

Associated Students, California State University, Northridge, Inc.

Injury and Work-Related Illness Prevention Program

1. PURPOSE STATEMENT

It is the intention of the Associated Students, California State University, Northridge, Inc. (AS) to maintain an environment for employees, students and the public that will protect their health and prevent injury. Students and employees will not be required to perform tasks that are unreasonably hazardous. AS will establish and maintain a system of interactive policies, plans, programs, procedures and practices that are intended to help identify and control occupational hazards. In addition, AS will provide or acquire facilities and equipment that meet all applicable federal, state and local safety laws and regulations.

While the overall responsibility for health and safety rests with the AS Executive Director, the immediate responsibility for workplace health and safety belongs to each employee and those who perform a supervisory role. Each Department Supervisor is expected to set productive objectives that are intended to advance AS toward compliance with laws and regulations. All employees are to ensure that safe and healthful conditions and practices are provided and followed within the areas under their control.

2. OBJECTIVES

An effective Injury and Work-related Illness Prevention Program will assist AS Administration in determining what hazards exist in the work place, how to correct hazards that may occur and what actions to take to prevent them from recurring. The following objectives can be achieved by implementing the Injury and Work-related Illness and Prevention Program:

- Reduction of work-related injuries and illnesses, property loss and environmental damage;
- Development and implementation of safe and healthful work practices for each position;
- Provision of general safety and health rules to all employees;
- Ensure that safety rules and work procedures are put into practice and enforced;
- Maintenance of equipment;
- Prevention of hazards through self-inspections and prompt correction of identified hazards;
- Prompt investigation of hazardous conditions, workplace accidents, near-miss incidents, and reported work-related illness and injuries; and
- Compliance with the California Code of Regulations, Title 8, Section 3203-3204.

3. RESPONSIBILITIES

3.1 AS ADMINISTRATION

It is the responsibility of AS Administration to develop procedures that ensure compliance with the Injury and Work-related Illness Prevention Program. Administrative staff will also be responsible for:

- Maintaining, updating, and distributing the Injury and Work-related Illness Prevention Program;
- Investigating accidents and preparing written documentation;
- Maintaining a training program designed to instruct employees and volunteers in safe work practices and specific job duties;

3.2 DEPARTMENT SUPERVISORS

It is the responsibility of department supervisors to assist AS Administration with implementation of the Injury and Work-related Illness Prevention Program. These individuals are also responsible for:

- Documenting employee and student training, injuries, incident reports and grievances involving safety issues;
- Coordinating employee training within their department;
- Forwarding training records to the AS Human Resources Manager;
- Maintaining an updated/current inventory of hazardous materials present in all work areas within the department;
- Making a reasonable effort to inform outside contract workers, vendors and visitors, when in areas under department jurisdiction, of the hazards to which those individuals may be exposed to;
- Serving as departmental safety coordinator or as a point of contact for safety related information;
- Distributing safety information within department;
- Ensuring that employees adhere to adopted procedures and enforce safety regulations;
- Instructing employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations;
- Permitting only those employees or volunteers qualified by documented training to operate potentially hazardous equipment and making certain that employees or volunteers understand all safety procedures associated with their job duties;
- Investigating accidents and preparing written documentation;
- Requesting a Safety Data Sheet when one is not already available for a hazardous material;

- Making recommendations, initiating corrective, and/or reporting unsafe conditions;
- Sitting on the AS Safety Committee; and
- Working with AS Administration, CSUN Environmental Health and Safety, and other University departments (e.g. Physical Plant Management) to conduct periodic safety evaluations of facilities, equipment and projects to identify unsafe conditions and practices;

3.3 EMPLOYEES & VOLUNTEERS

Employees and volunteers are expected to actively participate in the development and implementation of the Injury and Work-related Illness Prevention Program. Employee and volunteer responsibilities include:

- Using common sense and good judgment at all times;
- Attending safety training and reading and complying with procedures and guidelines provided by their supervisors;
- Informing their supervisor of workplace hazards without fear of reprisal;
- Asking questions of their supervisors when there is concern about an unknown or hazardous situation; and
- Reporting accidents, injuries and work-related illnesses to their supervisors immediately.

4. CORRECTIVE ACTION

All employees and volunteers are expected to adhere to safe and healthy work practices. Failure to do so can result in corrective action, up to and including dismissal, for any violation (See the AS Personnel Manual).

5. SAFETY COMMUNICATIONS AND RESOURCES

AS Administration and Department Supervisors encourage employees to report any unsafe or unhealthy conditions they discover without fear of reprisal.

5.1 DEPARTMENTAL SAFETY MEETINGS

Departments should schedule regular meetings, to occur at least once each quarter, at which safety and health issues may be freely and openly discussed by employees of the department. These meetings can be incorporated into existing department meetings (e.g. staff meetings).

