

# CaLARTS

## Injury and Illness Prevention Program

December 2024

### Management Commitment and Policy Statement

It is the policy of the California Institute of the Arts (hereinafter "CalArts" or "Institute") to provide a safe and healthy work environment for all employees in order to minimize the risk of work-related injuries and illnesses. This will be achieved through the application of appropriate safeguards to processes, equipment, methods and procedures, and by providing employees with the training necessary to perform their jobs safely. We will take all necessary and responsible steps to comply with applicable safety and health regulations affecting our organization.

To help assure the safety and health of our associates, we have established this written Injury and Illness Prevention Program (IIPP). The overall authority and responsibility to develop and maintain the Safety Program is delegated to the Director, Risk Management Environmental Health & Safety. However, it is in everyone's best interest to work safely and adhere to their responsibilities contained herein. We thank you for your cooperation and commitment to maintaining a safe work environment for our employees and guests.

  
\_\_\_\_\_  
Director, Risk Management Environmental Health & Safety

11-25-2024  
Date

  
\_\_\_\_\_  
Vice President, Facilities Development & Management

11/25/2024  
Date

## Table of Contents

<b>SUBJECT</b>	<b>SECTION</b>
Program Authority and Responsibilities.....	4
Safety and Health Training.....	6
Communication.....	7
Compliance.....	8
Hazard Assessment and Hazard Correction.....	9
Covid-19 Infection Prevention Program.....	10
Accident Investigation and Reporting.....	17
Safety & Disaster Preparedness Committee.....	18
Recordkeeping & Access Requirements.....	19
 <b>APPENDIX</b>	
Code of Safe Practices.....	22
Accident Investigation Form.....	31
Safety Inspection Checklist.....	34
Hazard Report Form.....	39

## Section 1

### PROGRAM AUTHORITY AND RESPONSIBILITIES

#### Program Authority

The VP for Facilities Development & Management and the Director, Risk Management Environmental Health & Safety are responsible for the overall implementation of the IIPP program at all CalArts locations. In order to have additional coverage and communication, they have organized a Risk Management Team comprised of Facilities Management personnel including our AVP of Facilities Construction, our Director of Campus Safety, and our Executive Director of Facilities Services. Additionally, the Head of Production Services, School of Film/Video is our safety liaison and will communicate any safety related issues with students and faculty. Our Safety & Disaster Preparedness Committee is in place to ensure that a continuous flow of information is maintained. This committee is responsible for workplace safety, the general safety and wellbeing of students, staff, faculty, and the general public while on CalArts property.

#### Responsibilities

Key responsibilities necessary within our organization to maintain an effective IIPP are as follows:

##### *Safety Coordinator*

- Provide overall administration and guidance in IIPP implementation.
- Advise senior management on program performance.
- Measure program effectiveness by monitoring accident frequency and severity via insurance carrier loss reports or other reliable documentation.
- Revise the IIPP as needed to ensure effectiveness in preventing work related injuries and illnesses and incorporation of changes in applicable regulatory standards.
- Act as a liaison between outside regulatory safety agencies and consulting personnel from insurance carrier.
- Monitor changes or introduction of new equipment or processes that effect safety and health of employees and ensure adequate controls are in place to protect employees.
- Verify that action is taken on hazards identified via accident investigations, inspections, employee suggestions or any other method of notification.
- Maintain a safety bulletin board and verify that required insurance, safety, and other regulatory notices are posted.
- Act as a resource to department managers and employees on matters of safety.
- Oversees or conducts health and safety training.

- Ensure appropriate responses to all employee suggestions regarding safety matters.

### *Supervisors*

- Be familiar with and support implementation of the IIPP.
- Review IIPP/safety policy statement/employee responsibilities.
- Be familiar with hazards and safe work policies affecting employees and processes under their supervision.
- Report and investigate accidents involving employees under their supervision.
- Ensure completion of the new employee safety orientation procedure with all new or transferred employees working in their department.
- Perform departmental safety meetings in accordance with IIPP protocol.
- Monitor employee behavior and enforce compliance with safety rules, policies, and procedures.
- Regularly inspect his or her department for workplace hazards and initiate corrective action immediately.
- Encourage employees to report unsafe conditions or work practices and initiate corrective action.
- Review safety policy enforcement, accident reporting, and hazard reporting procedures with employees.
- Immediately report all workplace accidents, injuries, incidents, or illnesses to the appropriate parties.

### *Human Resources Manager or Designate*

- Acts as a liaison with the facility medical providers and Workers' Compensation insurance carriers.
- Maintains designated health and safety records, including training and exposure records.
- Maintains OSHA 300 Logs and Annual Summaries as required by law.
- Reviews new or proposed training materials.
- Provides resource support to all managers and supervisors.
- Manages the Workers' Compensation claims.
- Participates in the evaluation of the effectiveness of facility health and safety programs and recommends improvements.

*Employees*

- Understand contents of the Institute IIPP.
- Immediately report any injury, accident, or property damage to their supervisor, no matter how minor.
- Never undertake a job unless you have been trained and understand how to do it safely and are authorized to perform the job.
- Immediately report any unsafe conditions or hazards to their supervisor.
- Attend and participate in safety training classes.
- Comply with all Institute safety rules, policies and instructions given regarding performance of your job.
- If injured and assigned to a Modified Duty job assignment, comply with Institute policy.

**Section 2****SAFETY and HEALTH TRAINING****Safety and Health Orientation**

Awareness of potential health and safety hazards, and knowledge of how to control such hazards, is critical to maintaining a safe work environment. CalArts is committed to instructing employees in safe and healthful work practices. To achieve this goal, we will provide training to employees on general and specific safety procedures for each employee's job. Employee training and instruction shall be provided:

- When the IIPP is first established.
- To all new employees.
- To all employees given new job assignments for which training has not previously been received.
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard.
- For intermittent or non-routine job tasks.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- For supervisors/managers to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
- To all workers with respect to hazards specific to each employee's job assignment.
- CalArts routinely provides annual training in the following areas to those employees whose job duties may provide them with exposure to the following:
  - Lockout/Tagout

- Bloodborne Pathogen
- Fire Prevention
- Respiratory Protection
- Heat Illness Prevention
- Specialized Training is available for those who require it in respirator fit testing, emergency response, forklift use, HAZWOPER, and CERT.
- Employees will be trained on how to perform assigned job tasks safely. Training shall be delivered in the following manner:
  - Explanation of the IIPP and the responsibilities for implementation.
  - Use of appropriate personal protective equipment.
  - Information about chemical hazards to which employees could be exposed and other hazard communication program information.
  - Provisions for medical services and first aid including emergency procedures.
  - A review of the Code of Safe Work Practices and any other supplemental safety information applicable to their job duties.
  - Individual employees will be retrained after the occurrence of a work-related injury when deemed necessary by management.
  - Observation of employees performing their work under the guidance of an assigned trainer. When necessary, the trainer will provide a demonstration using safe work practices, or remedial instructions to correct training deficiencies before an employee is permitted to do the work without supervision. Training will address hazards considered unique to the employee's position. Examples include equipment operation; chemical exposures; personal protective equipment requirements; recognition of safety and health risks; etc.

