SOUTHERN CALIFORNIA UNIVERSITY
OF HEALTH SCIENCES

ILLNESS & INJURY PREVENTION PROGRAM

(IIPP)

2024

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SECTION I

REGULATION STATEMENT AND ASSIGNMENT OF RESPONSIBILITY

SAFETY REGULATION STATEMENT

Southern California University of Health Sciences is committed to maintaining a safe and healthful working environment. The priority of workplace safety and health is of such importance that it is placed above operating efficiency and productivity whenever necessary. To achieve this goal, SCU has implemented this comprehensive Injury and Illness Prevention Program (IIPP). This program is designed to prevent workplace accidents, injuries and illnesses. A complete copy of the IIPP can be accessed on the MySCU, and a hard copy is maintained in People + Culture and is available for review. A copy of this program and our general safety rules, along with other policies, regulations and procedures, will be distributed to all active employees, federal work study students immediately, and to all future employees at the time of hire.

The safety objectives established by this IIPP are as follows:

1. Eliminate or provide suitable protection against all recognizable occupational hazards.
2. Maintain programs that ensure compliance with all Federal, State and local safety and health regulations.
3. Enforce safety and health rules and require that all employees adhere to these rules as a condition of employment.
4. Instruct all employees in safe working techniques and maintain records of employee training.
5. Provide facilities or means for treating injuries and illnesses promptly and adequately.
6. Maintain up-to-date accident record keeping statistics and promptly investigate all accidents to initiate corrective actions to prevent recurrence.
7. Conduct periodic safety inspections to ensure safe working conditions.
8. Ensure the above objectives are properly coordinated.

The prevention of injury and illness is an objective affecting all levels of the organization and its activities. SCU recognizes that management and employee commitment to this program will be required to make it a success. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of their regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every employee at SCU is responsible for safety. To achieve our goal of providing a completely safe workplace, everyone must become safety conscious. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

If an injury does occur on the job, even a slight cut or strain, it must be reported to the department manager or to People + Culture as soon as possible. In no circumstance, except an emergency, should an employee leave work without reporting an injury that

occurred.

Every effort will be made to provide adequate communication and safety training to the campus community, and this IIPP presents several options for achieving this objective, including new hire training, bulletin boards, department safety inspections, department and organization-wide safety meetings, a safety & compliance committee, and a process for notifying management of safety issues in an anonymous manner. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

When you have an injury and illness, everyone loses; you, your family, your fellow workers and the University. Please work safely. It's good for everyone.

ASSIGNMENT OF RESPONSIBILITY

Southern California University of Health Sciences has developed its Injury and Illness Prevention Program to assist us in achieving our goal for an injury and illness-free workplace. While this program meets Federal and State safety and health regulations, this is secondary to our main objective of preventing accidents and illnesses in the workplace. After all, a safe workplace makes good business sense where everyone benefits.

Responsibilities for achieving the objectives established by this IIPP are assigned as follows:

CABINET: The responsibilities of the President's Cabinet are to:

- Assign responsibility, accountability, and ensure compliance.
- Review and evaluate results of investigations, inspections and program analyses when appropriate.
- Provide active leadership by participation, setting an example, and demonstrating an interest in the program.
- Demonstrate commitment to this program by providing adequate funding and other monetary and non-monetary support.

SAFETY ADMINISTRATOR: The current AVP of Auxiliary Operations will act as Safety Administrator and shall be responsible for:

- The administration of the IIPP, including developing, implementing and monitoring of the safety programs.
- Amending the IIPP as necessary.
- Coordinating the safety and health activities of all individuals and groups involved in one aspect or another with the IIPP.
- Keeping up to date on local, State and Federal safety and health regulations and keeping all levels of management informed of any changes in policies or laws by counseling and implementation of supervisor training.
- Providing SCU Cabinet with results of investigations, inspections, and program analyses.
- Developing and maintaining an occupational training program covering hazards basic to all types of employment and those unique to each worker's job assignment.
- Planning, organizing and coordinating safety and health training, and maintaining training records.
- Following up with appropriate individuals and/or departments to make sure any corrective action resulting from an inspection, investigation or suggestion has been completed.
- Setting up a program for the medical treatment for injured employees, including first aid, designated treatment facilities and procedures for providing additional medical treatment.
- Acting as liaison with governmental agencies, safety council and insurance carriers.

- Ensuring continued abatement of all issued citations and compliance with regulatory agencies by conducting periodic inspections and reviewing programs.
- Establishing procedures for and assist in the evaluation of new, potential job hazards.
- Delegates responsibility for compliance areas as necessary.

DIRECTORS, DEANS, MANAGERS, & SUPERVISORS: Are responsible for the following:

- Actively supporting the safety program, and ensuring that their direct reports are complying with their designated safety responsibilities and duties
- Modeling and enforcing safe and healthful work practices.
- Keeping informed about safety and health regulations, and specific hazards to which those in their departments may be exposed.
- Becoming familiar with functions and responsibilities of supervision and the interrelationships with other departments.
- Ensuring that required self-assessments for compliance are regularly being conducted, evaluated and corrective actions are being performed in a timely manner.
- Ensuring that the operations for which they are responsible remain in compliance with all applicable Federal, State and local safety and health regulations.
- Keeping informed about safety and health regulations affecting the operations or functions they supervise, and specific hazards to which employees in those areas may be exposed.
- Ensuring that all recognizable hazards are eliminated or that suitable protection from the hazards is provided.
- Training all employees and new hires and ensuring that they understand the established work practices and procedures related to their particular job and maintaining accurate records of all employee training.
- Informing all affected employees of the hazards and properties of materials which they may handle, use or store **prior** to allowing the employee to perform these duties. Including this training in the employee training records as well.
- Establishing and maintaining clear communication methods with employees regarding expected compliance with established rules and regulations, and the consequences for not doing so.
- Scheduling and conducting regular safety training meetings with employees.
- Monitoring employee work practices, enforcing compliance with established work practices, administering disciplinary actions or recognition where necessary, and documenting same.
- Evaluating and implementing safety practices for any new materials, processes, procedures or equipment introduced into the workplace, and training all affected employees on the new safety requirements.
- Conducting regular self-assessments for compliance, evaluating the results, performing corrective actions as necessary, and documenting the process.

