INJURY AND ILLNESS PREVENTION PROGRAM

FOR ASSOCIATED STUDENTS OF SAN DIEGO STATE UNIVERSITY

A Program for Compliance with the General Industry Safety Orders of the California Code of Regulations

Revised January 2013
SAFETY & HEALTH POLICY

It is the policy of ASSOCIATED STUDENTS to provide a safe and healthful workplace for our employees and to observe all State and Federal Laws and Regulations.

We have and will continue to maintain a safety and health program designed to train our employees to follow safe work practices, and to recognize and correct unsafe working conditions.

The Safety Committee is charged with advising the A.S. Executive Director on issues related to workplace safety, training, and emergency procedures. The Safety Committee, comprised of representatives from each divisional area, will meet quarterly to establish training and development goals and communicate with employees on matters concerning safety and health.

Safety is a part of each employee's job. Active participation and adherence to the Safety Program is a condition of each employee's employment. No employee is required to work at a job that he or she knows is not safe. Therefore, we must work to make every workplace safe by detecting and correcting unsafe working conditions, as well as the detection of unsafe work practices.

Our Safety Policy has equal importance with all other ASSOCIATED STUDENTS policies of providing the best quality and finest service in our industry.

It is our goal to completely eliminate accidents and injuries. Because of the many different hazards inherent in our operations, we must maintain a constant safety awareness to achieve this goal.

___________________________
Christina Brown
Executive Director
Associated Students of SDSU
EMPLOYEE ACKNOWLEDGMENT FORM

CODE OF SAFE PRACTICES

I __________________________ (print), hereby acknowledge that I have received, read, and understand the "Code of Safe Practices" for ASSOCIATED STUDENTS OF SDSU.

I agree to conform to all Company practices, rules, and regulations relating to safe work performance.

I understand that my failure to follow these safety procedures will result in disciplinary action up to and including discharge.

I further understand that:

a. It is my responsibility to report all unsafe conditions or violations of the Code of Safe Practices to my supervisor or other management personnel in order to minimize the potential of injury to my fellow workers.

b. I am encouraged to inform my immediate supervisor of any hazards at the worksite without fear of reprisal, and that should my assistance create any such action or related intimidation, that I am encouraged to contact his/her supervisor or Safety Coordinator.

_________________________________________    _________________________
(Signature of Employee)                    Date

_________________________________________    _________________________
(Signature of Supervisor)                   Date

COPIES TO: PERSONNEL FILE & EMPLOYEE
ASSOCIATED STUDENTS OF SDSU
CODE OF SAFE PRACTICES

The purpose of the Code of Safe Practices is to assist you in making safety a regular part of your work habits. This is a minimum guide to help identify your responsibility for safety. **Your supervisor is obligated to hold you responsible for your safety** by enforcing these rules and by providing you a safe place to work. Additionally, each A.S. department has a specific Code of Safe Practices detailing safety protocols for that facility.

a. I will immediately report to my supervisor all accidents or near misses, and injuries, no matter how slight, that occur on the job.

b. I will cooperate with and assist in the investigation of accidents to identify the causes and to prevent recurrence.

c. I will promptly report to my supervisor all unsafe acts, practices or conditions that I observe.

d. I will become familiar with and observe safe work procedures during the course of my work activities.

e. I will keep my work areas clean and orderly at all times.

f. I will avoid engaging in any horseplay and avoid distracting others.

g. I will obey all safety rules and follow published work instructions.

h. I will wear personal protective equipment when working in hazardous areas, and/or as required by my supervisor.

i. I will inspect all equipment prior to use and report any unsafe conditions to my immediate supervisor.

j. I will submit any suggestions for accident prevention which may assist in improved working conditions or work practices to my immediate superior.

k. I will smoke in authorized locations only.

l. I will not bring onto the job, have in my possession or in my car, any weapons or ammunition of any kind.

m. I will not have in my possession, use, or introduce any kind of intoxicating liquor or illegal drugs on any Associated Students’ property or work area or facility, or I will accept possible discharge for these illegal actions.

n. I will not come to work under the influence of intoxicating liquor or illegal drugs, and realize that I will not be allowed to start work and may be immediately discharged for this action.

I HAVE READ AND UNDERSTAND THE ABOVE ITEMS AND REALIZE THAT FAILURE TO FOLLOW THESE RULES MAY BE GROUNDS FOR DISMISSAL.
California Senate Bill (SB) 198 clearly reinforces employers' accountability for the occupational safety and health of their employees. SB 198 was passed and chaptered into the Insurance and Labor Code on October 2, 1989. Regulations amending the General Industrial Safety Orders (GISO) in the California Code of Regulations, Title 8, were adopted on December 13, 1990 and incorporated in GISO section 3203, *Injury and Illness Prevention Program*.

Beginning July 1, 1991, revised Section 3203 requires employers to establish, implement and maintain an effective, written Injury and Illness Prevention Program. The required elements within the regulation provide specific criteria by which Cal-OSHA will evaluate the program. This regulation does not exempt State agencies from its provisions. It should also be noted that the Program applies only to occupational (worker) safety and health, and does not encompass many other Campus activities related to injury prevention (security, traffic safety, etc.).

The new regulation contains the elements in a format that requires the designation of a responsible person (or persons) and a system for (1) communicating with employees on matters concerning safety and health; (2) identifying and evaluating workplace hazards; (3) implementing procedures for injury/illness investigation; (4) mitigating hazards; (5) training employees; and (6) maintaining records.