5.2 EMPLOYEE SAFETY TRAINING

Effective dissemination of safety information lies at the heart of a successful Injury and Work-related Illness Prevention Program. Specialized training sessions, dealing with an employee's unique job assignment, must be provided to convey an understanding of the employee's job tasks and possible related hazards. Each Department Supervisor will:

- Ensure that all employees receive general and task specific training prior to assignment on a new job or new position;
- Ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the work place which represent a new hazard or whenever the supervisor receives notification of a new or previously unrecognized hazard;
- Complete all trainings required of their employees; and
- Ensure that all training is documented and that a copy of this documentation is forwarded to the AS Human Resources Manager.

AS provides access to safety trainings, through Alliant Insurance Services, training modules and applications, University partners, and in-house.. Among the subjects offered are: blood borne pathogens protection, ergonomics, hazard communication and defensive driving. AS Administration will assist departments in the development of training programs designed to meet safe work practice requirements. To utilize classes that can be taken (including on-line courses) contact the AS Human Resources Manager.

5.3 SAFETY COMMITTEE

The AS Safety Committee will meet at least once each quarter and be comprised of the following AS employees:

- Coordinator of Risk Management and Special Projects, Chair
- AS Human Resources Manager
- AS Controller
- Coordinator of Student Leadership
- Sustainability Manager
- Children's Center Director
- Outdoor Adventures Manager
- Sport Clubs Manager
- Head Athletic Trainer
- Programs Coordinator
- Manager of Support Services
- Ticket Office Manager
- Marketing Manager
- Information Technology Coordinator

The AS Safety Committee will hold the following responsibilities:

- Review the results of periodic worksite safety evaluations and oversee corrections and recommendations made as a result of the inspection;
- Review investigations of occupational accidents and cause of the accidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and,

where appropriate, submit suggestions to AS Administration for the prevention of future accidents;

- Review investigations of alleged hazardous conditions brought to the attention of any committee member;
- Review reports by employees, students, University, or public of alleged hazardous conditions;
- Review updates to emergency plans, exercises, supplies, and staff assignments on a regular basis; and
- Prepare and make available to AS employees the minutes of each meeting and maintain such minutes for review by CAL/OSHA upon request.

5.4 CSUN PUBLIC SAFETY ADVISORY BOARD

The CSUN Public Safety Advisory Board is a campus wide safety committee that provides a forum for employees, management, and students to discuss public and workplace safety issues. The Board meets quarterly.

6. HAZARD COMMUNICATION PROGRAM

The CSUN Hazard Communication Program is designed to reduce the risk of employee exposure to a wide variety of hazardous substances that may be encountered during their normal job duties. This program applies to employees who have potential for occupational exposures to hazardous substances during their normal job duties. Such employees are required to read the written Hazard Communication Program and complete training provided by their supervisors at the time of their initial assignment, and whenever a new hazard is introduced into the work area. Specific information regarding responsibilities, labels and safety data sheets, training, and reporting procedures are outlined in the written program.

The CSUN Hazard Communication Program is available at: <https://csun.edu/EHS/hazard-communication>

7. ACCIDENT/INJURY REPORTING AND INVESTIGATION

It is essential that all occupational accidents, injuries and work-related illnesses be reported and investigated as soon as possible. Detailed procedures for reporting and investigating employee accidents can be found in this document and by contacting e AS Human Resources.

7.1 NOTIFICATION REPORTS

Employees are required to notify their supervisor immediately if they suffer a work related injury or illness. Even minor injuries that require only first aid shall be reported. Supervisors are required to notify the AS Human Resources Manager and Coordinator of Risk Management and Special Projects as soon as possible, but no later than within 8 hours of knowledge of employee injury or work-related illness.

In accordance with CAL/OSHA regulations, AS shall report immediately (as soon as possible but no longer than 8 hours after AS knows or would have known) by telephone or fax to the nearest District Office of the Division of Occupational Safety and Health any serious injury or work-related illness or death of an employee. Serious injury or work-related illness means any injury or work-related 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 any serious degree of permanent disfigurement. (CCR Title 8, Section 342) Supervisors must give an injured employee a Worker's Compensation claim form within 24 hours of knowledge of injury.

7.2 SUPERVISORS ACCIDENT/WORK-RELATED ILLNESS REPORT

All employee accidents and work-related illnesses must be reported by the employee's supervisor using the AS Incident/Illness Report Form. Even minor injuries or accidents that do not result in injuries or Worker's Compensation claims must be reported. The AS Incident/Illness Report Form can be found on the AS Administration web page, under the Human Resources Forms and Documents tab (<https://www.csun.edu/as/administration>), or by contacting the AS Human Resources Manager or Coordinator of Risk Management and Special Projects.

7.3 ACCIDENT/INJURY INVESTIGATION PROGRAM

AS will investigate all situations and accidents that may have resulted in injury, work-related illness, or substantive damage to property for the purpose of determining the root cause(s). Even minor accidents that do not result in injuries or Worker's Compensation claims must be investigated. The Coordinator of Risk Management and Special Projects, in consultation with the AS Executive Director, will determine who will participate in accident investigations. In addition to helping to determine the root cause of the accident being investigated, the employee may assist with any actions taken to prevent recurrence of the incident. Unsafe acts by the employee (if any) will be addressed as part of the investigation and referred to AS Human Resources if appropriate. All investigations will be conducted as soon as possible upon knowledge of the incident. Other campus departments that may be contacted for assistance in completing an Accident/Injury Investigation include: CSUN Environmental Health and Safety, the Office of Insurance and Risk Management, Campus Police Services, and Physical Plant Management. The purpose of an investigation is to find the cause of and prevent future occurrences of accidents, injuries and work-related illnesses, but not to fix blame. The following are suggested procedures for investigation:

- The accident scene should be visited as soon as possible.
- Interview the injured or ill employee or if possible re-enact the accident.
- All interviews would be conducted as privately as possible.

