

# INJURY AND ILLNESS PREVENTION PROGRAM

## MISSION STATEMENT

Claremont McKenna College strives to provide a safe and healthful work and study environment for employees, visitors, and students. The College recognizes that this responsibility cannot be discharged passively but requires the active participation and support of all. This document, the *Injury and Illness Prevention Program* (IIPP), serves as the framework for us to accomplish our mission and has been prepared in compliance with Title 8, Section 3203 of the California Code of Regulations.

The intent of this particular document is to encourage employees to communicate openly on safety and health matters. The structure allows for communication at the All-College level through the liaison efforts of the Director of Human Resources (through the Human Resources Committee), the Safety and Emergency Preparedness Coordinator (through the All College Safety Committee) and the Director of Facilities and Campus Services (through the Facilities Managers' Committee). A report of inspections and actions taken will be submitted to Senior Staff on semi-annual basis (report to be prepared by the Director of Human Resources and the Safety and Emergency Preparedness Coordinator).

## IMPLEMENTATION AND RESPONSIBILITIES

### Program Management

Direct responsibility for the *Injury and Illness Prevention Program* rests with the Director of Human Resources. Responsibility includes implementation of this plan. Secondary responsibilities for the Safety Program rests with the Director of Facilities and Campus Services, by virtue of his/her responsibility for the facilities and grounds maintenance, and the Departmental Coordinator of the Keck Science Center, who will oversee the Safety Program as it pertains to that facility and assigned employees. The coordinator will work closely with the science department chair. The Keck Science Center is managed on a rotational basis with Claremont McKenna, Pitzer and Scripps Colleges.

### Safety & Emergency Preparedness Coordinator Responsibilities

#### Training Plan

Organize, and coordinate safety and health training for supervisors. Supervisors play a key role in the success of the safety program. All supervisors are responsible for the safe performance of their assigned departmental functions and accomplishment of safety training and development of their employees.

#### Proper Procedures and Conditions

Ensures follow through on all reported unsafe or unhealthy conditions, work practices, or procedures in a timely manner based upon the severity of the situation.

#### Inspections, Actions Taken, and Documentation

- Conduct annual safety and health inspections of the entire campus facility regardless of the inspections conducted by the Campus Maintenance and Safety Committee.
- The Safety Coordinator will follow up to make sure any and all necessary corrective action is completed. These inspection records will be maintained for three years along with any actions taken.

- Participate in periodic scheduled inspections of grounds and facilities to identify unsafe conditions and work practices. Inspections may be conducted:
  - When new substances, processes, procedures, or equipment represent a new occupational safety and/or health hazard.
  - The College becomes aware of a new or previously unrecognized hazard.

Injuries and Illnesses

Support The Claremont Colleges Disability Administration Office’s program for the medical treatment for injured employees. The program shall include first aid equipment and procedures to provide additional medical attention.

Other

Along with the Environmental Health & Safety Office, the Safety & Emergency Preparedness Coordinator will:

- Keep up-to-date information on local, state, and federal safety and health regulations.
- Keep management informed of pertinent activities, injuries, illnesses, and laws.
- Maintain liaisons with outside agencies such as local and state agencies.

Note: The Claremont Colleges Disability Administration Office maintains the 300 log.

**Administrative/Supervisory Staff Responsibilities**

Training

At the time a new employee begins work at the College, or when an employee changes job functions requiring new tasks, safety training will be conducted to indoctrinate the employee into the new job. Although all job changes may not require additional safety training, the employee’s supervisor is to ensure training levels are adequate. All new hires are to receive training on the following subjects, regardless of job assignment:

- Injury and Illness Prevention Plan orientation
- Hazard Communication Program - general
- Workplace Violence Prevention Program
- Emergency Plan (disaster/fire safety)

Proper Procedures and Conditions

Immediate supervisors are responsible for maintaining a safe workplace. When poor conditions and practices exist, it is their duty to ensure that the problem is corrected. This involves such actions as reporting poor work conditions and ensuring their repair, (i.e. cleaning up spills, making sure the area is clean and fall-proof, complying with the hazardous materials (haz mat) requirements, complying with blood borne pathogen requirements, keeping machinery and equipment in safe operating condition, etc.). Supervisors will:

- Ensure that the employees follow all safety and health regulations and work practices, including the use of required personal protective equipment.
- Positively recognize employees who are particularly effective in following safe and healthful work practices.

