

Injury and Illness Prevention Program

California State University, Long Beach Foundation

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I. References

- Title 8, California Code of Regulations, §3203 (8 CCR 3203)
- CSULB Foundation Hazard Communication (Hazcom) Plan

II. Administering Agency

State of California, Division of Occupational Safety & Health (Cal-OSHA)

III. Policy

It is the intent of California State University, Long Beach Foundation (CSULB Foundation) to develop Policies and Procedures to comply with Labor Code §6401.7 (SB 198) and General Industry Safety Order §3203, "Injury & Illness Prevention Program."

It is the policy of CSULB Foundation, insofar as is reasonable and practical, to ensure that employees know the hazards of their work activities and environment. CSULB Foundation will provide employees safety training to prevent injury and illness - both on and off the job. No employee will engage in or be required to perform any work that will expose employees or others to unreasonable danger or risk of injury or illness.

Departments must periodically inspect for unsafe conditions and work practices and correct any deficiencies found. Additionally, CSULB Foundation may employ the Safety and Risk Management (SRM) office to conduct periodic inspections for unsafe workplace conditions and practices.

IV. Purpose

Employees have a right and a need to know the potential hazards of their work activities and environment, and such knowledge is essential to reducing the incidence and cost of occupational injury and illness. The CSULB Foundation Hazard Communication (Hazcom) Plan provides a more detailed description of the Injury & Illness Prevention Program (IIPP) as it pertains to hazardous materials.

The CSULB Foundation Injury & Illness Prevention Program (IIPP) is intended to inform the employee of safety precautions necessary to prevent or minimize hazards. This is accomplished through safety meetings, training and reporting programs, and audits. No employee will engage in or be required to perform any task that is determined to present an unreasonable risk of injury or illness.

Scope

- A. This program applies to all CSULB Foundation employees, including compensated student workers. Non-occupational injuries and illnesses of employees or students are not part of the IIPP. Activities involving hazardous materials are also covered by the CSULB Foundation Hazard Communication (Hazcom) Plan.
- B. This program applies to occupational hazards (physical, chemical, and biological) known to be present in the work place in such a manner that employees may be

exposed under normal conditions or in foreseeable emergencies. Use of hazardous materials, use or repair of electrical devices, and repetitive motion tasks are examples of tasks, which may present these types of hazards at CSULB Foundation.

V. Responsibilities

A. CSULB FOUNDATION HUMAN RESOURCES OFFICE SAFETY AND RISK MANAGEMENT (SRM)

- Develop, implement, and monitor the Injury & Illness Prevention Program (IIPP);
- Assist Departments in complying with IIPP requirements including safety meetings, training and reporting programs, audits, and record keeping;
- Maintain employee exposure records, and
- Provide access to records in accordance with section VIII.

B. FOUNDATION DEPARTMENTS/WORK SITES

- Develop local procedures to ensure effective compliance with the requirements of this Injury & Illness Prevention Program (IIPP) - the major requirements are summarized in section VII.
- Provide employees with information and training on workplace hazards at the time of their initial assignment, and whenever a new hazard is introduced into the workplace. Note: Training should be communicated in a language readily understood by the employee(s).
- Inform outside contractors who work in areas under the Department's jurisdiction of the hazards to which contractor employees may be exposed.
- Encourage employees to inform their supervisors of workplace hazards without fear of reprisal.
- Ensure that employees participate in ongoing safety training.

C. EMPLOYEE

- Responsible for following all of the procedures and guidelines established by the IIPP.
- Responsible for immediately reporting any unsafe condition to their supervisor.

VI. Program Requirements

The major requirements of the CSULB Foundation IIPP can be grouped into four (3) areas:

A. Safety Training - Described in Section X.

B. Safety Meetings - Described in the following Appendices:

APPENDIX B: CSULB Foundation Safety Committee

C. Safety Inspections and Audits - Described in the Following Appendix:

APPENDIX A: Safety Inspection Checklist

VII. Record Keeping and Records Access

Record keeping requirements of 8 CCR 3203(d) are addressed in this Section.

