



INJURY & ILLNESS PREVENTION PROGRAM

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Assignment of Injury Prevention Responsibilities

In accordance with Title 8, Section 3203 of the California Code of Regulations, ASI has assigned the overall responsibility to develop, coordinate, and review ASI's safety and health program to the Safety Administrator with overall authority from the Executive Director. The Safety Administrator shall insure that:

- Safety inspection reports, employee's reports of Occupational Injury or Illness Reports, employee's claim form for Worker's Compensation Benefits and employee medical documents are processed, analyzed, reported and submitted to the ASI Human Resources office.
- Inspections of ASI facilities are conducted routinely and inspection reports are prepared as necessary.
- Each injury or illness report is analyzed to determine cause of injury or illness.
- Appropriate personnel correct safety hazards found during inspections or following review of an employee injury or illness report.
- Employee safety training is developed and implemented.
- Employees are informed about ASI's safety policies and procedures.

ASI Safety Administrator:

Takuto Doshiro, Interim Assistant Director - Facility Operations (Rec Sports)

Program Administrator:

Carol Brizendine, Director - Business Services

Program Compliance

ASI management is committed to ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly. All employees are responsible for using safe work practices, for following all directives, policies and procedures and for assisting in maintaining a safe environment.

Our system of ensuring that all workers comply with the rules and maintain a safe work environment includes:

- Informing workers of the provisions of our IIP Program;
- 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;
- Disciplining workers for failure to comply with safe and healthful work practices

Communication

Safety rules are established for the well-being of all employees. Each department and specific work area has specific rules in addition to the Safety and Health section of the ASI Employee Handbook. All employees are required to sign an Employee Handbook Acknowledgement form at the time of hire. A signed copy of the General Safety Rules shall be placed in the employee's personnel file.

Additional safety training occurs in individual departments. All departmental safety training checklists are recorded in Vector Solutions training records.

Ongoing safety communication occurs throughout the organization. Each department has a bulletin board with appropriate safety notices and postings. Employees are encouraged to review these postings for important safety information.

It is every employee's duty to help prevent work-related injuries and illnesses. Prevention means reducing the risk of unwarranted events by learning machine operation, never operating defective machines, wearing proper protective clothing for the job, and making safety a top priority.

ASI strives to prevent injuries and illnesses by providing employee and supervisor training, by conducting routine safety inspections, reviewing all injuries, welcoming employee comments and concerns regarding safety, and taking direct remedial and preventative actions to eliminate unsafe conditions. In an effort to do so, area supervisors have developed a "Program Area Training List" for high risk areas, which includes the staff requirements for working in their respective areas.

If an employee notes a safety concern in the work area, the following procedures are to be followed:

- Notify the supervisor immediately of the concern.
- If the safety concern is of an imminently hazardous nature, the supervisor shall prevent the injury by locking out machinery, removing employees from the dangerous area, or both.
- Anonymously report the concern via the ASI Safety Sharepoint site or email asisafety@calpoly.edu

Employees are encouraged to follow these procedures without fear of reprisal.

Safety Committee

ASI sponsors a Safety Committee. The primary responsibility of the Committee is to assist the Safety Administrator and area managers in developing a safe and accident-free operation. Under the direction of the ASI Executive Director, the Safety Committee will establish and maintain an effective safety and accident prevention program in accordance with the requirements and standards of various regulatory agencies and in support of the goal to provide an accident-free environment. The Committee meets at least quarterly with minutes posted in the ASI shared drive, as well as provides safety topic updates in employee newsletters in order to communicate with all ASI staff members. Concerns expressed by the Committee shall be investigated.

In addition, each employee has the responsibility to constantly monitor their work area for potentially unsafe conditions and report such conditions to their supervisor immediately. Supervisors must ensure hazard correction has occurred by notifying the appropriate facility coordinator.

The Safety Committee conducts routine safety inspections and takes direct remedial and preventative actions to eliminate unsafe conditions. In addition, periodic inspections are performed whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and/or health hazard; and whenever ASI is made aware of a new or previously unrecognized hazard.

