



El Camino College

Injury and Illness Prevention Program

El Camino Community College District

July 30, 2026

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Introduction

The Injury and Illness Prevention Program (IIPP) is required by California Law and implemented under the California Code of Regulations, Title 8, Chapter 4, Section 3203. Title 8 (T8), of the California Code of Regulations (CCR), requires every employer to have an effective Injury and Illness Prevention Program in writing that must be in accord with T8 CCR Section 3203 of the General Industry Safety Orders. The Program covers District employees in all job classifications, including student employees, academic and administrative staff. It also covers all other workers who the employer controls or directs and directly supervises on the job to the extent these workers are exposed to worksite and job assignment specific hazards. Volunteer workers and outside contractors are covered under the IIPP.

Policy

The District will develop and implement an Injury and Illness Prevention Program to meet its obligations of maintaining a safe and healthful workplace. The El Camino Community College District Board of Trustees, the District and its management, pledge to support this program and to ensure that it remains a viable method of protecting all employees, students, and all other site occupants, according to the California Occupational Safety and Health Act of 1973.

Definitions

District

El Camino Community College District is the legal educational agency.

Workplace

The workplace consists of the area of operations to which an employee is assigned and consists of all El Camino Community College District offices.

Responsibilities

The Injury and Illness Prevention Program (IIPP) administrators for the El Camino Community College District, are the Superintendent/President and Vice Presidents. The Vice President of Administrative Services has the authority and responsibility for ensuring that District policies and practices are implemented, employees are provided a safe and healthful workplace and that operations are in compliance with the Injury and Illness Prevention Program and applicable federal, state, and local regulations and standards.

IIPP

The Department of Workplace Safety & Risk Management is responsible for the IIPP and the implementation of program requirements for each site. Responsibilities include:

- **Annual Review:** Ensure that the El Camino Community College IIPP is reviewed annually.
- **Oversight:** Oversee the development of written Cal/OSHA required environmental health and safety documents, training programs, and employee training matrices and schedules.
- **Liaison:** Advise management, through the Campus and Workplace Safety and Security Consultation Committee, on safety policy and procedure development needs, concerns, and progress.

Managers and Supervisors

- **Ensure Compliance:** Ensure that the IIPP is being followed within their departments.
- **Resource Allocation:** Substantiate the need for, and request through the appropriate management command chain, resources necessary for the correction of safety hazards.
- **Ensure Effectiveness:** Evaluate, with the assistance of staff input, the effectiveness of safety programs implemented, and provide recommendations for improvement to the Campus and Workplace Safety and Security Consultation Committee.

Employees

- **Compliance:** Employees must comply with the provisions of the IIPP and health and safety regulations.
- **Corrective Action:** Take appropriate action to protect themselves and coworkers from recognized hazards. Immediately take appropriate action to abate and correct unsafe or potentially hazardous conditions or report them to a supervisor, manager, or someone who can abate the unsafe condition.
- **Training:** Employees are expected to actively participate in safety and health training and other related activities. Complete all assigned safety training requirements. Refrain from entering into work tasks that require specialized training, until such training has been completed.

Contractors and Vendors

Contractors and vendors must have their own IIPP and their program must be compliant with the District's IIPP. Contractors and vendors must meet all regulatory requirements and actively participate in site health and safety activities as required in contracts and/or purchase orders.

Others Under the Purview of the IIPP

All others (e.g., associated student officers, student aides) under the purview of this IIPP must comply with the provisions of the program and health and safety regulations, promptly report unsafe activities and conditions to management, and actively participate in safety and health training and other related activities.

Visitors and Guests

Visitors and guests must comply with site health and safety requirements and participate in IIPP activities if required.

Plan Review

The Injury and Illness Prevention Program will be reviewed by the Department of Workplace Safety and Risk Management to ensure the IIPP is reviewed at least once during the first year after implementation and then at least annually thereafter.

The review will be to ensure that the written plan is appropriate for the District at the time of the review and for any anticipated future changes. The Department of Workplace Safety and Risk Management will be required to provide written notice to the Vice President or designee that the review was conducted and communicate any changes, modifications, and/or improvements made to the IIPP.