- Ensuring that all injuries are promptly treated and reported.
- Conducting or assisting in the investigation of any accident or illness and submitting a report promptly.
- Maintaining safety awareness in employees through personal safety contacts, including safety issues in regular department meetings, and encouraging employees to report health and safety issues to the SCU Safety Committee without fear of reprisal.
- Informing People + Culture periodically of any information needed to update the Hazard checklist pertaining to their specific area.

EMPLOYEES: All employees are responsible for the following:

- Immediately reporting all injuries, no matter how small, to the first level supervisor and People + Culture.
- Immediately reporting any unsafe or unhealthful conditions in the workplace, including defective tools or other equipment, to the immediate supervisor, and stopping work if an imminent hazard is presented.
- Complying with general safe practices and with established specific safe work practices for your work area and job duties.
- When uncertain about safely performing a task or operating equipment, requesting clarification or explanation of proper safe work practices or information regarding the handling and use of materials suspected of being hazardous.
- When required, using all safety and personal protective equipment provided, maintaining the PPE in good working condition, and requesting or replacing it when it is not.
- Obeying all University rules, governmental regulations, signs, markings and instructions.
- Not operating equipment which, in your opinion, is not in safe working condition.
- Warning coworkers about defective equipment and other hazards.
- Learning about the potential hazards associated with your assigned tasks and/or work areas.
- Participating in health and safety training and department inspections.
- Maintaining work areas in a clean, neat and orderly condition, thus reducing the chance of injury or accidents.
- Participating in injury investigations as requested.
- Making recommendations, either directly or anonymously, about improving the nature of safety in the work environment.

SECTION II

EMPLOYEE COMPLIANCE

EMPLOYEE COMPLIANCE REGULATION

It is our Regulation that everything possible will be done to protect employees, students and visitors from accidents and injuries. Safety is a cooperative undertaking requiring participation by every employee, and therefore accountability for its success is vested in each and every person.

As a condition of employment, and for the promotion of safe work habits, employees are expected to obey safety rules, follow the established safe work practices, and exercise caution in all their work activities.

We are committed to safety training when employees are first hired, and retraining periodically as appropriate, so employees are aware of what is needed to become and remain compliant, and how to perform their jobs without incurring injuries to themselves or others. Additional safety information will be available from a variety of sources.

Failure by any employee, regardless of level or title, to comply with safety rules will be grounds for corrective discipline, up to and including termination of employment. Supervisors shall insist that employees observe all applicable University, State and Federal safety rules and practices and take action as is necessary to obtain compliance. As with training records, any Notice of Safety Infraction against an employee will become a part of the employee's record.

CODE OF SAFE PRACTICES

Physical Plant

It is our Regulation that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable University, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this Regulation employees shall:

1. Report all unsafe conditions and equipment to your supervisor or People + Culture.
2. Report all incidents, injuries and illnesses to your supervisor or People + Culture immediately.
3. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the job while in that condition.
4. Horseplay, scuffling, and other acts which tend to have an adverse influence on the safety or well-being of the employees are prohibited.
5. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
6. In the event of fire, sound alarm and evacuate.
7. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
8. Only trained workers may attempt to respond to a fire or other emergency.
9. Exit doors must comply with fire safety regulations during business hours.
10. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
11. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
12. Aisles must be kept clear at all times.
13. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
14. All spills shall be wiped up promptly and disposed of per OSHA/Cal-OSHA guidelines.
15. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to move a heavy object.
16. Never stack material precariously on top of lockers, file cabinets or other relatively high places.
17. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
18. Do not stack material in an unstable manner.
19. Report exposed wiring and cords that are frayed or have deteriorated insulation so that they can be repaired promptly.
20. Never use a metal ladder where it could come in contact with energized parts

of equipment, fixtures or circuit conductors.

21. Maintain sufficient access and working space around all electrical equipment to permit ready and safe operations and maintenance.
22. Do not use any portable electrical tools and equipment that are not grounded or double insulated.
23. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
24. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
25. Inspect motorized vehicles and other mechanized equipment daily or prior to use.
26. Shut off engine, set brakes and block wheels prior to loading or unloading vehicles.
27. Inspect pallets and their loads for integrity and stability before loading or moving.
28. Do not use compressed air for cleaning off clothing.
29. Do not store compressed gas cylinders in areas which are exposed to heat sources, electric arcs or high temperature lines.
30. Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
31. Wear hearing protection in all areas identified as having high noise exposure.
32. Goggles or face shields must be worn when grinding.
33. Do not use any faulty or worn hand tools.
34. Guard floor openings by a cover, guardrail, or equivalent.
35. When working with a VDT, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
36. Always keep flammable or toxic chemicals in closed containers when not in use.
37. Do not eat in areas where hazardous chemicals are present.
38. Be aware of the potential hazards involving various chemicals stored or used in the workplace.
39. Cleaning supplies should be stored away from edible items on kitchen shelves.
40. Cleaning solvents and flammable liquids should be stored in appropriate containers.
41. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.
42. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
43. Never leave lower desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
44. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
45. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
46. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh.
47. Work shall be well planned and supervised to prevent injuries in the handling of

materials and in working together with equipment.