A comprehensive Injury and Illness Prevention Program has been prepared by Associated Students for implementation at SDSU. Associated Students has modified this program to make it specific to our auxiliary operation. The intent of the program is to:

- Facilitate identification and evaluation of workplace hazards
- Enable the correction of unsafe conditions
- Provide a means of communications between A.S. and the campus community on matters concerning employee safety and health
- Educate and train employees on health & safety matters
- Implement a strategy by which compliance with the regulation can be achieved and documented
INJURY AND ILLNESS PREVENTION PROGRAM

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ASSOCIATED STUDENTS of San Diego State University

INJURY AND ILLNESS PREVENTION PROGRAM

A. INTRODUCTION AND OVERVIEW

ASSOCIATED STUDENTS OF SDSU strives to maintain a working environment which provides for the safety and well-being of employees, students, and the surrounding community. Associated Students is also committed to comply with health and safety standards which apply to its operations and activities. To meet these goals, a number of occupational health and safety control programs and procedures have been developed and implemented. Collectively, these programs represent A.S.’s efforts to minimize occupational injuries and illnesses, and to protect environmental quality.

Regulations require that a comprehensive "Injury and Illness Prevention Program" be prepared and implemented. The SDSU approach to preparing such a program has been to incorporate, to the degree practicable, existing hazard control programs and procedures. The regulation requires specific program elements, including the designation of a responsible person and identification of a system for:

1. Communicating with employees on matters concerning safety and health;
2. Identifying and evaluating workplace hazards;
3. Implementing procedures for injury/illness investigation;
4. Mitigating hazards in the workplace;
5. Maintaining records.

The agency responsible for enforcing this regulation is the California Division of Occupational Safety and Health, Department of Industrial Relations (Cal/OSHA).

A comprehensive Injury and Illness Prevention Program (hereafter referred to as IIPP) has been prepared by the Department of Environmental Health & Safety for implementation at SDSU. The Associated Students Injury and Illness Prevention Program was designed to specifically address the regulatory requirements outlined above.
B. POLICY

It is the policy of Associated Students to maintain, insofar as it is reasonably within its control to do so, a working environment for faculty, staff, students and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. No employee or student will be required to perform any task which is determined by Associated Students to be unsafe or unreasonably hazardous.

C. SCOPE

In accordance with the University's policy of maintaining a safe working and learning environment, many ongoing programs are in place which do not distinguish between students and employees. However, it must be emphasized that the IIPP has been formally instituted in response to specific requirements prescribed by Cal/OSHA for employee injury and illness prevention.

It should also be noted that many other safety-related Campus programs also exist which are beyond the scope of the IIPP. These include such areas as public safety, security, traffic/pedestrian safety, and other areas administered by the Department of Public Safety.

D. PURPOSE

The Injury and Illness Prevention Program will provide an effective means for worker health protection and injury prevention. The IIPP will assist management in identifying and characterizing hazards that may exist in the workplace, correcting hazards that have been identified, and taking remedial actions to prevent them from recurring.

Proper implementation of the IIPP can result in many positive benefits, including but not necessarily limited to the following:

1. Management is able to prevent many hazards from occurring through regular self-inspections.

2. Employees know to report potentially hazardous conditions without fear of reprisal and that their reports will be given prompt and serious attention.

3. Workplace equipment is maintained in safe and good working condition.

4. Management has established procedures to investigate workplace accidents, near-miss incidents, and reported injuries and illnesses.
5. Hazards are corrected as soon as possible after they are identified.

6. Employees receive written general safety and health rules which apply to everyone.

7. Associated Students has developed safe and healthful work practices for each specific job performed by its employees.

8. Associated Students has established disciplinary procedures which help ensure that safety rules and work procedures are practiced and enforced.

9. Associated Students has established a written response plan for employees to follow in case of an emergency.

E. ORGANIZATION

This document describes the basic elements of the Injury and Illness Prevention Program, and assigns specific responsibilities for preventing injuries and illnesses. In some respects, the IIPP functions as a "stand-alone" document in which generally applicable safety-related requirements are specified. It is important to note, however, that the program is not limited to the items specified in this document. Rather, the IIPP acts as an "umbrella" program which incorporates many of the existing hazard control programs and procedures which are in use at SDSU, and which are documented in the SDSU Hazard Control Program Manual. Taken collectively, these programs and procedures act in conjunction with the requirements described in this document to produce an IIPP which is comprehensive in scope, sufficient in detail, and makes maximum use of existing programs and systems.

IMPORTANT: Specific requirements contained in related SDSU Hazard Control Programs are cited in this document as they pertain to the element under discussion. For example, certain types of training required by the SDSU Hazard Awareness and Communication Program also satisfy some of the employee safety training requirements of the IIPP. It must be emphasized, however, that requirements and responsibilities contained in the SDSU Hazard Control Program Manual are hereby incorporated, by reference, as basic elements of the IIPP.

F. RESPONSIBILITIES

Ultimately, the responsibility for Associated Students' employee health and safety rests with the Executive Director, although it must be emphasized that an effective program of injury and illness prevention requires the support of the entire organization. Each employee plays a primary role in injury and illness prevention. Individual employees are responsible to be aware of general safety procedures, to be knowledgeable of hazards, and to be vigilant in observing and reporting conditions which may be hazardous to
themselves, co-workers, students or visitors to SDSU. Staff with supervisory responsibility must ensure that safe and healthful conditions and practices are provided and followed within the areas under their control, and comply fully with all applicable aspects of the IIPP.

