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Section 1: Responsibility

The Injury and Illness Prevention Program (IIPP) administrator, Brittany Grice, Vice President of Human Resources, AD, 1st floor, 1500 North Verdugo Road Glendale, California 91208, 818-240-1000 ext. 5921, has the authority and responsibility for implementing the provisions of this program for Glendale Community College District (GCCD).

All administrators, managers, and supervisors (management) are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the program. A copy of this IIPP is available in the Human Resources Office as well as on the [GCCD Human Resources'](#) public-facing website.

All employees have the right to access the IIPP, as defined by the requirements of Title 8, CCR 3203 (8) (c) – (b).

Section 2: Compliance

Management is responsible for ensuring that all safety-related policies and procedures are clearly communicated and understood by all employees. Management is expected to enforce the safety-related rules fairly and uniformly.

All employees are responsible for: using safe work practices; following all directives, policies and procedures related to workplace safety; and for assisting in maintaining a safe work environment.

The following delineates GCCD's system of ensuring that all workers comply with the safety-related directives, policies and procedures and maintaining a safe work environment:

- Informing workers of the provisions of our IIPP;
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by acknowledging safe behaviors at the Safety Committee Meetings, or via department/division meetings, as appropriate;
- Providing training to workers whose safety performance is deficient;
- Disciplining workers for failure to comply with safe and healthful work practices. The disciplinary process, as for violations of safety guidelines, will be in accordance with applicable Collective Bargaining Agreements, Board Policies and/or Administrative Regulations.

Section 3: Communication

The following delineates GCCD's system of communication - designed to facilitate a continuous flow of two-way communication (management and employees) - for safety and health information in a form that is readily understandable to and between all affected site faculty and staff.

- GCCD's communication system includes one or more of the following checked items:
 - New worker orientation including a discussion of safety-related policies and regulations
 - Review of GCCD's IIPP
 - Training programs
 - Regularly scheduled safety meetings
 - Posted or distributed safety information
 - A system for workers to anonymously inform management about workplace hazards
- GCCD elects to use a shared governance Safety Committee that meets all the requirements of Title 8, CCR 3203 (7) (c) (1) – (7).

Section 4: Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by Facilities & Maintenance staff according to the following schedule:

- When GCCD's IIPP was first established
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into the workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illnesses occur
- When workers are hired and/or reassigned to perform processes, operations or task 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 Monthly Safety Inspection Checklist, and any other effective methods to identify and evaluate workplace hazards.

Section 5: Accident/Exposure Investigations

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be performed by the employee's supervisor, and will include:

- Visiting the scene as soon as possible
- Interviewing affected workers and witnesses
- Examining the workplace for factors associated with the accident/exposure/near-accident
- Determining the causes of the accident/exposure/near-accident
- Taking corrective action to prevent the accident/exposure/near-accident
- Recording the findings and actions taken.

Safety Committee members shall review investigations of all accidents and near-miss incidents, assist in recommending appropriate corrective actions, and assist with preventing a similar recurrence.

Section 6: Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures at GCCD work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered
- When an imminent hazard exists, which cannot be immediately abated without endangering employee(s) and/or property, ensuring removal of all exposed workers from the area, except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection and training
- All such actions taken and dates they are completed shall be documented on the attached Identified Monthly Safety Inspection Checklist, as well as the online work order system

Section 7: Training and Instruction

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

- When the IIPP is first established
- To all new workers
- To all workers given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever GCCD become aware of a new or previously unrecognized hazard
- To supervisors to familiarize themselves with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee's job assignment

General workplace safety-related training will include (but is no limited to):

- Implementation and maintenance of the IIP Program
- Explanation of GCCD's IIPP, emergency action plan, fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed
- Availability of toilet, hand-washing, and drinking water facilities
- Provisions for medical services and first aid, including emergency procedures
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills

- Prohibiting horseplay, scuffling, or other acts that adversely influence safety
- Proper storage to prevent:
 - stacking goods in an unstable manner
 - storing materials and good against doors, exits, fire extinguishing equipment and electrical panels
- Proper reporting of hazards and accidents to supervisors

Where applicable GCCD’s training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment
- Information about chemical hazards to which employees could be exposed and other hazard communication program information
- Proper storage and handling of toxic and hazardous substances including:
 - prohibiting eating or storing food and beverages in areas where they can become contaminated

In addition, GCCD provides specific instructions to all workers regarding hazards unique to their job assignment, to the extent that such information was not already covered in other trainings.