- Appropriately discipline, up to and including termination, employees who repeatedly fail to follow safe work practices or demonstrate flagrant disregard for their own safety or the safety of others.

#### Inspections, Actions Taken, and Documentation

- Ensure prompt remedy of hazardous conditions or practices in a timely manner, based upon the severity of the hazard/practice.
- Report without delays any unsafe or unhealthful condition and take all necessary precautions until the condition is corrected.
- If an imminent hazard exists that cannot be taken care of immediately without endangering one or more employees or property, it may be appropriate to remove all exposed personnel from the area in which the hazard exists. If it is necessary to use employees to correct the hazardous condition, they will be provided all appropriate safeguards.

#### Accident Investigation

- The department supervisor performs the initial accident investigation. The CMC Safety & Emergency Preparedness Coordinator and/or the CUC Safety Officer are available to assist the supervisor where necessary. It is the mission of the person conducting the investigation to determine the “root cause” of the accident and to recommend corrective action to prevent this type of accident from reoccurring.
- The CUC Safety Officer or the CMC Safety & Emergency Preparedness Coordinator may request a Job Hazard Analysis from the supervisor, where the initial investigation report is unclear as to the cause and required corrective action.

#### Injuries and Illnesses

- Promptly, thoroughly and accurately complete all injury and illness reporting forms and ensure that sick and injured employees receive appropriate medical attention.
- Review each injury with the injured party and discuss measures that will be taken to prevent another injury.
- Investigate illnesses that may reasonably have been caused due to exposure at work. This includes:
  - An employee who comes to work with a contagious illness and others catch it from him/her.
  - Exposure to chemicals known to be hazardous.
  - Keep records of all investigations for three years.

#### Other

- Keep informed about safety and health regulations affecting the operations they supervise.
- All employees who will potentially be exposed to bodily fluids as a collateral function to their normal and customary job are required to have training on blood borne pathogens and to be offered immunization for the Hepatitis B virus. This immunization is offered at no cost to the employee and is authorized by the Human Resources Office.
- Faculty engaged in scientific work (teaching or research) are presumed to have specialized professional knowledge of their field and are responsible for complying with all environmental health and safety regulations in their laboratories: a) where their work requires the use of hazardous materials, b) where there is an introduction of a new hazardous substance or, c) where processes or procedures create a circumstance that requires regulatory safeguards of the condition. This includes but is not limited to raw material and in-process material security and

appropriate licensing, use of the proper safety engineering controls or personal protective equipment, medical surveillance, environmental monitoring, and appropriate waste stream management. The Chemical Hygiene Program is an integral part of this effort and it is the responsibility of each faculty member engaged in such work to become familiar with and implement those procedures, which are germane to their particular process protocols.

- This faculty who are engaged in scientific work, as noted above, are also responsible for the training of all student and staff working under their supervision. They must conduct all required training sessions and maintain records of these trainings for a minimum of three years.

## **Employee Responsibilities**

### Training

Cooperate with all training efforts.

### Proper Procedures and Conditions

- Learn and practice safe work procedures and rules.
- Correct unsafe work conditions if possible (i.e. pick things up off the floor, clean up all spills including water, follow the haz mat and bloodborne pathogens requirements, etc.) and report such findings immediately to your supervisor.

### Reporting Responsibilities

Report unsafe conditions, practices, or procedures that you cannot immediately correct to your supervisor. If your supervisor is not available, conditions may also be reported to one of the following people:

- Your department head;
- Director of Human Resources;
- Safety and Emergency Preparedness Coordinator;
- Any member of the Campus Safety Committee as listed in Exhibit A. Employees need not fear any form of reprisal as a result of their compliance with this policy. Reports of safety concerns may be submitted anonymously to any member of the CMC Safety Committee.

### Injuries and Illnesses

What to do when injured at work:

1. Notify your supervisor immediately, even if you do not wish medical treatment. If your supervisor is not available, contact one of the following:
  - Your department head;
  - Director of Human Resources;
  - Disability Administrator.

