INJURY & ILLNESS PREVENTION PROGRAM

For Compliance with:
California Code of Regulations,
Title 8
General Industry Safety Orders
Section 3203

California State University
Long Beach

Revised
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Office of
Environmental, Health and Safety

California State University Long Beach

Injury and Illness Prevention Program
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CSULB IIPP Program Description

In 1973, the state of California adopted its own safety and health program, as permitted by the federal Occupational Safety and Health Act (OSHA) of 1970. The California Department of Industrial Relations, Department of Occupational Safety and Health (Cal-OSHA) establishes comprehensive occupational safety and health regulations that protect the working women and men of California. Title 8 of the California Code of Regulations (CCR) mandates that all California employers develop an Injury and Illness Prevention Program (IIPP). The IIPP must detail the means and methods each employer will use to ensure the safety and health of its employees. Currently, this IIPP requirement is unique to California. As such, the working men and women of California enjoy the unique protection and benefits required by this regulation. California State University, Long Beach (CSULB) maintains its IIPP in full compliance with state requirements. The University also seeks to ensure that all of our employees and contractors are cognizant of the requirements of this regulation and that their health and safety is protected by this program.

Injury and Illness Prevention Program Scope

The CSULB Injury and Illness Prevention Program (IIPP) is the cornerstone program for ensuring the safety and health of all CSULB employees. The CSULB IIPP provides the framework and context for the University's overall health and safety program, and establishes the University's commitment to a campus culture that creates a safe and healthy environment for our faculty, staff, students, contractors, and visitors.

As required by California regulation, all other safety programs and required training are governed by the principles set forth in the CSULB IIPP. Training and inspection requirements for other enforcing agencies and/or certifying entities shall be harmonized to ensure compliance with California requirements and the requirements of the CSULB IIPP. The CSULB IIPP must be considered a dynamic document, and as such will be assessed by the campus as required to ensure that the processes, procedures, and responsibilities described in the IIPP are consistent with current regulatory requirements.

Safety and Health Policy

President's Declaration

California State University Long Beach is committed to provide a safe and healthy campus environment for faculty, staff, students, volunteers, visitors, and the general public. It is the policy of the University to establish an action-oriented Injury Illness Prevention Program (IIPP) designed to identify and eliminate unsafe conditions/practices, to control health hazards, to safeguard the property and assets of the University, and to comply fully with all applicable safety and health regulations.

As President of CSULB, I am ultimately responsible for maintaining a safe and healthy campus environment. After careful review, it has become clear to me that our safety record needs improvement.

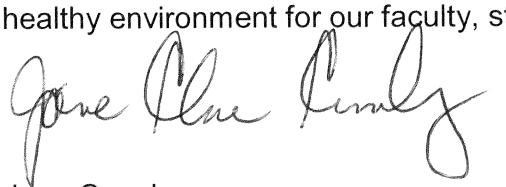
Therefore, as directed by me, all CSULB deans, directors, department chairs, managers, and supervisors shall take a leadership role in ensuring the program's effectiveness through the development of a proper safety culture for everyone under their supervision and by ensuring that all operations under their control are conducted in full compliance with all applicable regulations and this IIPP.

In addition, all CSULB employees are responsible for the following:

- Comply with federal, state and local safety regulations at all times.
- Obey all safety rules, follow all established safe work practices and exercise caution in all work activities at all times.
- Report any unsafe work condition or practice to their immediate supervisor as soon as it becomes known.
- Contribute to the University's effort for continuous improvement by submitting suggestions and recommendations to their supervisor.

Finally, it shall be considered every individual's responsibility to ensure not only their personal safety but to develop a concern for the safety of everyone working near him/her. Working together, we will succeed in maintaining a safe and healthy work environment.

The CSULB IIPP provides the framework and context for the University's overall health and safety program, and establishes the University's commitment to a campus culture that creates a safe and healthy environment for our faculty, staff, students, contractors, and visitors.



Jane Conoley
President
California State University Long Beach

I. Definitions

Accident Investigation- A process by which a review of the circumstances of an event, the gathering of factual records and evidence, and the development of a final report describing the events as they transpired. Typically, these investigations are conducted by the Department Management, Environmental, Health & Safety Management, and/or Risk Management as appropriate.

Environmental, Health & Safety (EHS) Audit- An activity directed at verifying a site or organization's environmental, health, or safety status with respect to specific, predetermined criteria. An audit is distinct from other evaluation methods that may involve conclusions based on professional opinion or limited evaluation, or unique instances not associated with specific criteria.

Employee- Any person (student assistant, volunteer, full/part-time faculty, staff or administrator) who works for the University and is subject to coverage under occupational standards as set forth by CAL/OSHA, or falls under the University's workers' compensation insurance.

Engineering Controls- Engineering measures employed to control workplace hazards (chemical, physical, biological or radiological). This methodology is preferred to the implementation of personal protective equipment as a means of personal protection.

Imminent Hazard- Any condition or practice where there is a reasonable certainty that a potentially hazardous condition exists which might cause serious injury or death to an individual, and/or irreversible damage to the University infrastructure.

Inspection- The review and assessment of a University program, area, or practice for the purpose of identifying non-compliant activities, imminent hazards, and/or unsafe acts or conditions.

Manager- Any person responsible for planning and directing the work of a group of individuals, monitoring their work, and taking corrective action when necessary. A manager may direct employees directly or he/she may direct several supervisors who direct the employees.

Personal Protective Equipment (PPE) – Personal protection equipment designed to protect that individual from the identified hazards of the area he/she is exposed to. Examples of devices are: hard hats, safety glasses/goggles, face shields, ear plugs, respiratory devices, gloves, tyvex suits/protective clothing, barriers, shields, or other protective measures. All personal protective equipment is considered to be secondary to mechanical or engineering controls.

Supervisor – Any person in first-line management who monitors and regulates employees in their performance of assigned or delegated tasks. Supervisors are usually authorized to recommend and/or affect hiring, disciplining, promoting, rewarding, and performing other associated activities regarding the employees in their department.

Unsafe Act- Performance of a task or execution of an action which threatens the personal health and safety of the primary individual and/or secondary bystanders. Examples include, but are not limited to, the following:

- Operating a device without proper certification/authorization.

- Lack of or improper use of PPE.
- Failure to follow established rules, regulations, or guidelines.
- Operating equipment in poor or unsafe condition.
- Failure to warn others of an unsafe condition.
- The intentional bypass or removal of safety devices.
- Use of defective equipment.
- Use of tools/equipment for other than their intended purpose.
- Working in hazardous locations without adequate protection or warning.
- Improper or incomplete repair of equipment/facilities.
- Horseplay
- Any action which could cause an employee to become distracted while performing any activity.
- Wearing unsafe clothing for task being performed.
- Entering a confined space without proper protection or equipment.
- Food/beverage consumption or storage in any area where chemicals are used or stored.

Unsafe Condition – A workplace feature that is likely to cause injury or property damage. Examples include, but are not limited to, the following:

- Inadequate supports or guards.
- Defective tools, equipment, or supplies.
- Congested conditions in the workplace, including blocked hallways and exits.
- Blocked emergency equipment, such as fire extinguishers and eye wash stations.
- Inadequate warning systems
- Potential fire, explosion and chemical hazards.
- Poor housekeeping.
- Hazardous atmospheric conditions.
- Excessive noise.
- Poor ventilation and/or temperature control.
- Inappropriate personal hygiene/grooming, long hair around machinery, facial hair with respirator use, etc.

II. Responsibilities

- **University President** – Has overall responsibility for injury and illness prevention and compliance with this IIPP Plan. The president will meet this responsibility by providing institutional support toward the execution and administration of this IIPP Plan. The president has delegated the actual administration of this Plan to the University's Environmental Health & Safety (EHS) Office.

- **Deans, Department Chairs, Managers, Supervisors** - Have the responsibility to implement this IIPP Plan in their respective work areas. These responsibilities shall include, but are not limited to, the following duties:

- Designate a College/Building Safety Coordinator who will serve as a liaison with the University EHS Office regarding health and safety matters and disseminate that information to all department personnel.