- Focus on cause(s) and hazards. Develop an analysis of what happened, how it happened, and how it could have been prevented. Determine what caused the accident itself, not just the injury.
- Every investigation should include an action plan on how to prevent such accidents, injuries or work-related illnesses in the future.
- If a third party or defective product contributed to the accident, injury or work-related illness - save any evidence. It could be critical in the recovery (third party recovery) of claim costs.

8. IDENTIFYING AND CORRECTING WORKPLACE HAZARDS

8.1 WORKSITE SAFETY EVALUATION PROGRAM

This is a self-evaluation program conducted in all AS worksites, and are to be conducted at least once per semester. Evaluation documentation (including follow up actions) will be reviewed as part of AS Administration assessments.

8.2 CORRECTING HAZARDS

Once identified, the responsibility for correcting a workplace hazard is the responsibility of the department that has operational control of the area. For common areas such as campus grounds and walkways, Physical Plant Management (or University Student Union Maintenance, where applicable) is responsible for correcting the hazard. Physical Plant Management maintains a work control center where hazardous conditions can be reported at extension 2222. University Student Union Maintenance, when applicable, can be reached at extension 3627. Imminent/serious safety hazards must be reported immediately. AS will follow Physical Plant Management, University Student Union Maintenance, Environmental Health and Safety, or Department of Police Services guidelines and procedures to isolate hazards. For non-emergency requests, work orders may be submitted to maintenance staff per processes outlined by Physical Plant Management and University Student Union Maintenance.

9. RECORD KEEPING

CAL/OSHA regulations require maintenance and retention of records for occupational injuries and work-related illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational safety and health. Such records will be maintained by AS Administration for a minimum of five years.

9.1 ACCIDENT & WORK-RELATED ILLNESS REPORTS

Accident and Work-related Illness Reports are to be maintained by AS Administration for a minimum of five years.

9.2 MEDICAL RECORDS

Employee medical records will be maintained for thirty years. Such records include medical histories; the results of medical exams and lab tests; first aid records; and descriptions of treatments and prescriptions. Medical records will be maintained by treating physician and/or the AS Human Resources Manager.

9.3 EMPLOYEE EXPOSURE & MEDICAL RECORD ANALYSIS

Each analysis using exposure or medical records will be preserved and maintained for at least thirty years.

9.4 DOCUMENTATION OF ACTIVITIES

AS will keep records of steps taken to establish and maintain the Injury and Work-related Illness Prevention Program. Records will be kept by AS Administration. These records will be retained for at least three years and will include:

- Records of scheduled and periodic evaluations to identify unsafe conditions and work practices including the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken; and
- Documentation of health and safety training for each employee; specifically employee name or other identifier, training dates, types of training and the name of the training provider.

10. EMPLOYEE ACCESS TO EXPOSURE & MEDICAL RECORDS

AS recognizes that employees, their designated representatives and authorized representatives of the Chief of the Division of Occupational Safety and Health (CAL/OSHA) have a right to access relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests access to a record, AS shall assure that access is provided in a reasonable time, place and manner.

11. REGULATORY AUTHORITY

California Labor Code Section 6401.7 (Chapter 1369, Statutes 1989); California Code of Regulations, Title 8, Section 3203, 2304.

12. ADMINISTERING AGENCY

California Division of Occupational Safety and Health, Department of Industrial Relations (CAL/OSHA)

Associated Students, California State University, Northridge, Inc.

Injury and Work-Related Illness Prevention Program

ACKNOWLEDGMENT OF RECEIPT OF INJURY AND WORK-RELATED ILLNESS PREVENTION PROGRAM

This is to acknowledge that I have received a copy of Associated Students, California State University, Northridge, Inc.'s, (AS) Injury and Work-related Illness Prevention Program, and I understand that it describes AS's intention to maintain an environment for employees, students and the public that will protect their health and prevent injury. I understand that it is my responsibility to read the document and to abide by practices, policies and standards set forth in it. I understand that the contents of this document are presented solely as a matter of information and guidance.

Finally, I understand that AS reserves the right, in its sole and absolute discretion, to change, supplement or rescind all or any part of the practices, policies and standards described in this document as it deems necessary, with or without prior notice.

If I have questions or concerns related to the contents of this document, I may contact my supervisor, AS Human Resources, or the AS Coordinator of Risk Management and Special Projects.

Employee Signature

Date

Employee Name (Printed)

Department

TO BE PLACED WITH EMPLOYEE TRAINING DOCUMENTATION