2. Medical treatment is provided at:

**POMONA VALLEY HEALTH CENTER**

*(Hours: M-F 8:00 a.m. – 8:00 p.m. & weekends  
& most holidays 9:00 a.m. – 5:00 p.m.)*

1601 Monte Vista Avenue, #190  
Claremont, CA 91711  
Phone: (909) 865-9977  
Fax: (909) 946-0166

**US HEALTHWORKS**

*(Hours: M-F 7:30 a.m. – 6:00 p.m.)*

801 Corporate Center Drive, #130  
Pomona, CA 91768  
Phone: (909) 623-1954  
Fax: (909) 623-4988

**SAN ANTONIO COMMUNITY HOSPITAL**

*(After hours and weekend emergencies, contact Campus Safety)*

999 San Bernardino Road  
Upland, CA 91786  
Phone (909) 985-2811, ext. 24527  
Fax: (909) 466-8582

Weekends - If an injury or illness occurs on a weekend, holiday, or after normal business hours, notify Campus Safety, x72000.

An Employee's Report and Supervisor's Report of Accident MUST be completed as soon as possible and submitted to the CMC Human Resources Office and the Claremont Colleges' Disability Administration Office.

**EMPLOYEES WHO FAIL TO FOLLOW THESE PROCEDURES ARE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING TERMINATION.**

**CMC Safety Committee Responsibilities**

Frequency of Meetings

CMC's Campus Safety Committee meets at least quarterly.

The Role of the Safety Committee Members

To serve as a representative of staff, faculty, and students and to assist in establishing and maintaining a safe environment for the entire campus by:

- Setting an example for proper behavior, work habits and practices in relation to safety and housekeeping.
- Assisting administration in encouraging safe behavior by all staff, faculty, and students by improving the "work together spirit" between everyone.
- Communicating to the Safety Committee and/or Safety Coordinator suggestions, concerns, and questions regarding safety and good housekeeping.
- Disseminating information to employees about situations that can cause injury or disease.

Members of the Safety Committee (see Exhibit A for names)

Chair, Director of Human Resources  
Building Attendant Representative  
Coordinator of Keck Science Center

CUC Safety Officer  
Dean of Students Representative  
Dining Hall Representative  
Faculty Representative  
Grounds Representative  
Resident Assistant Representative  
Joint Athletics Representative  
Military Science Representative  
Support Staff Representative  
The Children's School Representative

## **ENSURING COMPLIANCE**

- Failure to comply with the rules and procedures outlined in this guide will result in immediate discipline, up to and including termination.
- Any employee who has caused an accident because of gross negligence, carelessness or horseplay will be subject to immediate discipline, up to and including termination.
- Any employee who is discovered to be in possession of or under the influence of alcohol or narcotics (drugs) will be subject to immediate discipline, up to and including termination.

## **EMPLOYEE HEALTH AND SAFETY TRAINING**

Employee safety training is provided at no cost to the employee and is conducted during normal working hours. All employees receive training on the IIPP, Harassment, Hazardous Communication and Workplace Violence programs. Additional training is specific to each department's job assignments.

## **IDENTIFYING UNSAFE CONDITIONS AND PRACTICES**

The methods to report unsafe conditions and practices are through:

- Self-inspection checklists submitted to your supervisor
- Periodic inspections by the Safety & Emergency Preparedness Coordinator
- Reports to Campus Safety Committee members
- Calls directly to Human Resources

## **CORRECTING HAZARDS**

Hazards discovered by any of the aforementioned identification methods will be corrected by cooperation between the supervisor in control of that work area and Facilities and Campus Services which handles the maintenance of the campus. Unsafe conditions will be corrected as quickly as possible after discovery of the hazard and based on the severity of the hazard. Supervisors of affected areas are responsible for ensuring that any hazards are corrected in a timely manner.

## **IMMINENT HAZARDS**

If the problem that poses an immediate danger of serious harm or bodily injury cannot be corrected immediately, the area should be cordoned off until corrections can be made.

