



Guidelines/Procedures

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Injury and Illness Prevention Program

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Injury and Illness Prevention Program

I. INTRODUCTION AND PURPOSE

It is the policy of Austin Community College to maintain a safe and healthful work environment for each employee (including student and contract employees), and to comply with all applicable regulations. The Injury and Illness Prevention Program (IIPP) is the ACC procedure intended to establish a framework for identifying and correcting workplace hazards within ACC, while addressing state requirements for a formal, written IIPP. This program is administered through the ACC Environmental Health Safety and Insurance Office.

II. RESPONSIBILITIES

The **ACC President** is the college Official ultimately responsible for ACC's compliance with environmental health and safety regulations. The ACC College President shall show visible support for safety as a value at ACC, through funding and appropriate staffing in support of the ACC Injury and Illness Prevention Program.

The **ACC Executive Team / Administrators** are responsible for insuring implementation of the Injury and Illness Prevention Program within their areas of responsibility, showing visible support for the Injury and Illness Prevention Program and for insuring the health and safety of the department's employees and ACC students.

The **Dean, Unit Director or Department Chair** has primary authority and responsibility to insure departmental implementation of the IIPP and to ensure the health and safety of the department's faculty, staff and students. This is accomplished by communicating the emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

The **Environmental Health Safety and Insurance Office** administers and coordinates the Injury and Illness Prevention Program for ACC and designated ACC facilities. Duties of the EHS and Insurance Office include, but are not limited to:

- Provide training for the implementation of the ACC Injury / Illness Prevention Program.
- Assist areas/units with all phases of implementation and compliance with this program.
- Identify required safety training for each area and provide/assist with training.
- Chair the EHS Task Force.
- Providing technical assistance in identification/elimination of unsafe conditions/hazards.
- Provide periodic injury reporting to Administrative Leadership Team.

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- Drive continuous improvement of ACC EHS programs.

All Employees

It is the responsibility of all faculty and staff to comply with all applicable health and safety regulations, policies, and established work practices. This includes but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions.
- Reviewing the building emergency plan and Evacuation Rally Point.
- Learning about the potential hazards of assigned tasks and work areas.
- Taking part in appropriate health and safety training.
- Following all safe operating procedures and precautions.
- Using proper personal protective equipment.
- Warning coworkers about defective equipment and other hazards.
- Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented.
- Participating in workplace safety inspections and assist in implementing appropriate corrective actions.

Supervisors

Supervisors play a key role in the implementation of the department's IIPP. (For the purpose of this template, the term "supervisor" includes any employee who oversees the work of others.) Supervisors may be Management, Directors, Department Task Force Chairs, Principal Investigators, or others. They are responsible for:

- Communicating to their staff and students the ACC emphasis on health and safety.
- Instill safety attitudes / behaviors through leadership by example
- Ensuring periodic, documented inspection of workspaces under their authority.
- Promptly correcting identified hazards.
- Modeling and enforcing safe, healthful work practices and behaviors.
- Ensuring that appropriate safety training is completed and personal protective equipment is provided.

- Implementing measures to eliminate, control or minimize workplace hazards.
- Stopping any employee's work that poses an imminent hazard to either the employee or any other individual.
- Encouraging employees to report health and safety issues to their supervisors and/or the Departmental/Divisional Safety Committee without fear of reprisal.

Faculty

Faculty play a key role in insuring a safe learning environment exists in their classes for all ACC students. Their responsibilities include:

- Provide their students with information on ACC emergency procedures (emergency evacuation, reporting emergencies).
- Ensure that students follow EHS procedures and guidelines established for their classes.
- Report student injuries that are a result of class sponsored activities. Assist students in completing Student Accident Insurance Claim Form for injuries that occur in covered classes.
- Encouraging students to report health and safety issues associated with class and eliminate or report potential hazards to allow for correction.
- Instill safety attitudes / behaviors through leadership by example