Accident/Exposure Investigation

Each area supervisor is responsible for investigating injuries/illnesses occurring within their department. The purpose of an injury/illness investigation is to establish all relevant facts and options so that a proper conclusion can be drawn about what must be done to prevent a recurrence.

Preventing recurrence is the true objective of the injury/illness investigation. Injury/illness investigations should include (but are not limited to): Statement for the injured employee, time/date/place, mechanics of the injury and witnesses. In addition, the Safety Administrator will investigate, with assistance from ASI Human Resources staff, each incident within ASI and will assist area managers to prevent similar injuries/illnesses.

Hazard Correction

The Safety Administrator shall review all employee injury/illness reports and safety inspection reports. When a hazard has been identified or an injury or illness was caused by an unsafe condition, the Safety Administrator will direct appropriate personnel to correct the hazard. If the hazard has the potential of causing an injury or illness, the supervisor of that area shall “red tag” the equipment or area based on the Lock Out Tag Out procedure until the unsafe condition is eliminated.

When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be immediately removed from the area except those necessary to correct the existing condition. Employees necessary to correct the condition will be provided with the necessary safeguards to prevent injury or illness.

Training and Instruction

Employee training and safety orientation is a multi-faceted process. Training involves the employee, employee's supervisor and the ASI Human Resources department.

The employee's supervisor is the primary source for safety training. Each employee is to be thoroughly trained regarding the specific hazards of the job, orientation to potentially hazardous chemicals used, and other specific safety concerns for the specific work area before working in that particular area.

ASI Human Resources staff provides information regarding worker's compensation insurance at the time of hire. Employees are encouraged to bring all safety-related questions to their supervisor and/or the ASI Safety Administrator.

The Supervisor's Safety Checklist is used during the orientation of each new employee and a completed, signed checklist is filed in the employee's personnel file. Orientation safety training should begin within five (5) days of the employee's hire and be completed within 30 days.

Employee's may be required to attend periodic safety training sessions regarding topics of general interest ASI-wide and/or training sessions on specific safety topics within their department. Records of these trainings are submitted to the appropriate administrative staff member to be stored in the Vector Solutions software.

Safety training is completed for all new employees, for all employees given new job assignments for which training has not previously been provided; whenever new substances, processes, procedures, or equipment are introduced into the workplace and represent a new hazard; whenever ASI is made aware of a new or previously unrecognized workplace hazard; and for supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed and how to communicate information about those hazards effectively.

Record Keeping

Record keeping is an important requirement of safety training. Both formal and informal training must be documented. Supervisors are required to document all on-the-job safety training, including staff meetings and one-on-one training. Records must be kept for all employees, including students, intermittent employees, and volunteers.

General ASI Code of Safe Practices

ASI makes all reasonable efforts to:

- Protect the health and safety of employees and visitors
- Provide a safe workplace
- Provide information to employees about health and safety hazards
- Identify and correct health and safety hazards and encourage employees to report hazards

Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall ensure that employees observe all applicable ASI, State, and Federal safety rules and practices and take action necessary to obtain compliance.