Occupational Safety & Health Work Practices-Compliance

The system or combination of systems will include any one or combination of the following:

1. Training and retraining programs: Training and retraining needs have been identified and published in the annual schedule of safety and health training.
2. IIPP procedure and updates pertaining to safety will be published annually.
3. Administrators, supervisors, and employee representatives participating in the Campus and Workplace Safety and Security Consultation Committee will assist in evaluating the effectiveness of the IIPP and employee participation in safety programs, consistent with their respective roles and responsibilities.

Communication

Communication to employees, between employees and the District on matters relating to occupational safety and health is an important aspect of ensuring the success of the District's Injury and Illness Prevention Program. Therefore, the Department of Workplace Safety and Risk Management and the District will implement a system or combination of systems intended to accomplish the following:

- Provide a means for the District to communicate to employees, in a readily understandable form, on matters relating to occupational safety and health; and
- Encourage employees to inform the District of workplace hazards without fear of reprisal.

The communication portion of this IIPP will consist of any one or combination of the following:

- **Training and Retraining Programs:** Safety training and retraining classes are a forum for the discussion of specific and general safety, health and compliance best practices.

- **Anonymous Notifications:** Employees may anonymously report workplace safety concerns through the District's electronic reporting system. Reports shall be reviewed by Workplace Safety and Risk Management and investigated as appropriate. Employees shall not be subject to retaliation for reporting safety concerns.
- **Miscellaneous:** When appropriate, the District may use written communications such as inter-District memos, electronic media, envelope stuffers, newsletters, and workplace postings to supplement the previously described systems and further communicate to employees on matters relating to workplace safety and health.

Evaluation, Investigation & Correction of Workplace Hazards

A major component in the effectiveness of the Injury and Illness Prevention Program depends on the ability to properly identify, evaluate, and correct workplace hazards. The main system for identifying and evaluating workplace hazards will be ongoing evaluations, inspections, and meetings. The purpose of these inspections and meetings will be to identify and correct unsafe conditions and work practices.

Workplace inspections will be scheduled and can be conducted on an as needed basis using the following criteria:

- An initial inspection when the program is first established;
- An inspection of affected areas whenever new substances, processes, procedures, or equipment are introduced to the workplace and which represents a new occupational safety and/or health hazard;
- An inspection of affected areas whenever the management is made aware of a new or previously unrecognized hazard; and

When occupational illnesses and injuries occur, the Department of Workplace Safety and Risk Management or designee will conduct the investigation.

Ongoing Inspections

The annual workplace inspection is an important part of the overall inspection program. These inspections will be conducted with the following considerations:

- The Department of Workplace Safety and Risk Management in conjunction with Keenan and Associates will conduct inspections.
- Self-inspections are to be conducted on a periodic basis.
- Inspections may be accomplished using check-off forms or other means of documentation.
- All deficiencies and corrective actions taken shall be appropriately documented. Upon completion of the inspection, the inspecting employee shall provide the completed inspection checklist or other form of documentation, with findings and corrective actions needed or taken, to the department manager or chair. The department manager or chair shall ensure that any uncorrected safety deficiencies are appropriately addressed.

Annual Inspections

The District will use outside safety consultants to supplement the in-house inspection program. Inspections by outside safety consultants will be conducted per schedule. The party conducting the professional inspections must have professional qualifications and safety expertise (e.g., Certified Safety Professional (CSP), a professional member of the American Society of Safety Engineers (ASSE) or a registered Professional Engineer (PE) in safety with demonstrated experience at educational institutions and must carry liability insurance. Copies of consultant's inspection reports will be maintained at least 5 years at the District's Business Office.

Safety Activities

Job Safety Analysis (JSA), employee safety training, or issue specific assessments (e.g., department ergonomic studies) may be used in lieu of or to supplement the scheduled workplace inspections.

Accident Investigations

Accident investigations will be conducted for work-related injuries, illnesses, significant near-miss events, property damage incidents and other significant safety-related events to identify hazards and prevent recurrence. These investigations will be conducted for all work-related injuries and illnesses resulting in employees being unable to work.

Corrections of Unsafe or Unhealthful Conditions

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. All employees are expected to take appropriate action to correct hazardous situations that may lead to injury or illness (i.e., correct safety problems under their control, keep work areas free of hazards, notify the Department of Workplace Safety and Risk Management or other appropriate supervisors of recognized safety hazards and concerns not under their control).