- Establish clearly outlined safety responsibilities in the job descriptions that govern their employees.

- Instruct employees in the recognition and avoidance of unsafe acts and conditions, including hazards associated with non-routine tasks and emergency operations.

- Develop and implement a specific training program designed to instruct employees in general safe work practices for their immediate area as well as instructions specific to their job duties. Such education and training shall take place prior to the employee being assigned any potentially hazardous work assignment.

- Conduct and document periodic safety inspections of facilities, equipment and projects to identify unsafe conditions and practices.

- Perform all necessary corrective actions as identified by safety inspections or department employee communications.

- Inform affected employees of unsafe conditions that cannot be immediately corrected and/or post appropriate warning signs in those affected areas.

- Refer unsafe acts and conditions that cannot be corrected or addressed at the department level to the University EHS Office.

- Develop a method of communication where unsafe acts and conditions can be reported by employees without fear of reprisal and management can communicate safety information to all respective employees.

- Initiate disciplinary action, as defined in the applicable employee Memorandum of Understanding (MOU), to employees who fail or refuse to follow established university safety program requirements.

- Conduct and document preliminary investigations of all reported industrial injuries and illnesses.

- Maintain a current Safety Data Sheets (SDS), either in hard copy or electronic form, for any material that can be ingested, inhaled or absorbed and is present in their specific department(s).

- Ensure that all hazardous materials and waste are properly labeled, stored and, as appropriate, identified for disposal.

- Ensure that all employees are provided with appropriate personal protective equipment (PPE) and are trained on the proper use and maintenance of such equipment.

- Ensure that all employees receive specific and periodic medical examinations that are applicable for their job description and meet mandated federal and state regulations.

- Maintain safety and health records including, but not limited to, training, periodic inspections, accident investigations, corrective action documents, and disciplinary documents consistent with the requirements of this document.

- Review the University IIPP Plan on a periodic basis and provide the EHS Office with suggestions for improvement as appropriate.

- **College or Building Safety Coordinators shall:**

  - Assist the Dean, Director, or Department Chair in the implementation of this IIPP.
  - Serve as liaison with EHS for the college/building on matters pertaining to safety inspections, incident investigations, safety education and training, and safety hazard reporting.
  - Obtain relevant safety/health information and conduct or coordinate employee safety education and training related to workplace hazards.
  - Conduct periodic safety inspections of college/building facilities, equipment and projects in order to identify unsafe conditions and practices.
  - Make recommendations and initiate corrective actions regarding identified hazards or deficiencies.
  - Ensure maintenance of college/building training records, incident investigation reports, employee exposure monitoring records, and any other pertinent data.
  - Perform other safety-related duties as assigned by the Dean, Director or Department Chair. These duties should not be in conflict with any other bargaining unit health and safety contract requirement.

- **The Director of Environmental, Health and Safety (EHS)**, as delegated by the University President, is responsible for the implementation and management of the CSULB Injury and Illness Prevention Program (IIPP). In this respect, the Director of EHS is responsible for the following:

  - Provide advice and guidance to all university personnel concerning IIPP compliance requirements;
  - Provide centralized monitoring of campus activities related to implementation of campus IIPP;
  - Ensure scheduled periodic safety inspections are performed in compliance with regulatory requirements and assist management staff in identifying unsafe or unhealthful conditions;

- Ensure safety and health training programs comply with regulatory requirements and university policy.
- Oversee the maintenance of 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.
- Interpret existing or pending safety and health legislation and recommend appropriate compliance strategies to university personnel.
- Conduct at least an annual review of this document and make the current revision available on the EHS web site.

- **University Risk Manager**- The Risk Manager is responsible for coordinating campus risk management assessment programs, developing and implementing training and assessment methodologies to assist the campus with effectively avoiding, mitigating, transferring, and/or controlling risk.

- **Employees shall:**

  - Implement 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 university safety and health policies and regulations.

  - Report all unsafe conditions, when observed and without fear of reprisal, to their immediate supervisor, the EHS Office or University Police.

- **College of Natural Science and Mathematics (CNSM) Safety Department staff shall:**

  - Ensure that all of the regulatory and program requirements detailed in this document and CNSM Safety Program Manual are met.

  - Perform the duties and meet the regulatory requirements as the University's Radiation Safety Officer and as the CNSM Laser Safety Officer and CNSM Biological Safety Officer.

- **University Police Department staff shall:**

  - Ensure that any work-related injury or illness, to which they are a responder, resulting in hospitalization or death, is verbally reported to the Workers' Compensation Manager within 8 hours of its occurrence (See Accident Investigation Section).

III. Adherence to Health and Safety Policies and Procedures.

- University Deans, Department Chairs, Managers and Supervisors are responsible for the development of written policies and procedures within their respective areas that are related to:

  - Department safety and health requirements in subject areas, including PPE, employee conduct, emergency exit procedures, etc.

  - Task specific procedures that include mandatory safety requirements.

EHS shall be consulted prior to the establishment of any written policy or procedure regarding employee safety and health to ensure that it complies with regulatory requirements, university policy, and guidance under this IIPP.

- Campus managers shall include a statement concerning adherence to health and safety policies and procedures in each employee performance appraisal.

- Campus managers shall take appropriate disciplinary action, as detailed in the applicable MOU, with any employee who fails or refuses to follow established safety procedures.

- Annually, campus managers may nominate for the Governor's Employee Safety Award those employees who have made exceptional contributions to safety and health in their work place. In addition to the annual award, managers are encouraged to recognize employees who follow safe and healthful work practices. The method of recognition shall be determined by the department administrator.

IV. Safety Communication

- Several mediums are utilized by CSULB to communicate with employees on matters related to occupational safety and health. Examples include, but are not limited to, the following:

  - Quarterly EHS newsletter published in Inside CSULB: http://web.csulb.edu/misc/inside/

  - Campus Emergency Alert System (EAS);

  - On-line communication through the EHS web page: http://daf.csulb.edu/offices/ppfm/ehs/index.html

- EHS provides safety notices for posting on Official University bulletin boards;
- EHS advises College/Building Safety Coordinators on appropriate training procedures and updates;
- EHS provides a proactive response to direct inquiries.
- EHS participates in and chairs the University's Health & Safety Committee meetings.
- EHS participates in departmental staff meetings to brief faculty and staff on specific, or requested, health and safety topics.
- EHS participates in and chairs the monthly Facilities Management Safety Awareness Team meetings.
- EHS participates in the campus' Office of Emergency Management (OEM) Emergency Management Advisory Committee and Safety Sub-Committee meetings.

V. Hazard Assessment and Control

- Every employee is responsible for maintaining a safe and healthful working environment for themselves and their fellow employees. Any unsafe condition shall be immediately reported to the proper authority. At any time when any hazard which poses an imminent threat to life or health is identified during any safety inspection or otherwise becomes known, immediate corrective action shall be taken by the responsible manager. If the immediate threat cannot be immediately abated without endangering students, employees and/or property, all students and employees shall be evacuated from the area except those personnel who are trained and are necessary to correct the hazardous condition. A call to EHS shall be made at:

  Ext. 5-2283

- If the situation does not pose an immediate risk of personnel injury or death, a call shall be made to either the department supervisor or to the Facilities Management Customer Service at:

  5-HELP (5-4357)

- University managers or supervisors shall conduct periodic safety inspections of their facilities, equipment and projects to identify unsafe conditions and work practices. Three model inspection checklists are offered in Appendix A. The appropriate checklist shall be used to conduct the inspection. EHS will provide assistance and guidance on an as needed basis. Completed inspection records and any corrective action taken to rectify any unsafe condition shall be maintained by the appropriate manager for a minimum of 3 years.

- The Risk Manager shall conduct periodic inspections of general outdoor and indoor campus facilities and public access areas in order to assess, eliminate, mitigate and/or control risks.

- EHS shall conduct periodic audits of all department health and safety activities to ensure compliance with this and other applicable regulatory requirements.

- Departments are responsible for engaging and correcting EHS audit findings, and providing a written response to EHS regarding those corrections. A time frame for implementing any corrective action(s) shall be included on the response and agreed upon by the department and EHS.