General

- All injuries should be reported promptly to a supervisor so that arrangements can be made for medical or first aid treatment.
- Do not visit, talk to, or distract another employee who is operating a machine, or who is engaged in a work activity where the possibility of injury exists.
- All no-smoking signs and regulations must be observed.
- First aid kits, which are prominently displayed throughout the workplace, should be made available and medical supplies promptly refilled.
- Follow safe practice rules, render every possible aid to safe operations and report all unsafe conditions or practices to a supervisor.
- Immediately report all work-related accidents, injuries and illnesses to a supervisor.
- Anyone known to be under the influence of drugs or intoxicating substances, which impair the employee's ability to safely perform assigned duties, shall not be allowed on the job while in that condition.
- Horseplay, scuffling, and other acts, which tend to have an adverse influence on the safety or well-being of employees, shall be prohibited.
- Work shall be planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might unnecessarily expose the employee or others to injury.
- All building entrances and exits shall be kept unblocked, well lit, and unlocked during business hours.
- Upon hearing a fire alarm, employees shall stop work and proceed to the nearest exit, gathering at a location previously designated by their supervisor.
- Only trained employees shall attempt to respond to a fire or other emergency.
- Exit doors must comply with fire safety regulations at all times.
- Stairways should be kept clear at all times.
- Combustibles must not be stored in areas under stairways that are used as an exit or means of going from or to another area in the building.
- Materials and equipment will not be placed in front of doors or exits, fire ladders, or fireextinguishers.
- Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be placed in proper waste containers.
- All spills shall be wiped up promptly.
- When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
- Never attempt to lift or push an object that is too heavy. Contact your supervisor when help is needed to move heavy objects.
- Never stack materials carelessly on top of lockers, file cabinets, ventilation ducts, or other high places.
- Inappropriate footwear or shoes with thin or badly worn soles shall not be worn.
- Report exposed wiring and frayed cords or deteriorated insulation so they can be promptly repaired.
- Never use a metal ladder where it could come into contact with energized parts of equipment, fixtures, or circuit conductors.
- Maintain sufficient access and working space (36" required by NEC) around all electrical equipment to permit ready and safe operations and maintenance.
- To avoid tripping hazards, all cords running into walk areas must be taped down or inserted through rubber protectors.
- Inspect pallets and loads for integrity and stability before loading or moving. This requires forklift training.

- Employees shall not enter manholes, chambers, tanks, or similar places that receive little ventilation, unless it has been determined that it is safe to enter.
- Do not use compressed air for cleaning clothing unless pressure is less than a maximum 30 psi (Cal/OSHA).
- Identify contents of pipelines prior to initiating any work that affects the integrity of the pipe.
- Wear hearing protection in all areas identified as having high noise exposure.
- When employees' noise exposure levels equal an eight hour averaged exposure to 80 decibels, they should receive annual audiometric examinations, personal protective equipment, and periodic training.
- Guard floor openings with a cover, guardrail, or equivalent.
- When working with a Video Display Terminal, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.
- To prevent a tripping hazard, never leave lower desk or cabinet drawers open. Use care when opening and closing drawers to avoid pinching fingers.
- Do not open more than one upper drawer at a time; particularly the top two drawers on tall file cabinets.
- To prevent repetitive motion injuries (RMIs), worksite evaluations will be conducted and control of exposures that cause RMIs will be provided.
- Use proper posture and hand positions to avoid repetitive motion disorder.

Machinery and Vehicles

- Employees shall not handle or tamper with any electrical equipment, machinery, air or water lines in a manner out of scope of their duties, unless they have received instructions from their supervisor.
- Inspect motorized vehicles and other mechanized equipment daily or prior to use. Immediately notify supervisor if vehicle or equipment hazards are noted and do not use until approval is received from supervisor.
- Prior to leaving a motorized vehicle unattended during use, shut off engine, set brakes, and block wheels.
- Only authorized persons shall operate machinery or equipment.
- Loose or frayed clothing, long hair, dangling ties, finger rings, etc. shall not be worn around moving machinery or other sources of entanglement.
- Machinery shall not be serviced, repaired or adjusted while in operation.
- Goggles or face shields must be worn when using a grinder, drill press, table saw, lathe sander, and portable hand power tools.

Tools and Equipment

- All tools and equipment shall be maintained in good condition.
- Damaged tools or equipment shall be removed from service and tagged "DEFECTIVE".
- Only appropriate tools shall be used for the job.
- Do not use portable electric tools and equipment that are not grounded or double insulated.
- Do not use faulty or worn hand tools, contact supervisor if tools are in poor condition.
- All electrical equipment should be plugged into appropriate wall receptacles or into an extension of only one cord or similar size capacity. Three-pronged plugs should be used to ensure continuity of ground.

Chemicals and Hazardous Materials

- Employees shall cleanse thoroughly after handling hazardous substances and follow special instructions from authorized sources.
- Always store flammable or toxic chemicals in designated closed containers when not in use.