48. 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 they might unnecessarily expose the employee or others to injury.
49. 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 supervisor or superintendent.
50. 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 superintendent.
51. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
52. Inappropriate footwear or shoes with thin or badly worn soles must not be worn.
53. 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.
54. Employees shall cleanse themselves thoroughly after handling hazardous substances and follow special instructions from authorized sources.
55. Work shall be so arranged that employees are able to face a ladder and use both hands while climbing.
56. Gasoline shall not be used for cleaning purposes.
57. No burning, welding, or other source of ignition shall be applied to any enclosed tank or vessel, even if there are openings, until it has first been determined that no possibility of explosion exists and authority for the work is obtained from the supervisor or superintendent.
58. Any damage to scaffolds, falsework, or other supporting structures shall be immediately reported to the supervisor and repaired before use.

USE OF TOOLS AND EQUIPMENT

59. All tools and equipment shall be maintained in good condition.
60. Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE."
61. Pipe or Stillson wrenches shall not be used as a substitute for other wrenches.
62. Only appropriate tools shall be used for a specific job.
63. Wrenches shall not be altered by the addition of handle-extensions or "cheaters."
64. Files shall be equipped with handles and not used to punch or pry.
65. A screwdriver shall not be used as a chisel.
66. Wheelbarrows shall not be pushed with handles in an upright position.
67. Portable electric tools shall not be lifted or lowered by means of the power cord. Ropes shall be used.
68. Electric cords shall not be exposed to damage from vehicles.
69. 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

70. Only authorized persons shall operate machinery or equipment.
71. Loose or frayed clothing, long hair, dangling ties, finger rings, etc., shall not be worn around moving machinery or other areas where they may become entangled.
72. 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.
73. Where appropriate, lock-out procedures shall be used.
74. 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.
75. Air hoses shall not be disconnected at compressors until the hose line has been bled.
76. All excavations shall be visually inspected before backfilling to ensure that it is safe to backfill.
77. Excavating equipment shall not be operated near tops of cuts, banks, or cliffs if employees are working below.
78. When driving or riding in electric carts, keep all limbs inside the vehicle, do not carry more than the weight limit of the vehicle allows, reduce speed at blind intersections, and do not participate in horseplay.
79. Any employee who drives an electric cart must participate in safety training every three years.
80. Any employee who uses the forklift or hoist equipment must participate in safety training every three years.

CODE OF SAFE PRACTICES

Faculty, Staff & Student Workers

It is our Regulation that everything possible will be done to protect employees, students and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable University, State and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this Regulation employees and student workers shall:

1. Report all unsafe conditions and equipment to your supervisor or People + Culture.
2. Report all incidents, injuries and illnesses to your supervisor or People + Culture immediately.
3. Means of egress shall be kept unblocked, well-lighted and unlocked during work hours.
4. Anyone known to be under the influence of intoxicating liquor or drugs, shall not be allowed on the job while in that condition.
5. Upon hearing fire alarm, stop work and proceed to the nearest clear exit. Gather at the designated location.
6. Only trained workers may attempt to respond to a fire or other emergency.
7. Exit doors must comply with fire safety regulations during business hours.
8. Stairways should be kept clear of items that can be tripped over and all areas under stairways that are egress routes should not be used to store combustibles.
9. Materials and equipment will not be stored against doors or exits, fire ladders or fire extinguisher stations.
10. Aisles must be kept clear at all times.
11. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
12. All spills shall be wiped up promptly.
13. Files and supplies should be stored in such a manner as to preclude damage to the supplies or injury to personnel when they are moved. Heaviest items should be stored closest to the floor and lightweight items stored above.
14. All cords running into walk areas must be taped down or inserted through rubber protectors to preclude them from becoming tripping hazards.
15. Never stack material precariously on top of lockers, file cabinets or other high places.
16. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
17. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
18. Always use the proper lifting technique. Never attempt to lift or push an object which is too heavy. You must contact your supervisor when help is needed to

move a heavy object.

19. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
20. All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs should be used to ensure continuity of ground.
21. Individual heaters at work areas should be kept clear of combustible materials such as drapes or waste from waste baskets. Newer heaters which are equipped with tip-over switches should be used.
22. Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear, heat or fraying of cords.
23. Fans used in work areas should be guarded. Guards must not allow fingers to be inserted through the mesh. Newer fans are equipped with proper guards.
24. Equipment such as scissors, staplers, etc., should be used for their intended purposes only and should not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
25. Cleaning supplies should be stored away from edible items on kitchen shelves.
26. Cleaning solvents and flammable liquids should be stored in appropriate containers.
27. Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers.

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF CODE OF SAFE PRACTICES

TO ALL EMPLOYEES:

ATTACHED IS A COPY OF THE CODE OF SAFE PRACTICES. THESE GUIDELINES ARE PROVIDED FOR YOUR SAFETY.

IT IS THE RESPONSIBILITY OF PEOPLE + CULTURE TO PROVIDE AND REVIEW THIS CODE WITH EACH EMPLOYEE. IT IS THE EMPLOYEE'S RESPONSIBILITY TO READ AND COMPLY WITH THIS CODE.

THE ATTACHED COPY OF THE CODE OF SAFE PRACTICES IS FOR YOU TO KEEP. PLEASE SIGN AND DATE BELOW AND RETURN ONLY THIS PAGE TO PEOPLE + CULTURE.

I HAVE READ AND UNDERSTAND THE CODE OF SAFE PRACTICES, AND I AGREE TO ABIDE BY THEM TO THE BEST OF MY ABILITIES.