- A. Records listed below are required by Cal-OSHA and will be maintained for the following periods:
 - Employee exposure records 30 years
 - Employee medical records 30 years
 - Environmental monitoring records 30 years
 - Safety training, safety meetings, safety audits, etc. 3 years

- B. Records required by Cal-OSHA will be maintained as follows: CSULB Foundation Human Resources Office will maintain environmental monitoring records and employee exposure records. Memorial Occupational Medical Services and/or State Compensation Insurance Fund, CSULB Foundation's designated medical facility and workers' compensation insurance carrier respectively, will be the custodian of all medical records. Departments will maintain records of safety training, safety meetings, safety audits, etc. in addition to training records maintained by the CSULB Foundation Human Resources Office. Original documents or facsimiles of the original documents must be maintained to meet the requirements of this Section. Other methods of record keeping or tracking, such as computer databases, may be used only as supplements.

- C. An employee's records will be made available upon request to the employee, the employee's authorized representatives and appropriate regulatory agencies.

- D. Information considered to be pertinent to an employee's exposure (to toxic substances or harmful physical agents) record is:
 - Workplace monitoring or measurement
 - Biological monitoring results that assess the absorption of a substance by body systems
 - MSDSs or if these are not available, any other information which reveals the identity of a toxic substance or harmful physical agent.

- E. Information considered pertinent to an employee medical record made or maintained by a physician, nurse, or other health care professional:
 - Medical and employment questionnaire or histories
 - Results of medical examinations and laboratory and other diagnostic tests
 - Medical opinions, diagnoses, progress notes, and recommendations
 - Descriptions of treatments, first aid, and prescriptions
 - Employee medical complaints

- F. The CSULB Foundation Human Resources Office will make a copy of this Injury & Illness Prevention Program (IIPP) document, available upon request to: employees, employees' designated representatives, and appropriate regulatory agencies

VIII. Evaluation of IIPP Effectiveness

- A. CSULB Foundation Audits include a records evaluation for compliance with IIPP requirements (section VII). Additionally, the audits include questions to employees about the Injury & Illness Prevention Program (IIPP) and a check for compliance with IIPP procedures.
- B. "Employee Injury/Illness Incident Report," is generated for every employee injury and illness. CSULB Foundation Human Resources reviews a copy of these accident reports and investigates those accidents that may have been caused by unsafe conditions or acts, inadequate or improper training or procedures, or inadequate protective equipment.

IX. Summary of Written Program

Note: This section is structured to demonstrate compliance with §3203 of CCR Title 8 A

A. Employer Information:

Organization: CALIFORNIA STATE UNIVERSITY, LONG BEACH FOUNDATION

Address: 6300 STATE UNIVERSITY DRIVE, SUITE 332 LONG BEACH, CA 90815

Telephone: (562) 985-5537

Type of Business: NON-PROFIT CSU AUXILIARY

Main Activities: SUPPORT OF UNIVERSITY THROUGH ADMINISTRATION OF GRANTS AND CONTRACTS FOR RESEARCH AND PROGRAMS

B. B Person With Authority And Responsibility For Implementing CSULB Foundation's Injury & Illness Prevention Program:

CSULB FOUNDATION DIRECTOR OF HUMAN RESOURCES

Description of Authority and Responsibility: Responsible for understanding the IIPP, taking appropriate action to implement it, and monitoring its effectiveness.

C. CSULB Foundation's System For Identifying, Evaluation And Preventing Occupational Safety And Health Hazards:

CSULB Foundation has variety of systems and programs for identifying, evaluating and preventing occupational safety and health hazards. Following are some of the major components:

- CSULB Foundation contracts with the Safety and Risk Management (SRM) Office at CSULB, which has the responsibility to review, audit, and consult with CSULB Foundation on issues regarding the effectiveness of safety and health programs.
- CSULB Foundation reviews applicable General Industry Safety Orders and other safety Orders that apply to CSULB Foundation's operations.
- Auditing and inspection program

- Investigation of occupational accidents, injuries, illnesses, and unusual events that have occurred at CSULB Foundation;
- Evaluation of concerns raised by employees during safety meetings; and
- Evaluation of concerns reported to the CSULB Foundation Human Resources Office (including anonymous reports). These follow up to these concerns are documented with a "Health and Safety Incident Report".

