

**California State University, Long Beach
Forty-Niner Shops**

**Injury & Illness Prevention Program
(IIPP)**



**Date of Last Review:
December 23, 2019**

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I. INTRODUCTION

California State University Long Beach Forty-Niner Shops (further identified as the “49er Shops”) is dedicated to providing a safe and healthy working environment for staff, students, and the general public. To help achieve this goal, the 49er Shops will promote a comprehensive Injury and Illness Prevention Plan (IIPP) that integrates collaborative and cooperative efforts by the entire Forty-Niner Shops community to identify and eliminate unsafe conditions and practices, to control health hazards, and to comply fully with all applicable safety and health regulations.

The Forty-Niner Shops’ Injury and Illness Prevention Program includes the following elements:

1. Identifies persons with authority and responsibility for implementing the Program.
2. Outlines an enforcement and disciplinary process to ensure that employees comply with Forty-Niner Shops safety and health rules and regulations.
3. Establishes a system to communicate with employees about safety and health matters and to encourage feedback on safety concerns from them.
4. Outlines an inspection program or process to identify and evaluate workplace or worksite hazards on an ongoing basis and establishes methods and procedures for correcting unsafe or unhealthful conditions in a timely manner.
5. Outlines a procedure to investigate and resolve occupational injuries and illnesses.
6. Outlines a safety training program to ensure that training is provided, both general training to cover basic hazards to all places of employment as well as specific training to cover hazards that are unique to each employee's job assignment.
7. Outlines appropriate recordkeeping of steps taken to implement and maintain the program.

II. AUTHORITY & MANAGEMENT COMMITMENT

The Forty-Niner Shops follows the authority for executing this IIPP based on the California Labor Code, Section 6401.7 and the California Code of Regulations, Title 8, Section 3203 of the General Industry Safety Orders.

While the overall responsibility for the CSULB Forty-Niner Shops health and safety rests with the Director of Human Resources, the immediate responsibility for workplace health and safety belongs to each Forty-Niner Shops employee who performs a supervisory or managerial role. In addition, each individual employee is responsible for preventing Forty-Niner Shops accidents.

III. APPROVALS

This California State University Long Beach Forty-Niner Shops Injury & Illness Prevention Plan (IIPP) is hereby approved and supersedes any previous program or plan.

Rosa Hernandez
Director, Human Resources
CSULB Forty-Niner Shops

Signature

Date

Eliana Diaz
Risk Management and Training Coord.
CSULB Forty-Niner Shops

Signature

Date

IV. SCOPE & PURPOSE

This IIPP applies to all California State University Long Beach Forty-Niner Shops employees, volunteers, visitors, contractors and student employees. This IIPP applies to all programs and activities wherever they occur (at Forty-Niner Shops managed locations, on California State University Long Beach campus, and at off-campus locations). No student or employee will be required to perform any task that is determined to be unsafe or unreasonably hazardous.

Implementation of this program will result in several benefits including (but not limited to):

- Protecting the health and safety of employees while decreasing potential risk of injury and illness to all who work at California State University Long Beach Forty-Niner Shops locations.
- Reduce workers compensation claims and costs.
- Improve organizational efficiency by reducing replacement or reassignment costs for injured workers.
- Improve employee morale and safety as employees become more aware of the importance and priority for safety.
- Minimize potential for penalties to be assessed by regulatory enforcement agencies.