## Section 3

### COMMUNICATION

Methods of communicating with employees on matters of safety and health shall be accomplished via the following methods in a form readily understandable by affected employees.

- **Open Door Policy** - We support informal communications through an *open-door* policy with management. This policy encourages employees to report safety concerns or ideas for improvement without fear of reprisal.
- **Posters** -Safety related posters will be displayed in order to maintain safety awareness and reinforce key safety and health issues.
- **Safety Meetings** – The Safety Coordinator will conduct quarterly safety meetings with the Safety & Disaster Preparedness Committee. The purpose of these meetings is to offer training and communicate matters of safety and health throughout the organization, which

will be communicated department-wide through the department representative sitting on the Safety & Disaster Preparedness Committee. The meetings will also address employee safety concerns and suggestions.

- **Hazard Reporting** --Employees are encouraged to report workplace hazards to management either informally or via Hazard Report Form (see Appendix). Reported problems will be reviewed by management and a response made to the employee by the supervisor as to action taken to resolve the hazard. Hazard report forms may be submitted anonymously to their supervisor or Safety Coordinator.
- **Training** - Periodic safety training programs, and our safety orientation program, which includes review of the Code of Safe Practices and our IIPP.
- **Safety & Disaster Preparedness Committee** - The Safety & Disaster Preparedness Committee will meet periodically to implement improvement strategies that improve workplace safety. See Section 8 for Safety & Disaster Preparedness Committee guidelines.

*No employee shall be discriminated against for good faith reporting hazards or potential hazards, or for making safety suggestions.*

## Section 4

### COMPLIANCE

Our commitment to provide a safe work environment requires that our safety program include methods of ensuring compliance with safety policies. To protect our staff and visitors from injury or illness, we take various approaches to ensure employees know, understand, and apply safe work practices to their daily activities. These methods include the following:

- Employees who violate or fail to comply with CalArts safety policies and standards will be subject to disciplinary action as per Institute progressive disciplinary policies. The Institute may, at its sole discretion, administer disciplinary actions deemed appropriate based upon the severity of the offense – up to and including termination of employment.
- Supervisors are subject to disciplinary action for failing to adhere to their responsibilities contained in Section 2 of the IIPP. Reasons for disciplinary action include, but are not limited to:
  - Failure to report accidents.
  - Failure to control unsafe conditions and work practices by their staff.
  - Failure to maintain good housekeeping standards.
  - Failure to respond to employee safety suggestions or complaints.
- Employees receive safety training at time of hire – to include review of the IIPP, Code of Safe Practices and specific hazards inherent in their job duties. Employees whose safety performance is deficient will receive retraining.



- As described in Section 5- Hazard Identification and Correction, employee work practices are monitored in our safety inspection process, and all employees are responsible for ongoing monitoring to monitor employee work practices and make on the spot correction of unsafe employee practices.
- From time to time, employees may be recognized for their compliance with safety and health standards, or for contributions such as safety suggestion or hazard reporting.

## Section 5

### HAZARD ASSESSMENT and HAZARD CORRECTION

#### Safety and Health Inspection Policy for Hazard Identification and Assessment

Effective identification and correction of workplace hazards is imperative to the success of our IIPP. Our program does not limit hazard identification responsibilities to the management/supervisory level, but encourages and requires employee involvement to help maintain a safe work environment by reporting hazards to management. **To this end, there will be no retaliation against any employee who reports a workplace hazard.** Our definition of workplace hazard includes unsafe conditions or processes and unsafe work practices committed by employees.

Safety Inspection procedures include:

- Completion of a hazard assessment when our program is first established. Findings will be used to support training program design and safety inspection process.
- Bimonthly Safety and Health Inspections. Formal documented safety and health inspections will be completed bi-monthly using the Safety Inspection Checklist (see Appendix). Management will assign an individual or team to perform inspections.
- Special Inspections. Special inspections are performed in response to reports of alleged unsafe acts or unsafe conditions; occupational injuries and illnesses; accident investigations; newly published safety and health standards; or whenever workplace conditions warrant.
- Workplace inspections new whenever substances, processes, procedures, or equipment are introduced to the workplace; whenever management is made aware of a new or previously unrecognized hazard; or when we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted.
  - Supervisors are responsible for promptly reporting to the Safety Coordinator whenever a new substance (i.e., chemical, solvent, or hazardous material), new work procedure or technique, and/or new equipment is introduced that may pose a hazard, or whenever they are made aware of any other new or previously unrecognized hazard. It will then be the Safety Coordinator's responsibility to follow-up on necessary corrective actions to minimize the hazard via engineering controls, personal protective equipment, and/or employee training.
- Ongoing Workplace Review. Every employee—including supervisors—are responsible for ongoing safety and health monitoring and inspection of their work area. Any potential hazard or unsafe behavior should be reported immediately to management.

## Hazard Correction

It is our policy to abate hazards immediately if possible. Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Examples of procedures that can be used to control a hazard include, but are not limited to:

- Tagging out unsafe equipment.
- Stopping unsafe work practices and providing retraining or procedural modifications.

Hazards shall be corrected according to the following procedures:

- When observed or discovered.
- When an imminent hazard exists that cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection.

When the corrective action for a workplace hazard involves multiple steps or cannot be completed immediately, a corrective action plan will be noted at the end of the Safety Inspection Checklist or appropriate form. Information provided should include description of the hazard and action needed to correct it; name of person responsible for correcting the deficiency; the date hazard was corrected; and initials of Safety Coordinator when corrective action was completed.

## Hazard Reporting

Every employee has the right and responsibility to report unsafe conditions or work practices which represent an exposure to injury or illness to themselves, or fellow employees. Hazard reports made by employees should be given to their immediate supervisor who will review with the Safety Coordinator. The report may be verbal or written and should contain enough information to accurately locate and correct the hazard. Written notification requires completion of the Hazard Report Form, which should be submitted to the supervisor. Hazard report forms may be submitted anonymously to the supervisor or Safety Coordinator if so, chosen by the employee.

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible and protect other employees and equipment.

