



**SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT**

INJURY ILLNESS PREVENTION PLAN (IIPP)

ADMINISTRATIVE OFFICES AND SERVICES SITES
DISTRICT OFFICE, PDC, ATTC, ANNEX, WAREHOUSE

September 1, 2007



District Office, Professional Development Center (PDC), Applied Technologies Training Center (ATTC)
114 South Del Rosa Drive, San Bernardino, CA 92408

District Annex
441 West 8th Street, San Bernardino, CA 92401

District Warehouse
1010 Grant Street, Colton, CA 92324

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT INJURY ILLNESS PREVENTION PLAN (IIPP)

ADMINISTRATIVE OFFICES AND SERVICES SITES DISTRICT OFFICE, PDC, ATTC, ANNEX, WAREHOUSE

Responsibility

The Executive Director, Facilities and Planning and/or designee is the IIPP administrator and has the authority and responsibility for implementing and maintaining this IIPP for the San Bernardino Community College District (Administrative offices and services sites).

Managers and supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

Compliance

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following:

- Informing workers of the provisions of our IIPP
- Disciplining workers for failure to comply with safe and healthful work practices.

Communication

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and supervisors about workplace hazards without fear of reprisal. Our communication system includes:

- Training programs
- Posted or distributed safety information

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by District managers/supervisors.

Periodic inspections are performed according to the following schedule:

- When we initially establish our IIPP
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illness occur; and
- Whenever workplace conditions warrant an inspection

- When permanent or part-time workers are hired or re-assigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.

District managers and supervisors shall conduct periodic safety inspections of their facilities, equipment and projects to identify unsafe conditions and work practices. Records of these inspections and actions taken to correct any identified unsafe conditions shall be maintained by the appropriate manager or supervisor.

The District managers and supervisors will provide a report of observed violations that require correction to the appropriate department(s).

The District manager or supervisor of the inspected unit is responsible for making and documenting the corrections to the listed violations.

Accident/Exposure Investigations

When occupational injuries and illness occur, District managers and supervisors shall conduct safety inspections of their facilities, equipment and projects and interview injured workers and witnesses to identify unsafe conditions and work practices. Records of these inspections and actions taken to correct any identified unsafe conditions shall be maintained by the appropriate manager or supervisor.

The District managers and supervisors will provide a report of observed violations that require correction to the appropriate department(s) and administrator(s).

The District manager or supervisor of the inspected unit is responsible for making and documenting the corrections to the listed violations.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner.

If the unsafe condition can not be immediately abated, a suitable timetable for correcting the unsafe condition based on the severity of the hazard shall be established by the appropriate District administrator(s).

If a hazard presents an imminent danger to employees or building occupants and the hazard cannot be immediately corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous condition may do so only if they are properly trained.

Training and Instruction

All workers, including managers and supervisors, shall have training on general and job-specific safety and health practices. Employees attending or receiving training mandated by this program will sign attendance sheets and actively participate in training.

Training will be provided when:

- The IIPP is first established and when modifications and revisions are completed.
- Prior to assignment
- Potentially exposed to new hazards
- Assigned to new work tasks
- New chemicals, materials, equipment or processes are introduced into the workplace
- Workers safety performance is deficient

What training is provided:

- Explanation of the employer's IIPP, Emergency Action and Fire Prevention Plan and measures for reporting unsafe conditions, work practices, injuries and when additional instruction is needed.
- Potential hazards in their workplace and those specifically related to their job assignment.
- The means of minimizing potential hazards, including work conditions, safe work practices and personal protective equipment.
- Provisions for medical services and first aid including emergency procedures.

Documentation of training:

- Safety training records shall be established for each employee and maintained in their respective work area by the appropriate District manager/supervisor.

Recordkeeping

All records and reports that are generated by this program shall be maintained by the appropriate District manager/supervisor.