

## **UNIVERSITY OF SAN DIEGO**

### **INJURY AND ILLNESS PREVENTION PROGRAM**

#### **PURPOSE**

The University's Injury and Illness Prevention Program is designed to assure a safe and healthy work place for its employees and meets the requirements of California Code of Regulations, Title 8, Chapter 4, Section 3203.

The program will be coordinated through the office of Environmental Health and Safety (Program Administrator) and implemented through the joint efforts of this office and the University community. Leilei Thein, Environmental Health & Safety Manager, has authority for program compliance.

#### **INSPECTIONS**

Each department will conduct an initial inspection to identify any unsafe condition, equipment, or work practice. Subsequent inspections will be conducted to identify and evaluate hazards:

- A. Whenever new substances, processes, procedures, or equipment that may represent a new occupational safety and/or health hazard are introduced to the work place; and
- B. Whenever the Department or the Office of Environmental Health and Safety is made aware of a new or previously unrecognized hazard.

The impacted department will immediately abate any unsafe work practice or procedure noted. If an imminent environmental hazard exists and cannot be immediately abated without endangering employees and/or property, evacuate all personnel and notify the University Police, extension 2222.

Thorough annual inspections for safety and health hazards will be conducted in each department. The inspection team consists of the Office of Environmental Health and Safety, the building safety representative and the manager(s) of the area involved. A copy of the inspection report will be retained in the Office of Environmental Health and Safety and a copy will be sent to the department head for the area.

The records of periodic inspections to identify unsafe conditions and work practices shall be maintained for a period of one (1) year. The records shall include person(s) conducting the inspection, any identified unsafe conditions and/or work practices and action(s) taken to correct the identified unsafe conditions and/or work practices.

## **CORRECTING DISCREPANCIES**

Unsafe or unhealthy conditions, work practices, and work procedures must be corrected in a timely manner. When an imminent, environmental hazard exists and cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing conditions.

The department head, or the department head's delegate, will be responsible for correcting discrepancies. If this requires the services of Physical Plant, initiate Maintenance Work Requests by calling extension 4250. Action will be recorded on the Department Inspection Form.

## **TRAINING**

All new employees, including full time, part time and temporary, will attend a general safety class. The class is conducted by the Office of Environmental Health and Safety and/or the employing department.

All Supervisors must receive training that will familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed. Supervisors will train all new employees prior to their work assignment. Supervisors will train their employees, including full time, part time, temporary and student workers, on specific safety items associated with their job assignments annually: whenever an employee is given a new job assignment for which training has not previously been received; whenever a new substance, process, procedure, or new equipment is introduced to the work place which may represent a new hazard; and, whenever the supervisor, department head or the Office of Environmental, Health and Safety is made aware of a new or previously unrecognized hazard.

Documentation of safety and health training for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers, will be maintained by each impacted department for a period of one (1) year. Forms will be supplied by the Office of Environmental Health and Safety.

## **COMMUNICATION**

In addition to initial training, employees must be kept updated on all occupational safety and health matters. This information will be disseminated in a readily understandable manner by supervisors and by the Office of Environmental Health and Safety through regularly scheduled departmental meetings or newsletters and notices.

Employees are encouraged to report any safety or health hazards to their supervisors. Employees may submit information anonymously directly to the Office of Environmental Health and Safety, Extension 2595/2226, or through intra-campus mail. **EMPLOYEES MUST BE MADE AWARE THAT THERE WILL BE NO REPRISALS FOR REPORTING SAFETY OR HEALTH HAZARDS.**

Department Heads will meet periodically with their supervisors to discuss safety problems. The results of supervisor/employee safety meetings shall be discussed, and any problems, causes of accidents, near misses, hazards or potential hazards must be resolved. Each department will require employees to comply with safe and healthy work practices. When there is deliberate or continued violation of safety rules by an employee, the department will take appropriate disciplinary action.

## **ACCIDENTS**

Department heads, or their delegates, must investigate and submit a written report regarding all occupational accidents and near misses involving their employees which occur within their department. The Office of Environmental Health and Safety may be included in the investigation team for accidents involving injuries resulting in lost time exceeding one day. Results of the investigation must be documented and the forms retained in the office of the Environmental Health and Safety Coordinator for a period of one (1) year. Employee work related injuries/illnesses shall be reported in accordance with the Employee Injury and Illness policy and appropriate care shall be provided to the employee through the Workers Compensation system.

## **RECORDS**

Risk Management shall maintain the log of Occupational Injuries and Illness (OSHA 300), including the summary portion and the Employee's Report of Occupational Injury or Illness (5020 or Employer's First Report of Injury).

The Office of Environmental Health and Safety will assist Department Heads in developing and implementing the various safety and environmental health programs.

Up-dated: June 19, 2007  
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