



CALIFORNIA  
HEALTH SCIENCES  
UNIVERSITY

**CALIFORNIA HEALTH SCIENCES UNIVERSITY**  
**Injury and Illness Prevention Program**

*Effective January 1, 2017*

Annual review and update of IIPP completed by:

Katrina Featherstone

Date:

1/27/2017

CHSU President Signature

A handwritten signature in blue ink, appearing to read "Katrina", is written over a horizontal line.

## INJURY AND ILLNESS PREVENTION PROGRAM

### Forward

At California Health Sciences University (CHSU), health and safety is a priority. Therefore, we need your cooperation to keep the working environment at the University both safe and productive. Please read the contents of this IIPP carefully.

### Management Commitment & Assignment of Responsibilities

CHSU (hereinafter referred to as “the company”) is committed to maintaining a safe workplace for its employees and compliance with all current and applicable occupational health, safety and environmental laws.

To achieve this end, the following Injury & Illness Prevention Program (IIPP) has been instituted. Jimmy Dunn, Assistant Vice President of Operations, has been appointed as the company’s Safety Director. He has been given the authority and responsibility of implementing and maintaining this IIPP and of answering any employee questions regarding its provisions. A copy of this IIPP is available upon request from Human Resources (HR) and from each manager and supervisor.

All employees, including managers and supervisors, are responsible for learning and understanding safety programs and rules established by the company to promote safe and healthful working conditions. Employees are also responsible for **immediately** reporting all work related injuries, illnesses, and accidents to HR and the Safety Director. Managers and supervisors are responsible for implementing and maintaining this IIPP in their work areas and for answering employee questions.

### Compliance

The Safety Director and the management staff are responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by the employees. Safety rules will be enforced fairly and uniformly. All employees are responsible for complying with safe and healthful work practices. The safety performance of all employees will be evaluated; when deficient, training will be provided. **Failure to comply with safe and healthful work practices will result in discipline, up to and including termination.**

The company’s system for ensuring that all employees comply with the rules and maintain a safe environment include:

- Informing employees of the provisions of our IIPP;
- Evaluating the safety performance of all employees;
- Recognizing employees who perform safe and healthful work practices;
- Providing training to employees whose safety performance is deficient;

## **INJURY AND ILLNESS PREVENTION PROGRAM**

- Whenever the company hires and/or reassigns permanent or intermittent employees to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached *Hazard Assessment Checklist* and any other effective methods to identify and evaluate workplace hazards. (Please see *Periodic Inspection Form*.)

### **Accident/Exposure Investigations**

Employees are to report all injuries to HR and the Safety Director **immediately**. Failure to report accidents and injury will be cause for disciplinary action, up to and including termination.

For non-emergencies, first responders will provide first aid, as necessary, and the injured employee(s) will be directed to the appropriate medical facility. **Dial 9-1-1 for emergencies**. Management will contact the workers' compensation insurance carrier within twenty-four (24) hours of a work-related injury or illness notification and provide the operator with information about the injury. In the event of an employee's death or in-patient hospitalization, the company will notify its workers' compensation carrier within eight (8) hours.

The reason for conducting an accident or near-miss occurrence investigations is to determine the factors, conditions, and work practices that contributed to the accident or near-miss occurrence so that action can be taken to prevent re-occurrence. **All injuries, regardless of how minor, must be reported**. The procedure to investigate occupational injuries, occupational illnesses or near-miss occurrences consists of the following:

- Within twenty-four (24) hours of notice of an occurrence of an occupational injury or illness, the company will conduct an investigation.
- The investigation will be conducted by the Safety Director or an assigned designee. The investigator will complete the *Injury Investigation Form*.
- Corrective action consistent with this IIPP will be taken as necessary to eliminate identified workplace hazards.

The investigator will do the following:

- Visit the accident scene as soon as possible;
- Interview injured workers and witnesses;
- Examine the workplace for factors associated with the accident/exposure;
- Determine the cause of the accident/exposure;
- Take corrective action to prevent the accident/exposure from reoccurring;

## **INJURY AND ILLNESS PREVENTION PROGRAM**

Research Laboratory (main sink)	
Research Laboratory (shower station)	
Compounding Lab (ADA sink)	

It is the Safety Director's responsibility to ensure that all emergency equipment and facilities are periodically inspected and well maintained.

### **Hazard Correction**

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 addressed and, when necessary, corrected according to the following procedures:

- Scheduled periodic inspections are conducted as set forth in the Hazard Assessment section above;
- When a hazard is observed or discovered, all necessary action will be taken to correct it an prevent reoccurrence;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, the company will remove all workers from the area except those necessary to correct the existing condition. Workers necessary to correct hazardous conditions shall be provided with the necessary protection. No employee shall be admitted to the area unless authorized by the Safety Director to correct the hazard; and
- All such actions taken and dates they are completed shall be documented on the appropriate forms.

### **Training and Instruction**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the program is first established;
- To all new employees;
- To all workers with respect to hazards specific to each employee's job assignment;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that may represent a new hazard;
- Whenever the employer is made aware of a new or previously unrecognized hazard; and