Injury and Illness Prevention and Workplace Violence Prevention Program

Summary

The Southeastern California Conference's **Injury and Illness Prevention and Workplace Violence Prevention Program** is a comprehensive guide to maintaining safety standards in compliance with California law.

Introduction

The program's core purpose is to provide a comprehensive plan for workplace safety, adhering to requirements outlined in the California Labor Code, specifically Title 8, Section 3203 and Section 6401.9 (p. 2). The organization is committed to maintaining a safe environment for employees, volunteers, students, and guests by implementing proactive measures for risk reduction, loss prevention, and training (p. 2).

Injury & Illness Prevention Plan (IIP Program)

Responsibility

H.P. Kang, Associate Treasurer and Director of General Services/Risk Management, is the IIP Program administrator, holding the authority and responsibility for implementing and maintaining the program (p. 3). His duties include administering programs, preparing reports, investigating incidents, facilitating anonymous hazard reporting, assisting in training, performing hazard surveillance, and ensuring compliance with laws (p. 3).

Safety Committee

The Safety Committee meets regularly to coordinate injury reduction efforts (p. 4). Its activities include recording meeting minutes, establishing safety training, performing self-inspections, reviewing incident reports to prevent recurrence, and promoting safety in all work areas (p. 4).

Compliance

All employees and volunteers are required to follow safe work practices (p. 4). The system for ensuring compliance includes informing all workers of the program's provisions, supervising work, evaluating safety performance, recognizing safe practices, providing additional training for deficiencies, and potentially disciplining employees for failure to comply (p. 5).

Communication

Managers and supervisors must communicate occupational safety and health practices in a language understandable to all workers (p. 5). The communication system includes new employee orientation, annual plan review, regular safety meetings, and a system for anonymous hazard reporting without fear of reprisal (p. 5).

Hazard Assessment & Reporting

Periodic inspections are conducted by a competent observer throughout the year to identify hazards (p. 6). Employees and volunteers must report any observed unsafe conditions or practices to their supervisor or manager (p. 6).

Hazard Correction

Unsafe conditions are corrected timely based on severity (p. 6). Imminent hazards require the immediate removal of all exposed workers, except those necessary to secure the area, who must be provided with necessary PPE (p. 7).

Accident/Exposure Investigations

Investigations are systematic and involve collecting factual information (p. 7). Procedures include interviewing witnesses, examining the workplace, determining immediate and root causes, taking corrective action, and recording findings (p. 7).

Training and Instruction

Training is provided to all workers on general and job-specific safety (p. 7). Instruction occurs when the plan is established, for new employees, for new job assignments, and whenever new substances, processes, or equipment are introduced (p. 7).

General Safety Practices

General practices include maintaining the IIP program, having emergency plans, providing first aid, using proper lifting techniques, ensuring good housekeeping, and managing hazardous substances (p. 8).

Recordkeeping & Reporting

The IIP administrator maintains all program records, including assessments, reports, committee minutes, and training records, which are generally retained for a minimum of five years (pp. 8-9).

Incident Reporting

All injuries, however slight, must be reported immediately to a supervisor (p. 9). The employer must file an accident notice with the workers' compensation claims administrator within 24 hours (p. 9).

Critical Incident/Accident Reporting to Cal/OSHA

California law mandates immediate reporting to Cal/OSHA (within 8 hours) of any workplace accident resulting in death, serious bodily injury requiring hospitalization over 24 hours (not for observation), amputation, or permanent disfigurement (p. 9).

Emergency Planning and Prevention (IIP Program Continued)

Emergency Action Plan

All locations have a written plan addressing fire, medical incidents, acts of violence, and earthquakes (p. 10). The plan emphasizes awareness of surroundings and the principles of **Run, Hide, Fight** in active shooter situations (p. 10).

Fire Plan

Procedures involve pulling fire alarms, immediate evacuation via primary and secondary routes, using fire extinguishers only if trained for small fires, and conducting annual training drills (p. 11).

Earthquakes

Employees must immediately take shelter under a sturdy desk or table (Drop, Cover, and Hold On) and evacuate only after the shaking stops (p. 11).

First Aid & Medical Emergencies

Facilities have first aid supplies; 911 should be called for emergencies (p. 12). The plan emphasizes avoiding contact with blood-borne pathogens and using protective equipment (p. 12).

Infection Control

The employer takes steps to address infectious agents through workplace practices like hand washing, universal precautions, and providing PPE (p. 12).