Safety deficiencies that do not pose a threat of injury, illness or death shall be addressed in a timely manner. Hazards shall be corrected according to the following criteria:

- When observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, all exposed employees, except those properly trained or qualified to correct the existing condition, will be evacuated from the area impacted.
- Following an accident investigation or hazard assessment when unsafe acts or conditions are identified.
- When evidence of repeated unhealthful situations is documented and reported in specific areas.

All such actions taken to correct hazards and corresponding dates of completion shall be documented on the appropriate forms. The responsible Administrators, Deans, Directors and Managers shall be notified of unsafe conditions and corrective action recommended. The supervisor shall ensure that known safety deficiencies are appropriately addressed. Supervisors may seek the assistance from the Department of Workplace Safety and Risk Management to identify appropriate methods that may be used for addressing deficiencies.

Employee Training

The Department of Workplace Safety and Risk Management will implement and maintain an Occupational Safety and Health Training Program for their respective employees. The training program is intended to train and instruct employees in general safety and health work practices, and to provide instruction with regard to hazards specific or unique to each employee's job.

Employee training may include the following elements:

1. All employees will receive training and instruction when the Injury and Illness Prevention Program is first established and when modifications and revisions are completed.
2. New employees shall complete appropriate IIPP training prior to engaging in any potentially hazardous work assignments. General IIPP training shall be completed within two weeks of hire.
3. All affected or potentially affected employees will receive appropriate safety training prior to assignments, when potentially exposed to new hazards, when assigned new work tasks, or when new chemicals/materials, equipment, or processes are introduced into the workplace.
4. Employees will receive refresher training when new or previously unrecognized hazards are identified, when the District feels it is appropriate, or as mandated by regulatory requirements.
5. At a minimum, supervisors should ensure that employees complete initial and refresher training.
6. Employees attending or receiving training mandated by this Program will sign attendance sheets and actively participate in training.
7. Specific employee training will be determined or identified by the necessary departments such as the Department of Workplace Safety and Risk Management, Facilities Planning and Services (FPS) or Human Resources and Department Managers in consultation with safety consultants. This training will be designed to address department and task specific compliance and accident prevention needs. Employees shall not engage in work related duties exposing them to hazardous conditions (hazardous materials included) for which they have not been appropriately trained.

Employee Access To IIPP

All employees have the right and opportunity to receive and review their employer's IIPP. El Camino Community College District will provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five business days after the request for access is received from an employee or designated representative.
 - One printed copy of the plan must be free of charge, although the employer may charge a reasonable administrative fee for additional copies within (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided
2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program.

The El Camino Community College District will communicate the right and the procedures to access the Program to all employees.

General Safety

Purpose

In order for any IIPP to be effective, there must be a system for ensuring that employees comply with safe and healthy work practices. It is District Policy that everything possible will be done to protect employees, students and guests from accidents. Safety is a cooperative undertaking that requires participation by everyone. The purpose of discipline relative to this section is to correct and educate, to ensure an employee complies with the rules, rather than to punish.

General

Management is responsible for ensuring that District safety and health policies and procedures are clearly communicated to all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

All employees are responsible for using safe work practices, for following all directions, policies and procedures, and for assisting in maintaining a safe work environment.

As part of an employee's regular performance review, the employee will be evaluated on their compliance with safe work practices. Employees who are unaware of correct safety and health procedures will be trained or retrained as necessary.

- Violations of District Safety Rules and Regulations, Code of Safe Practices, and Standards of Conduct may result in disciplinary action appropriate to the nature and frequency of the offense per District Policy and as outlined in the employees' contractual agreements.
- Disciplinary measures are to be taken with those employees who are unable or unwilling to carry out the District's policies set forth to create a safe working environment applicable to all personnel.
- Managers and supervisors shall insist that employees observe all applicable District, local, state, and federal safety rules and practices, and take action as necessary to obtain compliance.
- Disciplinary provisions apply to all individuals who are engaged in District activity, regardless of their position with the District.
- Damage to personal property (i.e., clothing, equipment, etc.,) which occurs as a result of violations of these rules may be ruled not reimbursable.

Communication

The District recognizes that open, two-way communication between management and staff on health and safety issues is essential to an injury-free, productive workplace. It is management's responsibility for ensuring that District safety and health policies and procedures are clearly communicated and understood by all employees. To accomplish this, each and every employee of the District will receive a copy of the General Safety Rules and

Code of Safe Practice, Form #20197, Enclosure 1. Employees will be required to acknowledge receipt of these safety and health policies.