_____ _____

EMPLOYEE SIGNATURE DATE

Print Name:_____

Dept. Name:_____

NOTICE OF SAFETY INFRACTION

We consider the safety of our employees to be very important. Therefore, to prevent accidents, it is our Regulation to strictly enforce company safety rules. Infractions of safety rules will result in the following:

1st Infraction – Written/Verbal Warning
2nd Infraction – Written Warning
3rd Infraction– 3 to 5 Day Suspension
4th Infraction – Dismissal

Name:

You have been observed working in the following unsafe manner, contrary to company safety rules:

_____

_____

_____

Action taken therefore is:

_____

_____

_____

This is your _____ Infraction

_____

Supervisor:

_____

Date: _____

Employee:

_____

Date: _____

SAFETY COMMUNICATION PROGRAM

SCU will use a variety of methods to communicate with employees about the importance of safety.

New Hire Orientation: People + Culture

Employee orientations, conducted by People + Culture at the time of hire, will stress the importance of safety at SCU, will cover the elements of our Safety Program, and will encourage all workers to report all hazards to a supervisor or to People + Culture without fear of reprisal. Further, the Code of Safe Practices relative to the employee's assignment will be delivered, together with the Employee Handbook upon hire. Lastly, People + Culture will provide new employees with instructions on how to access the mandatory New Hire Trainings.

New Hire Orientation: Department Manager

Department Managers & Supervisors are responsible for communicating to the new employee any safety or hazard information which is specific to the department and the specific job of the new employee.

Department Safety Meetings

Regular meetings will be held department-wide on a periodic basis and will discuss any safety issues affecting the department, new hazards identified, correction of unsafe conditions or work practices, safety suggestions, and the like. Time will be provided to allow employees to state their safety concerns without fear of reprisal.

Safety meetings will be documented using the Report of Safety Meeting form contained in this section. The Report will be made available to all department employees, and a copy maintained in the department safety records.

For the facilities department and the on and off-campus health centers, these meetings must occur at least monthly. For the remaining departments, they must occur at least quarterly. Safety issues may be included in regular department meetings.

Safety Suggestions

Any employee who wants to inform management of potential job hazards, unsafe working conditions, or provide management with a safety suggestion, may do so by completing the Safety Suggestion Form included in this section, or by utilizing the "Report It" tool found on the Campus Safety page in the MySCU portal (https://my.scuhs.edu/ICS/Departments/Campus_Safety/REPORT_IT.jnz). If the employee wishes to remain anonymous, or fears reprisal, the name may be left off of the communication, and, even if the Safety & Compliance Committee knows of the employee's identity, it will remain confidential.

Notices of job hazards are forwarded immediately to the department manager responsible for the department to which they pertain. Within 5 working days of being informed of the hazard, the department manager must inform the Safety Committee, in writing, of the actions taken to abate the potential job hazard, or the status of the abatement, if it is not completed.

Safety suggestions are reviewed by the SCU Safety Committee during the next regularly scheduled meeting. The Safety Committee will determine if action will be taken on the suggestion. If the employee has provided a name, the Committee will respond directly to the employee with their determination and an explanation for same.

SCU Safety & Compliance Committee

A Safety & Compliance Committee will be established to assist in communicating safety and health concerns to all levels of employees at SCU. The Committee will meet at least once per term, and minutes from these meetings will be taken and made available to the workforce.

Written Communications

Written safety communications may be delivered in a variety of formats, including memos, payroll inserts, email, a safety newsletter produced periodically, and articles in campus publications. Hard copies of all communications must be maintained in the department safety files from which they were generated.

Bulletin Board

A bulletin board will be maintained in the lobby of Building C to inform employees on matters of worker safety and health and will include a poster encouraging employees to report unsafe conditions or occupational health concerns.

Safety Data Sheets

Safety Data Sheets (SDSs) provide information on the potential hazards of products or chemicals. Hard copies of SDSs for the chemicals used at SCU are available in the various “Right To Know” binders located throughout campus. For further information, contact Auxiliary Services for information explaining how to use SDSs. Additionally, all employees are to be trained annually concerning the Hazard Communication Standard (HazCom) which includes an overview of SDS locations and instructions as part of Compliance Month.

Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer’s instructions, as specified in the equipment operating manual. Copies of operating manuals should be kept with each piece of operating equipment. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must read the manual prior to

operation and be trained by an experienced operator or supervisor.

SCU SAFETY & COMPLIANCE COMMITTEE

The purpose of the SCU Safety & Compliance Committee (SACC) is to develop and communicate safety policies and procedures to employees, establish a formal process for employees to express their safety recommendations to management, and provide on-going resources to ensure the safety programs are being maintained.

Through the efforts of the SACC, active interest in safety among all employees can be developed and sustained. Through SACC actions and recommendations, changes in the work environment and in work practices can be facilitated.

Cal/OSHA requires that the SACC:

1. Conduct regularly scheduled meetings to discuss accident and illness prevention methods, safety and health promotion, job hazards, injury and illness records, and other pertinent subjects.
2. Prepare and make available to affected employees written records of the safety and health issues discussed at the committee meetings.
3. Establish procedures for handling safety suggestions and recommendations by committee members and employees.
4. Review investigations of occupational injuries and illnesses and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submit recommendations to management for the prevention of future incidents.
5. Review investigations of alleged hazardous conditions brought to the attention of any committee member, and make recommendations for corrective action. When determined necessary by the committee, the committee may conduct its own inspections and investigation to assist in remedial solutions.
6. Provide information and training on safe and healthful working practices to all SCU employees and Federal Work Study Student Workers.
7. Recommend changes or additions to improve protective clothing, equipment or facilities.
8. Develop or revise rules to comply with current safety and health standards.
9. Promote safety through area safety inspections on a periodic basis. Provide records of inspections to senior management for corrective actions, when necessary.
10. Upon request from Cal/OSHA, verify abatement action taken to abate citations issued by Cal/OSHA.
11. Maintain records of all committee meetings.