## **INVESTIGATING INJURIES & ILLNESSES**

### Reporting the Injury or Illness

- The supervisor of an injured employee must ensure that the Employee's Report of Occupational Accident and the Supervisor's Report of Occupational Accident are properly completed and sent to Claremont McKenna's Human Resources Department and The Claremont Colleges Disability Administration Office.
- If the employee saw a physician, the supervisor must obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

### Injury Investigation

The injured employee's supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures to be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured people and witnesses;
- Examining the injured employee's workstation for causative factors;
- Reviewing established procedures to ensure they are adequate and were followed;
- Reviewing training records of affected employees;
- Determining all contributing causes to the accident [equipment, material, people];
- Taking corrective actions to prevent the accident/exposure from reoccurring;
- Recording all findings and actions taken.

## **RETURN TO WORK PROGRAM**

To the extent possible and as required by law, Claremont McKenna College is committed to returning injured employees to modified or alternative work as soon as possible. This will be done by temporarily modifying the employee's job or providing the employee with an alternative position as long as it is not an undue burden on the department. Any limitations or restrictions given by the attending physician will be considered as a priority when identifying the modified/alternative position.

### Purpose

This program is intended to provide employees with an opportunity to continue as valuable members of our team while recovering from a work related injury. We want to minimize any adverse effects of an ongoing disability on our employees. This program is intended to promote speedy recoveries, while keeping the employees' work patterns and income consistent. At this time, we benefit from having our employees providing a service and contributing to the overall productivity of our business.

### Scope

This program applies to ALL employees of The Claremont Colleges.

### Responsibilities

All injuries and the duration of the disability will be handled by the CUC Disability and Workers Compensation Office. This office will act as a liaison between Claremont McKenna College, the injured worker, the attending physician and the insurance carrier. The Disability and Workers Compensation Office will make sure the appropriate paperwork and forms have been properly

handled and submitted to the appropriate parties. The Disability and Workers Compensation Office will monitor the modified/alternative work and gather any additional information that may be needed to properly handle the return to work efforts.

#### Supervisors/Department Managers

- In the event of an injury, the supervisor/department manager will make sure that the employee receives first aid, or if necessary, proper medical treatment at the selected medical clinic or emergency room.
- If possible, the supervisor/manager will accompany the employee to the medical clinic. The attending physician shall be notified on the first visit that Claremont McKenna College has a return to work program and that modified/alternative work will be provided.
- The supervisor/manager will work closely with the Disability & Unemployment Department to coordinate the return to work efforts and will be responsible for introducing the employee back into the work place in the modified/alternative position.
- Supervisor/department manager will make sure that the injured employee receives necessary assistance from coworkers and that the employee does NOT work outside of his/her restrictions. Monitoring for transition into full duty work will be the supervisor/manager responsibility.

#### Employee

- Unless an emergency, if an injury occurs on the job, the employee is required to report it to their supervisor/manager immediately. If the injury requires more attention than first aid; the employee will be sent to the selected provider for occupational injuries. If available, a supervisor will accompany the employee to the medical clinic. Together with the physician, the employee's physical restrictions and limitations shall be discussed. All employees are expected to return to the worksite the very SAME day to report the physician's findings and to discuss modified or alternative work with the Disability Administration Office. This will enable all parties to be kept abreast of the employee's condition. Employees that have an injury shall report to the worksite after each doctor's visit to discuss his/her recovery.
- Once an employee has returned to work it is his/her responsibility to work within the physical limitations that the physician has given. The employee shall perform only those duties that are assigned to him/her. An employee shall immediately notify his/her supervisor of any difficulty in performing the duties. The employee must also notify his/her supervisor in advance of any medical appointments (time off will be allowed for industrial appointments, however, we do request that all appointments should be made outside normal work hours, when possible). The employee shall keep his/her supervisor/manager informed of the recovery process and the ability to perform modified/alternative work.

### **COMMUNICATING WITH EMPLOYEES**

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by their department staff is available from a number of sources. These sources include, but are not limited to, Material Data Safety Sheets (MSDS), equipment operating manuals, the College's Safety Coordinator, container labels, and training materials provided.

## **RECORDKEEPING**

### Accident Reports

- According to the law, the College shall maintain a “Log of Occupational Injuries and Illnesses”. The Cal/OSHA Form 300 will be used to maintain these records. The Claremont Colleges Disability Administrator is responsible for maintenance of this log.
- Occupational injuries and illnesses shall be reported by the Claremont Colleges Disability Administrator to the Division of Labor Statistics and Research, as required by law. Injuries will be reported using form DSLR5020, “Employer’s Report of Injury”. The Claremont Colleges Disability Administrator shall be responsible for notifying the College’s workers’ compensation insurance company within 48 hours of a work related injury or illness and shall maintain a record of all accident and illness reports.