D. CSULB Foundation's System for Correcting Unsafe or Unhealthy Conditions and Work Practices in a Timely Manner

- CSULB Foundation contracts with the Safety and Risk Management (SRM) Office at CSULB, which has the responsibility, in concert with CSULB Foundation, to review, audit, and evaluate the effectiveness of safety and health programs.
- Unsafe conditions that require repair work (i.e. uneven walking surface) are reported to the CSULB Foundation Property Management Office when the condition exists at the CSULB Foundation Central Office located at 6300 State University Drive in Long Beach. Repair requests that involve imminent safety hazards are given top priority. Unsafe conditions reported that exist on Foundation work sites other than the location above will be investigated by the appropriate authorities, and/or the Safety and Risk Management (SRM) Office.
- The IIPP contains an auditing program ("Safety Inspection Checklist"). These audits focus on unsafe work conditions and practices.

E. Employee Health and Safety Training Program

Managers and Supervisors are responsible for ensuring that employees have received the appropriate safety training prior to starting their assigned job. The types of safety training and how it can be completed are as follows:

1. Injury and Illness Prevention Program (IIPP) Training

All new employees are required to complete IIPP (general safety) training prior to starting their assigned job. This training can be accomplished via any of the following:

- Completing the "Injury and Illness Prevention Self-Administered Training Handbook "
- Completing an IIPP safety training class. These classes are offered on an annual basis by the CSULB Foundation Office, and certain departments (e.g. PPM).
- Completing the "New Employee Orientation" program. This orientation is organized by CSULB Foundation Human Resources and includes general safety training.

2. Safe Work Practices For Using Hazardous Materials

Employees who work with hazardous materials must complete either Chemical Hygiene Program training (for employees who work in laboratories)

as administered by the CSULB Safety Office, or Hazard Communication plan training (for all other employees). Details of the training programs can be found in the respective programs.

3. Safe Work Practices For Machinery And Equipment

Employees who work with hazardous machinery, equipment or processes must receive training on the safe use of the machinery, equipment or process prior to starting work. Examples of the equipment covered by this section include (but are not limited to) forklifts, powered tools such as saws and drills, jackhammers, aerial lifts, heavy equipment (e.g. backhoe or tractor), analytical equipment, industrial furnaces, and autoclaves.

The training must be documented and consider the following: review of equipment operating procedures, all potential hazards and the corresponding protective measures, the person qualified to conduct the training, and length of time employee will be supervised during initial operation. Training provided by equipment manufacturers and representatives is acceptable provided it addresses all of the safety concerns.

4. Specific Hazardous Situations

Confined space entry, trenching, live electrical work, etc., are all specific hazardous situations. Managers and supervisors are responsible for ensuring that safe work practices are followed for any potentially hazardous work situation.

Each Department head is responsible for ensuring that employees receive the necessary training to perform their job safely.

5. Hazardous Substances

No formal training is provided for new substances. Training is provided on a one-on-one basis, between the employee and supervisor. The experienced user must obtain and review the MSDS for pertinent safety information. New users of hazardous materials must first complete the training outlined in section X.E.2.

6. Processes

The term "Process" applies to the production of a product. Since hazardous materials at CSULB Foundation are not used to produce a material product, CSULB Foundation is not considered to conduct processes, nor in any way simulate production processes.

7. Procedures

It is the responsibility of CSULB Foundation Human Resources to provide general Safety programs for all Foundation work sites /departments. The individual work sites/departments, with assistance from CSULB Foundation, must customize these programs to their individual area needs. The CSULB Foundation Safety Committee may meet with Departments to assist with implementation. CSULB Foundation also provides safety training on an

on-going basis, or when appropriate. Annually or bi-annually, CSULB Foundation audits certain Foundation departments for compliance with safety programs.

8. New Equipment

Each Department is responsible for ensuring that the users of any new "hazardous equipment" have been appropriately trained (see X.E.3).

CSULB Foundation will audit to assess the effectiveness and thoroughness of such training. The criteria for evaluating the effectiveness of this training are based on:

- 1) documentation that training has been given;
- 2) injuries associated with the use of the equipment, and
- 3) interviews with the equipment user to assess operational skill and personal knowledge of applicable safety precautions.