SAFETY SUGGESTION FORM

This form can be used by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of Unsafe Condition or Practice:

_____

_____

Causes or Other Contributing Factors:

_____

_____

Employee's Suggestion for Improving Safety:

_____

_____

Has This Matter Been Reported to the Area Supervisor?:
☐ Yes ☐ No

Employee Name (Optional): _____
Date:_____

Action *(For Office Use)*
☐ Accepted **Date:** _____

Proposed Completion Date: _____
☐ Denied **Date:** _____

Actual Completion Date: _____

Reason(s):

_____

_____

Signature: _____

Title: _____

Employees are advised that the use of this form or other reports of unsafe conditions or practices are protected by law. It would be illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.

The Employer will investigate any report as required by the Injury and Illness Protection Program Standard (8 CCR §3203) and advise the employee who provided the information or the workers in the area of the employer's response.

SECTION IV

SAFETY TRAINING

SAFETY TRAINING PROGRAM

The SCU Safety Training Program is designed to provide general and specific safety training to all employees of the University.

Initial IIPP Training

When the IIPP is first implemented or major revisions are made, all employees will be trained on the structure of the IIPP, including individual responsibilities under the program. Training will also be provided on how to identify and report unsafe conditions, how to access the Safety Committee, and where to obtain additional information on workplace safety and health issues.

New Hire Training

Safety education and training for new employees will begin at the time of employment. Before employees actually begin an assigned task they must complete a short training course to familiarize themselves with University safety policies. People + Culture is responsible for providing this training. The training course shall include:

- An explanation of the SCU Safety Regulation and Program (IIPP).
- Familiarization with general safety rules of the University and enforcement policies.
- The requirement for immediately reporting all injuries along with information on required medical treatment.
- The necessity for reporting all unsafe conditions to their supervisor or the People + Culture.
- Information concerning the safety training which will be given by supervisors.
- A clear statement that no employee should attempt to do a job that appears to be unsafe.

SAFETY TRAINING PROGRAM, Cont.

The items discussed by People + Culture should be checked on the Initial Employee Safety Training Record, and the form should be forwarded to the Supervisor for completion and return. The record will be kept in the employee's personnel records.

Supervisor Training

Supervisors are responsible for continuing the safety training with new and current employees. This ongoing training should include

- The safety rules of the department.
- Safe work practices specific to performing the employee's job duties.
- Training on the hazards associated with the specific job to which the employee will be assigned.
- Use of PPE, if applicable.

Further, the training should occur,

- At time of hire.
- Whenever a new or previously unrecognized hazard is introduced into or determined to exist in the workplace.
- When the employee is given a new job assignment not previously performed
- If the employee is observed performing unsafe work practices.
- An injury or accident has occurred in the department relating to the work being performed.

The supervisor should complete the Initial Employee Safety Training Record and return the form to People + Culture. A copy of the form should be kept in the department safety files, together with the Individual Employee Training Record form which should include interim and periodic safety training.

University-wide Training

SCU will utilize both internal and external resources to provide training in specific topics, including, but not limited to:

SAFETY TRAINING PROGRAM, Cont.

- Fire Safety
- Aerial Lifts
- PPE
- Portable Fire Extinguishers
- Flammable Materials
- Respiratory Protection
- Back care, body mechanics, and proper lifting techniques
- Ergonomics
- Fall Prevention
- Lock out/Tag out
- Confided Space
- Workplace Violence Prevention
- Emergency Evacuation
- Blood Bourne Pathogen Exposure (BBP)
- Hazard Communication
- Sexual Harassment
- Active Shooter
- Asbestos
- Lead Paint
- Formaldehyde
- Driver Safety

Employee Responsibility

To insure that they receive the appropriate training, all SCU employees are required to participate in:

- Scheduled safety meetings.
- Additional training as job duties or work assignments are expanded or changed.
- University-wide training programs.
- Other training programs as appropriate.

Records of all the above training will be kept by People + Culture.

INITIAL EMPLOYEE SAFETY TRAINING RECORD

This report is to be completed by the supervisor and the new employee (reassign) within 5 days after employment/transfer and returned to People + Culture.

Employee Name	Date Hire/Transfer	Job Title

ASK EMPLOYEE "Can you perform this job with or without reasonable accommodation? If a reasonable accommodation is necessary, please describe the type of accommodation needed."

DID EMPLOYEE HAVE A PRE-PLACEMENT PHYSICAL? ▢ YES ▢ NO

IF YES, ANY WORK RESTRICTIONS INDICATED?

The SUPERVISOR is to go over the following safety concerns (where applicable) with the new employee:

- ▢ 1. High priority SCU gives to safety
- ▢ 2. Applicable University, State and Federal safety policies and programs.
- ▢ 3. Applicable University, State and Federal safety rules, both general and specific to the job assignment.
- ▢ 4. University safety rule enforcement procedures.
- ▢ 5. How, when, and where to report injuries.
- ▢ 6. When and where to report unsafe conditions
- ▢ 7. Special hazards of the job/department.
- ▢ 8. Use of equipment.
- ▢ 9. Importance of maintaining housekeeping.