Specific responsibilities are as follows:

1. The Executive Director is responsible for establishing and maintaining effective policies regarding environmental health and safety issues specific to Associated Students facilities and operations. General policies which govern the activities and responsibilities of the IIPP are established under the final authority of the Executive Director.

2. In accordance with California Code of Regulations, General Industry Safety Orders, Section 3203(a)(l), the Human Resources Director has been designated as the person with authority and responsibility for implementing the IIPP. In this capacity, the Human Resources Director is responsible for:
   a. Advising the Executive Director on matters related to health and safety, including making recommendations regarding approval of the written IIPP.
   b. Acting as Associated Students’ liaison with Cal-OSHA.
   c. Appointing members of the Safety Committee.
   d. Overseeing the preparation, implementation, and maintenance of the IIPP.
   e. Responsible for investigating and reporting serious injury accidents.

3. The Safety Committee is charged with advising the Human Resources Director on issues relating to environmental health and safety. The Committee monitors the effectiveness of A.S.’s environmental health and safety programs, reviews compliance activities that require response to federal, state and local agencies, and assesses risks and liabilities associated with these programs and activities. Specific responsibilities include:
   a. Meet quarterly or more frequently if necessary.
   b. Review, evaluate, and where necessary, make recommendations on material presented for discussion by the Director, Management Group, or other supervisors. Such material may include:
      (1) Descriptions of occupational accidents and causes of incidents resulting in occupational injury, illness or exposure to hazardous substances;
(2) Findings of investigations of potentially or allegedly hazardous conditions;

(3) Results of periodic, scheduled worksite inspections;

(4) Results or implications of regulatory compliance activities such as inspections, enforcement, new regulations, etc.; and

(5) Recommendations regarding employee safety, regulatory compliance, etc.

4. The Contracts & Risk Management Coordinator is responsible for:

   a. Advising the Human Resources Director on matters related to implementation of the IIPP.

   b. Developing and implementing hazard control programs to function as elements of the IIPP.

   c. Preparing health and safety information for presentation to the Safety Committee.

   d. In coordination with Area Safety Coordinator and Director, perform an annual review of each department’s Code of Safe Practices.

   e. Providing consultation to Directors, Managers and Supervisors regarding program compliance, in coordination with HR Director.

   f. Providing centralized monitoring of campus-wide activities on a consultative basis in the areas of chemical hygiene, hazardous materials, emergency preparedness, fire safety, hazard communication, hazard identification, hazardous materials management, industrial hygiene, occupational safety, sanitation and pest management, and safety-related education and training.

   g. With individual departments, maintaining centralized environmental and employee monitoring records and allowing employee access as directed by law.

   h. Ensuring that applicable safety information is communicated to Associated Students managers or employees, as appropriate.

5. The Human Resources Specialist is responsible for:

   a. Maintaining and posting an injury and illness log as required by Cal-OSHA.

   b. Reporting illnesses or injuries in accordance with Section G.3 of this Program.

   c. Maintaining employee medical and exposure records in accordance with Section G.6 of this Program.
7. Directors are responsible for ensuring that injury and illness prevention is effectively practiced at the departmental level, and that employees are made fully aware of the provisions of the IIPP which apply to their departments.

8. Management Group and Supervisors must implement safety programs which apply to activities under their direction. These include:

   a. Developing unit or department area procedures to ensure effective compliance with the IIPP as it relates to operations under their control. Specific areas of responsibility include employee and student education and training, identification and correction of unsafe conditions, and record keeping.

   b. Developing and maintaining written workplace procedures or experimental protocols which conform to University, Associated Students and departmental guidelines.

   c. Ensuring that each employee adheres to adopted procedures.

   d. Instructing employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations.

9. Area Safety Coordinators (listed in Exhibit 1) are responsible for:

   a. Assisting the Director, Manager or Supervisor in the development and implementation of a department Injury and Illness Prevention Program.

   b. Providing a channel of communication between the department and other internal departments.

   c. Serving as liaison for the department on matters pertaining to inspections, accident/injury investigations, personnel safety education and training, reports, technical consultants and as the primary department resource person for coordinating these activities.

   d. Other IIPP-related functions as specifically assigned by the Director, Manager or Supervisor.

10. Individual employees should be aware of the potential hazards that may exist or be created in the work environment, and use common sense, good judgment, and prudent practices at all times. Specific responsibilities of employees include:

    a. Reading and complying with procedures and guidelines provided by their supervisors or Associated Students (such as proper use of personal protective
equipment, proper materials handling techniques, reading and complying with provisions of the IIPP, etc.).

b. Knowing and adhering to codes of safe practice for the general work area and the specific job assignment.

c. Informing their supervisors of workplace hazards (which can be done without fear of reprisal).

d. Attending established education and training sessions as provided.

G. PROGRAM ELEMENTS

The major elements which comprise the Associated Students IIPP are presented in this section.

1. Safety Communications

The IIPP, in compliance with GISO Section 3203, ensures that employees have the right to be advised of occupational safety and health hazards and receive training on safe work practices, including the use of personal protective equipment. Employees also have the right to report safety hazards, request information on safety hazards or make safety suggestions without fear of reprisal.

Several methods of communication with employees on matters relating to health and safety have been established and are described in this section.

Hazard Awareness and Safety Training
Both the University and Associated Students provide various employee training programs for general hazard awareness safety, as well as safety aspects related to specific activities.