Procedures

All employees shall comply with District safety rules and regulations stated herein and as outlined in District Policy 3600 and employees' contractual agreements.

Do:

1. Report any accident, injury or illness, no matter how slight, to your immediate supervisor on the day of the injury or as soon as the employee becomes aware of the injury.
2. Wear proper personal protective equipment (PPE) when and where required. The Job Safety Analysis, the Director of Safety and Health, the Division Manager/Supervisor, the manufacturer's recommendations, and/or local, state and federal regulations shall govern the use of PPE for specific jobs.
3. Immediately report unsafe conditions, unsafe employee acts, all property damage, and non-injury or near-miss accidents to your immediate supervisor. (Includes reporting defective tools and/or equipment.)
4. Comply with District procedures regarding the use of toxic, flammable, and/or hazardous materials.
5. Read and obey all signs, labels, danger notices, and other warning devices; do not remove them without proper authorization. Safety STOP, DANGER, DO NOT USE, or CAUTION tags on equipment indicate that the equipment is unsafe or under repair and must not be used.

Don't:

1. Make inappropriate and/or unauthorized repairs to District equipment or tools.
2. Commit any unsafe act which causes or could cause injury or illness to oneself or another person. Includes any acts of aggression, acts of violence, threats, or any other action that may threaten workplace security.
3. Commit any unsafe act which causes or could cause a fire, or in any way violates the District, local or state fire regulations.
4. Use power, or other equipment, or tools, known to be defective.
5. Operate equipment in an unsafe manner or operate equipment if you are not authorized to do so (i.e., forklifts, trucks, tools, equipment, safety equipment, etc.)
6. Remove or tamper with machine guards, interlocks or safety devices, or damage, destruct or alter safety equipment.
7. Dispose of any chemicals into sinks, floor drains or trash containers unless specifically authorized to do so by: the Director of Workplace Safety and Risk Management, the Division Manager or Manager-designated expert, or as provided for on the chemical's Material Safety Data Sheet (MSDS).

8. Bring tools, equipment, furniture or safety devices onto District property without prior approval of the Director of Workplace Safety and Risk Management.
9. Wear inappropriate attire that may present a hazard to a particular assignment (i.e. tank tops, cut-off shirts or pants, open-toed shoes/sandals, high heels, rings, hanging necklaces, bracelets, loose clothing, etc.).
10. Leave materials (i.e., electrical cords, boxes, hoses, debris, etc.) in walkways, aisles, exits, or passageways.
11. Use or be under the influence of drugs or alcohol while engaged in District activity.

The above General Safety Rules and Code of Safe Practices are not all inclusive, and the District reserves the right to enforce disciplinary action against any employee for good cause.

All Departments

- Shall request approval from the Director of Workplace Safety and Risk Management for any activity which may present potential hazards to employees.
- Shall obtain all necessary permits before the work or project is to begin. Such permits required include Entry Permit for Restricted Area for work in confined spaces, etc.
- Shall notify the Director of Workplace Safety and Risk Management any of the following situations occur during the job or project:
 - Blocked hallways, exits, fire protection equipment, or main roadways;
 - Work in ventilation systems that could result in fumes, gases, or large amounts of dust entering an occupied area;
 - The use of gasoline or diesel-powered equipment indoors;
 - Movement of heavy equipment over occupied areas, or any other construction activity that could create a hazardous situation for employees or students;
 - Work in unpaved or opened attic areas;
 - The removal of any fire alarms, security alarms, sprinkler systems or Halon systems from service;
 - The use of roofing tar pots or other gas-fired equipment;
 - Application of paints, cleaners, pesticides or other chemicals in unventilated areas where employees or students may be exposed to vapors or strong odors;
 - Work on electrical circuits which may cause power outages in occupied areas; and
 - Work causing loud noise indoors (Examples: power saws).

NOTE: Notification of these conditions shall be provided to affected employees by the Director of Workplace Safety and Risk Management.