Austin Community College Environmental Health and Safety Task Force

The EHS Task Force has the ongoing responsibility to maintain and update this IIPP, to assess departmental compliance with applicable regulations and campus policies, to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions. The EHS Task Force meets monthly and includes representatives from various areas throughout the College. Information on the Task Force can be found at:

http://www.austincc.edu/ehs/risk_mgmt_ins/EHSTF/EHSTF_index.html

The EHS Task Force will be responsible for establishing appropriate EHS Committees throughout the College. Each employee is to have designated representative on the committee. Currently, ACC's established Safety Committees consists of:

Established Safety Committees:

- Sciences
- Buildings and Grounds

EHS Departmental/Divisional Safety Committee

The EHS Departmental / Divisional Committee membership may rotate periodically.

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Unsafe conditions that cannot be immediately corrected by an employee or his/her supervisor should be reported to the Departmental/Divisional Safety Coordinator or any EHS Task Force member by filling out a "Report of Unsafe Condition or Hazard" form (Appendix 1). (<http://accweb.austincc.edu/accforms/other%20services/servhome.html>)

Timely correction of workplace hazards will be tracked by the Safety Committee, which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports.

Specifically, the Departmental / Divisional Safety Committee will:

- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and track specific corrective actions.
- Review supervisors' investigations of accidents and injuries to ensure that all causes and contributing factors have been identified and corrected.
- Where appropriate, submit suggestions to department management for the prevention of future incidents.
- Review alleged hazardous conditions brought to the attention of any Departmental/Divisional Safety Committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.
- When determined necessary by the Departmental/Divisional Safety Committee, the Committee may conduct its own investigation of accidents and/or alleged hazards to assist in establishing corrective actions.
- Submit recommendations to assist department management in the evaluation of employee safety suggestions.

The Safety Committee must prepare and make available to all department personnel written minutes of issues discussed at the meetings. The Committee meeting minutes must be documented on "Safety Committee Meeting Documentation" (Appendix II) (<http://accweb.austincc.edu/accforms/other%20services/servhome.html>). These minutes are maintained on file for at least one year and are to be posted on ACC web site as required by College rules.

The Departmental /Divisional Safety Committee can seek assistance in the remediation of a hazard from other departments, including Environmental Health Safety and Insurance Office, Facilities and ACC Campus Police.

Departmental/Divisional Safety Coordinator:

The Departmental/Divisional Safety Coordinator has responsibility for:

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- Ensuring that the Departmental / Division Safety Committee is aware of all accidents that have occurred, and all hazards that have been observed since the last meeting.
- Working with the Campus Managers to address facility-related safety concerns
- Assisting in the coordination of required health and safety training.
- Serving as liaison with Environmental Health Safety and Insurance Office, EHS Task Force and other campus safety resources on issues the department cannot resolve.
- Maintaining copies of Departmental / Divisional Safety Committee minutes and other safety-related records.

The Departmental / Divisional Safety Coordinator may seek assistance from other members of the department as necessary to meet these responsibilities.

III. IDENTIFYING WORKPLACE HAZARDS

Regular, periodic workplace safety inspections must be conducted throughout the departments. The first of these inspections must take place when the IIPP is first adopted by the department. The inspections should be noted on IIPP Appendix III (<http://accweb.austincc.edu/accforms/other%20services/servhome.html>) or other documentation, and copies of this documentation must be maintained by the Departmental/Divisional Safety Coordinator for at least one year. These regular inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

Generally, supervisors are responsible for identification and correction of hazards that their staff and/or students face and should ensure that work areas they exercise control over are inspected at least quarterly. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

The "Report of Unsafe Condition" Appendix I (<http://accweb.austincc.edu/accforms/other%20services/servhome.html>) should be filled out when a referral is made to the Departmental/Divisional Safety Committee as a result of a condition discovered during an inspection for which the responsible supervisor could not determine an immediate remedy. The "Report of Unsafe Condition" form can also be printed, filled out and returned via inner-office mail to Environmental Health Safety and Insurance Office anonymously.

