



INJURY AND ILLNESS PREVENTION PROGRAM

**BAKERSFIELD COLLEGE
CERRO COSO COMMUNITY COLLEGE
PORTERVILLE COLLEGE
DISTRICT OFFICE**

KERN COMMUNITY COLLEGE DISTRICT INJURY AND ILLNESS PREVENTION PROGRAM

Kern Community College District will fully comply with Labor Code 6401.7 and General Industry Safety Order 3202 of Title 8 (Industrial Relations), injury and Illnesses Prevention Program.

SECTION 1-EMPLOYERS INFORMATION

Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301

Telephone: (661) 336-5100

Type of Business: Education

Main Activities: Educational Services, Facilities Maintenance

SECTION 2-AUTHORITY AND RESPONSIBILITY

Chancellor- General Authority and supervision of the Injury and Illness Prevention Program within the Kern Community College District; allocates resources, and ensures hazards are abated in a timely manner.

College Presidents- The College President have the authority and responsibility for implementation and supervising the Injury and Illness Prevention Program at their respective College Campus. The College Presidents allocate resources, ensure that hazards are abated in a timely manner, that employees receive required safety training, are informed of their safety requirements and comply with all safety and healthy work practices.

Staff- All staff have a responsibility to ensure a safe working environment.

SECTION 3- COMMUNICATION

Communication is important in sharing information on the hazards in the workplace. The primary means for providing this information is through safety meetings. Employees are expected to attend these safety meetings unless prior approval from management is obtained. Safety meetings will be documented.

Safety information will be posted in employee break rooms. Written safety information will be provided in a language understandable to employees.

Communication of safety concerns or hazards may be submitted anonymously to the safety coordinator through campus mail. Suggestions will be reviewed and acted upon by the coordinator.

Supervisors are responsible for providing the necessary supervision to ensure employees comply with safe and healthy work practices. Disciplinary action consistent with district policy will be taken if an employee violates established safe work procedures.

The district has a system for recognizing employees who follow safe and healthful work practices. Each employee will be recognized for following safe and healthful work practices on each personal evaluation.

SECTION 4- HAZARD EVALUATION AND CONTROL

Facility and work area inspections will be conducted by each campus safety director/coordinator. Unsafe conditions and work practices identified during the inspections will be documented.

In general, inspections will be conducted:

1. When the program is first established.
2. Whenever new substances, processes, or equipment are introduced to the workplace that represents a new occupational safety and health hazard.
3. Whenever a new or previously unrecognized hazard is evident.
4. Whenever there is a report of an occupational injury or illness or a 'near miss' incident.

Inspections will be documented using checklists and in-house forms. The date and persons conducting the inspections will be documented.

Any deficiencies will be documented on the REPORT OF HAZARD OR UNSAFE CONDITION form. The form will specify the problem and will also indicate if it is a priority item. The REPORT OF HAZARD OR UNSAFE CONDITION form will be reviewed in order to take the appropriate actions to address each problem. Items will be addressed in a timely matter based on the severity of the hazard. Imminent hazards will be immediately abated or the operation suspended until corrective measures can be taken.

Any employee may generate a REPORT OF HAZARD ORR UNSAFE CONDITION as the hazardous condition arises or becomes evident. The form may be turned in to any area supervisor.

SECTION 5- INJURY INVESTIGATION

Reports of occupational injury or illnesses will be investigated by each campus safety director/coordinator. A brief summary will be written outlining the results of the investigation. The summary will be attached to the injury report and will include information relating to the cause of the accident and any information relating to measures taken to prevent future incidents. Reports of 'near misses' will also be investigated.

SECTION 6- EMPLOYEE SAFETY TRAINING

Proper employee training is critical for maintaining safe operations. It is the intent of this operation to fully train and inform our employees of areas of their employment, including hazards specific to their jobs assignment. Each campus safety director/coordinator will provide full training to all staff.

In general, training will be provided when:

1. The program is first established.
2. An employee is first hired.
3. An employee is given a new job assignment for which training has not been previously given.
4. A new substance, process, procedure, or equipment is introduced to the workplace and represents new hazard.
5. Supervisors need to be familiarized with the safety and health hazards to which their employees may be exposed.

SECTION 7-RECORDKEEPING

Actions taken to implement and maintain the program will be documented and maintained at each campus location by the campus safety director/coordinator.

These records specifically include:

1. Documentation of scheduled and periodic inspections. The name of the person(s) conducting the inspection and the date will also be included.

2. Any unsafe conditions and work practice identified during the inspections (reports of hazardous conditions) and the action taken to correct the problem.
3. Documentation of safety and health training for each employee, including employee name or other identifier, training dates, types of training, and training providers.

All of the above mentioned documentation will be maintained for a minimum of three years.

Revised/Updated 12/2020