This program applies to all California State University Long Beach Forty-Niner Shops personnel, contractors and visitors at the following locations:

CSULB Campus	6049 E 7th St, Long Beach, CA 90840
Beachside Dining Hall	4835 Pacific Coast Hwy, Long Beach, CA 90804
Beach on 2 nd Street	5308 E 2nd St A, Long Beach, CA 90803
Blair Field	4700 Deukmejian Dr #4343, Long Beach, CA 90804

V. RESPONSIBILITIES

The overall responsibilities of the 49er Shops IIPP Administrator is to develop, implement and monitor the Injury and Illness Prevention Program for the 49er Shops. The individual ultimately responsible for the California State University, Long Beach Forty-Niner Shops IIPP is Rosa Hernandez. The responsibilities of the IIPP Administrator are as follows:

- Provide advice and guidance to all Shops personnel concerning the IIPP compliance requirements;
- Ensure scheduled periodic safety inspections are performed in compliance with regulatory requirements and assist management in identifying unsafe or unhealthful conditions;
- Ensure safety and health training programs to comply with regulatory requirements;
- Maintain safety and health records consistent with the requirements of this document and regulatory mandates;
- Ensure program audits, both scheduled and as required by a process, equipment or personnel change, or by a safety program mandate are performed.
- Conduct at least an annual review of this document and make the current revision available to all management staff.

Managers and Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering worker questions about the IIPP. A copy of this IIPP is available from each Manager and Supervisor. Manager's responsibilities are as follows:

- Develop and maintain area specific safety procedures;
- Conduct and document preliminary investigations of all reported industrial injuries and illnesses;
- Provide and document general and job specific safety training;
- Maintain current Safety Data Sheets (SDS), either in hard copy or electronic form, for all hazardous materials used in their specific departments;
- Ensure that all hazardous materials are properly labeled, stored and, as appropriate, identified for disposal;
- Conduct and document periodic safety inspections of facilities, equipment and projects to identify unsafe conditions and practices;
- Ensure that all employees are provided with appropriate Personal Protective Equipment (PPE) and are trained on the proper use and maintenance of such equipment.

Employee responsibilities are as follows:

- Follow established safe work practices at all times while performing their duties. This also includes accountability for using any issued PPE for protection against identified hazards;
- Comply with all applicable Shops safety and health policies and regulations;
- Report all unsafe conditions, when observed and without fear of retaliation, to their immediate manager and/or supervisor;

- Each employee shall constantly monitor their work area for potentially unsafe conditions and report such conditions to their manager and/or supervisor immediately.

VI. COMPLIANCE

All employees are expected to adhere to safe and healthy work practices. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Accordingly, any employee who violates any of the company's safety policies will be subject to disciplinary action. For more information on the disciplinary process, please reference the Employee Handbook.

VII. COMMUNICATION

Managers and supervisors will encourage employees to report any unsafe or unhealthy conditions they discover without fear of reprisal. The following methods have been established to communicate with employees on matters relating to health and safety:

1. New worker orientation including a discussion of safety and health policies and procedures.
2. Review of our IIPP.
3. Training programs.
4. Regularly scheduled safety meetings.
5. Posted or distributed safety information.
6. A system for workers to anonymously inform management about workplace hazards.

Risk Management Safety Committee:

The 49er Shops' Risk Management Committee will be comprised of staff members from the organization and CSULB trained Building Marshals. They will meet on a monthly basis, and review the following:

1. Minutes of the previous meeting.
2. Unfinished business of the previous meeting.
3. Self-inspection reports.

4. Discussion of injury or illness and corrective action taken.
5. Accident trends.
6. New and outstanding recommendations submitted by outside agencies (insurance carrier, fire department, Cal-OSHA, etc.).
7. New business.
8. All meetings will be documented and communicated to employees.
9. Assist the Administrator and area managers in developing a safe and accident-free operation;
10. Under the direction of the IIPP Administrator, the Committee will establish and maintain an effective safety and accident prevention program in accordance with the requirements and standards regulatory agencies
11. Support of the goal to provide an accident-free environment
12. Concerns expressed by the Committee shall be investigated

VIII. HAZARD ASSESSMENT

The 49er Shops has procedures for identifying and evaluating workplace hazards, unsafe conditions and work practices.