Departmental Safety Meetings
Departments shall schedule and conduct, on a regular basis, meetings at which safety and health issues are freely and openly discussed by employees of the department. The Manager or Supervisor will attempt to schedule the meetings at a time when most employees can attend and will keep minutes to document who was in attendance and what topics were discussed.

Employee Safety Training
Departments shall ensure that job-specific training is provided for employees either on a periodic basis or prior to assignment on a new job or when work assignments change. Department Managers are responsible for providing general workplace
safety training, and Departments are responsible for those types of training which are unique to Departmental activities.

Safety Day
Annually, A.S. will conduct a Safety Day in which all full-time staff will participate in training as well as hear updates regarding current safety issues, workers’ compensation statistics and general safety notices.

Posters and Notices
A.S. shall provide posters and notices to be used in promoting a safe and healthful workplace and work practices. Posters and notices shall be displayed in high visibility areas within each applicable workplace.

Other Communication Methods
A variety of other safety information dissemination methods are used. These include, but are not limited to, the following:

• Pamphlets or fact sheets
• Notification letters (for example, Employee Asbestos Notification Letters)
• Posting of regulatory agency inspection findings, Notices of Violation, etc.
• A.S. Safety Web page where all safety and injury reporting forms can be accessed

2. Health and Safety Inspections

A health and safety inspection program is essential in order to reduce unsafe conditions which may expose faculty, staff, students and visitors to incidents that could result in personal injury, illness, or damage to property.

a. Scheduled Workplace Inspections

(1) Each department is required to institute a system whereby regularly scheduled workplace safety surveys are conducted. These surveys should be conducted by Departmental Safety Coordinators or supervisors knowledgeable of the specific activities or materials present in the area to be surveyed. Guidance on how to conduct such surveys shall be provided by the Safety Coordinator.

(2) The workplace survey should be conducted monthly.

(3) Associated Students shall conduct periodic safety inspections of non-departmental public access areas (i.e. hallways, stairways, interior and exterior public assembly areas, restrooms, etc.). The frequency guideline will be to
inspect approximately one-third to one-half of these areas every year, to be inspected in coordination with each area’s monthly inspection.

(4) Surveys and inspections should be performed using a WORK AREA SAFETY CHECKLIST. A generic checklist is presented as Exhibit 2. A checklist which addresses specific departmental facilities should be developed in conjunction with individual departments.

b. Unscheduled Workplace Inspections

(1) Departments and/or EH&S should conduct an inspection whenever new substances, processes, procedures or equipment which represent a new occupational safety and health hazard are introduced, or whenever notification of a new or previously unrecognized hazard is received.

(2) EH&S shall conduct periodic unscheduled inspections of all workplaces to help ensure the maintenance of a safe and healthful workplace.

(3) EH&S, in conjunction with departmental representatives and other University entities as appropriate, will conduct a health and safety inspection in the event of an occupational injury, occupational illness, or exposure to hazardous substances as defined by Cal/OSHA.

(4) When any such unscheduled workplace inspection occurs, Area Safety Coordinators must contact the Human Resources Director immediately.

3. Accident Reporting and Investigation

All injuries incurred on the job must be reported. The specific procedures to follow for reporting injuries are described in the 3-Step Work Related Injuries Process (Exhibit 3).

It should be noted that separate requirements exist for "minor" and "serious" injuries. For purposes of this section, a serious injury is any industrial injury or occupational disease which (1) results in a death, dismemberment, disfigurement, or loss of work time beyond the day of the injury; (2) requires medical treatment other than first aid; (3) involves exposure to chemical substances in amounts considered hazardous, or substances which are listed as regulated carcinogens or (4) transportation by ambulance or emergency response team is required.

a. Employees incurring any injuries on the job must report these to their immediate supervisor. Supervisors must follow the 3-Step Work Related Injuries Process and complete all required forms.
b. Serious occupational injuries, illness, or exposures to hazardous substances (other than those cases described in Item c below) shall be reported by the Supervisor to the Human Resource Director’s office within 24 hours.

4. Elimination and Correction of Workplace Hazards

Hazards which are identified during scheduled or unscheduled inspections, or as a result of accident investigations, shall be corrected in a timely manner consistent with the severity of the hazard. The following procedure shall be applied to eliminate or correct hazardous conditions in the workplace.

a. Inspection findings will be prepared in writing and submitted to Safety Committee members. Corrective action or a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department.

b. Once identified, hazards will be ranked according to both consequence (i.e., severity) and probability (i.e., likelihood) as defined in Table 1. Prioritization of corrective actions will be based on this ranking scheme, as described below.

(1) Imminent Hazard Situations

An imminent (Priority 1) hazard is any condition or practice in which there is reasonable certainty that death or serious physical harm will occur unless the hazard is immediately eliminated or corrected. (For example, an imminent hazard exists if an employee is working on high voltage equipment for which the power has not been shut off.) Upon discovery of an imminent hazard during a safety inspection, the individual(s) conducting the inspection shall use appropriate means to immediately correct the situation. This may involve:

- Contacting the supervisor in question
- Taking a piece of equipment out of service or shutting down a procedure until a review can be performed
- Posting the area with a conspicuous notice.