IV. COMMUNICATING WORKPLACE HAZARDS

Supervisors are responsible for communicating with all workers about safety and health issues in a form readily understandable by all workers. All department personnel are

encouraged to communicate safety concerns to their supervisor ***without fear of reprisal.***

The Departmental / Divisional Safety Committee is another resource for communication regarding health and safety issues for department employees. Each employee has a representative on the committee that will inform him or her of hazard corrections and committee activities. Additionally, Departmental / Divisional Safety Committee minutes and other safety-related items may be posted in the work area. Employees will also be informed about safety matters by e-mail, distribution of written memoranda, or by articles in the internal ACC newsletter (if applicable). Occasionally, the EHS Task Force or Departmental / Divisional Safety Committees may also sponsor seminars / speakers or coordinate other means to communicate with employees regarding health and safety matters.

Supervisors are responsible for ensuring that employees are supplied access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from a number of sources. These sources include, but are not limited to, Material Safety Data Sheets (MSDS, see below), equipment operating manuals, the Departmental/Divisional Safety Coordinator, Environmental Health Safety and Insurance Office, campus libraries, container labels and work area postings.

Material Safety Data Sheets

Material Safety Data Sheets (MSDSs) provide information on the potential hazards of products or chemicals. Hard copies of MSDS for the chemicals used in departments are available in the work areas and from Environmental Health Safety and Insurance Office. If an MSDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the MSDS arrives.

MSDS are also available over the Internet from a variety of sources. They can be obtained by accessing the Environmental Health Safety and Insurance Office web page <http://www.austincc.edu/ehs/HAZCOM.html> and clicking on "MSDS." For further information, contact Environmental Health Safety and Insurance Office for a fact sheet explaining how to use MSDS. Training on how to read and understand the information presented on an MSDS is also available from Environmental Health Safety and Insurance Office or on the Web page listed above.

Equipment Operating Manuals

All equipment shall be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Copies of operating manuals should be kept with each piece of equipment in the departments. Persons who are unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training should also be sought from an experienced operator or supervisor.

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V. CORRECTING WORKPLACE HAZARDS

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard. Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment "Do Not Use Until Repaired," and providing a list of alternatives for employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor, Campus Manager, Environmental Health Safety and Insurance Office or Campus Police.

Supervisors should use the "Hazard Correction Report" Appendix IV (<http://accweb.austincc.edu/accforms/other%20services/servhome.html>) to document corrective actions, including projected and actual completion dates. If necessary, supervisors can seek assistance in developing appropriate corrective actions by submitting a "Report of Unsafe Condition" to the Departmental / Divisional Safety Committee. If the Safety Committee requires assistance from other campus resources such as Environmental Health Safety and Insurance Office, Campus Police, Campus Manager or Facilities and Operations, these resources should be contacted immediately.

If an imminent hazard exists, work in the area should cease, 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.

VI. INVESTIGATING INJURIES AND ILLNESSES

Injury Reporting

Employees who are injured at work must report the injury immediately to their supervisor and to ACC Campus Police. Students who are not employees that are injured or involved in an accident should report the incident to their instructor and to

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ACC Campus Police. In either case, if immediate medical treatment beyond first aid is needed, call ACC Campus Police Dispatch at 222 from any ACC internal phone or 223-7999 from any phone. The injured party will be taken to the appropriate hospital or medical center.

If non-emergency medical treatment for work-related injuries or illnesses is needed, refer to Worker's Compensation procedures at <http://www.austincc.edu/ehs/insurance.html>

The supervisor of the injured employee must work with Environmental Health Safety and Insurance Office to ensure that the "Employer's Report of Occupational Injury or Illness" and a "Workers' Compensation Claim Form" are completed properly and submitted to the Workers' Compensation Insurance Carrier.