## COVID-19 Infection Prevention Program

### A. Institute Policy

CalArts is committed to preventing workplace hazards that could result in employee injury and/or illness; and to complying with all applicable state and local occupational health and safety regulations. The following COVID-19 Infection Prevention Program has been temporarily established to help make sure affected employees understand the dangers of COVID-19, an airborne infectious disease, and how to prevent spread of this disease in the workplace. Implementation of our COVID-19 Infection Prevention Program is consistent with our existing

IIPP. This program applies to all locations where CalArts operates and is available for review by any employee.

### **B. Employer Responsibilities**

CalArts follows the measures below as outlined in the Cal/OSHA COVID-19 Prevention Standard and as recommended by the Centers for Disease Control and Prevention (CDC) and applicable state and local authorities that are in effect.

CalArts:

- Provides employee training on COVID-19 signs, symptoms, and prevention pursuant to Section 2 of the IIPP.
- When determining measures to prevent COVID-19 transmission and to identify and correct COVID-19 hazards, CalArts considers the following:
  - Encourages additional spacing of employees to support safe social distancing, when possible.
  - Encourages, when possible and operationally workable, alternative employee workplace options such as working from home.
  - Considers, and when possible, implements increased workplace ventilation, barriers, and other potential employee work practices that reduce risk.

### **C. Employee Training**

Management and supervisors ensure employees participate in COVID-19 training as part of the IIPP training that covers the following topics:

- COVID-19 Infection Prevention Program (this program).
- COVID-19 and how it is spread.
- Symptoms of COVID-19 infection and when to seek medical attention.
- Importance of not coming to work when ill.
- Steps to prevent the spread of COVID-19 infection.
- Importance of frequent hand washing / hand sanitizing.
- Coughing and sneezing etiquette.

All COVID-19-related employee training is documented.

### **D. Employee Expectations**

Employees must adhere to following expectations:

- Wash/sanitize hands multiple times daily, including before and after work; during breaks; before and after eating; after coughing, sneezing, or blowing nose; and before and after going to the restroom.
- Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.

- Cover mouth and nose with a tissue when coughing or sneezing and immediately discard it after use and wash hands. If no tissues are available, cover mouth with shoulder or elbow and then wash hands.
- Avoid sharing personal items with coworkers (e.g., food, dishes, lunch boxes, gloves, etc.).
- Avoid touching mouth, nose, and eyes.
- Keep a minimum distance of 6 feet from others when possible.
- When choosing to cover mouth and nose with a cloth face covering, follow CDC and local health department guidelines on use, removal, cleaning, and disinfection.

#### **E. Expectations to clean and disinfect the workplace**

CalArts has a routine schedule to clean and disinfect common surfaces, areas, and objects in the workplace in accordance with current CDC guidelines. This cleaning and disinfecting includes, but is not limited to:

- Work surfaces including workstations, counters, tables, chairs, benches, door handles, and knobs.
- Handwashing areas and surfaces, including re-stocking with soap and paper towels.
- Fixed and portable restrooms, including re-stocking toilet paper and cleaning and sanitizing as necessary.
- Common areas including break room tables, chairs, drinking fountains, refrigerators, vending machines, and trash cans.
- Contact areas on vehicles, forklifts, and other equipment such as stick shift, control levers, steering wheel, doors, seat belts, air conditioner, radio buttons, glove box, mirrors, armrests, and vehicle keys.

Disinfection procedures adhere to CDC guidelines. Employees assigned to sanitize and disinfect surfaces are trained on hazards and manufacturer's recommended safety precautions of all cleaners and disinfectants. Employees assigned to perform sanitation and disinfection are expected to use cleaners and disinfectants in a safe manner, follow label directions, and wear proper personal protective equipment.

#### **F. Physical Distancing**

When advised by applicable state and local authorities, CalArts practices physical distancing of at least 6 feet of separation to the extent possible in all work areas including outdoors, vehicles, structures, facilities, and offices.

Access to CalArts property and/or facilities is limited to employees and students. Vendors and other non-employee visitors must adhere to the following expectations:

- Visitors who must enter the facility are expected to follow hygiene and social distancing practices outlined in section D. Employee Expectations and this section F.

#### **G. Procedures for Investigating, Identifying & Responding to COVID-19 Illnesses**

The effective procedures for investigating COVID-19 cases in the workplace include:

- Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more COVID-19 symptoms.
  - A Covid-19 case means a person who:
    - (1) Has a positive COVID-19 test; or
    - (2) Has a positive COVID-19 diagnosis from a licensed health care provider; or
    - (3) Is subject to a COVID-19-related order to isolate issued by a local or state health official; or
    - (4) Has died due to COVID-19, in the determination of a local health department or per inclusion in the COVID-19 statistics of a county.
- Documenting the infected employee’s work location, work hours, and general and specific work duties. If the employee recently traveled to multiple worksites, document their travel times and last day worked.

The following steps are followed to monitor employee health:

- Effectively identifying and responding to persons with COVID-19 symptoms at the workplace:
  - Department supervisors or directors will monitor employee attendance and watch for employees showing COVID-19 symptoms. Our procedures for health monitoring include:
    - Observation of employees to see if they are experiencing fever, cough, or difficulty breathing according to local public health department guidelines.
    - If ill, the employee is sent home immediately and instructed to contact a medical professional by phone before going to a medical facility.
    - Monitoring employees throughout the day:
      - Employees who develop COVID-19 or other flu-like symptoms at work are sent home immediately.
      - Sick employees are instructed to follow CDC guidelines and local public health department recommendations.
  - Encouraging employees to report COVID-19 symptoms and to stay home when ill.
    - Employees who test positive for COVID-19 must report their positive test result to [covidcompliance@calarts.edu](mailto:covidcompliance@calarts.edu).
    - Employees who test positive for COVID-19 shall receive up to 10 days of COVID-19 related sick leave in addition to their regularly allocated sick time. Please contact [hr@calarts.edu](mailto:hr@calarts.edu) for more information.
- Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1) according to the following requirements:
  - COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
  - COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:

- The infectious period.
- Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.

These elements apply regardless of whether an employee has been previously excluded or other precautions were taken in response to an employee's close contact or membership in an exposed group.

- Identify and confidentially contacting anyone who had close contact with the COVID-19 case, as soon as possible. CalArts will review and implement current California Department of Public Health (CDPH) guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
  - “Close contact” is defined as:
    - For indoor airspaces of 400,000 or fewer cubic feet, “close contact” is now defined as sharing the same indoor airspace with a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.
    - For indoor airspaces of greater than 400,000 cubic feet, “close contact” is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or more over a 24-hour period during the COVID-19 case's infectious period.
    - Offices, suites, rooms, waiting areas, break or eating areas, bathrooms, or other spaces that are separated by floor-to-ceiling walls shall be considered distinct indoor spaces.
  - “Infectious case” is defined as:
    - For symptomatic confirmed cases, 2 days before the confirmed case had any symptoms (symptom onset date is Day 0) through Days 5–10 after symptoms first appeared AND 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved.
      - Starting any time after Day 5, the infectious period has ended if the COVID-19 case has no fever for 24 hours, symptoms have improved, and testing negative.
      - After Day 10, the infectious period has ended if the COVID-19 case has no fever for 24 hours and symptoms are improving. Testing is not necessary.
    - For asymptomatic confirmed cases, 2 days before the positive specimen collection date (collection date is Day 0) through Days 5–10 (through day 5 if testing negative on day five or later) after positive specimen collection date for their first positive COVID-19 test.

- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.

#### H. Testing of Close Contacts

Those employees who come into close contact with a COVID-19 case will be afforded the opportunity to visit a free testing site while on duty and receive mileage reimbursement for travel to and from the testing site. At-home test kit results will also be accepted.

Testing will also be made available to exposed employees during an outbreak or major outbreak.

#### I. Face Coverings, Including Respirators

Employees must wear face coverings that can be provided by CalArts:

- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19 until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after a close contact.
- For 10 days following an identified close contact to someone with COVID-19, especially high-risk contacts.

Otherwise, upon request, employees will be provided face coverings, including, if requested an N95, and required to wear them when required by a CDPH regulation or order. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors. Face coverings will be clean, undamaged, and worn over the nose and mouth.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard.

#### J. Ventilation

For our indoor workplaces CalArts will:

- Review CDPH and Cal/OSHA guidance regarding ventilation, including the CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments. CalArts will develop, implement, and maintain effective methods to prevent transmission of COVID-19, including one or more of the following actions to improve ventilation:
  - Maximize the supply of outside air to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.
  - In buildings and structures with mechanical ventilation, filter circulated air through filters at least as protective as Minimum Efficiency Reporting Value (MERV)-13, or the highest level of filtration efficiency compatible with the existing mechanical ventilation system.
  - Use High Efficiency Particulate Air (HEPA) filtration units in accordance with manufacturers' recommendations in indoor areas occupied by employees for extended periods, where ventilation is inadequate to reduce the risk of COVID-19 transmission.



- Determine if our workplace is subject to CCR, Title 8 section 5142 Mechanically Driven Heating, Ventilating and Air Conditioning (HVAC) Systems to Provide Minimum Building Ventilation, or section 5143 General Requirements of Mechanical Ventilation Systems, and comply as required.

In vehicles, we will maximize the supply of outside air to the extent feasible, except when doing so would cause a hazard to employees or expose them to inclement weather.

#### **K. Program Evaluation**

CalArts:

- Conducts workplace inspections as necessary to ensure COVID-19 Infection Prevention Program procedures are followed.
- Takes corrective action to correct any deficiencies discovered.
- Documents corrective actions.
- Ensures CDC, local health department, and other applicable authorities' guidelines are incorporated into the COVID-19 Infection Prevention Program and followed.

#### **L. Employee Transportation and Student Van Use**

CalArts has the following expectations for drivers and passengers using Institute vehicles or other forms of transportation:

- When possible, hand sanitizer is provided in vehicles to sanitize hands.
- Drivers adhere to Institute guidelines of how many passengers are allowed to ride in one vehicle.
- Prior to entering vehicles, passengers adhere to employee health monitoring practices in section G. Procedures for Investigating, Identifying & Responding to COVID-19 Illness.

Drivers and passengers are trained and adhere to the following expectations:

##### **1. Drivers:**

- Follow employee hygiene practices outlined in section D. Employee Expectations.
- Follow sanitation and disinfection procedures and to the extent possible be considerate of passengers' social distancing when transporting employees as outlined in sections E. and section F. Physical Distancing.
- Increase ventilation within vehicles and, when possible, keep windows open.

##### **2. Passengers:**

- Never participate in group travel when sick.
- Follow all precautions to avoid spread of the virus as outlined in section D. Employee Expectations such as social distancing, use of cloth face coverings, covering coughs and sneezes, and washing/sanitizing hands.
- Refrain from eating, drinking, or sharing food in vehicles.

#### **M. Reporting and Recordkeeping**

CalArts will keep a record of and track all COVID-19 cases. These records will be kept by name of individual, job title, or department and retained for two years beyond the period in



which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

## Section 6

### ACCIDENT INVESTIGATION and REGULATORY AGENCY REPORTING

#### Accident Investigation

All work-related injuries, illnesses, and near misses (unplanned events that do not result in injury, financial loss, or property damage) shall be investigated. It is the responsibility of the department supervisor in which the incident occurred to conduct a thorough accident investigation using the Accident Investigation Form (see Appendix).

The Accident Investigation Program's primary goal is to prevent future similar accidents through the use of knowledge derived from the investigation reports. Knowledge derived from the investigation reports will be used to prepare reports required by Federal and State law.

When an employee is injured at work, the supervisor is responsible for taking emergency action to have first aid administered, to obtain professional medical attention as soon as possible and protect other employees and equipment. The supervisor or other designated manager must then begin to investigate the circumstances of the accident. These procedures have been found to be effective when investigating accidents.

The supervisor, in consultation with the Director, Risk Management/Environmental Health & Safety and Vice President, Facilities, Development & Management will fill out and complete an investigation report.

In order for the investigation report to be effective, it should contain, as a minimum, a detailed answer to the following questions:

- What Was the Employee Doing? Explain in detail the activity of the employee at the time of the accident.
- What Happened? Indicate in detail what took place, describe the accident, the type of injury, and the part or parts of the body affected.
- What Caused the Accident? Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
- What Can Be Done to Prevent a Similar Accident? Indicate corrective action to prevent reoccurrence.

The Accident Investigation Form report must be submitted to the Safety Coordinator, no later than 24 hours after the accident.

### Regulatory Agency Reporting

In the event of a serious injury or illness or death, the supervisor shall immediately notify the Safety Coordinator and Human Resources. The Safety Coordinator must then notify the local Cal-OSHA office **immediately, and under no circumstances more than 8 hours after CalArts knew or with diligent inquiry should have known of the death or serious injury or illness**. In the Safety Coordinator's absence, the responsibility for reporting to Cal/OSHA will fall to the following positions in order of priority: Human Resources Manager, Production Manager, and Department Manager.

The Cal-OSHA definition of "serious injury or illness" is any injury or illness occurring in a place of employment or in connection with any employment:

- That requires inpatient hospitalization for other than medical observation or diagnostic testing; or
- In which an employee suffers:
  - An amputation
  - The loss of an eye, or
  - Any serious degree of permanent disfigurement,

"Serious injury or illness" does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

When making such report, the reporting party shall include the following information, if available: time and date of accident; employer's name, address and telephone number; name and job title of 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 injury; location where injured employee(s) was (were) moved to; list and identity of other law enforcement agencies present at the site of accident; description of accident and whether the accident scene or instrumentality has been altered.