### Record Retention

Record retention is required by regulation and provides documentation of the compliance efforts of Claremont McKenna College. These records are to be made available to Cal/OSHA inspectors during their visits to the campus. Generally, these are:

- Facility inspections records            3 years
- Training records                            3 years
- Environmental monitoring                3 years
- Medical surveillance                        30 years

### General Document Retention

The following records will be maintained in the Human Resources Department (400 N. Claremont Boulevard):

- Records of scheduled and periodic workplace inspections, including the person(s) conducting the inspection, any identified unsafe conditions or work practices, and corrective actions.
- Employee safety training records, including names of all attendees and instructors, the training date and material covered.
- Safety Committee meeting documentation.

## EXHIBIT A

### CMC Safety Organization Chart

#### Director of Human Resources

Andrea Gale  
(909) 607-1236

#### Campus Maintenance Committee

Chaired by Brian Worley  
(909) 607-1637

Department Heads		Phone	Fax
Pamela Gann	President	x18111	x18790
Robin Aspinall	VP/Treasurer	x18116	x77655
Greg Hess	Dean of Faculty	x18117	x71212
Jefferson Huang	Vice President for Student Affairs	x18114	x18495
Richard Vos	Admission/Financial Aid	x18088	x18516
Ernest Iseminger	Development Office	x18096	x18443
John Faranda	Alumni Office	x18153	x77494
Janet Dreyer	Children's School	x18086	x71512
Pam Franco	Collins Dining Hall/The Hub	x18311	x79307
Cynthia Humes	ITS	x78713	x70881
Brian Worley	Facilities & Campus Services	x71637	x18542
Andrea Gale	Human Resources	x71236	x71237
Stephen Siegel	Institutes	x18195	x18443
Michael Sutton	Joint Athletics	x73562	x18848
Detlef Ott	Keck Science	x73049	x18588
Richard Rodner	Public Affairs & Communications	x18099	x18100
Elizabeth Morgan	Registrar	x18101	x76015
LTC Annaliese Steele	ROTC	x18012	625-7242
Jay Brakensiek	CUC EH&S Office	x18538	x18169
Jameelah Medina	CUC Disability Office	x18847	x79688

#### Campus Safety Committee

Gale, Andrea, Chair	Human Resources	x 71236
Ariane, Sharam	Campus Safety	x 18033
Carter, Darrin	ROTC	x 18102
Aravind Swaminathan	CMC Student	x
Franco, Pam	Collins Dining Hall	x 18311
Hill, Brian	ITS	x 79274
Jay Brakensiek	CUC Environmental Health & Safety	x 18538
Jones, Chauncey	CUC Environmental Health & Safety	x 77087
Kile, Charlene	Career Services	x 77378
Lawrence, Rob	Facilities & Campus Services/Maintenance	x 71832
Manship, Dean	Campus Safety	x 72101
Nauls, James	Dean of Students	x 18114
Ott, Detlef	Keck Science Center	x 73049
Reimer, Kendra	Athletic Department	x 77020
Ripley, Sheri	The Children's School	x 18086
Ronchi, Jorge	Facilities & Campus Services/Groundskeeping	x 79735
Rosas, Celina	Faculty Support	x 78019
Ruiz, Terry	Housekeeping	x 71833
Yoon, Junmo	Faculty	x 73384

## APPENDIX

### Forms

- Employee's Report of Occupational Accident
- Supervisor's Report of Occupational Accident
- Ergonomics/Safety Request
- New Employee Training Record
- Temporary Agency Employee Training Record
- VDT Workstation Evaluation

### Guidelines/Lists

- Accident Investigations Guidelines
- Independent Contractor Rules and Regulations
- Incident Management Team

### Policies/Programs

The following items listed below are all on the CMC website under Human Resources/Policies

- Bloodborne Pathogens Exposure Control Plan
- Electric Cart Policy
- Harassment Policy
- Hazardous Communication Program
- Return To Work Program
- Workplace Violence Program

A link to the Emergency Website is available on the CMC website under Emergencies and under Human Resources.