- Whenever a department adds, deletes or modifies a work task, material/product, piece of equipment or procedure that results in creating new or different exposure hazard(s), all affected employees must receive training specific to that hazard(s). The training must be provided prior to implementing the change and may be delivered by a qualified party determined by the department's manager or supervisor. Documentation of the training must be kept by the department for 30 years from the date of training.

- In addition to the periodic safety and health inspections conducted by each department, EHS will conduct specialized inspections. These inspections will typically be conducted as a result of a workplace accident or a request. Upon completion of each inspection, EHS will provide a report, to the department administrator, of the observed deficiencies and recommendations for corrective action(s). The department administrator is responsible for completing the corrective action(s) and returning the Notice of Corrected Violation form in Appendix A to EHS within the required time frame.

VI. Occupational Injury/Illness Investigation

Work-related employee injuries/illnesses occurring **during** normal working hours (Monday-Friday, 7:00 AM to 5:00 PM) shall be immediately reported (verbally) to the employee's manager/supervisor. For any non-emergency, non-life-threatening incident, the manager/supervisor shall initiate the Procedure for Managing Work-related Injuries or Illnesses (see Appendix B). If the employee declines to seek medical attention and file a workers' compensation claim, the Accident Investigation Report shall be completed by the manager/supervisor and forwarded to the Workers' Compensation Manager no later than **24 hours** following the incident. The Accident Investigation Report form is available on the following website:

http://daf.csulb.edu/forms/bhr/workers_comp/accident_investigation_rpt.pdf

If any employee requests to seek medical attention and to file a workers' compensation claim, the manager/supervisor shall follow the Work-Related Injury Treatment procedure outlined in Appendix C. The manager/supervisor shall also complete a Medical Authorization form and give it to the employee. Two forms are available- Long Beach Memorial Occupational Medical Services (MOMS) and Los Alamitos Emergency Room. These forms are available on the following website:

http://daf.csulb.edu/forms/bhr/workers_comp/med-auth-moms.pdf
This form should be used for non-emergencies and during normal working hours

http://daf.csulb.edu/forms/bhr/workers_comp/med_auth_losalamitos.pdf
This form should be used for emergencies or after normal working hours

Unless the employee requires immediate medical attention, the manager/supervisor shall also give the employee a Workers' Compensation claim form (DWC 1), which is available on the following website:

http://www.dir.ca.gov/dwc/forms/ClaimForm2010.pdf

The employee shall complete lines 1-8 and sign this form before returning it to the manager/supervisor. The manager/supervisor or ASM shall complete and sign lines 9-17 of this form. The manager/supervisor shall also complete the Supervisor's Review Form, which is available on the following website:

http://daf.csulb.edu/forms/bhr/workers_comp/sup_rev_fm.pdf

After completing all required paperwork, the manager/supervisor shall report the injury immediately to the Workers' Compensation manager via phone (5-2366) or fax (5-7180). The Workers' Compensation Claim form, Supervisor's Review form, and a work status note from the medical facility shall be forwarded to the Workers' Compensation Manager via fax (5-7180) no later than **24 hours** following the injury. The originals may either be walked over or sent through inter-campus mail.

Work-related employee injuries/Illnesses occurring **after** normal working hours (between 5:01 PM and 6:59 AM Monday – Friday), on weekends, holidays, other campus closures, or while on university approved travel and during the normal course of their job duties, shall be reported (verbally) to the Workers' Compensation Manager no later than **8 hours** following the incident, or when the "campus" becomes aware of the accident. Cal-OSHA considers "campus knowledge" to be any person who is assumed to be in a position of authority and who witnesses or responds in some manner to the incident. For our purposes, these persons are defined as any college or department dean/director/department chair/manager/supervisor, faculty member and/or university police officer. This person(s) is required to ensure that University Police (562-985-4101 or at ext. 54101) is immediately notified. University Police will then immediately notify the Workers' Compensation Manager. The Accident Investigation Report form for an after-hours incident must be forwarded to the Workers' Compensation Manager no later than **24 hours** following the incident or the **next business day** following the incident, whichever is **shorter.**

Employee incidents involving a serious injury or illness are those incidents in which the employee(s) requires in-patient hospitalization in **excess** of **24 hours** for other than medical observation, or in which the employee(s) suffers a loss of any body part or suffers any permanent disfigurement. Any incident that involves a serious injury/illness, hospitalization (taken by private/state vehicle or ambulance) or any fatality **shall** be reported (verbally) to the Workers' Compensation Manager or EHS by University police or anyone with campus knowledge **immediately** after the incident. University Police or a person with campus knowledge shall provide information consistent with the above-referenced procedure and whether it is an "on" or "off" hours incident. The Workers' Compensation Manager or EHS shall immediately notify Cal-OSHA, by telephone, of any employee incident involving a serious injury/illness or fatality. Failure of the University to notify Cal-OSHA within the 8 hour time frame will result in a citation and fine. If the University can demonstrate that **exigent** circumstances exist, the time frame for the verbal report to Cal-OSHA may be made no longer than **24 hours** after the incident.

In the event that a contract employee suffers a work-related injury or illness in the course of working on a University sponsored project, it is the responsibility of the contractor to notify the applicable University representative within 1 hour of the incident. The contractor is also responsible for ensuring the affected employee(s) are provided, if necessary, with proper and timely medical treatment. All university contractors shall comply with all applicable California Labor Code and Cal-OSHA regulations regarding work-related injuries or illness.

VII. Correction of Unsafe Conditions and Work Practices

- As mentioned in Section V of this IIPP, a call to EHS shall be made following the identification of any unsafe or unhealthful condition which poses an immediate threat. An EHS representative shall initiate corrective actions to alleviate the condition or secure the area as necessary to ensure that no one is threatened.

- For all non-immediate threat unsafe or unhealthful conditions, the Facilities Management Customer Service representative (**5-HELP**) will place a priority on each request based on the requestor's description and the safety/health implications. Those requests that are determined to be a safety/health concern are given higher priority.

- At the completion of an IIPP audit or inspection request performed by EHS, the affected college or department may receive a Notice of Safety Violation (see Appendix A). Receipt of a Notice will require the responsible manager to take the necessary corrective action(s) and, if the unsafe condition cannot be immediately abated, develop a suitable timetable for correcting the unsafe condition based on the severity of the hazard. A Report of Corrected Safety Violation (see Appendix A) shall be completed by the appropriate administrator and returned to the EHS office no later than the specified due date (as determined by EHS). If a safety violation cannot be corrected on or before the due date, EHS shall be contacted immediately.

VIII. Safety and Health Training

Effective dissemination of safety information is an essential element of a successful IIPP. It is necessary to provide employee training on general safe work practices and specific instruction related to hazards unique to each employee's job assignment.

- University Safety Coordinators, managers and supervisors are the primary safety trainers. However, University deans and directors shall ensure that Safety Coordinators, managers and supervisors under their charge are trained to recognize and abate safety and health hazards to which their employees are exposed. Part of a manager or supervisor's safety training responsibility includes ensuring that their college's or department's safety training records are appropriately maintained. Additionally, each safety training class shall be recorded on a document at least as comprehensive as the Sample Safety Training Record Roster provided in Appendix D. The only exception to this process is the College of Natural Science and Mathematics. The safety training responsibility for this college lies within its safety department staff. Their requirements are the same as those detailed in this document.

- Training and instruction which ensures that each employee is knowledgeable about the materials and equipment they will be working with, what known hazards are present and how they are controlled shall be provided to:

  - All new employees

  - All employees given new job assignments for which training has not previously been received and documented.

  - Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.

  - Whenever the employer is made aware of a new or previously unrecognized hazard.

  - Managers/supervisors in order to familiarize themselves with the safety and health hazards to which employees under their responsibility may be exposed to.

- Training and instruction shall inform employees:

  - That the success of the CSULB IIPP depends on mutual cooperation.

  - Of the safe work procedures required for their jobs, and how these procedures protect them against potential or actual exposure to injuries or illnesses.

  - When personal protective equipment is required or needed, how to use it and maintain it in good condition.

  - What to do in case of any emergency in the workplace.