Heat Illness Prevention

For high heat exposure (above 80° F), procedures include providing water and shade, encouraging breaks, training employees on symptoms, and immediate response to heat illness symptoms (pp. 13-14).

Communicating Workplace Hazards

Supervisors ensure access to information from Safety Data Sheets (SDS), labels, and manuals (p. 14). Employees must use PPE when working with hazardous substances (p. 15).

IIP Program Implementation Date

The program was revised and implemented on October 8, 2024 (p. 15).

Workplace Violence Prevention Plan (WVPP)

Introduction

The WVPP provides a comprehensive plan for workplace safety in accordance with California SB 553 and Labor Code Section 6401.9 (p. 16).

Responsibility

H.P. Kang is the WVPP Program Administrator, supported by Gina Heslep (Director of HR), responsible for identifying risks, developing communication plans, administering the program, and training employees (p. 16).

What Is Workplace Violence

Defined as any act or threat of violence in the workplace (p. 17). It is categorized into four types: Type 1 (stranger with criminal intent), Type 2 (customer/guest), Type 3 (current/former employee), and Type 4 (personal relationship with an employee) (p. 17).

Assessment & Evaluation of Risk Factors

An initial and annual risk assessment is performed to identify potential factors like exchange of money, working alone, working at night, or working with clients with a history of violence (p. 18).

Emergency Response Procedures

The plan details procedures to alert employees, instructions for actions like shelter in place or evacuation, and how to contact law enforcement (p. 19). It reinforces the **Run, Hide, Fight** principles (p. 19).

Post Incident Response & Investigation Procedures

After an incident, the administrator or designee visits the scene, interviews parties, reviews footage, determines the cause, takes corrective action, and documents facts (pp. 19-20).

Violent Incident Log — Recordkeeping Procedures

The organization maintains a log of all incidents, detailing date, time, location, type of violence, circumstances, and consequences, while ensuring no personal identifying information is recorded (pp. 20-21).

Training & Communication With Employees

Annual workplace violence prevention training is required and includes reviewing policies and incident reporting procedures (p. 21). A strict non-retaliation policy protects those who report incidents (p. 22).

Recordkeeping

Records for hazard identification and incident logs are maintained for five years; training records for one year (p. 22).

Employer Reporting Responsibilities

The employer must immediately report serious injuries or deaths resulting from workplace violence to Cal/OSHA (p. 22).

WVPP Implementation Date

The WVPP was implemented on October 8, 2024 (p. 23).

All Employees — General Safety Information

Employee Responsibilities

Employees and volunteers must follow safety principles, maintain equipment, report damages and hazards, and practice safe work habits (p. 23).

General Safety Requirements

The document provides detailed safety rules for specific environments:

- **Office Areas:** e.g., correct use of electrical machines, ergonomics, proper use of file cabinets (p. 24).
- **Exits and Egress:** e.g., keeping exits clear, exit doors unlocked when occupied (p. 24).

- **Material Handling:** e.g., plan lifts, test weight, bend knees, pivot feet (pp. 24-25).
- **Classroom & Lab Safety:** e.g., handrails securely mounted, never standing on chairs, proper use of lab equipment (p. 25).
- **Food Service & Storage:** e.g., hand washing, using proper footwear, correct knife handling, proper storage of items (pp. 25-26).
- **General Maintenance Safety:** e.g., proper grounding of tools, using mechanical safeguards, Lock-Out/Tag-Out procedures (p. 26).
- **Portable Ladder Safety:** e.g., inspecting ladders, using proper type, maintaining three-point contact (pp. 26-27).
- **Landscaping & Grounds Maintenance:** e.g., wearing PPE, safe operation of mowers on slopes, maintaining safe distances (p. 27).
- **Motor Vehicles & Defensive Driving:** e.g., proper licensing, daily safety checks, wearing seat belts, avoiding distracted driving (p. 28).
- **Workplace Safety & Violent Acts:** e.g., reporting all threats, prohibiting violence, awareness of warning signs, and the **Run, Hide, Fight** strategy (pp. 28-29).

Forms

The document includes blank forms for Hazard Assessment and Correction (p. 30), Incident/Accident Investigation (p. 31), Worker Training and Instruction (p. 32), Safety Hazard Reporting (p. 33), Workplace Violence Incident Log (p. 34), and Workplace Violence Assessment and Correction Report (p. 35).

Contact Information

Key contacts include H.P. Kang (IIP/WVPP Administrator) and Gina Heslep (HR Director) at the Southeastern California Conference office in Riverside, CA (p. 36).