

Injury and Illness Prevention (IIP) Program

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Policy Statement

An important priority of Chapman University is to provide a safe and healthy working environment for all Chapman personnel including students, faculty, staff, volunteers, and visitors. To achieve this goal, all university employees must join in a cooperative effort to identify and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job. To help accomplish this objective and meet regulatory requirements under the California Code of Regulations, Title 8, Section 3203, the University has adopted this Injury and Illness Prevention (IIP) Program.

The overall goal of our Injury and Illness Prevention (IIP) Program is:

- Provides procedures for identifying and evaluating hazards and unsafe conditions;
- Develop procedures for correcting hazards and unsafe conditions;
- Communicate with employees regarding health and safety matters and how to report hazards;
- Provides employee training programs;
- Develop compliance strategies;
- Maintains documentation for health and safety programs; and
- Identifies a person or persons with authority and responsibility for implementing the program
- To reduce tangible and intangible costs of accidents;
- To maximize performance efficiency;
- To promote positive morale among Chapman University community members

Responsibilities

In collaboration with campus leadership, the Injury and Illness Prevention (IIP) Program administrators, Environmental Health and Safety (EH&S) Office under Enterprise Risk and Safety, has the authority and responsibility for implementing the provisions of this program for Chapman University.

All managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. However, an attitude of injury and illness prevention must be shared by all Chapman personnel, beginning with individual responsibility for one's actions, as well as concern for the well-being of other workers.

Any employee of Chapman University who knowingly fails to abide by prescribed safe work practices shall be subject to disciplinary action up to and including discharge per Chapman University policy.

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 one or more of the following practices:

- Informing workers of the provisions of our IIP Program;
- Asked to participate in completing Hazard Assessments & corrections or surveys if indicated.
- Evaluating the safety performance of all workers;
- Recognizing employees who perform safe and healthful work practices;
- Providing training to workers whose safety performance is deficient; and
- Disciplining workers for failure to comply with safe and healthful work practices.

Communication

Communication of information to employees of Chapman University regarding safety and health will be accomplished by providing each employee with initial job orientation training that is appropriate to their position. All employees shall receive access to this Chapman University Injury and Illness Prevention (IIP) Program. This will be done at the time of hire for each new employee. Updates to this program will be published to the Environmental Health and Safety website and to the University Policy site where employees can review the policy.

Any employee having a safety or health concern related to their employment with Chapman University shall have the opportunity to communicate the concern either verbally or by writing to their immediate supervisor, Human Resources, the VP of Enterprise Risk and Safety, the EH&S Director, and/or the Chapman University Equal Opportunity Officer without fear of reprisal. An employee may submit their concerns anonymously by clicking on this [link](#).

The University recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. The following system of communication is designed to facilitate a continuous flow of safety and health information between management and staff in a format that is readily understandable and consists of one or more of the following items:

- New worker orientation includes information on safety and health policies and procedures.
- Review of the Chapman University IIP Program.
- Workplace safety and health training programs.
- Effective communication of safety and health concerns between workers and supervisors, including translation where necessary and appropriate.

- Posted or distributed safety information as determined by supervisors in respective work areas.
- A system for workers to anonymously inform management about workplace hazards.

Hazard Assessment

The Enterprise Risk and Safety department supports the efforts of the general campus community in ongoing assessment of workplace safety. It is the responsibility of departmental managers to schedule workplace inspections as necessary and appropriate to assure a safe and healthy work environment.

Chapman University has procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices. EH&S and Fire and Life Safety (FLS) conduct periodic inspections of campus buildings including, but not limited to the sciences, arts, and theater production, as well as residential and commercial areas. Several checklists and tools are used to identify hazards of unsafe conditions; these checklists are hosted on our internal inspection software. Contact [EH&S](#) or [FLS](#) for more information.

It is the objective of the university that these periodic inspections will identify and evaluate workplace hazards. To be successful, these inspections shall be performed by a competent observer(s) in the workplace. These inspections are conducted:

- When we initially established our IIP Program;
- 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 illnesses occur;
- When we hire and/or reassign permanent or temporary workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted; and
- Whenever workplace conditions warrant an inspection.

Incident and Accident Investigations

Incident and Accident investigations are necessary to identify causation and to help identify deficiencies in the environment and implement corrective actions that might be indicated. Procedures for investigating workplace accidents and hazardous substance exposures include:

- Visiting the accident scene as soon as possible;
- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;

- Determining the cause of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and corrective actions taken.

Staff, faculty and students who are assigned responsibility for an activity shall immediately investigate and report all occurrences (incidents, near miss, accidents, and illnesses). Accident and incident investigations are the immediate responsibility of the area supervisor who will work cooperatively with trained individuals in assessing why an accident or incident occurred and what actions should be taken to prevent a reoccurrence.

To facilitate this process, Chapman University uses an electronic reporting [format/ link](#) that can be accessed by all members of the university community. This way your report will be properly filed with Enterprise Risk and Safety, and someone from the department will reach out regarding the accident/incident.

For immediate assistance in any emergency, contact Public Safety at:

From Chapman phone: extension 6763 or 911

From outside line: (714) 997-6763

From Campus pay phone: *22

By calling Public Safety first, they can respond quicker to a situation and notify the proper emergency services. If you are on a cell phone or off campus, 911 will lead you directly to the city's emergency services as usual.

Hazard Correction

Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous conditions shall be provided with the necessary protection.

Training and Instruction

Training is provided to each employee, including managers and supervisors, with regard to general safety procedures and to any hazards specific to an employee's job.

All employees must complete required safety training as identified by Enterprise Risk and Safety (ERS). ERS identifies safety training based upon work environment and work activities. Safety training includes, but is not limited to lab safety, fire and life safety, radiation safety, working with minors, as well as several others. Contact EH&S for more information. Training and instruction are provided as follows:

- Upon the hiring of a new employee
- When an employee is given a new job assignment for which training has not been provided
- When new substances, processes, procedures, or equipment that represent a new hazard are introduced
- When re-certification is due
- Training records can be found on our Learning Management System LearnUpon

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIP Program.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid, including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers.
- Proper storage and handling of toxic and hazardous substances, including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Recordkeeping

Essential records, including those legally required for workers' compensation, insurance audits, and government inspections, must be maintained for as long as required.

Cal/OSHA standards also require that employers keep records of steps taken to establish and maintain their Injury and Illness Prevention Program. These include:

- All Accident and Incident reports.

- Records of scheduled and periodic inspections as required by the standard to identify unsafe conditions and work practices. The documentation must include the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the action taken to correct the unsafe conditions and work practices. The records are to be maintained for at least one year.
- Documentation of safety and health training required by standards for each employee. The documentation must specifically include employee name or other identifier, training dates, type(s) of training and the name of the training provider.

Additional Resources

Chapman University:

[Report a Safety Concern/Near Miss](#)

[Report a Work-related Injury or Illness](#)

State Agencies:

[California Division of Occupational Safety and Health \(Cal/OSHA\)](#)

[California Environmental Protection Agency](#)

[California Air Resources Board](#)

Federal Agencies:

[Environmental Protection Agency](#)

[Occupational Safety and Health Administration](#)

[Centers for Disease Control and Prevention](#)

[National Institute for Occupational Health and Safety \(NIOSH\)](#)

For additional information, comments, or questions, contact EHS at ehs@chapman.edu, [714-532-6021](tel:714-532-6021), or visit: chapman.edu/ehs.