- All employees shall be informed and understand that:

  - They shall not undertake a job until they have received instructions on how to perform it properly and safely.

  - They shall not undertake any job that appears to be unsafe.

  - Mechanical safeguards must always be kept in place.

  - They are to report to their immediate supervisor any unsafe act or unsafe condition encountered during work.

  - Any work-related injury or illness, however slight, must be reported immediately to the immediate manager/supervisor.

- Personal Protective equipment must be used when and where required, and maintained properly.

- It is also the responsibility of the college or department to determine the frequency of employee training. The Cal-OSHA sample training matrix in Appendix E provides a resource for long-term planning related to safety training. EHS will also provide guidance to any college or department.

- EHS is responsible for the following safety training requirements:

  - Assisting managers and supervisors in their development of safety training programs by providing advice, guidance and information concerning regulatory requirements relative to training content.

  - Providing monthly New Employee IIPP/Safety Training

  - Providing access to online learning courses in Environmental, Safety & Health subjects. This program, called **Skillport**, is administered by the Office of the Chancellor and California State University Risk Management Authority (CSURMA). Specific information regarding this program can be obtained here:

    https://csyou.calstate.edu/Employee-Resources/training/spd/compliance-training/Documents/EHS%20Catalog%202014.pdf

IX. Recordkeeping

Cal/OSHA regulations require maintenance and retention of records for occupations injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. In order to comply with these multiple requirements, and to demonstrate that critical elements of this IIPP are being implemented, the following records retention schedule shall be kept by the University:

- EHS shall maintain the following records for the minimum length of time indicated below:

Record Description	Retain for:
Notices of Safety Violations	3 years
Reports of Corrected Safety Violations	3 years
Employee safety training documents conducted by the EHS office.	Duration of employment career
Cal/OSHA 300 Log and Summary of Occupational Injury and Illness	5 years
IIPP audit and inspection records	3 years
Accident Report forms	3 years
Safety postings	3 years

- University colleges and departments shall maintain the following records for the minimum length of time indicated below:

Record Description	Retain for:
Periodic inspection records	3 years
Safety meeting agendas	3 years
Safety training documents*	30 years

* Shall also comply with CSULB Academic Senate Policy Statement 86-03.

The applicable college or department is responsible for maintaining these records and must be able to present them to Cal/OSHA or any other regulatory agency if requested. EHS safety inspections/audits will include a review of the college's or department's recordkeeping practices.

Appendix A

Model Periodic Inspection Schedules

California State University Long Beach
Injury and Illness Prevention Program

CSULB General Facility Inspection Check List

Location: _____ Date: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

Administration

Y	N	N/A	
☐	☐	☐	Have all employees received General Safety Training? (NEST, fire, earthquake, lifting, emergency evacuation, etc.?)
☐	☐	☐	Are all employees familiar with the use of MSDS's?
☐	☐	☐	Have all employees been instructed in how they are to operate the equipment they are assigned to use?
☐	☐	☐	Have all employees been trained in how to protect themselves from the hazards identified in their workplace?
☐	☐	☐	Are all employees current on any specialized training (lockout. Confined space, respirator use, etc.) needed?
☐	☐	☐	Are all training records complete and current for each employee?
☐	☐	☐	Are OEM equipment manuals for all equipment available for use by employees?
☐	☐	☐	Do all employees have access to the Departmental Action Plan and know their responsibilities under that plan?
☐	☐	☐	Are the Cal/OSHA information poster, Worker's Compensation Bulletin, and Annual Injury and Illness summaries posted?

Fire Safety

Y	N	N/A	
☐	☐	☐	Are all fire exits clearly marked and unobstructed?
☐	☐	☐	Are all aisles cleared with a minimum 44-inch pathway and building exit corridors completely cleared?
☐	☐	☐	Are trash, debris, and oily removed from the shop daily? Are metal cans available for storage of oily rags?
☐	☐	☐	Are all flammable materials in excess 10 one-gallon containers stored in approved flammable storage cabinets?
☐	☐	☐	Are spray-painting operations, which employ flammable materials, conducted inside approved and permitted spray booths?
☐	☐	☐	Are flammable and combustible materials stored at least 25 feet away from oxygen cylinders, oxidizers, or ignition sources?
☐	☐	☐	Are flammable gas cylinders stored at least 20 feet away from oxygen cylinders or ignition sources?
☐	☐	☐	Are fire separations intact (no holes in fire walls, no doors to exit corridors propped open, etc.?)
☐	☐	☐	Are charged, wall mounted fire extinguishers (of the appropriate type) available within 75 feet of all work stations?
☐	☐	☐	Is there an inspection card attached to each fire extinguisher, and are monthly inspection properly documented?

Electrical Safety

Y	N	N/A	
☐	☐	☐	Are all plugs, cords, and receptacles in good condition (no exposed conductors, broken insulation, or non-OEM repairs?)
Y	N	N/A	
☐	☐	☐	Are all circuit breaker and power disconnect panels accessible, with 30 inches of clearance and labels indentifying the function of each switch?
Y	N	N/A	
☐	☐	☐	Are receptacle adapters banned? (Install additional outlets or properly fused power strips in lieu of adapters.)
Y	N	N/A	
☐	☐	☐	Is permanent building wiring installed away from unauthorized contact (in conduit, raceways, or walls?)
Y	N	N/A	
☐	☐	☐	Are ground fault circuit Interrupters installed or available for use in wet locations?
Y	N	N/A	
☐	☐	☐	Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not approved for permanent equipment. Unplug extension cords daily, or replace the fused power strips if current demand is within the strip's rating; otherwise install additional outlets to reach equipment. Do not link extension cords together.)

Machine Safety

Y	N	N/A	
☐	☐	☐	Is defective equipment promptly repaired? (If the defects pose an imminent danger or employee hazard, remove the equipment from service.)
Y	N	N/A	
☐	☐	☐	Are all machine guards for belts, gears, moving parts, and points of operation in place and adjusted properly?
Y	N	N/A	
☐	☐	☐	Are machine tool switches in good condition? (Easy access to disengage and remain off if de-energized and re-started?)
Y	N	N/A	
☐	☐	☐	Are gas welding torches equipped with flashback arrestors? Are arc welders and plasma cutters properly grounded?
Y	N	N/A	
☐	☐	☐	Is required industrial ventilation in place and operating properly to prevent employee exposure to regulated materials or by-products?
Y	N	N/A	
☐	☐	☐	Are air tanks > 1.5 cubic feet (11.22 gallons) capacity inspected as evidenced by a current attached or posted Cal/OSHA permit?
Y	N	N/A	
☐	☐	☐	Do compressed air nozzles have relief ports to safely vent if the orifice is blocked?
Y	N	N/A	
☐	☐	☐	Are cranes, slings, ropes, hoists, jacks, employee lifts, employee lift platforms, jack stands, etc. inspected prior to each use, and used according to training requirements?

General Safety

Y	N	N/A	
☐	☐	☐	Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
Y	N	N/A	
☐	☐	☐	Are cabinets, shelves, and equipment greater than 5 feet high secured to building structure to prevent tipping during an earthquake?
Y	N	N/A	
☐	☐	☐	Are cutting blades disposed of in rigid (non-medical sharps) containers to prevent injury to custodial personnel?
Y	N	N/A	
☐	☐	☐	Are guardrails installed around floor openings and lofts, along catwalks, etc. to prevent employee falls?
Y	N	N/A	
☐	☐	☐	Are potable water, soap, and towels available for employee hand washing?
Y	N	N/A	
☐	☐	☐	Are all plumbing fixtures served by industrial water properly labeled to prohibit drinking
Y	N	N/A	
☐	☐	☐	Are forklifts inspected prior to all uses, equipped with required safety features, and operated safely?

Y	N	N/A	
☐	☐	☐	Are excessive noise levels (noise greater than 85dbA) adequately and properly controlled or isolated? (Contact CSULB EHS for monitoring and assessment of noise levels.)
Y	N	N/A	
☐	☐	☐	Is an approved and regularly inspected first aid kit available and its location posted for employees?
Y	N	N/A	
☐	☐	☐	Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means to retaining items on shelves, especially above exits or employee workstations.)
Y	N	N/A	
☐	☐	☐	Are cross-connections between potable water and sewer inlets promptly abated? (Remove hoses which extend into sinks or down drains.) Are leaking backflow devices promptly repaired?

