheduled and periodic workplace inspections will be maintained by the area conducting the inspection, including the person(s) conducting the inspection, any identified unsafe conditions or work practices, and corrective actions. Such documents will be maintained for 3 years.
- Record of safety training shall be documented and include the training date, type of training, who attended the training and who performed the training and shall be maintained by the department for 3 years.
- Records pertaining to employee environmental exposure or industrial health records will be retained for duration of employment plus 30 years.
- Safety committee meeting documentation will be maintained by Human Resources for 3 years.

## EXHIBIT A

### CMC Safety Coordinators

#### Campus Safety Coordinators

Gale, Andrea, Chair	Human Resources	x 71236
Easley, Julia	Admission and Financial Aid	x 77377
Gasaway, Clint	Admission and Financial Aid	x 18356
Lopez, Devon	Admission and Financial Aid	x 18356
Garcia, Ana	Board of Trustees	x 78712
Hidalgo, Teresa	Board of Trustees	x 72275
Kile, Charlene	Career Services	x 77378
Nanning, Barbara	Center for Global Education	x 18267
Arteaga, Mayra	Collins Dining Hall	x 78554
Chavez, Ezekiel	Collins Dining Hall	x 72853
Hughes, Lyn	Dean of Students	x 77950
Torres, Elizabeth	Development – Corporation and Foundation Relations	x 79247
Brinkama, Susan	Development – Planned Giving	x 76218
Morales, Connie	Facilities and Campus Services	x 74322
Ruiz, Terry	Facilities and Campus Services/Housekeeping	x 71833
Elias-Volz, Leslie	Faculty Support	x 78098
Rosas, Celina	Faculty Support	x 78019
Mora, Griselda	Human Resources	x 18490
Hill, Brian	ITS	x 79274
Royas, Ben	ITS	x 78647
Gibson, Desiree	Keck Center for International and Strategic Studies	x 18313
Tang, Helen	Keck Science Department	x 73933
Rumpler, Joanne	Kravis Leadership Institute	x 18743
Spetnagel, Kelly	Lowe Institute	x 18012
Austin, Stevie	Military Science	x 18102
Davis, Tysheena	Military Science	x 18102
Reed, Cynthia	Military Science	x 18102
Aguiar, Lydia	Marian Miner Cook Athenaeum	x 18244
Edwards, David	Marian Miner Cook Athenaeum	x 18244
Horridge, Blake	Office of the Registrar and Institutional Research	x 18101
Lonzo, Greg	Physical Education	x 74590
Sanchez, Keri	Physical Education	x 79069
Settles, Kathy	Physical Education	x 74237
Settles, Paul	Physical Education	x 73563
Sierra, Bob	Physical Education	x 79335
Smith, Brian	Physical Education	x 74210
Town, Randy	Physical Education	x 73796
Villegas, Yolanda	Physical Education	x 72904
Fernholz, Ricardo	Robert Day School of Economics and Finance	x 73795
Carter, Kelli	Robert Day School of Economics and Finance	x 76175
Moore, Marionette	Rose Institute	x 77572
Dreyer, Janet	The Children's School	x 18086
Gonzalez, Max	The Hub	x 77790

## APPENDIX

### Forms

- [Employee's Report of Occupational Accident](#)
- [Supervisor's Report of Occupational Accident](#)

### Injury and Illness Program Responsibility Guidelines

- Supervisor
- Employee
- Safety Coordinator

### Policies and Procedures

The following items listed below are all on the CMC website under Human Resources/Policies.

- [Bloodborne Pathogens Exposure Control Plan](#)
- [Electric Cart Policy](#)
- [Hazard Communication Program](#)
- [Return To Work Program](#)
- [Violence in the Workplace Prevention Policy](#)

### Emergencies

A link to the Emergency Website is available on the CMC website under Emergencies and under Human Resources.

- [Emergency Updates](#)
- [Emergency Procedures](#)