Division Managers and Supervisors

- Request safety related signs from Facilities Planning and Services, as necessary.
- Provide safety equipment, labels, notices and other safety devices.
- Make periodic inspections of work areas to ensure safety rules are being observed.
- Review requests from departments for work which may be potentially hazardous to untrained employees and advise accordingly.
- Clear special requests to use extremely hazardous chemicals and provide for the removal and disposal of hazardous waste.
- Ensures that employees receive and read the General Safety Rules and Code of Safe Practices. Briefs employees on specific hazards in their work area and the safety procedures related to these specific hazards; requests safety training materials and assistance from the Workplace Safety and Risk Management Department when needed.
- Enforces all safety rules and regulations on a continuous basis with consistency.
- Takes all necessary and proper steps to correct unsafe conditions.
- Keeps IIPP and Safety Data Sheet binder updated and available to employees.
- Procures chemicals and products only with prior clearance by the Purchasing Department and the Director of Workplace Safety and Risk Management.

Facilities Planning and Services Division

- Responds to all requests for the correction of hazards and for repair and maintenance service in a timely fashion. Provides sufficient trained personnel (either full-time or temporary) to repair or remedy all unsafe conditions "appropriate to" its means.
- Immediately contracts with outside contractors for repairs beyond the scope and knowledge of in-house personnel.
- Informs the Director of Workplace Safety and Risk Management of all unsafe and hazardous situations on District property.
- Notifies the Director of Workplace Safety and Risk Management of potential hazards to employees created by work done per Section 4. PROCEDURE, B., 1), 2), and 3) above, at least 24 hours before work is to begin.
- Makes arrangements for "Pre-Job Safety Conferences" with outside contractors as defined in other sections of this IIPP.
- Provides and posts safety related signs as requested by the division managers and supervisors, the District Campus and Workplace Safety and Security Consultation Committee, and the Director of Workplace Safety and Risk Management.

Safety and Health Compliance Process

There is a comprehensive employee training program where all employees are introduced to the aforementioned safety rules and guidelines.

Any employee found in violation of a safety rule or code of safe practice may be subject to corrective or disciplinary action consistent with applicable District Policies, Education Code requirement, regulations, and collective bargaining agreements.

Notice of Safety Violation

The Notice of Safety Violation is intended to document observed safety-related concerns, investigation findings, corrective actions, and any required retraining.

The Notice of Safety Violation is not, by itself, disciplinary action. Any correction or disciplinary action arising from a safety violation shall be administered separately in accordance with established procedures and collective bargaining agreements.

- Should a minor safety and health violation be noted, the manager or supervisor is to informally discuss the behavior with the employee stating the potentially dangerous result and outlining the correct procedure. Then, the manager or supervisor should retrain the employee to ensure understanding. The manager or supervisor should document this incident.
- Should a significant safety and health violation occur which could reasonably cause harm to oneself or another person or may cause property damage, or in cases of a repeat violation of a previously documented safety concern, the manager or supervisor is to complete a "Notice of Safety Violation", Form #20195, Enclosure 2 documenting the incident, findings, corrective actions, and any required retraining.
 - The Notice of Safety Violation is intended to document safety-related concerns and corrective actions and shall not, by itself, constitute disciplinary action. Any corrective or disciplinary action arising from a safety violation shall be administered in accordance with applicable District policies, collective bargaining agreements, Education Code requirements, and applicable law.

Upon completion of the appropriate sections of the Notice of Safety Violation, the manager or supervisor shall meet with the employee to review the documented safety concern, corrective actions, and any required retraining. The completed Notice of Safety Violation shall be forwarded to Human Resources within five (5) working days of the supervisor becoming aware of the violation or completing the investigation.

Human Resources shall review the Notice of Safety Violation and determine any appropriate next steps in accordance with District policies, applicable collective bargaining agreements, Education Code requirements, and applicable law. Human Resources shall distribute copies of the form as appropriate.

The employee shall be provided a copy of the Notice of Safety Violation and may submit a written response within five (5) working days of receipt. Any written response submitted by the employee shall be attached to the Notice of Safety Violation and maintained with the original document.

Placement of any Notice of Safety Violation in an employee's personnel file shall be subject to applicable District procedures, collective bargaining agreements, and due process requirements.

When action taken results in a verbal warning, copies of the Notice of Safety Violation will be retained in the Workplace Safety and Risk Management Department for recordkeeping purposes only.

Record Keeping

Records of hazard assessments, safety and hazard inspections, safety meetings, accident investigations, and health and safety training for each employee will be maintained for at least 5 years.