Hazardous Materials/Personal Protection

Y	N	N/A	
☐	☐	☐	Are chemicals stored to prevent spills?
Y	N	N/A	
☐	☐	☐	Are carcinogens handled safely to reduce employee exposure? (Report uses of regulated carcinogens to CSULB EHS.)
Y	N	N/A	
☐	☐	☐	Are chemicals separated and stored by hazard class (acids, bases, oxidizers, flammables, etc.)?
Y	N	N/A	
☐	☐	☐	Are chemicals inventoried with copies provided to CSULB EHS?
Y	N	N/A	
☐	☐	☐	Are chemical wastes properly segregated and stored with legible CSULB hazardous waste labels attached to the containers?
Y	N	N/A	
☐	☐	☐	Are all hazardous wastes disposed of by EHS and not poured into the sanitary sewer or storm sewer systems?
Y	N	N/A	
☐	☐	☐	Is an ANSI rated plumbed and currently inspected and tested emergency shower available within 100 feet (or 10 seconds walk) of employee use, where required?
Y	N	N/A	
☐	☐	☐	Is an ANSI rated and currently inspected emergency eyewash available within 100 feet (10 seconds walk) where chemicals injurious to the eyes of employees are used?
Y	N	N/A	
☐	☐	☐	Are gloves suitable for the materials being used and the hazard warranting protection available to employees (welding, chemical use, particulates, etc.)?
Y	N	N/A	
☐	☐	☐	Is ANSI rated eye protection suitable for the hazard warranting protection available (welding, chemical use, particulates, etc.)?
Y	N	N/A	
☐	☐	☐	Is hearing protection suitable for the hazards warranting protection available?
Y	N	N/A	
☐	☐	☐	Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
Y	N	N/A	
☐	☐	☐	Are ANSI rated hard hats available for employees subject to falling objects, low overhead obstructions, or contact hazards?
Y	N	N/A	
☐	☐	☐	Are aprons or other suitable protective clothing available for employees subject to chemicals, oil, grease, etc.?
Y	N	N/A	
☐	☐	☐	Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

Record additional inspection points and status on the next page.

Site Specific Inspection Points

Y	N	N/A	
☐	☐	☐	_____
☐	☐	☐	_____
☐	☐	☐	_____
☐	☐	☐	_____
☐	☐	☐	_____
☐	☐	☐	_____
☐	☐	☐	_____

Field Notes

CSULB IIPP OFFICE SAFETY INSPECTION CHECKLIST

California State University, Long Beach

Location _____ Date_____ Phone _____

Supervisor _____ Department _____

Inspector _____ Job title _____

Administration and training

Yes ☐ No ☐ N/A ☐ 1. Are all safety records maintained in a centralized file for easy access?

Yes ☐ No ☐ N/A ☐ 2. Are the safety records (inspections, training documents, ect.) current?

Yes ☐ No ☐ N/A ☐ 3. Have all employees attended Injury & Illness Prevention Program training (provided by EHS)?

Yes ☐ No ☐ N/A ☐ 4. Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?

Yes ☐ No ☐ N/A ☐ 5. Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?

Yes ☐ No ☐ N/A ☐ 6. Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary (must be posed during February, at a minimum), and Emergency Response Guide flipchart posted? Is the EHS newsletter being received and posted?

Yes ☐ No ☐ N/A ☐ 8. Are annual workplace inspections being performed and documented?

General safety

Yes ☐ No ☐ N/A ☐ 9. Are exits, fire alarms, pull boxes, and sprinklers clearly marked and unobstructed?

Yes ☐ No ☐ N/A ☐ 10. Are aisles and corridors unobstructed to allow unimpeded evacuations?

Yes ☐ No ☐ N/A ☐ 11. Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? For extinguisher service, contact Facilities Management at 5-HELP.

Yes ☐ No ☐ N/A ☐ 12. Are ergonomic issues being addressed for employees using computers?

Yes ☐ No ☐ N/A ☐ 13. Is a fully stocked first-aid kit available? Is the location known to all employees in the area?

Yes ☐ No ☐ N/A ☐ 14. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?

Yes ☐ No ☐ N/A ☐ 15. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?

Yes ☐ No ☐ N/A ☐ 16. Is the office kept clean of trash and recyclable materials promptly removed?

Electrical safety

Yes ☐ No ☐ N/A ☐ 17. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?

Yes ☐ No ☐ N/A ☐ 18. Are circuit breaker panels accessible and labeled?

Yes ☐ No ☐ N/A ☐ 19. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?

Yes ☐ No ☐ N/A ☐ 20. Is lighting adequate throughout the work environment?

Yes ☐ No ☐ N/A ☐ 21. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. Extension cords are for temporary use only.

Yes ☐ No ☐ N/A ☐ 22. Are portable electric heaters being used? Is the user department aware of Executive Order 987 banning the use of resistance heaters in university facilities?

Yes ☐ No ☐ N/A ☐ 23. Is the paper cutter guard in place?

Student Health Center SAFETY CHECKLIST

SAFETY OFFICER (or designee) _____	**Date Inspected**_____ **Department**_____

Perform safety check in the 3rd to 4th week of the month. Please record any problems and document corrective action. Safety checklist is due in to the Chief Safety Officer by the 5th of the following month.

1. EMERGENCY CONTACT	YES	NO	Corrective action/Resolution
Emergency Call list posted (post it notes do not qualify as acceptable list)			
2. FIRE EXTINGUISHER	**YES**	**NO**	**Corrective action/Resolution**
Is it mounted in it's proper place?			
Is access clear with nothing blocking it?			
Is the tag present and current?			
3. FIRST AID	**YES**	**NO**	**Corrective action/Resolution**
First aid kit available nearby			
Do all employees know where it is?			
Is there a fire blanket nearby and do all employees know where it is located?			
MSDS book readily available and all employees know where it is located. (online ok-post instruct)			
4. EMERGENCY LIGHTS	**YES**	**NO**	**Corrective action/Resolution**
Emergency lights unobstructed			
Emergency flashlight plugged into wall			
5. EYE WASH/SHOWER STATION	**YES**	**NO**	**Corrective action/Resolution**
Is it mounted in it's proper place?			
Is access clear with nothing blocking it?			
Is it in working order? (test eye wash only)			
6. CHEMICAL SPILL KIT	**YES**	**NO**	**Corrective action/Resolution**
Is one available in the area or very nearby?			
Hazard warning labels posted			
7. HANDWASH STATION	**YES**	**NO**	**Corrective action/Resolution**
Are soap and paper towels available?			
8. PERSONAL PROTECTIVE EQUIPMENT	**YES**	**NO**	**Corrective action/Resolution**
Are goggles and or shields available?			
Storage drawers that contain them labeled?			
Gloves available?			
Proper lab coats clean and available?			
Are employees wearing proper attire?			
Are employees wearing closed toe shoes?			
9. BIOHAZARD WASTE	**YES**	**NO**	**Corrective action/Resolution**
Each waste container has red biohazard label			
Sharps container labeled and less than 2/3 full			
Are the containers in good condition?			
No overflowing trash cans or trash on floor			
Main Biohazard storage room clean and locked			