The nearest Cal-OSHA office is: Van Nuys District Office, 6150 Van Nuys Blvd., Ste. 405 Van Nuys, CA 91401. Serious injury or illness or death can be reported to the Van Nuys District Office by calling (818) 901-5403 or emailing [caloshaaccidentreport@tel-us.com](mailto:caloshaaccidentreport@tel-us.com). For more information on reporting, see <https://www.dir.ca.gov/dosh/report-accident-or-injury.html>.

## Section 7

### Safety & Disaster Preparedness Committee

The Director of Risk Management Environmental Health & Safety is responsible for organizing and chairing a Safety & Disaster Preparedness Committee, comprised of representatives from all departments. The purpose of the Safety & Disaster Preparedness Committee includes reviewing and recommending policies and procedures necessary for effective safety program

implementation, analyzing safety management issues, and developing recommendations for resolving them.

The goal of the committee is to mitigate loss-producing exposures. Additional items that may be addressed by the Safety & Disaster Preparedness Committee include development of emergency evacuation procedures, CPR training, wellness programs, etc.

### General responsibilities

Responsibilities of the Safety & Disaster Preparedness Committee include:

- Meets regularly, but not less than quarterly;
- Reviews results of the periodic, scheduled worksite inspections;
- Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances, and where appropriate, submits suggestions to management for the prevention of future incidents;
- Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- Submits recommendations to assist in the evaluation of employee safety suggestions;
- Upon request from Cal-OSHA, verifies abatement action taken by the employer to abate citations issued by the Division;
- Evaluates the effectiveness of control measures used to protect employees from safety and health hazards in the workplace;
- Assists Safety Coordinator in reviewing and updating safe work policies based on a review of accident investigation findings, inspection findings, employee reports of unsafe conditions or unsafe work practices, and complaints or suggestions from employees;
- Assists Safety Coordinator management in updating the Injury and Illness Program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent repeat occurrences; and
- Participates in safety training and monitoring/evaluating workplace safety and training programs.

## Section 8

### RECORDKEEPING & ACCESS REQUIREMENTS

No operation can be successful without recordkeeping, which enables CalArts to learn from past experience and make corrections for future operations. In addition, regulations require that records be kept of the steps to establish and maintain the Injury and Illness Prevention Program.

## Injury and Illness Prevention Program Records

The Safety Coordinator will retain the following records on file for at least one (1) years:

1. Records of hazard assessment inspections, including the person(s) or persons conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded in Facilities Management Work Order Management System / Zendesk.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded in Paycom.

## OSHA Recordkeeping

The following documents shall be maintained for at least 5 years.

- OSHA Form 300, Log of Occupational Injuries and Illnesses, and OSHA Form 300A, the annual summary of which is posted every year between February 1 – April 30 for the previous year's information.

## Other Recordkeeping

CalArts complies with the recordkeeping requirements under 8 CCR 3204, which apply to employers who make, maintain, contract for, or have access to employee exposure or medical records, or analyses thereof, pertaining to employees exposed to toxic substances or harmful physical agents.

For example, the following documents shall be maintained for at least 30 years.

1. Employee exposure records related to the Hazard Communication Standard.
2. Employee exposure records related to the Hearing Conservation Program Standard, if noise levels are determined to be in excess of the TLV.

## Access

CalArts employees – or their designated representatives - have the right to examine and receive a copy of our IIPP. This will be accomplished by providing unobstructed access via Institute server and via <https://policies.calarts.edu/all-policies/employment-workplace/injury-and-illness-prevention-program-policy>, through which employees can review, print, and email the current version of the IIPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

Any copy provided to an employee or their designated representative need not include any of the records of the steps taken to implement and maintain the written IIP Program. Where CalArts has distinctly different and separate operations with distinctly separate and different IIPPs, CalArts may limit access to the IIPP applicable to the employee requesting it.

An employee must provide written authorization, in order to make someone their “designated representative.” A recognized or certified collective bargaining agent will be treated automatically as a designated representative for the purpose of access to the Institute IIPP. The written authorization must include the following information:

- The name and signature of the employee authorizing the designated representative.
- The date of the request.
- The name of the designated representative.
- The date upon which the written authorization will expire (if less than 1 year).

# APPENDIX

## Code of Safe Practices

### General Safety

- Know the safe way to perform any job given to you, follow safe work practices and use required personal protective equipment. If unsure, contact your supervisor for instructions prior to starting the job.
- Immediately report any unsafe equipment, conditions, practices or procedures to your supervisor.
- Report all accidents, injuries or incidents to your supervisor immediately, regardless of how minor you may believe them to be.
- Horseplay, practical jokes, scuffling and other acts which tend to have an adverse influence on the safety or wellbeing of employees or others is prohibited.
- Any employee who attempts to report to work under the influence of alcohol or drugs is dangerous, and if detected, will be prevented from working and will be subject to immediate disciplinary action, up to and including discharge.
- Comply with all safety-related warning signs and tags. They are posted to alert you to hazards.
- Keep aisles, doors, exits, electrical panels and fire extinguisher clear and unobstructed.
- Do not tamper with safety equipment.
- Attendance at required safety meetings, training sessions and other activities is mandatory.
- Maintain good housekeeping at all times. Discard trash and debris properly. Store tools and equipment out of aisle or traffic paths. Keep exits clear and unobstructed.
- No one shall knowingly be permitted or required to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes, that it might unnecessarily expose the employee or others to injury.

### Hand Tools

- Use the right tool for the job, if unsure, ask your supervisor.
- Return tools and equipment to proper storage places after use.
- Report damaged or unsafe tools and equipment immediately. Damaged or unsafe tools and equipment are to be marked "Do Not Use" and secured.

- Use the tool for its intended purpose. Wrenches shall not be altered by the addition of handle-extensions or “cheaters.”
- Files shall be equipped with handles and not used to punch or pry.
- A screwdriver shall not be used as a chisel.
- Keep cutting edges sharp, so the tool will cut smoothly.

## Powered Equipment and Machinery

- Never use or operate powered equipment or machinery of any type unless you have been trained on that specific piece of equipment or machinery and authorized by your supervisor. Always ask our supervisor if you have any questions regarding the proper or safe operation of powered equipment or machinery.
- Damaged tools or equipment shall be removed from service and tagged “DEFECTIVE.”
- Inspect equipment and machinery daily prior to use and never operate machinery without guarding in place.
- Jewelry, loose clothing, long hair, etc. shall be removed or secured when working with machinery and equipment where it could get entangled.
- Do not leave machinery running unattended.
- Shut down machinery and follow Lock-Out procedures before cleaning, adjusting, un-jamming or repairing machinery and equipment.
- Never remove or tamper with Locks or Tags on equipment that is undergoing service or repair.
- Cuttings and scrap should be cleaned up immediately after use of machinery and equipment.
- Ensure any available safety guards are in place.