Workplace Inspections

The Risk Management Committee will work with Manager's to conduct quarterly safety inspections and take direct and preventative actions to eliminate unsafe conditions. Each Divisional Director will work with their respective location manager to ensure that all areas of inspection and regulatory compliance are reviewed, and that all action items that result from the inspection, are documented as identified hazards with corrective actions that must be addressed immediately. In addition, 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 the Shops is made aware of a new or previously unrecognized hazard.

IX. HAZARD CORRECTION

The 49er Shops intent is to immediately abate any recognized hazard which presents risk or imminent harm. This is known as an imminent hazard. If the 49er Shops is unable to abate the

hazard without potentially endangering employees or property, all personnel will be removed from the area of potential concern.

Imminent Hazard

If an imminent hazard exists, work in the area should stop, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

Correcting Unsafe / Unhealthy Conditions

Unsafe or unhealthy working conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards. Generally, supervisors are responsible for identification and correction of hazards that their employees face and should ensure that work areas they exercise control over are inspected periodically and/or at least annually. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed. Managers of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard.

X. INJURY & ILLNESS RESPONSE PROCEDURES

Employees shall report all work-related injuries to their immediate manager and/or supervisor as soon as the injury occurs. For all accidents, whether the employee chooses to seek medical treatment at a designated facility or they decline medical treatment for their injury, they must complete the DWC1 form and the Employee Accident Report form. Both of these forms must be turned in to Human Resources as soon as possible.

Employee accidents occurring during normal business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.) must be reported to the Human Resources Department no later than 8 hours following the incident.

Employee accidents occurring after hours (Monday – Friday, between 5:01 p.m. – 7:59 a.m.), on weekends, holidays, other campus closures or for employees on Shops approved travel, during the normal course of their job duties, must also report no later than 8 hours following the incident. If an accident happens during the time that the HR Office is closed, you may call the cell phone number of the Human Resources Director. If they are unavailable and the employee is in need of medical treatment, please make sure they have the directions to the designated facility and send them for treatment immediately. In case of an emergency, dial 911.

Employer Date of Knowledge – the date that the employee advised a person in authority about a possible work-related injury. The person in authority may be the employee’s director, manager, assistant manager, supervisor, lead, or Human Resources. Please make sure to go over this information with anyone that an employee would deem to be an “authority” for your

department, so they understand the importance of reporting any injury in the absence of the manager.

Employees can directly advised the person in authority about their work injury. The authority person will provide the forms to the injured employee. The forms can also be obtain at www.csulb.edu/49er-shops-at-the-beach/current-employees under the tab for forms and guidelines.

XI. ACCIDENT REPORTING AND INVESTIGATION

Administrator Reporting Responsibilities:

The Human Resources Director; Rosa Hernandez, in conjunction with the Managers, will determine whether the cause of the incident can be quickly identified and mitigated, or whether a more detailed corrective action plan is needed. If the problem requires more extensive review, the Human Resources Director will investigate the incident, determine what corrective action is necessary, and present those findings to the supervisor.

Cal-OSHA **must** be notified as soon as reasonably feasible, but no later than eight (8) hours following a serious injury or illness. Serious injury or illness includes, but is not limited to:

- Inpatient hospitalization for a period in excess of 24 hours for other than medical observation.
- Bodily dismemberment.
- Permanent disfigurement.
- Death.
- In cases where the employee receives professional medical care as a result of an on-the-job injury, the employee will receive treatment and will return to work as directed by the treating physician.

Managers Reporting Responsibilities:

All Forty-Niner Shops, Managers are responsible for investigating injuries/illnesses occurring within his/her department and providing a written report. The purpose of an injury/illness investigation is to establish all relevant facts (what happened, why the incident happened, what should be done, what action has been taken) and options so that a proper conclusion can be drawn about what must be done to prevent a reoccurrence. All investigations will be reviewed by the Risk Management Committee to assist in making recommendations for corrective action. The investigations will be discussed in a manner in which the HIPPA rights and protections of the injured employee are not violated in any manner.