Student Health Center SAFETY CHECKLIST

10. FLAMMABLE LIQUIDS	YES	NO	Corrective action/Resolution
Max 10 gal flammable liquid stored in the lab			
F. liquids over one gal stored in safety cans			
Vents on flammable storage sealed			
Cabinet closed and in good condition?			
11. GAS CYLINDERS	**YES**	**NO**	**Corrective action/Resolution**
Cylinders are adequately secured (even empty)			
UF Compressed gas rules are posted			
Is cylinder stored away from a heat source?			
Cylinders w/o regulators capped			
Current tag or date			
12. BIOLOGICAL SAFETY HOOD	**YES**	**NO**	**Corrective action/Resolution**
Service tag attached and inspection <1 year recent			
No spills and appears clean with no obstructions			
13. STORAGE	**YES**	**NO**	**Corrective action/Resolution**
Refrigerators clearly labeled "No food or beverage"			
Storage room walk path clear			
Boxes stacked higher than 5 feet are secured			
Storage room appearance clean			
14. ELECTRICAL			**Corrective action/Resolution**
Elec.and/or phone cords properly secured to floor			
Equipment plugged directly to wall or UL power surge protectors is used			
Extention cords properly secured			
15. PASSAGEWAYS/HALLS	**YES**	**NO**	**Corrective action/Resolution**
Exit signs clearly visible			
Walkway is free of obstructions			
No water, spills of other debri			
16. GENERAL	**YES**	**NO**	**Corrective action/Resolution**
No spilled water or material on the floor?			
Nothing looks out of order or unusual			
OTHER:	**YES**	**NO**	**Corrective action/Resolution**
	YES	**NO**	**Corrective action/Resolution**

Reviewed by:_____ Date_____
Chief Safety Officer

California State University, Long Beach

FM – Environmental Health and Safety

1331 Palo Verde Drive, Long Beach, CA 90840

Notice of Safety Violation

A safety inspection was conducted at: _____

By: _____
CSULB Environmental, Health & Safety Office

Date: _____

	The following conditions were found during the inspection:			
Item No.	Standard, rule, order, or regulation allegedly violated	Description of the alleged violation	Location	Date by which the alleged violation will be corrected
1				
2				
3				
4				
5				

Signature_____ Date_____

Name _____ Title_____

Three Copies: ☐ Dean/Director ☐ Vice President ☐ EHS office

Report of Corrected Safety Violation

EHS Inspection Date	Violation Correction	Dept/College Administrator Initial

I certify that the above corrections have been completed:

_____ _____

Dept./College Appropriate Administrator **Date**

……..

EHS Acknowledgement of Violation Correction:

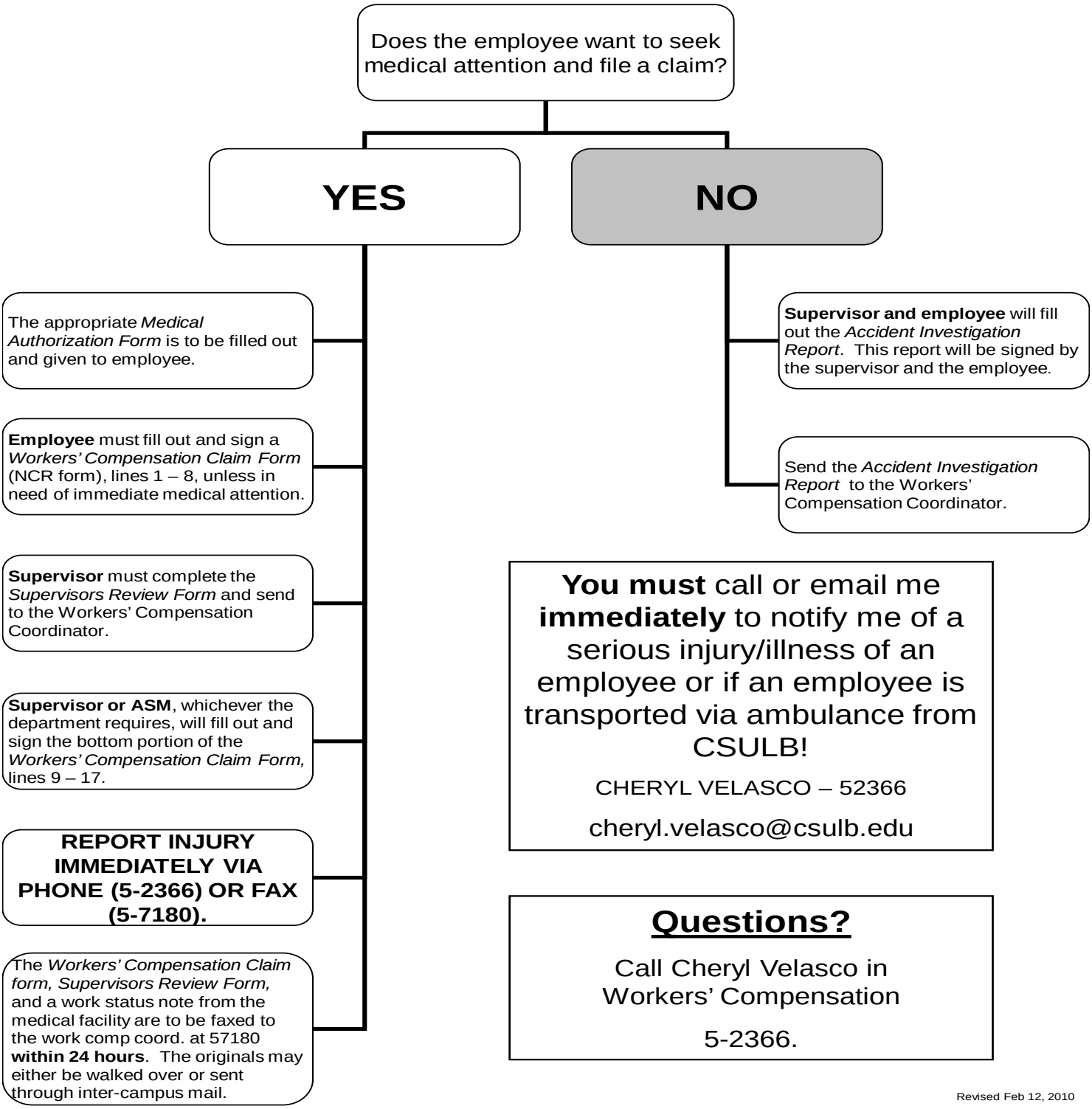
_____ _____

EHS Appropriate Administrator

APPENDIX B

Procedure for Managing Work-Related Injuries or Illnesses

Procedure for Managing Work-related Injuries or Illnesses



Revised Feb 12, 2010

Appendix C

Work-Related Injuries Treatment Procedure

WORK RELATED INJURIES

For Treatment…

- Issue authorization form for appropriate medical facility.
- Complete the *Workers' Compensation Claim Form* (if treatment requested)
- Notify College ASM or other designated supervisor/manager.
- Report Injury to Workers' Compensation Specialist immediately.
- Complete *Supervisor's Review Form.*

Send or Take Employee to:

Monday – Friday 7AM – 6PM
Memorial Occupational Medical Services
1720 Termino Ave
Long Beach CA 90804
562-933-0085

Emergencies
Monday – Friday after 6PM
Saturday/Sunday/Holiday
Los Alamitos Medical Center ER
3751 Katella Ave
Los Alamitos CA 90720
562-799-3213

Any Questions?
CALL
Workers' Compensation
Extension 5-2366

Appendix D

Sample Training Record Roster

Training Record

Type of Training: _____ Date: _____
Training Conducted By: _____
Location (Room and Bldg): _____ Length of Training: _____

Name Printed	Title	Department	Hire Date	Signature

Appendix E (Non-mandatory)

Illness Prevention

California State University Long Beach

Illness Prevention

This non-mandatory, but recommended, strategy for illness prevention involves the basic steps listed below:

- If you smoke, quit smoking. If you do not smoke, don't start.
- Use alcohol and caffeine in moderation. Try to shift to low caffeinated or decaffeinated beverages.
- Eat a healthy diet. Consult the Center for Disease Control and Prevention website or visit - http://www.choosemyplate.gov – to see the new recommendations for healthy eating. There are now 12 different food pyramids to choose from, based on an individual's daily calorie requirements, and the amount of exercise they get.
- Exercise regularly. While not everyone can ride a bicycle to work, or kayak, or run a marathon, it is always possible to fit exercise into a daily schedule. Walking is an excellent exercise method, and most people can integrate walking into the work routine. Current recommendations are to start a walking program goal of taking 2000 steps per day. These do not need to be rigorous, but the rate should reflect your normal walking pace. Try to expand your step number at regular intervals, with the goal of doubling your step count in 3 months, and an end step count of 8-10,000 steps per day.
- Get plenty of rest. Your normal work and off-work activity should allow you to get a minimum of 7 hours undisturbed sleep per night. Obviously, persons with young families or who are caring for relatives at home may not always achieve this number, but eventually, seven hours per night as an average should be the goal.
- **Wash your hands!** This simple step can do more to limit the spread of disease on campus than any other health behavior. Our hands are constantly exposed to bacteria and virus reservoirs, and we do not realize it. Such seemingly benign activities as shaking hands, opening a door, using a computer keyboard, turning on a faucet, turning on a light switch, or using a telephone can expose us to unanticipated sources of bacteria and other disease producing organisms. Hand washing technique is simple, and you should wash your hands after every restroom visit, before and after eating, or any time you are in a public venue. The following routine should be used for hand washing:
  - Turn on the water in the sink. Use hot water (not more than 120° F).
  - Wet your hands, then apply a copious amount of soap.
  - Rub your hands together to agitate and distribute the soap around all hand regions (between fingers, on the back of your hands, and around and under any jewelry). This activity should take between

35-45 seconds or about how long it takes to sing “Happy Birthday” twice.