F. System for Communicating to Employees Regarding Health and Safety Issues

Throughout CSULB Foundation's occupational safety programs, employees, supervisors, and managers are encouraged to openly and freely discuss safety and health concerns and issues.

APPENDIX A: SAFETY INSPECTION CHECKLIST (see attached form)

PURPOSE:

To evaluate department operations for compliance with applicable federal, state, and local safety and environmental regulations.

FREQUENCY:

Annually or Bi-annually.

AUDITORS:

CSULB Safety and Risk Management office and/or CSULB Foundation Property Management, or designee

DOCUMENTATION:

A copy of the inspection checklist/report will be issued to the CSULB Foundation Human Resources Office that lists the deficiencies found as well as suggested corrective action.

FOLLOW-UP:

All corrective actions taken should be documented and filed with the inspection checklist/report.

GENERAL INSPECTION CHECKLIST

Inspector: _____ Date: _____

Department: _____ Building: _____ Room: _____

General	Safe/Yes	Not Applicable	Unsafe/No
Evacuation procedure posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aisle clearance maintained at 36" or more?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corridors, hallways, exits, and aisles unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cabinets and shelves above 48" anchored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stored materials kept secure and limited in height to prevent collapse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavier materials kept close to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency supply kit available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earthquake restraints on storage shelves above 60"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eating, drinking, smoking around chemicals prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is furniture in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone and other cords located to prevent tripping hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are required signs posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are required PPE (personal Protective Equipment) available and maintained in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety shower and eye wash maintained and inspected monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training	Safe/Yes	Not Applicable	Unsafe/No
Whenever a new assignment is given?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whenever new hazards are introduced?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Whenever the supervisor is made aware of a hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Electrical Equipment	Safe/Yes	Not Applicable	Unsafe/No
Use of extension cords are minimized and used properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electric cords are insulated and free from damage/fraying?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical equipment properly grounded/double insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Power strips UL approved with overload protection? (not acceptable for hazardous machinery that draws large currents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circuit breaker panels are free of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Circuit breakers identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials not stored in electrical rooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is at least 30" clearance kept in front of electrical panel/breaker boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment/Machinery	Safe/Yes	Not Applicable	Unsafe/No
Is damaged/malfunctioning equipment tagged "Out of Service"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All work areas kept clean and free of clutter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are vacuum lines equipped with traps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all belts and moving parts adequately protected by guard or housing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All moving parts (blades, gears, pinch points) and guards correctly in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords are not used as permanent wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High voltage equipment is labeled, grounded, and insulated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compressed Gases	Safe/Yes	Not Applicable	Unsafe/No
Are cylinders secured properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders protected from external heat sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinders stored only with compatible substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the cylinders' protection caps in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are valves labeled open or closed when the cap in not in position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are cylinder's contents adequately labeled and easily seen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous Materials	Safe/Yes	Not Applicable	Unsafe/No
Inventory list in complete, current and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MSDS are in file in department and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees and students familiar with MSDS and aware of location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials clean and free from evidence of spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous materials are in good condition and stored with compatible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable materials clearly marked and stored in approved metal cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated area established for the use of regulated carcinogens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials are disposed within the suggested expiration dates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary containment is provided for quantities > 55 gallons, 500 lbs. or 200 cubic feet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all containers capped and sealed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous Waste	Safe/Yes	Not Applicable	Unsafe/No
Are hazardous waste containers sturdy and clean?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous waste containers routinely inspected and compatible with the waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous waste containers kept closed at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous waste containers segregated into compatible waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous waste containers labeled with the hazardous waste and initial date of accumulation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous waste tags available and used on all hazardous waste containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is biohazardous waste contained in red bags that are labeled as biohazardous waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are syringes/needles and other sharps disposed on in sharps containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fire Safety	Safe/Yes	Not Applicable	Unsafe/No
Are doors self-closure operable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all door wedges and blocks removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate fire extinguishers available within 75 feet and inspected regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire extinguishers mounted, unobstructed and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire pulls unobstructed and clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there 18" of vertical clearance maintained for sprinkler heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler heads painted over or otherwise damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits, exit ways, and exit signs illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do exit signs make directions of exit clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX B: CSULB FOUNDATION SAFETY COMMITTEE

PURPOSE:

- To discuss the CSULB Foundation safety issues
- To review employee accidents/injuries and implement programs/training for prevention
- provide employees, supervisors, and/or departments with a forum for reporting and discussing safety concerns.