## Lockout/Tagout

During Cleaning, Servicing, Adjusting Operations:

- Machinery or equipment capable of movement must be stopped and power source(s) de-energized or disengaged.
- Accident prevention signs or tags or both must be placed on the controls of the power source of the machinery or equipment.
- If necessary, the moveable parts must be mechanically blocked or locked out to prevent inadvertent movement, or release of stored energy.
- *Exception:* If machinery or equipment must move during these operations, you must use *extension tools* (eg., extended swabs, brushes, scrapers) *or other methods, or means to protect yourself from injury.* Notice your supervisor if machinery or equipment must move.

During Repair Work and Setting-Up Operations, Machines, Equipment /Prime Movers:

- Must be locked out or positively sealed in the "off" position if they have lockable controls

(or are readily adaptable to lockable controls).

- Must be de-energized or disconnected from their power source (or other actions taken to effectively prevent inadvertent movement or release of stored energy) if they do not have lockable controls.
- Accident prevention signs and tags (or both) must be placed on the controls.

Outside Servicing Personnel:

- Whenever outside servicing personnel are to be engaged in activities covered by the lockout/tagout regulation, CalArts' on-site lockout or tagout procedures must be followed.

## Lifting Procedures

- Plan the move before lifting; remove obstruction from your chosen pathway and have a clear place to set the object down; remediate wet or slippery areas before attempt to walk across them.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- Warm up or stretch prior to attempting to lift a heavy object.
- Get assistance from a coworker if necessary to handle a heavy or awkward load. Coordinate and communicate your movements with those of your coworker.
- Use mechanical lifting devices when transporting heavy objects.
- Position your feet shoulder width apart with one foot slightly in front of the other.
- Bend at the knees and keep your back straight.
- Get a firm grip on the object with your hands and fingers. Use handles when they are present.
- Do not lift anything if your hands are greasy or wet.
- Wear gloves if needed to grip the object firmly. Gloves may also prevent scrapes and cuts
- Hold objects as close to your body as possible.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.

## Fire Prevention

- Ensure flammable materials are properly stored in UL approved cabinets.
- Store flammable liquid properly, either in their original container or UL approved safety cans.



- Storage of materials should be at least 18 inches below fire sprinkler heads.
- Clear access should be maintained to all fire extinguishers and fire alarm panels.
- Fire extinguishers must be identified with appropriate signage and an up-to-date service tag.

## Electrical Safety

- Only trained and authorized employees are allowed to repair or service electrical equipment. Such employees will be provided with appropriate PPE.
- A trained authorized employee must lockout and tagout electrical equipment or lines to be serviced, maintained, or adjusted.
- Post enough warning signs to make people aware of the safety hazard.
- Inspect tools, equipment and electrical fittings for damage or wear prior to each use. Immediately inform your supervisor of any issues.
- Ensure electrical cords are in good condition, and free of cuts, fraying, etc. Do not repair damaged electrical power cords. They should be removed from service immediately.
- Use cords or equipment that are rated for the level of amperage or wattage that you are using.
- Do not use power tools with the guards removed.
- Avoid working in or around water when using powered tools or equipment. Remember that the risk of electric shock is greater in areas that are wet or damp. Take proper caution.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- Maintain a 36" in. clearance around electrical panels and shut-off switches.
- Know where the breakers and boxes are located in case of an emergency.
- Label all circuit breakers and fuse boxes clearly.
- Portable powered equipment shall be double insulated or equipped with a 3-prong plug.
- Do not remove electrical plugs from outlets by pulling on the cord. Grasp the plug to remove it.
- Never match up a two-prong outlet with a three-prong plug. You are bypassing the ground and are subject to potential electrical shock.
- Use only grounded or double-insulated power tools.
- Never overload an electrical outlet.
- Extension cords cannot be used to power permanently installed equipment.
- Be aware that unusually warm or hot outlets may be a sign that unsafe wiring conditions

exist.

- Do not block access to circuit breakers or fuse boxes.
- Assume that all overhead wires are energized and have high voltage.

## Hazardous Substances

- Know the location and understand the contents of Safety Data Sheets for hazardous substances you work with.
- Do not eat or smoke in areas where hazardous substances are stored or handled.
- Understand and follow emergency procedures necessary, if there is a hazardous material spill.
- Do not transfer hazardous substances into unlabeled containers.
- Do not use any hazardous substance unless you have been trained how to use it safely.
- Personal protective equipment (PPE) issued by your supervisor must be worn when instructed to do so. Employee is responsible for maintaining PPE in good condition.
- Review CalArts Hazardous Material policy at: <https://policies.calarts.edu/all-policies/health-and-safety-hazardous-materials>.

## Slip/Trip/Fall Prevention

- Keep walkways and aisles free of clutter or items which could cause a fall.
- Avoid water as much as possible and walk slowly in wet conditions.
- Avoid rushing and running and maintain good balance when performing your job tasks.
- Ensure adequate lighting is available. Report burned out light bulbs or the need for additional lighting.
- Wear shoes that fit properly and are in good condition.
- Clean up spills immediately.

## Workplace Violence

For information on CalArts' workplace violence prevention procedures, visit <https://policies.calarts.edu/all-policies/workplace-violence> and review its workplace violence prevention plan.

## Personal Protective Equipment

- CalArts will instruct employees to use protective equipment in accordance with the manufacturer's instructions.
- Eye Protection, manufactured in accordance with ANSI Z97.1, will be provided to

employees and shall be worn at all times in the shop.

- The appropriate gloves will be provided and shall be worn when handling hazardous substances or items with sharp edges, splinters, etc. that are capable of causing injury to your hands.
- The appropriate gloves, goggles, face and body protection shall be worn when handling hazardous substances. Employees will be informed when employees are required to utilize PPE and will be provided the required training.
- Respirators shall be worn when instructed to do so. Users must complete health evaluations, fit testing, and training before using respirators.
- Keep your PPE in a good, safe and sanitary condition. Report any problems with your equipment to your supervisor.

## Ladders

- Inspect ladders before use to ensure they are free of cracks, rungs are free of grease, safety feet are in good condition, and otherwise free of damage.
- Ladders must be placed on a flat stable surface.
- Never work from the two top steps of a stepladder, or from the top 3 steps of a straight or extension ladder.
- Never move a ladder while someone is on it.
- Metal ladders must not be used when working on or near electrical circuits. Fiberglass ladders should be used.
- Step ladders more than 10 feet high should be held by another worker.
- If a straight ladder is used to climb onto a work platform, it should extend at least 3 feet above the working level.
- Straight ladders should have grippers or cleats and be lashed at the top to prevent slippage.
- Lower the top section of an extension ladder before you move it.
- If a ladder is placed near a door or aisle, a second worker should hold it at the bottom.
- Keep your weight centered over the middle of the ladder, do not overreach.
- Maintain three-point contact with the ladder at all times – either one hand and two feet or one foot and two hands.