Section 8: Recordkeeping

GCCD is a local public community college and not required to keep written records of the steps taken to implement and maintain this IIPP.

However, the following records are kept, in order to implement a more efficient and effective IIPP:

- Inspection records are kept in classifying:
 - Scheduled and periodic inspections; to identify unsafe conditions and work practices
 - The names of the person(s) conducting the inspection
 - Actions taken to correct identified unsafe work conditions and work practices
 - Types, dates, and providers of training
- Documentation of safety-related training are kept in categorizing:
 - Employee name or another identifier
 - Training dates, type(s) of training and the name of the training provider
- Maintain New Hire records for one-year
 - Give records to New Hire leaving within one year of hiring

Appendix One: Supervisor's Accident Investigation/ Injury and Illness Incident Report

This Injury and Illness Incident Report form must be completed by a Manager/Supervisor for all employee work-related injuries/illnesses, regardless of whether or not medical attention is required.

Name of Injured/Ill Employee: _____

Job Title: _____

Hours of _____
 M T W
 Th F S

Work Site: _____ Employment: _____
(Start Time/End Time) (Days of Week Scheduled)

Date of _____ Time of _____

injury/illness: _____ injury/illness: _____
Date Time To
reported: _____ reported: _____
 AM PM
Whom? _____

Describe injury/illness. (Provide specific part(s) of body affected and how it was affected. Examples: cut to left forearm; chemicals splashed in right eye; twisted left knee.):

Describe where injury/illness occurred. (In addition to site/location, provide detailed location information. Example: Sierra Vista building, classroom # SV20)

Describe how injury/illness occurred. (Provide description of what the employee was doing at the time of injury, equipment being used, etc. Example: Climbing a ladder when ladder slipped on wet floor, worker fell 20 feet landing on floor; filling bottles with cleaning chemicals when chemicals splashed into eyes.):

Was this injury/illness witnessed? Provide witness information (name, address, telephone number):

Did injured/ill employee leave work? Yes No Date: _____ Time: _____
 AM PM

Did injured/ill employee return to work? Yes No Date: _____ Time: _____
 AM PM

Is there a safety issue or condition at the job site which needs immediate attention? Yes No

What action is needed to prevent a similar accident from occurring?

Has a work order been processed for corrective action?

Yes No

If yes, work order # _____

(Copy of above cited work order attached)

What actions have been taken to ensure the safety of students and other employees?

What, if any, safety equipment had been provided to injured worker? Was equipment being used at time of injury?

Supervisor/Manager Name and Title:

Date:

Upon completion of this form immediately forward with the to the Office of Human Resources.

Appendix Two
GLENDALE COMMUNITY COLLEGE - FACILITIES DEPARTMENT
MONTHLY SAFETY INSPECTION CHECKLIST

ADMINISTRATION AND TRAINING	S	N
Have all employees received General Safety Training (fire, earthquake, lifting, emergency evacuation, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees familiar with the use of MSDSs?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees been instructed in how to operate the equipment they are required to use?	<input type="checkbox"/>	<input type="checkbox"/>
Have all employees been trained in how to protect themselves from the hazards identified in their work area?	<input type="checkbox"/>	<input type="checkbox"/>
Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?	<input type="checkbox"/>	<input type="checkbox"/>
Do all employees have access to the departmental emergency action plan and know their responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>

GROUNDS AND FIELDS	S	N
Blacktop, playing courts, and sidewalks free of hazardous holes or cracks?	<input type="checkbox"/>	<input type="checkbox"/>
No dirt or water flowing on sidewalk?	<input type="checkbox"/>	<input type="checkbox"/>