FREQUENCY:

Committee meets quarterly

PARTICIPANTS:

Chair

Vice Chair

Secretary

Member at Large

Member at Large

Member at Large

TOPICS: Suggested topics include, but are not limited to:

- past performance and current safety goals
- personal protective equipment
- vehicle/cart safety
- fire prevention
- office safety
- chemical hazards
- proper handling of hazardous materials/waste
- Hazard Communication training
- emergency procedures
- lifting injuries and back injury prevention

DOCUMENTATION/FOLLOW-UP:

All CSULB Foundation Safety Committee meetings must be documented. Include the date, time, any specific topics/presenters, and a list of persons who were in attendance. Action Items will be recorded and progress reviewed each meeting

APPENDIX C: HAZARD COMMUNICATION PLAN

PURPOSE:

To ensure that employees understand the potential hazards and appropriate protection methods for any hazardous materials they may work with.

FREQUENCY:

CSULB Foundation Departments must provide employees with information and training on hazardous substances in their work area at the time of their initial assignment, and whenever a new hazardous material is introduced into their work area.

RESPONSIBILITIES:

While the CSULB Foundation Human Resources Office is responsible for developing and monitoring the CSULB Foundation Hazcom Plan, the Hazcom Plan is administered at the department level. Departments shall ensure that employees understand the following:

- location and availability of the written Hazard Communication Plan
- employee information and training
- inventory of hazardous substances on campus
- procedures for hazardous, non-routine tasks
- container labeling
- Material Safety Data Sheets (MSDSs)
- hazardous substances in unlabeled pipes
- informing outside contractors

DOCUMENTATION:

Records required by Cal-OSHA will be maintained for at least thirty (30) years as follows: CSULB Foundation Human Resources will maintain employee exposure records, and Memorial Occupational Medical Services and/or State Compensation Insurance Fund will maintain employee medical records.

FOLLOW-UP:

CSULB Foundation inspections include questions to employees about Hazcom and a check for compliance with Hazcom procedures. Accidents that involve hazardous materials will be reviewed/investigated to ensure that procedures described in the Hazcom program were being followed.

APPENDIX D: CHEMICAL HYGIENE PROGRAM

PURPOSE:

To protect employees engaged in the "laboratory use of chemicals" (as defined by 8 CCR § 5191) from occupational chemical exposure and other hazards in the laboratory, CSULB Foundation adopted the Chemical Hygiene Program maintained by the Safety and Risk Management (SRM) Office. Training for non-laboratory employees who use hazardous materials is covered by the CSULB Foundation Hazard Communication (Hazcom) Plan.

TRAINING:

CSULB Foundation Departments must provide employees with Chemical Hygiene Plan (CHP) training prior to the commencement of laboratory work.

RESPONSIBILITIES:

The department is responsible for developing and implementing the Chemical Hygiene Plan. Departments shall ensure that employees are informed of the following:

- location and availability of the written Chemical Hygiene Plan
- chemical procurement, distribution, and storage procedures
- environmental monitoring
- housekeeping, maintenance, and inspections
- medical monitoring program
- personal protective apparel and equipment
- records
- signs and labels
- laboratory chemical waste disposal
- hazardous materials information

DOCUMENTATION:

Records required by Cal-OSHA will be maintained as follows: CSULB Foundation Human Resources Office will maintain employee exposure records, and Memorial Occupational Medical Services and/or State Compensation Insurance Fund will maintain employee medical records.

FOLLOW-UP:

CSULB Foundation inspections include questions to employees about the Chemical Hygiene Plan and there may be spot checks for compliance with CHP procedures. Accidents that involve hazardous materials will be reviewed/investigated to ensure that procedures described in the CHP were being followed

APPENDIX E: IIPP SELF ADMINISTERED TRAINING

NOTE: A copy of this guide can be found at

<http://www.foundation.csulb.edu/departments/hr/IIPP/index.htm>