Immediate corrective actions should be performed with the full knowledge of area employees, supervisors, and managers. The appropriate Director, Manager or Supervisor shall be notified as soon as possible if any condition is identified which presents an imminent hazard to health or safety. The Director shall take actions to inform all employees of any such imminent hazard(s) that cannot be immediately corrected, and ensure that all necessary precautions are taken to prevent mishaps.
Personnel who continue to use an item that has been conspicuously identified, or who willfully remove a notice before the unsafe condition is corrected, are subject to appropriate disciplinary action.

### Table 1
**Hazard Priority Classification**

<table>
<thead>
<tr>
<th>Order of Priority</th>
<th>Consequence (Severity)</th>
<th>Probability of Injury Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Imminent danger exists. Capable of causing death, possibly multiple deaths, widespread occupational illness and loss of facilities.</td>
<td>Probable</td>
</tr>
<tr>
<td>2</td>
<td>Severe injury, serious illness, property and equipment damage</td>
<td>Reasonably Probable</td>
</tr>
<tr>
<td>3</td>
<td>Minor injury, illness or equipment damage may result</td>
<td>Remote</td>
</tr>
<tr>
<td>4</td>
<td>First aid care.</td>
<td>Extremely Remote</td>
</tr>
</tbody>
</table>

(2) Less Serious Hazards

Hazards which have a reasonable probability of producing injuries or illnesses, but are not deemed imminent dangers (Priority 2-4), should be corrected immediately upon detection, or as soon as possible thereafter. Upon discovery of a serious hazard, the individual(s) conducting the inspection should take appropriate action to either correct the situation immediately or notify the supervisor in question.

5. **Employee Safety Training**

Effective dissemination of safety information is essential for a successful Injury and Illness Prevention Plan. Indeed, experience has shown that training of employees is the single most effective means of reducing injuries and illnesses in the work place. This training should include general safe work practices as well as specific instruction on control of hazards unique to each employee's job assignment.

a. Types of Training

Many types of training may be used to communicate safety-related information to employees. Training may vary widely with respect to instructional method, setting, subject matter, etc. Types of training applicable to the IIPP include, but are not limited to:
(1) Classroom instruction, which involves the presentation of general or specialized safety information to a group of employees in a classroom or conference setting.

(2) Job-site safety meetings, which are informal gatherings of small groups of employees, usually for the purpose of discussing safety matters related to the work being performed in the immediate area (e.g., "tailgate meetings" on job sites).

(3) On-the-job training, in which a single or small number of employees receive personalized instruction from their supervisor.

(4) Written instruction or training materials.

The selection of a particular type or system of training is the responsibility of supervisors or other instructors who should make such decisions on the basis of requirements, needs, and available resources.

b. Specialized Hazard Control Training

Many of the hazard control programs documented in Section 8 contain specialized training requirements pertinent to the topic of hazardous materials. Examples of specialized training include instruction related to location of hazardous materials, physical health, protective equipment and emergency procedures.

c. General Safety Training

General safety training refers to instruction or guidance which is of general applicability and not related to specialized trades or procedures. Examples include office safety, fire safety, and general hazard awareness. Associated Students is responsible for conducting regularly scheduled sessions on general safety. Supervisors must ensure that employees are made aware of the requirement for and availability of general safety training.

d. Frequency of Training

As a general guideline, employees should be provided with safety-related instruction:

(1) Upon reporting to work;

(2) Prior to assignment to a new job for which training has not been previously provided;
(3) Whenever new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;

(4) Whenever the supervisor receives notification or obtains knowledge of a new or previously unrecognized hazard;

In addition, the frequency requirements for specialized training, as described in the Section 8, must also be met.

f. Documentation of Training

The person performing the training must ensure that appropriate records are completed and stored to document that such training has been provided. As a minimum, the record must include the name of the person providing the training, the date the training was administered, a description of the topic(s) covered, and a listing of participants. The use of the GROUP TRAINING ROSTER (Exhibit 4, or other applicable records (see, for example, HAZARD AWARENESS TRAINING RECORD, which is Attachment G to the SDSU Hazard Awareness and communication Program) will satisfy IIPP requirements for training documentation.

g. Retention of Training Records

Records shall be kept on file for at least three years within the Business Office.

6. Documentation of Safety Conditions and Activities

Safety-related standards and regulations usually specify requirements for the maintenance and retention of records. This section describes the documentation requirements for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to occupational safety and health.

a. Accidents, Injuries, and Illnesses

To properly protect Associated Students, it is essential that all accidents, injuries and illnesses occurring either in A.S. facilities/events or at off-campus A.S.-sponsored events are investigated within 24 hours, and that proper records are prepared and maintained. Complete records of all incidents involving bodily injury, property damage, or injury to students and/or visitors shall be maintained and analyzed for accident prevention and risk management purposes.

Statistics and other information from these records should be made available to departments for use in accident prevention efforts. In some cases, departments
should also maintain and analyze records of accidents occurring in their own area of operations.

b. Occupational Injury and Illness Information

Specific information regarding the number and type of occupational injuries and illnesses must be prepared, maintained, and posted, as described below:

(1) Human Resources shall record and report every employee injury or illness unless disability resulting from such injury or illness does not last through the day or does not require medical service other than minor first-aid treatment.

(2) Human Resources shall maintain a master log (Cal/OSHA Form No. 300) and summary of occupational injuries and illnesses.

(3) Records of occupational injuries and illnesses shall be kept on file in Human Resources, and will be made available for review by Cal/OSHA at any time, for a period of five (5) years.

(4) The Cal/OSHA summary for the previous year will be posted in a conspicuous place for review by employees. The summary shall be posted no later than February 1 and shall remain in place until at least April 30.