- ▫ 10. Hospital or clinic to be used for emergency treatment.
- ▫ 11. Employee's responsibility for the prevention of injuries and illnesses.
- ▫ 12. Disciplinary action for ignoring safety rules.
- ▫ 13. Safety incentive programs.
- ▫ 14. Workers' Compensation only covers work-related injuries.
- ▫ 15. Location of First Aid Kit.
- ▫ 16. Location of Fire Extinguisher.
- ▫ 17. Personal protective equipment that must sometimes be worn (when, where, and why):

  - ▫ Goggles/face shields
  - ▫ ear plugs/ muffs
  - ▫ hardhat
  - ▫ Safety shoes/ boots
  - ▫ dust mask/ respirator
  - ▫ Gloves

- ▫ 18. Safe operation of the University vehicles
- ▫ 19. Lifting: when lifting by hand, get yourself in a comfortable position, bend at the knees, and get close to the load. Lift with your leg muscles and not your weaker back muscles. Do not life especially heavy materials by yourself.
- ▫ 20. Use of tools.
- ▫ 21 Proper guarding of equipment.

- 22. Proper work shoes.
- 23. Proper use of specific lifting equipment (forklift, carts, wheelbarrows, jacks, hand trucks, etc.)
- 24. Fire Safety.
- 25. Training on the proper handling of toxic materials. List:

  _____

  _____
- 26. Training on proper handling and disposal of bloodborne pathogens.
- 27. Proper use of physiotherapeutic and clinic equipment
- 28. Other training specific to position (specify):

I have discussed a portion of these items with the employee (as initialed).

_____ _____
People + Culture Rep. Date

I have discussed the remaining items with the employee or referred him/her for further training (as initialed).

_____ _____
Supervisor Date

_____ _____
Employee Date

INDIVIDUAL EMPLOYEE TRAINING RECORD

Safety Training must be provided for employees in the performance of their duties. Use this form to document any and all employee training.

DEPARTMENT	
TRAINING TOPIC(S)	
Date Trained:	
Trainer:	
Employee(s) Trained:	

SECTION V

IDENTIFICATION AND CONTROL OF HAZARDS

IDENTIFICATION AND CONTROL OF HAZARDS REGULATION

To maintain a safe and healthful workplace, SCU has established procedures to identify hazards which may exist now or which could develop in the future, as well as procedures to control and eliminate the hazards. The primary tool for identifying unsafe physical conditions and work practices is the Inspection.

Identification: Self-Audit Inspections

Each department shall conduct a self-audit inspection utilizing the applicable checklist provided in the Appendices to this procedure. The department manager is responsible for conducting the investigations or for designating this responsibility. If the responsibility has been designated to another, that person shall receive appropriate training in conducting the inspection and determining action to be taken. Inspections shall occur as follows:

Offices: At least semi-annually. The inspection shall review office safety, housekeeping and ergonomics. The department manager is responsible for conducting the inspections and for correcting any unsafe conditions identified.

Classrooms: At least quarterly. The inspection shall review for health, safety and housekeeping. The Dean of Preclinical Education, or his or her designee, is responsible for conducting the inspections and for correcting any unsafe conditions identified.

Labs: At least quarterly. The inspection shall review for health, safety and environmental compliance, housekeeping, proper use of equipment and proper handling of chemicals and bloodborne pathogens. The Chair of the department overseeing the lab is responsible for conducting the inspections and for correcting any unsafe conditions identified.

Health Centers and Campus Clinic: At least monthly. The inspection shall review for health, safety and environmental compliance, housekeeping and proper handling of chemicals and bloodborne pathogens. The health center/clinic manager is responsible for conducting the inspections and for correcting any unsafe conditions identified.

Facilities: At least monthly. The inspection shall review for health, safety and environmental compliance, housekeeping, proper use and care of tools and machinery and the proper handling of chemicals and other hazardous substances. The department manager is responsible for conducting the inspections and for correcting any unsafe conditions identified.

All Departments:

- Additionally, an inspection must be conducted whenever (a) a new substance, process, procedure or equipment is introduced into the workplace which represents a

new occupational safety and health hazard, and (b) a new or previously unrecognized hazard is identified.

- Further, all University vehicles and individual power machinery or equipment must be inspected daily by their operators.

- Finally, all employees are responsible for routinely inspecting their own workplace on a daily basis and for promptly reporting unsafe or unhealthful conditions to their immediate supervisor, if they are unable to correct the situation themselves. All employees are encouraged to submit safety suggestions to the Safety Committee or their supervisor where these suggestions for changes in the workplace or in work practices will improve job safety and performance. Supervisors are responsible for routinely inspecting their area of responsibility and, where possible, correcting unsafe physical conditions and work practices. If corrections cannot be performed at the supervisor's level, the supervisor is responsible for ensuring the corrections are completed by an appropriate individual or service provider.

- The SCU safety & compliance committee will conduct inspections of the workplace as part of its duties. These inspections will be unannounced and may occur at any department or in any area.

IDENTIFICATION AND CONTROL OF HAZARDS PROGRAM, Cont.

Hazard Checklists:

Hazard Checklists have been created for each of the above-referenced work areas and are located in the appendices to this procedure. These checklists should be used to document the inspections. They are by no means all-inclusive, and each contains blank areas to add appropriate existing items or newly discovered ones. Contact People + Culture to update the list when you have two or more changes.

- When conducting the inspection, check either the "Satisfactory" box (indicating that the item was in good repair, working order, or safe practices were observed), or the "Needs Attention" box (indicating the item was not in good repair or working order, or unsafe practices were being observed).

- The "Target Date for Correction" and "Date Corrected" boxes are used for follow up inspections or to note that the item has been corrected.

- Follow-up inspections to verify correction of identified deficiencies shall be conducted by the original inspector by the date specified.