## Forklift Operating Rules

- Do not operate any forklift unless trained and authorized.
- Keep load low for better visibility and tilt back for better stability.

- Elevate load only when you are ready to stack.
- Never lift or carry people on the forks.
- Place load in front when climbing an incline.
- Back down inclines. Go slowly around corners.
- Use horn to warn pedestrians, especially near blind corners and intersections.
- Maintain a safe distance in case of sudden stops.
- When loading forklifts on to trailers be sure trailer wheels are chocked before entering.
- Regularly inspect forklift and report trouble immediately.
- Don't attempt even minor repairs; instead report problems to the job Foreman or Superintendent.
- Face direction of travel whenever possible.
- Avoid narrow clearances. Give yourself room.
- Know rated capacity of the equipment- overloading is damaging and costly. Floor limits must be observed, and overhead clearances watched.
- Under no circumstances are unauthorized riders permitted on equipment.
- Watch rear end swing and use low gear when descending ramps or steep grades.
- Never “butt” loads with forks or rear end of forklift. This practice usually causes cargo damage and personal injury.
- Operate at authorized speeds. Sudden stops should be avoided. They can cause spilling cargo, personal injury and/or equipment damage or loss.
- Never carry boxes, packages, tools, etc. on the guard, or back part of vehicle. Both hands are to be free for steering the vehicle and operating the hand tools.
- Loads should be lowered slowly and stopped gradually and should never be lifted or lowered while equipment is in motion.
- Always face in direction of travel for better vision.
- Make sure that bridge plates to cross ditches, trenches or other open spaces are sufficiently wide, strong, and secured properly.
- All employees should report accidents to their supervisor immediately.
- Stunt driving and horseplay are not permitted.
- Operators shall slow down when operating on wet and slippery floors.
- Where applicable, use of convex mirrors shall be positioned at various intersections.
- Do not pass another forklift traveling in the same direction at intersections, blind spots or at other dangerous locations.
- Slow down at cross aisles, and when vision is obstructed by doors, corners, and elevators,

keep to the right.

- Never put your arms and legs between the uprights of the mast or outside the running lines of the forklift.
- Never leave a forklift on an incline unless the brakes are set, and the wheels are properly blocked.
- Always place forks as far as possible under the load, and the mast tilted backward to cradle a solid load.
- Always place forks as far as possible under the load, and tilt the mast or carriage as needed to keel load level when carrying block, brick, or loose component type loads.
- The load shall be carried as low as possible, consistent with safe operation. When a forklift is empty, the operator shall travel with the forks as low as possible while conforming to local conditions.
- Avoid striking sprinkler heads, pipes, elevator gates, walls, columns, fire doors and their obstructions.
- Avoid running over rocks, re-bar, steel, bolts, or any similar objects that may cut or damage tires.
- Mount and dismount equipment carefully. Do not use the controls as handholds. Keep the operator's compartment, stepping points, and grab handles free of foreign objects, oil, grease, mud, and snow to minimize the danger of slipping or stumbling.
- Never jump off equipment or attempt to climb on to equipment while it is in motion.
- Do not allow pedestrian workers or other pieces of equipment to stand or pass under the elevated portion of equipment, even if it is empty. Do not drive under elevated portions of equipment yourself.
- Avoid running over any loose objects in the path of your equipment.
- Do not make sharp turns at high speeds. This may cause equipment to turn over.
- Never coast or free-wheel equipment downgrades with the transmission in neutral.
- Before proceeding down grade, choose a gear range that will limit the equipment to a safe speed.
- When you leave your equipment for longer than 10 minutes, shut off the power. For shorter periods of time, secure in appropriate manner-loads lowered, controls neutralized, and brakes set. However, if operator leaves the equipment for a distance greater than 25 feet or if out of the view of the vehicle the equipment is considered unattended, and power must be shut off.

## Code of Safe Practices Receipt

This is to certify that I have received a copy of the Code of Safe Practices. I have read these instructions, understand them, and will comply with them while working for the Institute.

I understand that failure to abide by these rules may result in disciplinary action and possible termination of my employment. I also understand that I am to report any injury to my Supervisor, Manager, or Safety Coordinator immediately and report all safety hazards.

I further understand that I have the following rights.

- I have the right to make good-faith reports regarding safety concerns without fear of retaliation.
- I am entitled to information on any hazardous material or chemical I am exposed to while working.
- I am entitled to see a copy of the Institute Injury and Illness Prevention Program.

---

Print Name

Sign Name

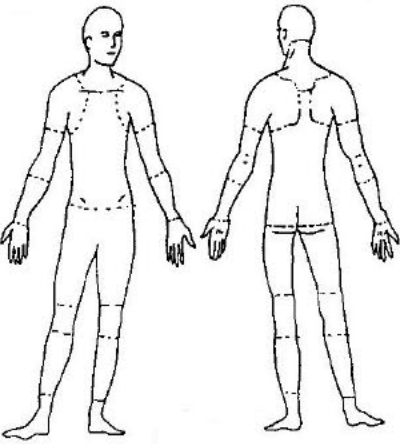
Date

# ACCIDENT INVESTIGATION FORM

**Instructions:** Complete this form as soon as possible after an incident that results in serious injury or illness.  
 (Optional: Use to investigate a minor injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Team <input type="checkbox"/> Other _____

## Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Department:	Job title at time of incident:	
Part of body affected: (shade all that apply)  	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		Months doing this job:

## Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):	



<b>Number of attachments:</b>	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			
Description continued on attached sheets: <input type="checkbox"/>			

<b>Step 3: Why did the incident happen?</b>	
Unsafe workplace conditions: (Check all that apply) <input type="checkbox"/> Inadequate guard <input type="checkbox"/> Unguarded hazard <input type="checkbox"/> Safety device is defective <input type="checkbox"/> Tool or equipment defective <input type="checkbox"/> Workstation layout is hazardous <input type="checkbox"/> Unsafe lighting <input type="checkbox"/> Unsafe ventilation <input type="checkbox"/> Lack of needed personal protective equipment <input type="checkbox"/> Lack of appropriate equipment / tools <input type="checkbox"/> Unsafe clothing <input type="checkbox"/> No training or insufficient training <input type="checkbox"/> Other: _____	Unsafe acts by people: (Check all that apply) <input type="checkbox"/> Operating without permission <input type="checkbox"/> Operating at unsafe speed <input type="checkbox"/> Servicing equipment that has power to it <input type="checkbox"/> Making a safety device inoperative <input type="checkbox"/> Using defective equipment <input type="checkbox"/> Using equipment in an unapproved way <input type="checkbox"/> Unsafe lifting <input type="checkbox"/> Taking an unsafe position or posture <input type="checkbox"/> Distraction, teasing, horseplay <input type="checkbox"/> Failure to wear personal protective equipment <input type="checkbox"/> Failure to use the available equipment / tools <input type="checkbox"/> Other: _____
Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
Have there been similar incidents or near misses prior to this one? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	