- Do not eat in areas where hazardous chemicals are present.
- Be aware of potential hazards involving various chemicals stored or used in the workplace.
- Cleaning supplies should be stored away from edible items on kitchen shelves.
- Cleaning solvents and flammable liquids should be stored in appropriate containers.
- Solutions that may be poisonous or not intended for consumption should be kept in well-labeled containers and stored in designated areas.
- Gasoline shall not be used for cleaning purposes.

Appliances

- Individual heaters in work areas should be kept clear of combustible materials such as drapes or refuse from waste baskets. Heaters equipped with tip-over switches should be used.
- Appliances such as coffee pots and microwaves should be kept in working order and inspected for signs of wear or frayed cords.
- Fans used in work areas should be equipped with proper guards that prevent fingers from being inserted.

Heat Illness Prevention

As an employee or volunteer for ASI, who works outdoors, you need to know about potential heat stress hazards while working outdoors or in hot indoor environments. ASI makes every attempt to control and reduce the hazards of heat stress for employees who work outdoors. The following information will detail the recognition, evaluation and control of these hazards.

Purpose

The purpose of the Heat Illness Prevention Plan is to meet the requirements set forth in California Code of Regulations, Title 8, and also to serve as a supplement to the Injury and Illness Prevention Program (IIPP). This information is intended and must be used in conjunction with the IIPP. The Heat Illness Prevention Plan establishes procedures and provides information which is necessary to ensure that employees and volunteers of ASI are knowledgeable in the prevention and recognition of heat stress to ensure their own safety and the safety of others.

Heat Illness Prevention

Heat related illnesses are avoidable if the employees are trained and the right actions are taken before, during, and after working in either indoor or outdoor hot conditions. High temperatures and humidity can stress the body's ability to cool itself making heat illness a big concern during hot weather months. Every employee whose job duties require them to work outdoors during summer months, are exposed to elevated heat conditions and therefore are susceptible to heat illness. Three major forms of heat illness are: **heat cramps, heat exhaustion, and heat stroke**. Heat stroke can be a life threatening condition. This document will outline those actions as well as describing the three major forms of heat illness, how to recognize them, and what actions to take to provide first aid before medical care is provided.

Heat Cramps

Description:

Heat Cramps are the most common type of heat related injury and probably have been experienced by nearly everyone at one time or another. Heat cramps are muscle spasms which usually affect the arms, legs, or stomach. Frequently, they do not occur until sometime later after work, at night, or when relaxing. Heat cramps are caused by heavy sweating, especially when water is not replaced quickly enough. Although heat cramps can be quite painful, they usually don't result in permanent damage.

Prevention/First Aid:

Drink electrolyte solutions such as Gatorade or plenty of water during the day and try eating more fruits such as bananas to help keep your body hydrated during hot weather. Call Emergency Services at 911 or contact your supervisor immediately if the person becomes ill.

Heat Exhaustion

Description:

Heat exhaustion is more serious than heat cramps. It occurs when the body's internal temperature regulating system is overworked, but has not completely shut down. In heat exhaustion, the surface blood vessels and capillaries, which originally enlarged to cool the blood, collapse from loss of body fluids and necessary minerals. This happens when you do not drink enough fluids to replace what you are sweating away.

Symptoms:

Headache, heavy sweating, intense thirst, dizziness, fatigue, loss of coordination, nausea, impaired judgment, loss of appetite, hyperventilation, tingling in hands or feet, anxiety, cool moist skin, weak and rapid pulse (120-200), and low to normal blood pressure.

Prevention/First Aid:

The employee suffering these symptoms should be moved to a cool location such as a shaded area or air-conditioned building. Have them lie down with their feet slightly elevated. Loosen their clothing, apply cool, wet cloths, or fan them. Have them drink water or electrolyte drinks. Try to cool them down, and have them checked by medical personnel. Victims of heat exhaustion should avoid strenuous activity for at least a day, and they should continue to drink water to replace lost body fluids. Call 911 if the person becomes non-responsive, refuses water, vomits, or loses consciousness.