(5) Employee injury and illness data will be recorded and analyzed each calendar quarter.

c. Employee Exposure Records

(1) An Employee Exposure Record is a document containing information relevant to the exposure of an employee to toxic substances or harmful physical agents. These records include:

   (a) Results of workplace monitoring or measuring of a toxic substance or harmful physical agent;

   (b) Biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems;

   (c) Records of employee work in areas where regulated carcinogens are used.

   (d) Material Safety Data Sheets which indicate that the material in question may pose a hazard to human health; or
(e) In the absence of the above, a chemical inventory or any other records which reveals the identity of a toxic substance or harmful physical agent, and where and when the substance or agent was used.

d. Employee Medical Records

(1) Employee Medical Records include such documents as:

(a) Medical and employment questionnaires or histories;
(b) The results of medical exams and lab tests;
(c) Medical opinions, diagnoses, progress notes, and recommendations;
(d) First-aid records;
(e) Descriptions of treatments and prescriptions; or
(f) Employee medical complaints.

(2) The medical record for each employee shall be preserved and maintained by Human Resources for at least the duration of employment plus five years after separation, in coordination with the A.S. Records Retention Policy.

e. Employee Exposure and Medical Record Analyses

Each analysis performed to assess an occupational injury, illness, or exposure, and in which employee exposure or medical records are used, shall be preserved and maintained for five years after separation, in coordination with the A.S. Records Retention Policy.

f. Documentation of Activities

Essential records, including those legally required for workers' compensation, insurance audits, and government inspections will be maintained for as long as required. Associated Students will also keep records of steps taken to establish and maintain the Injury and Illness Prevention Program. They must include:

(1) Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.
(2) Documentation of health and safety training for each employee. Specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included. Records will be retained for at least three (3) years.

(3) Training records, which will be kept in the A.S. Business Office.

7. Employee Access to Exposure and Medical Records

Associated Students recognizes that employees and their designated representatives and authorized representatives of the Chief of the division of Occupational Safety and Health (Cal-OSHA) have a right of access to 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, Associated Students shall assure that access is provided in a reasonable time, place, and manner.

8. Hazardous Materials & MSDS

The Associated Students of SDSU has developed a Hazard Communication Program in accordance with established Cal/OSHA regulation, General Industry Safety Order No. 3204, Section 339, Title 8, of the California Administrative Code.

As a company, we intend to provide all necessary information and training about chemical and other types of hazardous substances related to the safe handling, storage, labeling and use. To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label all secondary containers. The supervisors in each department that handles hazardous materials will ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels which have a block for identity and blocks for the hazard warning.

a. Material Safety Data Sheets (MSDS)

Copies of MSDS for all hazardous substances to which employees of the Associated Students may be exposed are available through 3E Company by calling 1-800-451-8346 or 760-602-8703, 24 hours a day, 7 days a week, and 365 days a year.

Area Safety Coordinators will be responsible for training and distributing information on the use of 3E Company’s services. Each Area Safety Coordinator will review incoming data sheets for completion and for new and significant health/safety information, and will see that any new information is reviewed with all affected employees in a timely manner.
MSDS must be readily available and accessible at all times to all employees in their work area for review during each work shift. MSDS Posters and phone stickers displaying the phone number to obtain MSDS through 3E Company must be clearly displayed in each area.

b. Employee Information and Training

Supervisors who have employees that must handle hazardous substances during the course of their work must conduct and document an appropriate health and safety orientation prior to starting work for information and training on the following:

1. An overview of the requirements of the Hazard Communication Regulation and location of our written program.
2. What and where hazardous substances are located.
3. Physical and health effects of hazardous chemicals.
4. Protective equipment/proper work practices to lessen or prevent exposure to hazardous substances.
5. How to read container labels and review of MSDS.
7. Emergency procedures to follow if employees are exposed to these chemicals.
When new hazardous substances are introduced, the supervisor will review the above items as they are related to the new material in regularly scheduled work area safety meetings.

At the quarterly safety meetings, Area Safety Coordinators will discuss safety problems and accidents that have occurred, as well as supervisor liability regarding health and safety hazards.

Refresher training for employees handling hazardous substances shall occur annually. Safety training shall be documented (see requirements under Documentation of Hazard Communication).

The Associated Students will strictly enforce safety regulations. If safety guidelines are not followed, disciplinary action will be taken according to the Associated Students Personnel Policies and Procedures, Section VI. O.

c. List of Hazardous Substances

Area Safety Coordinators must keep a record of all hazardous substances in their areas. A listing of all hazardous substances per Area must be submitted to the Business Office Supervisor for centralized record-keeping. Each Area Safety Coordinator must update the list as new hazardous substances are introduced. At minimum, the listing of hazardous substances should be reviewed and updated by each Area Safety Coordinator on a semi-annual basis.

d. Hazardous Non-routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about hazards to which they may be exposed during an activity.

This information will include:

(1) Specific hazards

(2) Protective/safety measures which must be utilized

(3) Measures the company has taken to lessen the hazards including ventilation, respirators, presence of another employee and emergency procedures.

e. Hazardous Substances in Pipes

To ensure safe working conditions, all pipes containing hazardous substances shall be appropriately identified and labeled.
Employees assigned to perform any work on any pipes not labeled shall obtain the following information from their immediate supervisor prior to the commencement of work:

1. Identification of substance and review of Material Safety Data Sheet (MSDS) with supervisor.

2. Supervisor’s explanation of potential hazards

3. Supervisor’s written Non-Routine Hazardous Task procedure that includes specific detailed instructions in accordance with MSDS and all other applicable safety precautions.

f. Informing Outside Contractors

To ensure outside contractors work safely in our facilities, a copy of plans and specifications shall be provided to such contractor that contains specific information regarding any potential hazardous substance in the proposed scope of work.

g. Documentation of Hazard Communication

The following standard of documentation applies to all items outlined:

1. Safety training records must be formatted to include the training topic, brief description of the training, name of the supervisor/trainer, participating employee’s name and the date of the training.