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

Injury Investigation

The employee's supervisor or student's instructor, with the assistance of the Departmental/Divisional Safety Coordinator, is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel and witnesses.
- Examining the injured employee's workstation for causative factors.
- Reviewing established procedures to ensure they are adequate and were followed.
- Review training records of affected employees.
- Determining all contributing causes to the accident.
- Take corrective actions to prevent the accident/exposure from reoccurring.
- Record all findings and actions taken.

The supervisor's / instructor's findings and corrective actions should be documented and presented to the Departmental/Divisional Safety Committee using the "Injury or Illness Analysis Report" Appendix V, which is available through the ACC Forms Database. If the supervisor is unable to determine the cause(s) and appropriate corrective actions, other resources should be sought. Available resources include the Departmental/Divisional Safety Committee, Environmental Health Safety and Insurance

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Office and other campus safety organizations (see Section X). Copies of the completed Injury and Illness Analysis Report are to be provided to the EHS and Insurance Office within 5 days of the date of the injury. EHS and Insurance Office is responsible for maintaining a college wide log of all injuries and the implemented corrective actions.

The Departmental/Divisional Safety Committee will review each accident or injury report to ensure that the investigation was thorough and that all corrective actions are completed. Investigations and/or corrective actions that are found to be incomplete will be routed back to the supervisor for further follow-up, with specific recommendations noted by the committee. Corrective actions that are not implemented in a reasonable period of time, will be brought to the attention of the EHS Task Force or Environmental Health Safety and Insurance Office by the Departmental / Divisional Safety Coordinator. The EHS Task Force will review district wide student and employee injuries on a monthly basis.

In addition, the EHS and Insurance Office will review injury tracking and corrective action summaries with the Administrative Leadership Team on a regular established basis.

VII. EMPLOYEE HEALTH AND SAFETY TRAINING

Employee safety training is provided at no cost to the employee and is conducted during the employee's normal working hours on ACC time. Safety training may be presented by a knowledgeable supervisor, other department personnel, or by representatives from other relevant campus departments. Regardless of the instructor, all safety training must be documented using the "Safety Training Attendance Record" Appendix VI (<http://accweb.austincc.edu/accforms/other%20services/servhome.html>) or an equivalent record that includes all the information contained on the "Safety Training Attendance Record form. Supervisors must also submit a "Department Safety Training Matrix" form to the Environmental Health Safety and Insurance Office. The Department Safety Training Matrix will be individualized for each department to reflect all required employee health and safety training. These requirements will be established by the Environmental Health Safety and Insurance Office and will be based on the job responsibilities of the department and its employees. Supervisors shall contact Environmental Health Safety and Insurance Office to obtain customized "Department Safety Training Matrix" form for their area.

Initial IIPP Training

When the IIPP is first implemented, all department personnel will be trained on the structure of the IIPP, including individual responsibilities under the program, and the availability of the written program. Training will also be provided on how to report unsafe conditions, how to access the Departmental / Divisional Safety Committee and EHS Task Force, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training session will be oriented on this material as soon as possible by the Departmental/Divisional Safety Coordinator or appropriate supervisor. These individual training sessions will be documented using "New Employee Safety Training Record," (<http://accweb.austincc.edu/accforms/other%20services/servhome.html>) or the equivalent. This document must also be kept by the Departmental/Divisional Safety Coordinator for at least five years.

Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Specific topics which may be appropriate to department personnel include but are not limited to the following:

- Fire prevention techniques and fire extinguisher use.
- Obtaining emergency medical assistance and first aid.
http://www.austincc.edu/ehs/emerg_procedures.html under Emergency Reporting Procedures
- Disaster preparedness and response, including building evacuation procedures.
http://www.austincc.edu/ehs/emerg_procedures.html
- Health and safety for computer users.
<http://www.austincc.edu/ehs/ehs.html> under Ergonomics
- Back care, body mechanics, and proper lifting techniques.
- Hazard communication, including training on MSDS, chemical hazards and container labeling (for areas that work with chemicals or have the potential of being exposed to chemicals).
<http://www.austincc.edu/ehs/HAZCOM.html>
- Hazardous waste procedures for areas that generated chemical wastes.
http://www.austincc.edu/ehs/Hazardous_Waste.html