Area free of debris and broken glass?	<input type="checkbox"/>	<input type="checkbox"/>
Shrubs and trees – no hazardous branches hanging over walkways?	<input type="checkbox"/>	<input type="checkbox"/>
Fencing free of sharp hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Fields free of hazardous holes and foreign objects?	<input type="checkbox"/>	<input type="checkbox"/>
Sprinklers in proper repair and not a hazard?	<input type="checkbox"/>	<input type="checkbox"/>

FIRE SAFETY	S	N
Are all fire exits clearly marked and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>
Is trash, debris, and oily rags removed from the shop as required? Are metal cans available for storage of oil rags?	<input type="checkbox"/>	<input type="checkbox"/>
Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?	<input type="checkbox"/>	<input type="checkbox"/>

Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?	<input type="checkbox"/>	<input type="checkbox"/>

ELECTRICAL SAFETY	S	N
Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)	<input type="checkbox"/>	<input type="checkbox"/>

Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?	<input type="checkbox"/>	<input type="checkbox"/>
Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?	<input type="checkbox"/>	<input type="checkbox"/>
Are cranes, slings, ropes, hoists, jacks, jack stands, etc., inspected prior to each use and used safely?	<input type="checkbox"/>	<input type="checkbox"/>
Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?	<input type="checkbox"/>	<input type="checkbox"/>
Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?	<input type="checkbox"/>	<input type="checkbox"/>
Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?	<input type="checkbox"/>	<input type="checkbox"/>
Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?	<input type="checkbox"/>	<input type="checkbox"/>
Are forklifts inspected as required for defects, equipped with proper safety devices and operated safely?	<input type="checkbox"/>	<input type="checkbox"/>
Are excessive noise levels adequately mitigated?	<input type="checkbox"/>	<input type="checkbox"/>

Is an approved first aid kit available and its location known to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2-inch shelf lips or other means of restraining items, especially above exits and employee workstations.)	<input type="checkbox"/>	<input type="checkbox"/>
Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTION	S	N
Are chemicals stored to prevent spills?	<input type="checkbox"/>	<input type="checkbox"/>
Are carcinogens handled safely to reduce employee exposure?	<input type="checkbox"/>	<input type="checkbox"/>
Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?	<input type="checkbox"/>	<input type="checkbox"/>
Are all hazardous wastes disposed of and not poured into the sewer system?	<input type="checkbox"/>	<input type="checkbox"/>
Is an appropriate emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?	<input type="checkbox"/>	<input type="checkbox"/>
Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?	<input type="checkbox"/>	<input type="checkbox"/>

Is an appropriate emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?	<input type="checkbox"/>	<input type="checkbox"/>
Is hearing protection suitable for the hazards warranting protection available?	<input type="checkbox"/>	<input type="checkbox"/>
Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?	<input type="checkbox"/>	<input type="checkbox"/>

LABORATORY EQUIPMENT	S	N
Have chemical fume hoods been tested within the past year?	<input type="checkbox"/>	<input type="checkbox"/>
Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?	<input type="checkbox"/>	<input type="checkbox"/>
Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working?	<input type="checkbox"/>	<input type="checkbox"/>
Is the lab ventilation negative with respect to corridors and offices?	<input type="checkbox"/>	<input type="checkbox"/>
Are rotating or moveable parts and belts guarded with screens having less than 1/4 inch opening?	<input type="checkbox"/>	<input type="checkbox"/>
Are all gas cylinders restrained to prevent tipping or falling?	<input type="checkbox"/>	<input type="checkbox"/>
Are valves of gas cylinders capped when not in use?	<input type="checkbox"/>	<input type="checkbox"/>

FIRE AND ELECTRICAL SAFETY	S	N
Are fire doors unobstructed and readily closeable?	<input type="checkbox"/>	<input type="checkbox"/>
Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?	<input type="checkbox"/>	<input type="checkbox"/>
Is all equipment properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords properly used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?	<input type="checkbox"/>	<input type="checkbox"/>
Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>
Are circuit breakers labeled to indicate what equipment is served by each?	<input type="checkbox"/>	<input type="checkbox"/>

Describe any unsafe conditions not listed above:

Have work orders been issued for correction of unsatisfactory conditions? List work order numbers:

Signature _____ Date _____

S = SATISFACTORY N = UNSATISFACTORY