Heat Stroke

Description:

Heat stroke is a life threatening illness with a high death rate. It occurs when the body has depleted its supply of water and salt, and the victim's core body temperature rises to deadly levels. A heat stroke victim may first suffer heat cramps and/or heat exhaustion before progressing into the heat stroke stage, but this is not always the case. It should be noted that, on the job, heat stroke is sometimes mistaken for a heart attack. It is therefore very important to be able to recognize the signs and symptoms of heat stroke – and to check for them anytime an employee collapses while working in a hot environment.

Symptoms:

A high body temperature (103 degrees F); a distinct absence of sweating (usually); hot red or flushed dry skin; rapid pulse; difficulty breathing; constricted pupils; any/all the signs or symptoms of heat exhaustion such as dizziness, headache, nausea, vomiting, or confusion, and possibly more severe symptoms including; bizarre behavior; and high blood pressure. Advance symptoms may be seizure or convulsions, collapse, loss of consciousness, and a body temperature of over 108 degrees F.

Prevention/First Aid:

It is vital to lower a heat stroke victim's body temperature. Quick actions can mean the difference between life and death. Pour water on them, fan them, or apply cold packs. Call 911 to get the person medical aid as soon as possible.

Precautions to Prevent Heat Illnesses

Condition yourself for working in hot environments. Start slowly then build up to more physical work. Allow your body to adjust over a few days (acclimatization).

Drink plenty of fluids. Hydration is a continuous process. Don't wait until you're thirsty! By then, there's a good chance that you're already on your way to being dehydrated. Electrolyte drinks are good for replacing both water and minerals lost through sweating. Never drink alcohol, and avoid caffeinated beverage like coffee and soda as these liquids can have the opposite effect and can actually increase the level of dehydration.

Take frequent breaks, especially if you notice you're getting a headache or you start feeling overheated.

Assure that adequate water and shade are available at the job site before work is to begin.

Wear lightweight, light colored clothing when working out in the sun.

You should immediately report all unsafe conditions and/or concerns to your supervisor or area manager.

For additional information on Heat Illness Prevention, contact ASI Human Resources at 756-0299.

Supervisor's Safety Guide

As a supervisor, you are in a special position of responsibility. Supervisors are entrusted with the obligation to safeguard the well-being of the workers in their charge. Supervisors can motivate their employees toward injury prevention by following these guidelines:

- Know the rules of safety that apply to the work you supervise. Obtain expert safety advice.
- Set a good example by demonstrating safety in your own work habits and personal conduct.
- Encourage your employees to discuss the hazards of their work with you. Be sure they understand the General ASI Code of Safe Practices. Remember, all employees have the right to report unsafe working conditions without fear of reprisal.
- Train every employee in the safe methods for performing the job. Employees are to be trained in the safe handling of equipment, machine operations, hazardous chemicals and emergency evacuation procedures. Complete a safety orientation checklist for every new employee. Ensure all employees understand the warning signs for workplace violence and know that all threats will be taken seriously.
- Anticipate hazards before they occur, or risks which may arise from changes in equipment or methods. Inspect the work environment regularly.
- Motivate your employees to work safely by methods such as: periodic meetings, awards for good safety records, use of educational materials, and your personal approval of a difficult task well handled.
- Investigate and analyze every injury or illness. Correct the cause. Encourage employees to report minor injuries in order to avoid a possible injury later.
- Cooperate with others in the organization that are actively concerned with preventing injuries and illnesses. Your combined purpose is to keep employees fully able to work and on the job.
- When a supervisor notes unsafe methods or unsafe working conditions, it is the supervisor's responsibility, and ultimately Management's responsibility, to ensure that the situation is corrected. The following steps should be taken:
 - Stop the unsafe method or working condition.
 - Instruct the employee involved in an unsafe method as to the correct method, to ensure safety of the employee and fellow employees. Warn others of unsafe conditions and *do not allow others to work until the unsafe condition is corrected.*
 - Keep a record (log) of unsafe working conditions noted, including the date, management notification, and date repaired. If unsafe working methods are noted, log the action taken, including any disciplinary action.