The hazard assessments, health and safety inspections, and accident investigation records will identify the person conducting the inspection/activity, any unsafe conditions or practices identified, and the corrective action(s) taken to eliminate or control the hazard.

Health and safety training records shall include the name of the employees trained, date and type of training provided, and the provider of the training.

The Workers Compensation (WC) District representative must be notified immediately whenever an employee has a serious injury such as an amputation, head trauma or concussion, fatality or hospitalization exceeding 24 hours. The WC District representative must notify Cal/OSHA via telephone within 8 hours of the serious incident. If the incident occurs after hours or on the weekend, the supervisor must contact the WC District representative's office telephone and leave a voicemail report of the incident. Immediately the next working day, the WC District representative must notify Cal/OSHA by telephone:

Cal/OSHA Los Angeles District Office: 213-576-7451

Required Cal/OSHA Notification Information for a Serious Injury:

- Time and date of accident
- Employer's name, address and telephone number. Name and job title of the person reporting the accident. Address of site of accident or event.
- Name of person to contact at site of accident Name and address of injured employee(s) Nature of the injury
- Location where injured employee(s) was moved to
- List and identify other law enforcement agencies present at the site of accident
- Description of the accident and whether the accident scene or instrumentality has been altered

The form is available [here \(El Camino Community College District - Reporting of a Serious Injury Form\)](#)

Appendices

Appendix I: Management Responsibilities

Senate Bill 198

In 1989, the rules for doing business in California took a drastic turn. Senate Bill 198 (SB 198), concerned with occupational health and safety, was approved.

This bill requires employers to identify and correct hazards existing in the workplace to protect their employees.

According to the Legislative Counsel's Digest of the bill, it states that "This Bill [SB 198] would require every employer to establish, implement, and maintain an effective written injury prevention program including specified elements, and to provide specified training of employees in general safe and healthy work practices."

Assembly Bill 2249

Assembly Bill No. 2249 (AB 2249) established that dangerous business practices can be considered a crime and the responsible parties can be held criminally accountable.

The Legislative Digest states "This bill [AB 2249] would provide that a corporation or person who is a manager with respect to a product, facility, equipment, process, place of employment, or business practice, is guilty of a misdemeanor or felony, if the corporation or manager has actual knowledge of a serious concealed imminent that is subject to regulatory authority of an appropriate agency and is associated with that product or a component of that product or business practice and knowingly fails to inform the Division of Occupational Safety and Health and warn affected employees, as specified."

Appendix II: Accident Investigation Form

Accident Investigation Form

El Camino Community College District | Workplace Safety & Risk Management

1. Incident Information

Name of person completing the form	Date Reported
Incident Date	Incident Time
Exact Location	Department or Area
Email and Phone Number	Supervisor or Manager

INCIDENT CLASSIFICATION - SELECT ALL THAT APPLY

☐ Injury or illness ☐ Near miss ☐ Property damage ☐ Vehicle incident ☐ Other

POTENTIAL SERIOUS INJURY OR FATALITY

☐ Yes ☐ No ☐ Unknown - notify Workplace Safety & Risk Management immediately

2. Person Involved

Full Name	Employee or Student ID, if applicable
Job Title or Role	Department or Organization
Phone or Email	Supervisor or Contact Person

PERSON TYPE - SELECT ONE

☐ Employee ☐ Student ☐ Visitor ☐ Contractor or vendor ☐ Other

3. Incident Description

Activity that was being performed before the incident:

Description of what occurred:

Immediate Action Taken:

4. Injury, Illness, or Emergency Response

Outcome – Select all that apply:

☐ No injury ☐ First aid ☐ Medical treatment ☐ Lost work time ☐ Fatality

Emergency Response:

☐ None ☐ Campus Police ☐ Fire or EMS ☐ Other

Nature of Injury or Illness	Body Part(s) Affected
Treatment Provider or Facility	Transported By or Method
Work Status After Incident	Date Returned or Expected Return

5. Witnesses and Evidence

Witness Name	Phone or Email	Statement Attached?