2. All documentation must include the employee’s signature and date and the supervisor/trainer’s signature and date. Documentation must also include a statement that the employee acknowledges that they have received the training outlined and will adhere to all policies and procedures.

3. All original documents must be submitted to the A.S. Business Office for placement in the employee’s file. Each area may maintain copies of documents for their records.

4. The above documentation standards apply to all communication with outside contractors.
## SAFETY COMMITTEE

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Chairperson &amp; HR Director</td>
<td>Patty Rea</td>
<td>43243</td>
</tr>
<tr>
<td>Contracts &amp; Risk Management Coordinator</td>
<td>Raven Tyson</td>
<td>43760</td>
</tr>
<tr>
<td>HR Specialist</td>
<td>Maggie Sanchez</td>
<td>44001</td>
</tr>
</tbody>
</table>

## AREA SAFETY COORDINATORS

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<tr>
<th>Location</th>
<th>Name</th>
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<tbody>
<tr>
<td>Aztec Student Union</td>
<td>Randy McWilliams</td>
<td>41380</td>
</tr>
<tr>
<td>Aztec Recreation Center/Rec Sports</td>
<td>Ron Cortell</td>
<td>46492</td>
</tr>
<tr>
<td>SDSU Children’s Center</td>
<td>Jane-Ann Carroll</td>
<td>47428</td>
</tr>
<tr>
<td>Mission Bay Aquatic Center</td>
<td>Kevin Straw</td>
<td>(858) 488-2040 ext.216</td>
</tr>
<tr>
<td>Viejas Arena &amp; Open Air Theatre</td>
<td>Adrian Muñoz</td>
<td>40478</td>
</tr>
</tbody>
</table>

## ALTERNATE AREA SAFETY COORDINATORS

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<th>Location</th>
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<tbody>
<tr>
<td>Aztec Student Union</td>
<td>Dan Coleman</td>
<td>42965</td>
</tr>
<tr>
<td>Aztec Recreation Center/Rec Sports</td>
<td>Ronald Pascual</td>
<td>40258</td>
</tr>
<tr>
<td>SDSU Children’s Center</td>
<td>Sara Sanders</td>
<td>43624</td>
</tr>
<tr>
<td>Mission Bay Aquatic Center</td>
<td>Kevin Waldick</td>
<td>(858) 488-2040 ext.215</td>
</tr>
<tr>
<td>Viejas Arena &amp; Open Air Theatre</td>
<td>Julio Piña</td>
<td>40819</td>
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EXHIBIT 2

Associated Students of SDSU Injury and Illness Prevention Program

WORK AREA SAFETY CHECKLIST

This form provides a listing of generic items or safety considerations which apply to most work areas. Additional safety items unique to the particular setting (e.g., courts, machine shop, chemical closets, etc.) should also be incorporated into checklists or inspection protocols as they apply to the setting in question. If an item of non-compliance is noted, use the continuation sheet to describe the condition and identify corrective actions to be taken.

Name of Inspector: ____________________  Title/Dept.: ____________________

Area Inspected: ____________________  Date of Inspection: _________________

A. GENERAL WORK ENVIRONMENT

_____ 1.  All work sites are clean and orderly.

_____ 2.  Work surfaces are kept dry or appropriate means are taken to assure the surfaces are slip-resistant.

_____ 3.  All spilled materials or liquids are cleaned up immediately.

_____ 4.  Combustible scrap, debris, and wastes are stored safely and removed from the worksite promptly.

_____ 5.  Accumulations of combustible dust are routinely removed from elevated surfaces including the overhead structure of buildings, etc.

_____ 6.  Combustible dust is cleaned up with a vacuum system to prevent the dust going into suspension.

_____ 7.  Metallic or conductive dust is prevented from entering or accumulating on or around electrical enclosures or equipment.

_____ 8.  Covered metal waste cans are used for oily or paint-soaked waste.

_____ 9.  All oil and gas-fired devices are equipped with flame failure controls that will prevent flow of fuel if pilots or main burners are not working.

_____ 10.  A minimum number of toilets and washing facilities are provided.
11. All toilets and washing facilities are clean and sanitary.

___ 12. All work areas are adequately illuminated.

___ 13. All pits and floor opening are covered or otherwise guarded.

B. EXITING

___ 1. All exits are marked with a clearly visible exit sign and illuminated by a reliable back-up light source.

___ 2. Directions to exits, if not immediately apparent, are marked with visible signs.

___ 3. Doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, are appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM", etc.

___ 4. Exit signs are provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide.

___ 5. Exit doors are side-hinged. Overhead doors are not to be designated as emergency exits.

___ 6. All exits are kept free of obstructions.

___ 7. At least two means of egress are provided from elevated platforms, or pits or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances.

___ 8. There are sufficient exits to permit prompt escape in case of emergency.

___ 9. Special precautions are taken to protect employees during construction and repair operations.

___ 10. The number of exits from each floor of a building and the number of exits from the building itself are appropriate for the building occupancy load.