    - Deficiencies which have been adequately corrected shall be noted as such on the checklist via initials of the inspector.
    - Deficiencies uncorrected at the time of the follow up inspection shall be investigated and a report on the reasons/issues submitted to the department manager for immediate action. A copy of this report shall also be submitted to the Chair, SCU Safety Committee.
    - When all noted deficiencies have been resolved, copies of the checklist, with correction verifications shall be submitted to the department manager, and the original should be forwarded to the Chair of the Safety Committee.
    - All inspections, accident investigation findings and recommendations shall be communicated to the affected employees at the next regularly scheduled department safety meeting (or sooner if the department manager deems this appropriate).
    - Records of all inspections, accident investigation findings and recommendations shall be maintained by the University for a minimum of 5 years.

Control and Correction of Identified Hazards

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of
affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to immediately correct hazards (pending repair of

equipment, cleanup of spills, etc.) include, but are not limited to the following:

- Tagging unsafe equipment "do not use until repaired."
- Providing alternative equipment for employees to use until an item is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before the work resumes.
- Reinforcing and explaining the need for proper PPE and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor or appropriate administrator.

Supervisors, area safety inspectors and/or department managers should use the Hazard Checklist to document corrective actions, including projected and actual completion dates. If necessary, assistance can be sought in developing appropriate corrective actions by submitting a request to the SCU Safety Committee.

Hazards Which Create Risk of Imminent Harm

Whenever possible, it is our intent to immediately remove any hazard which gives rise to a risk of imminent harm.

1. If the imminent hazard can be addressed through immediate correction by the inspector or an area employee without endangering employee health and safety, corrections shall be performed and the actions taken noted on the hazard checklist.
2. If corrections will require action by individuals outside of the department and operations can continue safely with posted and verbal warnings, area employees shall be advised, signs/warnings posted and Facilities or other responsible operations notified of the need for immediate action.
3. Imminent hazards which cannot be abated without endangering employees will require cessation of operations in the area and evacuation of employees from the area while corrective actions are performed. Only those properly trained employees necessary to correct the hazardous condition will be allowed to stay. If necessary, outside emergency personnel will be summoned to provide assistance. The area may be re-occupied and operations resumed only when authorized by the department manager or area safety inspector.

All corrections shall be documented and maintained in the department safety files. Copies shall be provided to the SCU Safety & Compliance Committee.

SECTION VI

ILLNESS AND INJURY INVESTIGATION

INJURY AND ILLNESS INVESTIGATION

PURPOSE STATEMENT AND ASSIGNMENT OF RESPONSIBILITY

Injury and illness investigation is an essential element of an Injury and Illness Prevention Program. Further, Cal/OSHA requires that occupational injuries and illnesses be investigated in accordance with established procedures.

The purpose of the injury and illness investigation is to determine what factors, conditions, and/or practices contributed to the incident, so that the proper action can be taken to prevent a recurrence. Minor incidents or close calls should be investigated since they are usually a warning of potential hazards that could result in serious injuries or illness to employees.

A complete injury and illness investigation includes gathering data, making an objective evaluation of facts, statements and related information, and finally, developing a definite plan to prevent recurrence. Those conducting the investigation must document the entire process from notice of injury/illness through corrective actions. Guidelines for conducting an investigation are contained in this section.

It is essential that injuries and illnesses be investigated as soon as possible after their occurrence, while facts are still clear and more details can be remembered. Timely investigations also help make injury and illness reconstruction easier and more accurate. Reconstruction is vital in determining cause and contributing factors and thus establishing a plan for corrective action to minimize recurrence. If the investigator is unable to determine the cause(s) and thus is unable to recommend appropriate corrective actions, additional resources should be sought from the HR Director and/or the SCU Safety Committee.

The injured employee's supervisor is responsible for investigating the injury/illness for determining the cause or causes. Assistance and guidance in the investigation may be sought from and provided by the People + Culture department and/or the SCU Safety Committee. All investigations will be conducted within 24 hours of the incident (or one business day). The Supervisor may report his or her findings using the Supervisor's Report of Injury or Illness form provided in this IIPP, or may use another form, as long as the information provided includes that contained in the Supervisor's Report form. The report will be reviewed by the SCU Safety Committee, who will determine what corrective action(s) should be taken.

In a major accident, the SCU Safety Committee may conduct a more extensive investigation as it deems necessary.

Injury and illness investigation findings and recommendations will be communicated to the employees utilizing the methods outlined in the SCU Injury and Illness Prevention Program.

GUIDELINES FOR CONDUCTING INJURY AND ILLNESS INVESTIGATIONS

- The purpose of an investigation is to find the cause of an injury or illness, prevent future occurrences, not to fix the blame. An unbiased approach is necessary to obtain objective findings.
- Visit the scene as soon as possible (when it is safe to do) — while facts are fresh and before witnesses forget important details. Before speaking with anyone, examine the area, equipment, tools, etc., and try to identify obvious causative factors. Take notes.
- If possible, interview the injured worker at the scene. Provide him or her with the form "Employee's Report of Injury/Exposure" and instruct them to complete it as soon as possible (after any first aid or medical treatment is sought). Take notes.
- All interviews should be conducted as privately as possible. Interview witnesses one at a time. Witnesses should be kept separated between interviews. Talk with anyone who has knowledge of the injury or illness even if they did not actually witness it. Take notes.
- Interviews should include the following: **Who** (was involved, witnessed what happened, came to scene afterwards, etc.), **What** (happened, equipment involved, tasks being performed, etc.), **When** (did the incident itself happen; did others become involved; treatment sought, etc.), **Where** (did it happen, were others situated at the time of the incident, was medical/first aid treatment sought, etc.), **Why** (in the witnesses' opinion, did the incident occur, etc.). Write down certain questions in advance, and leave space for answers. Finally, clarify statements to make sure correct times, witness names and sequence of events were captured.
- Follow up with witnesses if you think of further questions or need clarification.
- Consider taking signed statements in cases where facts are unclear or there is an element of controversy.
- After the interviews, return to the scene (if possible) to see if you can recreate what happened. Make notes of unanswered questions, inconsistencies or gaps, and follow up with witnesses.
- Review any established procedures to ensure they were adequate and were followed, review training records of affected employees.
- Document details graphically. Use sketches, diagrams and photos as needed and take measurements when appropriate.

