

## Administration

### Administrative Rules and Procedures

#### **2317 Injury and Illness Prevention Program** (As required by SB 198 and GISO 3202)

##### **1. Objective of the Injury and Illness Prevention Program**

The primary objective of the Injury and Illness Prevention Program is to prevent employees from getting injured on the job. In order to achieve this objective we must comply with the California Occupational Safety and Health Administration, General Industry Safety Orders Title 8, Sec. 3203, which requires each employer:

- a. To establish and maintain an effective injury prevention program.
- b. To provide a safe and healthy work environment for all employees.
- c. To reduce financial and human losses resulting from accidents and illnesses arising out of or occurring in the course of employment.
- d. To establish safety policies, committees, training, etc. that will contribute to and be a part of the Injury and Illness Prevention Program.
- e. To establish on-going injury prevention programs for all departments.

##### **2. Responsibility for Safety and Health**

- a. Support

All employees are expected to comply with the Injury and Illness Prevention Program. This program reflects the Administration's concern and commitment to safety.

- b. Program Administration

- 1) **The Vice Chancellor, Business Services**, is responsible for overseeing and directing the Injury and Illness Prevention Program. He shall designate the College Director of Safety and Security as the program administrator.

## **Administration**

### **Administrative Rules and Procedures**

#### **2317 Injury and Illness Prevention Program**

- 2) **The College Director of Safety and Security** is responsible for:
  - a) Ensuring that District administrators and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed, as well as applicable laws, regulations and District safety procedures and policies.
  - b) Ensuring that employees are trained in accordance with this program.
  - c) Inspecting, recognizing and evaluating workplace hazards on a continuing basis.
  - d) Developing methods for abating workplace hazards.
  - e) Ensuring that workplace hazards are abated in a timely manner.
  - f) Maintaining records as prescribed by legislation.
  - g) Serving on the College Safety Committee.
- 3) **College Presidents**

College Presidents are responsible for the effective implementation of the Injury and Illness Prevention Program. Duties will include but are not limited to:

- a) Overseeing and promoting employee compliance with CAL OSHA regulations as well as campus safety rules, procedures and policies.
- b) Ensuring compliance with the Injury and Illness Prevention Program.

## **Administration**

### **Administrative Rules and Procedures**

#### **2317 Injury and Illness Prevention Program**

- c) Ensuring that tools, equipment and protective devices are properly maintained and utilized by employees.
- d) They shall receive information and recommendations from the safety committee. This includes review of safety problems, implementation of individual injury prevention programs, including lectures and presentations and review of safety inspections.

#### **4) Deans**

Deans are the key to a successful Injury and Illness Prevention Program. They are responsible for:

- a) Recognizing the potential or real hazards of each job supervised.
- b) Continuously observing and evaluating work conditions and procedures to detect and correct unsafe conditions and practices.
- c) Emphasizing to employees the benefit of observing safety procedures and of using the prescribed protective equipment.
- d) Enforcing all safety rules, procedures and policies.
- e) Disciplining employees who do not comply with safety rules, procedures, and policies.
- f) Ensuring that employee safety orientation and training sessions are given.
- g) Ensuring that accidents and injuries are promptly investigated.

## **Administration**

### **Administrative Rules and Procedures**

#### **2317 Injury and Illness Prevention Program**

- h) Encouraging employees to report unsafe conditions and to submit practical suggestions for correction.
- i) Ensuring that tools, equipment and protective devices are properly maintained and utilized.
- j) Performing all duties that will enhance the success of the Injury and Illness Prevention Program.

#### **5) Employees**

All employees are required to demonstrate safe work habits. Employees are required to:

- a) Promptly report to their supervisor any accidents and injuries occurring within the course of their employment as well as any potentially unsafe condition they may observe.
- b) Attend and participate in safety training and briefings provided by the district.
- c) Use prescribed protective clothing and equipment required.

#### **6) College Safety Committee**

A College Safety Committee is an advisory group appointed by the College President. The committee meets monthly to perform the following functions:

- a) Analyze effectiveness of the Injury and Illness Prevention Program and develop policy recommendations to meet current needs.
- b) Review safety problems and recommend practical solutions for correcting them.

## **Administration**

### **Administrative Rules and Procedures**

#### **2317 Injury and Illness Prevention Program**

7. In an effort to prevent the serious health risks associated with exposure to smoking and environmental tobacco smoke, faculty, staff, students, and visitors at Las Positas College who choose to use tobacco products, may do so in parking lots and designated areas only. Smoking is not permitted in any college owned vehicle.