___ 11. When ramps are used as part of required exiting from a building, the ramp slope is limited to 1 foot vertical to 12 feet horizontal.

___ 12. Where exiting will be through frameless glass doors or other glass exit doors, the glass panels are fully tempered and meet the safety requirements for human impact.
C. EXIT DOORS

____ 1. Doors that are required to serve as exits are designed and constructed so that the way of exit travel is obvious and direct.

____ 2. Windows that could be mistaken for exit doors are made inaccessible by means of barriers or railings.

____ 3. Exit doors open from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied.

____ 4. Revolving, sliding or overhead doors are prohibited from serving as a required exit door.

____ 5. Where panic hardware is installed on a required exit door, the door will open by applying a force of 15 pounds or less in the direction of the exit traffic.

____ 6. Doors on cold storage rooms are provided with an inside release mechanism that will release the latch and open the door even if it's padlocked or otherwise locked on the outside.

____ 7. Where exit doors open directly onto any street, alley or the area where vehicles may be operated, adequate barriers and warnings are provided to prevent employees from stepping into the path of traffic.

____ 8. Viewing panels are provided in doors that swing in both directions.

D. PORTABLE LADDERS

____ 1. All ladders are maintained in good condition: The joints between steps and side rails are tight; all hardware and fittings are securely attached and movable parts operate freely without binding or undue play.

____ 2. Non-slip safety feet are provided on each ladder.

____ 3. Ladder rungs and steps are free of dirt and oil.

____ 4. Ladders must never be placed in front of doors opening toward the ladder except when the door is blocked open, locked or guarded.

E. FLOOR AND WALL OPENINGS
1. Floor openings are guarded by a cover, a guardrail or equivalent on all sides (except at entrance to stairways or ladders).

2. Toe boards are installed around the edges of permanent floor opening (where persons may pass below the opening).

3. Skylight screens are of such construction and mounting that they will withstand a load of at least 200 pounds.

4. The glass in windows, doors, glass walls, etc., which are subject to human impact, is of sufficient thickness and type for the condition of use.

5. Grates or similar type covers over floor openings (e.g., floor drains) are of such design that foot traffic or rolling equipment will not be affected by the grate spacing.

6. Unused portions of service pits and pits not actually in use are either covered or protected by guard rails or equivalent.

7. Manhole covers, trench covers and similar covers, including their supports, are designed to carry a truck rear axle load of at least 20,000 pounds when located in roadways and subject to vehicle traffic.

F. STAIRS AND STAIRWAYS

1. Standard stair rails or handrails are installed on all stairways having four or more risers.

2. All stairways are at least 36 inches wide.

3. Step risers on stairs are uniform from top to bottom, with no riser spacing greater than 7 inches.

4. Steps on stairs and stairways designed or provided with a surface that renders them slip resistant.

5. Stairway handrails are located between 30 and 34 inches above the leading edge of stair treads.

6. Stairway handrails have at least 1 1/2 inches of clearance between the handrails and the wall or surface on which they are mounted.
7. Where stairs or stairways exit directly into any area where vehicles may be operated, adequate barriers and warnings are provided to prevent employees from stepping into the path of traffic.

8. Stairway landings have a dimension measured in the direction of travel, which is at least equal to the width of the stairway.

Use Continuation Sheet to describe items of non-compliance and identify corrective actions to be taken.

Signature: ____________________________  Date: ____________________________
WORK AREA SAFETY CHECKLIST

Continuation Sheet

<table>
<thead>
<tr>
<th>Item (Section &amp; No.)</th>
<th>Description (Include date corrective action taken)</th>
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3-Step Work Related Injuries Process

All accidents must be reported to the HR Director and/or HR Specialist
Form DWC-1 must be given to the employee for signature

Step 1: Complete the following two forms:
- Employer’s Report of Occupational Injury or Illness (Form 5020)
- Workers’ Compensation Claim Form & Notice of Potential Eligibility (DWC-1)
  o Employee must receive copy

Step 2: Send employee to the pre-designated facility:
- Mission Valley Medical Clinic
- Send to Alvarado Hospital (after hours)

Step 3: Contact the Human Resources Director and/or HR Specialist immediately to report the injury and forward the following documents to the Business Office:
- Completed Employer’s Report of Occupational Injury or Illness- Form 5020 (within 24 hours)
- Completed Employee’s Claim for Worker’s Compensation Benefits- DWC-1 (within 24 hours)
- Work Status Report from employee’s physician (within 48 hours). Please forward subsequent reports immediately.
- Completed Supervisor’s Accident Investigation Form signed by the Employee, Supervisor & Director (within 48 hours).

In the event of a Fatal or Serious Injury/Illness, or anytime an employee’s condition necessitates that they are transported to a hospital by ambulance, please contact Patty Rea, HR Director at (619) 594-3243 or cell (619) 504-4587 IMMEDIATELY.

PLEASE CALL 911 FOR ALL EMERGENCIES
EXHIBIT 4
Associated Students Injury and Illness Prevention Program

GROUP TRAINING ROSTER

Topic (Attach outline/agenda if available):
________________________________________________________________________

Date of Training: ___________ Time: ___________ Trainer: _______________________

Department: ________________________________________________________________

<table>
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<tr>
<th>Name (print)</th>
<th>Name (signature)</th>
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Please forward this form to Contracts & Risk Management Coordinator for tracking purposes.