Evidence Provided:

☐ Photos ☐ Video ☐ Equipment ☐ Documents ☐ Training records ☐ Other ☐ None

6. Investigation Findings

Contributing Factors:

☐ Procedure ☐ Training ☐ Equipment ☐ PPE ☐ Environment ☐ Ergonomics ☐ Communication
☐ Other

Root cause:

7. Corrective Actions

Corrective Action	Responsible Person	Due Date	Completion / Verification

8. Review and Approval

Notifications performed:

☐ Supervisor
 ☐ Workplace Safety & Risk Management
 ☐ Human Resources
 ☐ Campus Police
 ☐ Other
 ☐ N/A

Prepared By - Name and Signature	Date
Supervisor or Manager Review - Name and Signature	Date
Workplace Safety & Risk Management Review	Date

Record retention: Retain the completed form and attachments according to District record-retention requirements.

Appendix III: Safety Action Form

Safety Action Form

El Camino Community College District | Workplace Safety & Risk Management

Report promptly. If danger is immediate, protect people from exposure and notify the appropriate supervisor or emergency resource.

1. Report Information and Safety Concern

Date Reported	Date / Time Observed
Department or Area	Reported By / Contact

SOURCE: ☐ Employee ☐ Supervisor ☐ Inspection ☐ Committee ☐ Incident review ☐ Other

CONCERN TYPE: ☐ Condition ☐ Work practice ☐ Equipment ☐ PPE ☐ Ergonomics ☐ Chemical / bio ☐ Fire / electrical ☐ Other

IMMEDIATE DANGER: ☐ Yes - action taken ☐ No ☐ Unknown - evaluate promptly

DESCRIPTION OF CONDITION OR PRACTICE

IMMEDIATE OR INTERIM ACTIONS TAKEN

2. Assessment and Assignment

POTENTIAL SEVERITY

☐ Minor ☐ Moderate ☐ Serious ☐ Critical

ACTION PRIORITY

☐ Routine ☐ Prompt ☐ Urgent ☐ Immediate

Assigned To	Responsible Department	Target Date MM/DD/YYYY	Reviewer
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3. Corrective Action Tracker

Corrective or Preventive Action	Responsible Person	Due Date	Status / Completion

4. Verification and Closure

VERIFICATION: ☐ Inspection ☐ Test ☐ Interview ☐ Document review ☐ Training review ☐ Other

RESULT: ☐ Effective - closed ☐ Partially effective ☐ Not effective ☐ Follow-up required

CLOSURE SUMMARY / FOLLOW-UP

Reported / Prepared By - Signature Date: _____	Supervisor / Manager - Signature Date: _____	Safety & Risk Management - Signature Date Closed: _____
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Appendix IV: Communicable and Infectious Diseases

The District will identify, evaluate, and control workplace hazards associated with communicable diseases in accordance with applicable California Code of Regulations, Cal/OSHA requirements, local public health orders, and District Policy. Control measures, employee communications, training, and response procedures will be implemented as required based on current regulatory requirements and hazard assessments.

Appendix V: Confined Space Operation

Definitions

Confined Space: Space that:

- Is large enough and so configured that an employee can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit (for example, storage bins, vaults, pits, crawlspaces that have limited means of entry); and
- Is not designed for continuous employee occupancy.

Hot Work: Work involving the use of flame, arc, spark, or other source of ignition.

Non-Permit Confined Space: Confined space that does not contain or, with respect to atmosphere hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Permit-Required Confined Space (PRCS): Confined space that has one or more of the following characteristics:

- Contains or has a potential to contain a hazardous atmosphere;
- Contains a material that has the potential for engulfing an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward and tapers to a smaller cross-section; or
- Contains any other recognized serious safety or health hazard.

Dangerous Air Contamination: An atmosphere presenting a threat of causing death, injury, acute illness, or disablement due to the presence of flammable and/or explosive, toxic, or otherwise injurious or incapacitating substances.

- Dangerous air contamination due to the flammability of gas or vapor is defined as an atmosphere containing the gas or vapor at a concentration greater than 20 percent of its lower explosive (lower flammable) limit.
- Dangerous air contamination due to a combustible particulate is defined as a concentration greater than 20 percent of the minimum explosive concentration of the particulate.
- Dangerous air contamination due to the toxicity of a substance is defined as the atmospheric concentration immediately hazardous to life or health.

Oxygen Deficiency: An atmosphere containing oxygen at a concentration of less than 19.5 percent oxygen by volume.

Oxygen Enriched: An atmosphere containing more than 23.5 percent oxygen by volume.