- Rinse your hands to remove latent soap and suspended foreign material. Do not turn off the water with your bare hand.
- Extract towels from the dispenser (if it is not self-dispensing, use a paper towel remnant to activate the lever). Dry your hands completely, and use the soiled towel to turn off the water. Use the towel again to open the restroom door, and dispose of the towel in an appropriate receptacle.

Taking these basic steps to a healthy lifestyle will mean you are better able to resist infectious disease. Taking these simple steps will also help to improve your general health, and ensure that both your work time and leisure activities will be more productive and enjoyable.

Appendix F
Sample Training Matrix

The following matrix (list) is compiled by the California Department of Occupational Safety and Health (Cal/OSHA) as a guide to review employee training requirements in accordance with Title 8 regulations.

SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS
(August 2006)

The following is a list of the *instruction and training* requirements contained in the **Construction Safety Orders** (Subchapter 4) and the **General Industry Safety Orders** (Subchapter 7) of Title 8, Division 1, Chapter 4 (with several references contained in Chapter 3.2) of the California Code of Regulations. Also included are references to both Competent Person and Qualified Person.

While every effort has been made to ensure the accuracy of the information presented, users are cautioned to refer to Title 8 and the specific sections of interest. This list is a guide only and not meant to be a substitute for –or a legal interpretation of – the occupational safety and health standards.

Users may review Title 8 Regulations at: http://www.dir.ca.gov/samples/search/query.htm

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Accident Investigation	3203(a)(7)(F)	Initial	Supervisors/Accident Investigators	Model Program(s) IIPP: For High Hazard Employers For Non-High Hazard Employers For Employers with Intermittent Employees For Employers with Intermittent Workers in Agriculture (English & Spanish Guide to Developing IIPP
Accident Prevention Signs and Tags	3341(d)(5)	Initial	Impacted Employees	Lockout/Blockout
Acetylene & Fuel Gas Safety	1740(k)(1)	Initial	Users	
Acrylonitrile (AN)	5213(o) 5213 (appendix B)	Initial Annual	Exposed Employees **Qualified Person**	
Actinolite (Non-Asbestos)	5208.1	Initial Annual	Exposed Employees	
Agricultural Equipment & Tractors	3441(a) 3664(b)	Initial Annual	Involved Employees Operators	Agricultural-Industrial Tractors Farm Labor Contractors Guide

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Anthophyllite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Asbestos/Asbestos Awareness	1529(k)(9)(B) 5208(j)(7)(B) 1529	Initial Annual	Employees likely exposed =>PEL and those who perform Class I-IV operations	
Class I-IV Operations	1529(o)(4)	Initial Annual	**Competent Person**	
	341.9		**Qualified Person**	
Building Inspector Project Designer	341.16	Initial	Assigned	
Cement Pipe	341.17	Initial	Exposed Employees	
Asbestos Consultant Site Surveillance Technician	341.15	Initial	Certified Persons	
Battery Handling/ Changing/Charging	5185(a)	Initial	Assigned Employees	
Benzene	5218(i) & (j)(3)	Initial Annual	Exposed Employees	
Bloodborne Pathogens	5193(g)(2)	Initial Annual	Potentially Exposed Employees	Best Practices Approach for Reducing Bloodborne Pathogens Exposure Exposure Control Plan for Bloodborne Pathogens
Boatswains Chair	1662(a)	Initial	Users	
1,3-Butadiene	5201(l)(2)	Initial Annual	Exposed Employees	
Cadmium	5207(m)(4)	Initial Annual	Exposed Employees	
	1532		**Competent Person**	
Carcinogens As Listed	5209(e)(5)	Initial	Exposed Employees	
Chemical Hygiene for Laboratories	5191(f)(2)	Initial New Hazards Refresher	Laboratory Employees	
Coke Oven Emissions	5211(t)	Initial Annual	Exposed Employees	
Compaction Equipment	4355(a)(2)	Before Use	Users	
Confined Spaces	5157(g) 5158(c)(2)	Initial Program Update Changes	Affected Employees	Confined Space: Is It Safe To Enter
Marine Terminal Operations	3463(b)(5)(B)		Exposed Employees	
Cotton Gins/ Processing Mach.	4646		**Qualified Person**	
Control of Hazardous Energy	3314(j)	Initial	Authorized Employees	Lockout/Blockout