- Proper housekeeping.
- Chemical spill reporting procedures.
http://www.austincc.edu/ehs/emerg_procedures.html under Hazardous Materials Spill Procedure

VIII. ENSURING COMPLIANCE

All department personnel have the responsibility for complying with safe and healthful work practices, including applicable regulations, campus policy, and departmental safety procedures. Overall performance in maintenance of a safe and healthful work environment should be recognized by the supervisor and noted in performance evaluations. ***Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries were a result of an unsafe act on the part of the employee.***

Standard progressive disciplinary measures in accordance with the applicable personnel policy or contract will result when employees fail to comply with applicable regulations, campus policy, and/or departmental safety procedures. Faculty members will be disciplined for unsafe practices in accordance with the Faculty Code of Conduct. Students not employed by the College will be disciplined for unsafe practices in accordance with the Student Code of Conduct. All personnel will be given instruction and an opportunity to correct unsafe behavior. Repeated failure to comply or willful and intentional non-compliance may result in disciplinary measures up to and including termination.

IX. RECORD KEEPING

Documents related to the IIPP are to be kept by the department These records include:

- Records of scheduled and periodic workplace inspections, including the person conducting the inspection, any identified unsafe conditions or work practices, and corrective actions. These records must be kept for at least 1 year.
- Employee safety training records, including the names of all attendees and instructors, the training date, and material covered. These records must be kept for 5 years
- Other documents related to the IIPP that should be kept on file for 5 years include:
 - Reports of Unsafe Conditions or Hazards
 - Safety Committee Meeting Documentation
 - Hazard Correction Reports.
 - Supervisors Injury or Illness Analysis Reports

X. CAMPUS SAFETY RESOURCES

A number of College programs and service organizations have been established to address injury and illness prevention and to maintain and promote a safe and healthful work environment for the campus community. A list is provided below, please use the Campus Telephone Directory for up-to-date telephone numbers.

Environmental Health Safety and Insurance Office- For information and assistance on various safety/health/environmental topics, including hazard evaluations and employee training, waste disposal, ergonomic issues, work site wellness, Workers' Compensation programs and Student Accident Insurance claims (for covered classes). EHS and Insurance Web Site: <http://www.austincc.edu/ehs/index.html>

- For information on EHS and Insurance Manager's responsibilities:
http://www2.austincc.edu/hr/job_desc/1610.htm
- For information on ACC's EHS and Insurance Office's Mission:
<http://www.austincc.edu/ehs/index.html>
- For information on ACC's EHS goals and Management Safety Statement:
<http://www2.austin.cc.tx.us./admrule/3.03.006.htm>

Department Chair/Program Coordinator- For information on various safety topics related to EHS procedures for the Department.

Departmental / Divisional Safety Coordinator - Same as Department Chair / Program Coordinator.

EHS Task Force – For assistance in resolving EHS concerns and insuring consistent, district wide implementation of EHS programs, policies and procedures.

Office of Human Resources-Assistance for staff employees in dealing with supervisory issues for information on personnel policies and contracts.

Facilities and Operations / Buildings and Grounds - For installation and repair of facility safety equipment.

Student Services -Assistance for student employees.

ACC Campus Police Department -For information on personal security at the workplace and emergency reporting .

Related Forms:

Appendix I:	Report of Unsafe Condition or Hazard
Appendix II:	Safety Committee Meeting Documentation
Appendix III:	Inspection Forms (General, Shop for Maintenance Area, Laboratories)
Appendix IV:	Hazard Correction Report
Appendix V:	Supervisor's Injury / Illness Analysis Report
Appendix VI:	Safety Training Attendance Record
Appendix VII:	New Employee Safety Training Record
	Department Safety Training Matrix – customized to each area, available from EHS and Insurance Office (223-1015)