- Taking all statements and physical (visibly obtained) data into consideration, clarify what occurred and draw conclusions. When a number of elements seem to be at odds or inconsistent, bear in mind that the truth often lies somewhere between how the involved parties perceived the incident, and what the statements and evidence suggests. Your determination will probably consist of the best assessment possible with the available data. Focus on the hazards; what caused the incident itself, not just the injury? What were the contributing factors?
- Use the Supervisor's Report of Injury or Illness to summarize your important findings. Attach any important documentation (photos, statements, MSDS's, safe practices not followed, training records, sketches and diagrams).
- Note that conclusions such as "employee was careless" do not serve any useful purpose. Indications of carelessness should be viewed as actually being attributable

to incomplete or insufficient safety training. A remark on the report such as "employee not clear on safe work procedure", followed by a statement in the corrective action section such as "employee given specific, documented training on correct safe procedure" is evidence of thorough and proactive response. In some instances where safety rules were clearly violated and disciplinary action taken, it should be clearly noted on the report.

- Every investigation should include an action plan. How will you prevent such injuries or illnesses in the future? Corrective measures may involve advising or training the employee on accepted safe work practices. If the employee is a habitual offender, it may be necessary to institute disciplinary action. In some instances, the providing of PPE (along with instruction on its proper use) or workstation adjustments will be required. More often than not, physical conditions contributing to work place injuries or illnesses are simply the result of poor housekeeping.
- If a third party or defective product contributed to the injury, save any evidence. It could be critical to the recovery of claims costs.

SCU must report immediately (within 8 hours) to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee. Serious injury or illness means any injury or illness which requires inpatient hospitalization for more than 24 hours for other than observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement. Supervisors must give an injured employee a Workers Compensation claim form within 24 hours of knowledge of injury (forms available in People + Culture).

For assistance with the investigation, contact People+Culture or the SCU Safety & Compliance Committee.

Employee's Name: _____

Job Position/Title: _____

Supervisor's Name: _____

Shift Hours: _____

Days Off: _____

Date And Time Of Injury: _____

Location: _____

Date/Time Injury Reported: _____

To Whom Reported: _____

Task Being Performed When Injury Occurred: _____

Name(s) Of Witness(es): _____

Witness(es) Comments: _____

Describe How the Injury or Illness Occurred: _____

What part of the body was injured? _____

Describe the Injury(ies) in Detail: _____

Date/Time You First Sought Medical Attention: _____

Name and Location of Doctor and/or Hospital: _____

Could Anything Be Done To Prevent Injuries Of This Type? If So, What?:

EMPLOYEE'S REPORT OF INJURY/EXPOSURE

Employee's Signature: _____ **Date:** _____

Any person who makes or causes to be made any knowingly false or fraudulent materials statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

ORIGINAL – Department; COPY – SCU Safety Committee; Maintain for 3 years (minimum).

SUPERVISOR'S REPORT OF INJURY OR ILLNESS
Supervisor's Name:

Department:

Name of Injured:

Occupation:

Date of Injury/Illness: _____ **Hour:** _____ ☐ A.M. ☐ P.M.
Incident Resulted In:
☐ Injury ☐ Fatality ☐ Property Damage

First Aid Given?:

Medical Treatment Required?:

Workdays Lost:

Name and Address of Physician/Clinic where Employee was Treated:

Nature of Injury:

Did Injured Leave Work?:
Date: _____ **Hour:** _____ ☐ A.M. ☐ P.M.
Was Injured Acting in Regular Line of Duty?:

Name(s) of Witness(es):

Witness(es) Comments:

Where & How Did The Injury/Illness Occur?:

Based on Your Investigation, What Actions, Events, or Conditions Contributed Most Directly To This Injury or Illness?:

Action Plan: What Needs to be Corrected?:

_____

What Steps Should Be Taken To Prevent A Similar Injury or Illness?:

_____

When Will Corrections be Made/Steps Completed?:

_____

Date: _____

Supervisor's Signature: _____

Any person who makes or causes to be made any knowingly false or fraudulent materials statement or material representation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

SECTION VII

REPORTING AND RECORDKEEPING

REPORTING AND RECORDKEEPING

Southern California University of Health Sciences will maintain appropriate records of steps taken to implement this safety program. These records will be maintained in the People + Culture department and will be available at all times for inspection.

Southern California University of Health Sciences will follow the steps listed below:

- Obtain a report on every injury or illness
- Utilize the OSHA Log and Summary of Occupational Injuries and Illnesses, according to the instructions provided, and every year will post the completed form as required.
- Prepare a supplementary record of occupational injuries and illnesses on recordable cases on the Employers First Report (Form 5020).
- Maintain Minutes for all safety meetings and SCU Safety & Compliance Committee Meetings.
- Maintain records of employee safety training.
- Maintain records of safety suggestions, notice of hazardous situations, and any other record associated with this IIPP or the SCU Safety Program.
- Maintain records of safety inspections.
- Maintain records for the last five (5) years in People+Culture.