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Cranes & Other Hoisting Equipment Incl. Mobile/Tower/ Derrick	5006.1(a) 5006 4966,4994, 4999,5000, 5004, 5031,5043, 5044	Initial Mobile & Tower Cert. @ 5 yrs	Mobile and Tower Crane Operators **Qualified Person** Authorized Employees	
Cranes/Hoisting Equipment - Marine Terminals	3472(d)(3)	Initial	Operators	
Demolition	1734 1735(u) 1736		**Qualified Person**	
1,2 Dibromo-3-Chloropropane (DBCP)	5212(i)(3) & (n) 5212 (Appendix B)	Initial Annual	Exposed Employees **Qualified Person**	
Diving Operations	6052	Initial	Assigned Employees	
Elevating Work Platforms and Aerial Devices	3648(l)(7) 3648(c) 3646(c) 3638(d)	Before Use	Users Authorized Personnel	
Emergency Action Plan	3220(e)	Initial Plan Update	Impacted Employees	
Emergency Procedures (Construction)	1512(d)	Initial	Assigned Employees	
Equipment and Machinery (Construction)	1510(b)	Initial	**Qualified Person**	
Erection and Construction – Bolting/Riveting/ Plumbing Structural Wood/ Steel Frame Steel Erection	1716 1716.1 1716.1(f)(1) 1716.2(j) 1710	Initial	Assigned Employees **Competent person** **Qualified Person**	Pocket Guide for the Construction Industry (English/Spanish) (Spanish Update Sheet)
Ergonomics	5110(b)(3)	Initial – When Standard is Triggered	Employees in affected job classifications (identical jobs) when standard is triggered	Back Injury Prevention Guide in the Health Care Industry for Health Care Providers Easy Ergonomics Ergonomics in Action Fitting Task to the Person: Ergo for the Very Small Business Easy Ergo for the Computer User
Ethylene Dibromide (EDB)	5219(j)	Initial Annual	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Ethylene Oxide	5220(j)(3) 5220 Appendix A	Initial Annual	Exposed Employees	
Excavation/ Trenching/Shoring	1541		**Competent Person**	Trenching Safety (Tailgate Topic) Pocket Guide for the Construction Industry
Explosives	5239 5322 5329 344.20, 344.21	Initial	Assigned Employees **Competent Person** Licensed Blaster	
Explosives – Deteriorated	5240		**Competent Person**	
Explosives Storage Magazines	5256		**Competent Person**	
Fall Protection	 1671.1	Initial	Affected Employees **Competent Person** **Qualified Person**	
Fall Protection – Date Palm Ops.	3458		**Competent Person**	
Fire Brigades (Private)	3411(c)	Initial/Quarterly/ Annual Refresher	Assigned Employees	
Fire Extinguisher & Fire Fighting Equipment	6151(g)(1)-(2)	Initial Annual	Assigned Employees	
Fire Prevention Plan	3221(d)(1)-(2)	Initial New Hazards	Exposed Employees	
Fire Protection – Fixed Extinguishing Systems	6175(b)(10) 6181(b)(2)	Initial Annual	Employees Assigned Maintenance/Operation Exposed Employees	
Fire Protection – Standpipe & Hose System Inspection	6165(f)(2)(F)	Initial	Assigned Employees	
First Aid First Aid & CPR	3439(b) 6251(d)(2) 3400(b) 5157, 5158, 5193 3421, 6052	Initial Changes Every 2 years (or as specified by cert. organization)	Assigned Employees Supervisors	
First Aid (Construction)	1512(b) & (d)	Initial Updated	Assigned Employees	
Flaggers (Traffic)	1599(f) & (g)	Initial	Assigned Employees	
Flammable Liquids/ Gasses/Vapors – Industrial Plants	5561		**Qualified Person**	
Formaldehyde	5217(n)	Initial Annual	Exposed Employees	
Fumigation – General	5221(b)	Initial	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Hazard Communication	5194(b)(1)	Initial New chemicals or processes	Exposed Employees	Guide to CA Hazard Communication Regulation
Hazardous Substance Containers Clean/ Repair/Alter	5166(a)	Initial	Assigned Employees	
Hazardous Waste Operations & Emergency Resp.	5192 (e) & (q)(6)	Initial Annual Refresher	Assigned Employees **Qualified Person**	
Hearing (Noise) Protectors Conservation	5098(a)(4) 5097(d)(5)(A)&(B) 5099(a)	Initial Retraining Initial Annual	Employees Provided Protectors All Employees Exposed to =>85 dBA TWA	
Heat Stress	3395(e)	Initial	Exposed Employees	Protect Yourself from Heat Illness (English/Spanish)
Helicopter Operations	1901(c)	Daily Briefing	Involved Personnel	
Industrial/Lift Trucks (Forklifts) & Tractors	3657(i) 3664(b) 3668	Initial, Annual Observed Unsafe Operation Post Accident Equipment Change Workplace Change (Operator eval. @ 3 years)	Operators	Operating Rules for Industrial Trucks Poster (English/Spanish)
Injury & Illness Prevention Program	3203(a)(7) 1509(e)	Initial Updated	All Employees Supervisor Tailgates	Model Program(s) IIPP For High Hazard Employers For Non-High Hazard Employers For Employers with Intermittent Employees (English/Spanish) For Employers with Intermittent Workers in Agriculture (English & Spanish) Guide to Developing IIPP
Inorganic Arsenic	5214(m)	Initial Annual	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Job Hazard(s)	3203(a)(7) 1510(a) & (c)	Before Job Assignment New Hazards	***All Employees***	Guide to Developing IIPP
Laboratory Safety (See Chemical Hygiene)	5191(f)	Initial New Hazards Refresher	Laboratory Employees	
Laser Equipment	1801(a)	Initial	Operators **Qualified Person**	
Laundry/Dry Cleaning	4494(a)	Initial Periodic	Assigned Employees	
Lead Lead in Construction	5198(l) 1531.1(l)(1)(C)-(D) 1532.1(l)	Initial Annual	Exposed Employees/ Supervisors Exposed Employees => Action Level	Lead in Construction (Fact Sheet)
Lift Slab Construction	1722.1		**Competent Person**	
Lockout/Blockout	3314 3314(j)	Initial When Updated	Affected Employees **Qualified Person**	Lockout/Blockout
Machinery and Equipment	1510(b)	Before Use	**Qualified Person**	Lockout/Blockout
Marine Terminals	3463(b)(5)(B) 3464(a)(1) 3462(b) &(d) 3463, 3472	Initial	Exposed Employees Supervisors **Qualified Person**	
Medical & Exposure Records - Access	3204(g)(1)	Initial Annual	Affected Employees	Access to Medical and Exposure Records (poster) (English/Spanish)
Metal Working (forging) Machines	4243(a)(6)	Initial	Operators/Maintenance Personnel	Power Press Safety – Tool Box Topics
4,4-Methylenebis (2-Chloroaniline) MBOCA	5215(j)	Initial Annual	Exposed Employees	
Methylene Chloride	5202(l) 5202 (Appendix A)	Initial & As Necessary	Exposed Employees **Qualified Person**	
Methylenedianiline	5200(k)(3) 1535	Initial Annual	Exposed Employees	
Miter Saws	4307.1(c)	Initial	Operators	
Noise Exposure	5099(a)	Initial Annual	Employees Exposed = > 85dBA TWA	
Openings/Holes – Floors and Roofs	3212(b)		**Qualified Person**	
Paper Converting/ Printing Machines – Hand-Fed Engraving Presses	4445(3)	Initial Changes	Operators/Maintenance Personnel	
Personal Fall Arrest/Restraint Systems	1670(b)(19)		**Competent Person**	
Personal Protective Equipment	3380(c)	Initial	PPE Users	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Pesticide Safety	5194(h)	Initial New Hazards	Handlers & Applicators	
Pile Driving	1600		**Competent Person**	
Calif. Posting Requirements	340	Initial	All Employees	
Powder-Actuated Tools	1685(a)(1) 1689(a)	Initial	Users **Qualified Person**	
Power Presses	4203(a) 4203(b) 4208.1(m)(1) 4208	Initial Annual	Inspectors/Maintenance Operators PSDI Operators **Qualified Person**	Power Press Safety (Tailgate Topic)
Powered Platforms (Installed) for Building Maintenance	3298(a) 3296	Initial	Assigned Employees **Qualified Person**	
Process Safety Management	5189(g)	Initial Refresher & Supplemental Certification	Involved Employees	
Pulp, Paper and Paperboard Mills	4402	Initial	Exposed Employees	
Railroad – Signs & Signals	3333(d)	Initial	Assigned Employees	
Reinforcing Steel/Similar Projections	1712(f)(A)		**Qualified Person**	
Respiratory Protection	5144(c) & (k) 5144 Appendix A & C	Initial Annual	Users	Resp. Protection in the Workplace New Respirator Reg. (Fact Sheet)
Roofing	1509(a) 1730(b)(8)-(9)	Initial	**Qualified Person**	Roofing Safety (Tailgate Topic)
Rope Access Equipment	3270.1(c) 3270.1	Initial Annual Refresher	Assigned Employees **Qualified Person**	
Rubber/ Composition Working Machines	4592		**Competent Person** Test/Maintenance	
Scaffolds	1637(k)(1) 1637 1658(g)	Initial	Erectors and Dismantlers: **Qualified Person**	
Supervisory Safety Training	3203(a)(7)(F)	Initial Change	Supervisors	
Tanks – Open Surface	5154(j)(1)	Initial	Assigned Employee	
Traffic Control – Flaggers	1599(f) &(g)	Initial	Flaggers	
Tree Work General Date Palm Ops.	3420(b), 3421(c) 3423(a), 3427 3428(a) 3458	Initial	Assigned Employees **Qualified Person**	
Tremolite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Vinyl Chloride	5210(j)	Initial Annual	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Welding & Cutting Safety – Hot Work	4799 4848(a) 1537(a)	Initial	Welders Fire Watchers **Qualified Person**	
Wheels or Rims – Servicing	3326(c)	Initial	Service Personnel	Servicing Single, Split Rim & MultiPiece Rim Wheel (Tailgate Topic)
Window Cleaning	3282(d) &(f) 3286(a)(2)	Initial	Assigned Employees	

Qualified Person

A qualified person is a person **designated** by the employer; and by reason of **training**, experience, or instruction has demonstrated the ability to perform safely **all** assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Examples: Mobile **Crane** and Tower Crane Operators 5006.1(a)
Scaffold Erection and Dismantling Supervisors 1637(k)(1)
Demolition 1736

Competent Person

A competent person is a person who is **capable** of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the **authority** to impose prompt corrective measures to eliminate these hazards.

Examples: **Excavation -** Inspectors 1541
Fall Protection Plan implementers and supervisors 1671.1
Lift Slab Construction 1522.1

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