Procedure And Operating Instructions

A. Pre-entry for Non-Permit Confined Spaces: The provisions of this subsection shall be implemented before entry by any person into a non-permit confined space.

- 1) The employee's immediate supervisor, or designee, shall assure that:
 - a) When "hot work" is anticipated, the space has been tested for safe entry using multigas and leak detector equipment. Continuous forced air ventilation will be provided to maintain safe entry and operations.
 - b) The atmosphere within the space shall be periodically tested as necessary to ensure that the continuous forced air ventilation is preventing the accumulation of a hazardous atmosphere.

- c) The person(s) entering the non-permit confined space is provided with a two-way communication device or direct verbal communications, and other personal protective equipment as required.

B. Pre-entry for Permit-Required Confined Spaces: The provisions of this subsection shall be implemented **before** entry by any person into a PRCS. Written, understandable, operating and rescue procedures will be developed by the immediate supervisor and provided to affected employees. The ECC Form #20198, Confined Space Entry Permit for Permit-Required Confined Spaces (PRCS), Enclosure 1, must be completed by the immediate supervisor, and reviewed by the Division Manager, for each operation requiring employees to enter PRCSs as defined in this procedure:

- (1) Lines which may convey flammable, injurious, or incapacitating substances into the space will be disconnected, blinded, or blocked off by other positive means to prevent the development of dangerous air contamination and/or oxygen deficiency within the space. The disconnection or blind will be so located or done in such a manner that inadvertent reconnection of the line or removal of the blind is effectively prevented. (Exception: this does not apply to public utility gas distribution systems.)

Note: This subsection does not require blocking of all laterals to sewer or storm drains. Where experience or knowledge of industrial use indicates materials resulting in dangerous air contamination may be dumped into an occupied sewer, all such laterals will be blocked.

- (2) The space will be emptied, flushed, or otherwise purged of flammable, injurious or incapacitating substances to the extent feasible.
- (3) The air will be tested with an appropriate device to determine whether dangerous air contamination and/or an oxygen deficiency exists and a written record of testing results will be made and kept at the work site for the duration of the work.
- (4) No source of ignition will be introduced until the implementation of appropriate provisions of this procedure have ensured that dangerous air contamination due to flammable and/or explosive substances does not exist.

C. Permit-Required Confined Space Operations: The requirements of this subsection apply to entry into and work within a PRCS whenever an atmosphere free of dangerous air contamination and/or oxygen deficiency cannot be ensured through the implementation of the provisions of Section 4, B - Pre-entry for Permit-Required Confined Spaces, or whenever, due to the existence of an emergency, it is not feasible to ensure the removal of dangerous air contamination and/or an oxygen deficiency.

- (1) PRCSs with side and top openings shall be entered from side openings when practicable.

- Appropriate, approved respiratory protective equipment, including an independent source of air for breathing, will be provided and worn.
- An approved safety belt with an attached line shall be used. The free end of the line will be secured outside the entry opening. The line must be at least 1/2-inch diameter and 2,000 pounds test.
- At least one employee will stand by on the outside of the confined space ready to give assistance in case of emergency. At least one additional employee who may have other duties shall be within sight or call of the standby employee(s).

- The standby employee shall have appropriate, approved, respiratory protective equipment, including an independent source of breathing air for immediate use.
- A standby employee (or employees) protected as described above may enter the confined space but only in case of emergency and only after alerting at least one additional employee outside the confined space of the existence of an emergency and of the standby employee's intent to enter the confined space.
- When entry must be made through a top opening, the following requirements also apply:
 - The safety belt shall be of the harness type that suspends a person in an upright position.
 - A hoisting device or other effective means shall be provided for lifting employees out of the space.
- Work involving the use of flame, arc, spark, or other source of ignition is prohibited within a confined space which contains, or is likely to develop, dangerous air contamination due to flammable and explosive substances.
- Only approved lighting and electrical equipment, in accordance with the Low-Voltage Electrical Safety Orders, will be used in confined spaces.

Precautions for Emergencies Involving Work in PRCs

- At least one person trained in first aid and cardiopulmonary resuscitation (CPR) shall be immediately available whenever the use of respiratory protective equipment is required in 4, C, 1), above.
- An effective means of communication between employees inside a confined space and a standby employee will be provided and used at all times.