California State University, Long Beach Research Foundation

Injury and Illness Prevention Program Self-Administered Training

INTRODUCTION

Welcome to the California State University, Long Beach Research Foundation (Research Foundation). The Research Foundation is dedicated to providing its employees with a safe work environment. This self-administered training has been developed to ensure that you receive and understand the requirements of the Research Foundation safety programs.

Cal-OSHA requires that all employees receive Injury and Illness Prevention Program (IIPP) training. This guide is one method by which we can fulfill these training requirements.

To use this self-administered training module, you will be required to read this training document, complete the accompanying quiz, and sign the attached "Employee Acknowledgement" form.

Thank you for taking time to learn about the Research Foundation's safety programs. Feel free to call us at (562) 985-7950 if you have any questions.

WHAT IS THE INJURY AND ILLNESS PREVENTION PROGRAM?

The IIPP is a general safety program that applies to all Research Foundation employees. The IIPP includes:

- Employee safety training
- Employee Safety Committee
- Safety inspections and audits
- Accident investigations
- Communication of safety information
- Other health and safety program such as:
  - Blood Bourne Pathogens
  - Ergonomics
  - Hazard Communication

HOW IS SAFETY COMMUNICATED?

- Employee training
- By departmental safety meetings/training and CSULB Research Foundation Employee Safety Committee
- Through Memoranda to employees, supervisors, and project directors; at new hire orientation; and on the CSULB Research Foundation web site.

HOW OFTEN DO I NEED TO BE TRAINED?

- When you are a new employee and/or given a new job assignment.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- Whenever the University becomes aware of a new, previously unrecognized hazard.

DOES THE IIPP INCLUDE TRAINING ON GENERAL SAFE WORK PRACTICES?

Yes. Every employee must observe the following rules:

- Know the safety rules and procedures that apply to the work that is being done.
- Determine the potential hazards (e.g., physical, chemical, biological) and take appropriate safety precautions before beginning any new operation.
- Be alert to unsafe conditions and actions and call attention to them so that corrections can be made as soon as possible.
- Know the location of, and how to use, the emergency equipment in your area, as well as how to obtain additional help in an emergency.
- Be familiar with emergency procedures by:
  1. Reviewing Emergency Procedures posted in your department office and common areas.
  2. Becoming familiar with how to safely exit the building you work in and knowing where to go once outside the building. Building Marshals may be stationed around campus buildings and can be identified by their hard hats and bright colored vests.

WHAT DOES HOUSEKEEPING HAVE TO DO WITH SAFETY?

There is a definite relationship between safety and orderliness in the work area or laboratory. When housekeeping standards fall, safety inevitably deteriorates. The work area must be kept clean and orderly.

- Work areas must be kept clean and free from obstructions. Cleanup should follow the completion of any messy operation, or at the end of each day.
- Trash should be deposited in appropriate receptacles.
- Stairs and hallways are not to be used as storage areas.
- Access to exits, emergency equipment, controls, and fire extinguishers must never be blocked.
- Chemicals must be stored and labeled properly. Consult manufacturer's guidelines and the MSDS for appropriated storage requirements.

WHAT ARE MY RIGHTS AS AN EMPLOYEE?

- You have the right to a safe work environment.
- You have the right to be informed of any operation in your work area where hazardous substances or industrial hazards are present.
- You have the right to be informed of the locations and availability of hazardous materials use information (Material Safety Data Sheets -MSDS) and or any other safety procedure or information necessary to perform your work assignment safely.
- You have the right to receive training on the proper use of hazardous equipment or hazardous materials prior to their use.
- You have the right to review the written Injury and Illness Prevention Program.

WHAT ARE MY SUPERVISOR'S RESPONSIBILITIES?

- Your supervisor must ensure that you receive training on the specific hazards of your job assignment prior to beginning the assignment.
- To provide you (when beginning an assignment which poses a new hazard) with training on the specific hazard of the equipment or process prior to beginning the assignment.
- Your supervisor is responsible for determining the specific training required and has responsibility for any employee not trained under their supervision.
- To ensure that you have access to the written IIPP.

WHAT ARE MY RESPONSIBILITIES AS AN EMPLOYEE?

- To perform your specific job assignment in the safest manner possible.
- To operate all equipment as instructed by your supervisor or as outlined in the manufacturer's operations procedures.
- To inform your supervisors as to any unsafe conditions.

What types of training classes are offered by CSULB Research Foundation?

- Training is offered in many areas of safety. Department need will dictate what type of training and assistance CSULB Research Foundation will provide.
- Classes can be scheduled and designed for specific groups or departments.

What are the training documentation requirements?

- Training and documentation will be maintained by the CSULB Research Foundation and/or the department for at least three (3) years.
- All FT and PT Regular Research Foundation employees receive this booklet and self-administered test as initial IIPP training upon orientation. The employee's acknowledgement form is retained as record of training in their personnel file.

WHAT ARE THE SYSTEMS THAT THE CSULB RESEARCH FOUNDATION HAS IN PLACE FOR IDENTIFYING, EVALUATING AND PREVENTING OCCUPATIONAL SAFETY & HEALTH HAZARDS?

- CSULB Research Foundation Human Resources, Safety and Risk Management Office, or a designee of Research Foundation Property Management will conduct Safety Inspections.
- CSULB Research Foundation Human Resources conducts accident investigations.
- CSULB Research Foundation Human Resources and/or the CSULB Employee Research Foundation Safety Committee will investigate employee safety concerns.

WHAT SYSTEMS DOES CSULB RESEARCH FOUNDATION HAVE FOR CORRECTING UNSAFE OR UNHEALTHY CONDITIONS AND WORK PRACTICES IN A TIMELY MANNER?

- Unsafe conditions that require repair are reported to CSULB Research Foundation Human Resources or Property Management by the department.
- Safety inspections are conducted periodically.

INJURY AND ILLNESS PREVENTION PROGRAM QUIZ

(Select the correct answer)

QUESTIONS	SELECT ONE
In addition to the IIPP self-administered training, I may be required to complete Hazard Communication or additional safety training.	◯ True ◯ False
This IIPP is designed to inform me of general safe work practices and specific instructions for hazards relate to my job.	◯ True ◯ False
I do not need to know the potential hazards and appropriate safety precautions prior to starting a new position.	◯ True ◯ False
I need to know how to use the emergency equipment in my area, how to obtain additional help and I should be familiar with emergency procedures.	◯ True ◯ False
If I see an unsafe condition, I should keep it to myself.	◯ True ◯ False
Chemicals must be properly labeled and stored.	◯ True ◯ False
It is okay to occasionally block exits.	◯ True ◯ False
I do not need special training prior to working with hazardous chemicals.	◯ True ◯ False
Heavy equipment operation does not require special training.	◯ True ◯ False
Safety concerns should be directed to the appropriate supervisor.	◯ True ◯ False
It is my responsibility to perform my job in the safest manner possible.	◯ True ◯ False

Answers:
(1-T; 2-T; 3-F; 4-T; 5-F; 6-T; 7-F; 8-F; 9-F; 10-T; 11-T)

EMPLOYEE ACKNOWLEDGMENT

California State University, Long Beach Research Foundation

I certify that I have read and know how to obtain a copy of the Injury and Illness Prevention Program and fully understand my responsibilities with respect to the policy and procedures as outlined. I further agree to comply with safe work practices.

Date: _____

Employee Name: _____

Department: _____

Signature: _____

Extension: _____

** Return to the Research Foundation Human Resources Department.