Preventing a reoccurrence is the true objective of the injury/illness investigation. Accident investigations should include, but are not limited to the following information:

- An Accident Investigation Report form completely filled out.
- Statement from any and all witnesses, including the time, date, location and what the witness observed.
- Root cause analysis – understanding why the accident occurred and actions taken to preclude reoccurrence.
- Review any and all camera footage taken of the incident.

In addition, the Human Resources/Risk Management Committee Member will investigate each incident within the Shops and will assist managers to prevent similar injuries/illnesses in the future.

Employee Reporting Procedures

If you have been injured on the job you should:

- Call the emergency number if necessary and seek appropriate medical care.
- Inform your supervisor immediately and follow the employee requirements provided by Human Resources.
- Check the employee information poster board for medical attention information on where to go get help.
- Visit the employee information page at www.csulb.edu/49er-shops-at-the-beach/current-employees under the tab for forms and guidelines.
- The employee handbook has more information under the employee safety section on page 29.
- If medical attention is not desired or the employee refuses treatment, you must still fill out an Employee Accident Report.

For facility-specific information such as nearest medical provider facilities and other response or evacuation instructions, please see the 49er Shops emergency action plan (EAP) for your facility. [Does the 49er Shops have an EAP? Do they follow CSULB's EAP?]

XII. TRAINING AND INSTRUCTION

Employee training and safety orientation involves the employee, employee's manager and/or supervisor and the Human Resources department.

The employee's manager and/or supervisor are 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.

The Human Resources department provides information regarding Workers' Compensation insurance at the time of hire. Employees are encouraged to bring all safety-related questions to their supervisor and/or the Administrator.

Safety training should begin prior to an employee undertaking a job, but no later than five days of the employee's hire date and shall be completed within 30 days.

Employee's may be required to attend periodic safety training sessions regarding topics of general interest to the Shops and/or training sessions on specific safety topics within their department. Certificates received from an outside training vendor or through CSU Training should be turned in to the Human Resources department to place into the employee's personnel file.

New Employee Safety Training (NEST) 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 the Shops is made aware of a new or previously unrecognized workplace hazard to which employees under their immediate direction and control may be exposed and how to communicate information about those hazards effectively.

XIII. RECORDKEEPING AND DOCUMENTATION

Recordkeeping is an important requirement of safety training and Cal-OSHA regulations have requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. Both formal and informal training must be documented. If at all possible, training should take place through CSU Train as to maintain the history and record of the specific training. Department managers and/or supervisors are encouraged to document all on-the-job safety training, including staff meetings and one-on-one training. Records must be kept for all employees. The following records retention schedule shall be kept by Human Resources department:

Record Description	Retain for:
The Written IIPP	Indefinitely
Cal/OSHA 300 Log and Summary of Occupational Injury and Illness	5 years
Periodic Inspection Reports	3 years
Injury & Illness Investigation Reports and Accident Report Forms	5 years
Employee Training Records	Duration of Employment (DOE) (Except for training records of employees who have worked for less than one year)

	which are provided to the employee upon termination of employment)
Records Relating to Employee Communication and Enforcement	3 years
IIPP Audit and Inspection Records	3 years
Safety Meeting Agendas	3 years
Safety Meeting Sign In Sheets	3 years
Employee Suggestions, Questions and Responses	3 years
Industrial Hygiene and Exposure Sampling Records	DOE + 30 years
Employee Medical Records	DOE + 30 years
Notices of Safety Violations or Citations	5 years
Reports of Corrected Safety Violations or Citations	5 years
Safety Data Sheets (SDS)	Duration of Use (DOU) + 30 years

XIV. MAINTAINING THE IIPP

The IIPP Program Administrator and/or designee will periodically review and revise this IIPP when significant changes to the elements or applicability of the program occur **or at least annually.** This person shall also verify effective implementation of each element of the program, make any necessary changes, and communicate these changes to the management and effected personnel.