**Step 4: How can future incidents be prevented?**

**What changes do you suggest to prevent this incident/near miss from happening again?**

- Stop this activity     Guard the hazard     Train the employee(s)     Train the supervisor(s)
- Redesign task steps     Redesign work station     Write a new policy/rule     Enforce existing policy
- Routinely inspect for the hazard     Personal Protective Equipment     Other: \_\_\_\_\_

What should be (or has been) done to carry out the suggestion(s) checked above?

Description continued on attached sheets:

**Step 5: Who completed and reviewed this form? (Please Print)**

Written by:

Title:

Department:

Date:

Names of investigation team members:

Reviewed by:

Title:

Date:

## Site Safety Inspection Checklist

Please check “S” for satisfactory, “U” for unsatisfactory, or “N/A” for not applicable.

	S	U	N/A
<b>1. Postings / Records</b>			
1. OSHA Poster is displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Emergency phone numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of Injury and Illness Prevention Program is readily available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. OSHA Log 300A form posted during months of Feb. / March / April.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Notice of Workers Compensation poster displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Emergency Evacuation Routes displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Signs indicating capacity of mezzanine storage areas displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Confined spaces properly posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>2. First Aid</b>			
1. First Aid Kit permanently mounted and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. First Aid Kit properly supplied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Blood borne Pathogens protection kit provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>3. General Environment</b>			
1. All work/sales floor areas are clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Walking surfaces are dry and free of slip/trip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Restrooms clean and sanitary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Lighting is adequate to provide safe working conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Employees eating in designated area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Absorbent material available for spill clean-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Stairways in good condition—well lighted—with handrails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Workstations clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	S	U	N/A
<b>4. Hazardous/Flammable Materials</b>			
1. Safety Data Sheets are available for all hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Hazardous material containers properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Hazardous materials properly stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proper PPE worn to protect employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. No use of beverage containers for hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Oily rags stored in U.L. approved self-closing cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Emergency eyewash and showers accessible and functioning properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Approved safety cans or acceptable containers for flammable liquids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>5. Electrical</b>			
1. Electrical panels are accessible with clearance of 36" maintained around them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All electrical breaker panel switches identified as to where they provide power.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Breaker and conduit openings in electrical panel covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Cover plates installed around all wall receptacles and switches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Extension cords in good condition and not used to provide power to permanently installed equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Multiple plug adapters prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Flexible cords or cables free of cuts, damage, splices, tape.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Ground pins in place on plugs where necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Conduit in good condition—no exposed wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>6. Machine Guarding</b>			
1. Band saw blade guards adjusted to height of stock.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fans completely enclosed with gaps in guards no greater than ½ inch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. No loose clothes, jewelry, or long hair around moving equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Machine activation foot pedals are covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Belt sander guards in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Emergency shut-off buttons accessible and clearly identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Interlock switches functional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. All machines or operations that expose employees to rotating parts, pinch points, flying chips, particles, or sparks adequately guarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	S	U	N/A
<b>7. Grinders</b>			
1. Tool rest adjusted to 1/8" from wheel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Tongue guard adjusted to 1/4" from wheel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Side guards and shields in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Pedestal / bench grinders permanently mounted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Eye protection worn when using grinder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>8. Hand Tools and Portable Power Tools</b>			
1. Tools in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Handles on files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Electrical cords in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Proper guarding in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>9. Welding Area</b>			
1. Flash screens available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Walkways clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Welding rod removed from holder when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Valves, hoses in good condition—free of grease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. PPE available/worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>10. Compressors and Compressed Air</b>			
1. Pressure gauge and safety valve operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Belt / pulley guarded properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Operating permit from Division of Occupational Safety and Health posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. If compressed air used for cleaning off clothing, pressure is at 10 p.s.i. or lower and eye protection is worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>11. Compressed Gas Cylinder</b>			
1. Cylinders legibly marked as to contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Valve protectors in place when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Cylinders secured to prevent falling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Oxygen cylinders stored at least 20 feet away from flammable gas cylinders or separated by firewall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cylinder storage area marked as "Full" or "Empty."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	S	U	N/A
<b>12. Hoists</b>			
1. Rated capacity clearly visible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Crane inspection and maintenance records maintained and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Safety latches installed and functional on hooks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Chains in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Hoist controls clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>13. Ladders</b>			
1. Ladders in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Non-slip safety feet on extension ladders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Rungs free of grease and oil.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Portable metal ladders marked "CAUTION—Do not use around electrical equipment."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>14. Work Practices</b>			
1. Proper PPE worn (hard hat, fire shield, safety glasses, steel-toe shoes, respirator, hearing protection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. No evidence of rushing or horseplay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proper body mechanics when lifting items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Forklifts driven at proper speed and in accordance with safe work policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>15. Emergency Equipment</b>			
1. Fire extinguishers are properly marked and hung on the wall.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Access to fire extinguishers is clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Each extinguisher is properly charged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Service tag on fire extinguisher indicates monthly inspection—and confirmed by initials of inspector for each month.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Emergency lights tested monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	S	U	N/A
<b>16. Exits</b>			
1. All exits properly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Doors, passageways that neither exit nor provide access to an exit are appropriately marked "Not an Exit."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Emergency exits are unlocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

---

---

---

Identify open issues in need of attention below.

	<b>Hazard—Action Needed</b>	<b>Responsible Party</b>	<b>Date Corrected</b>	<b>Site Safety Coordinator Initials</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

## Hazard Report Form

*If you need assistance in completing this form, please contact the Safety Coordinator or the Facilities Management Office.*

Location (Procedure, equipment, or process involved) \_\_\_\_\_

What conditions or practices could cause injury or property damage?

---

---

---

---

---

Did you observe this condition or practice? Yes \_\_\_\_\_ No \_\_\_\_\_

Signed (optional) \_\_\_\_\_

Department \_\_\_\_\_ Date \_\_\_\_\_

Manager's Comments:

---

What has been done to correct these conditions or practices?

---

---

---

---

---

Additional action is required as follows:

---

---

---

---

Discussed with employee? Yes \_\_\_\_\_ (date) \_\_\_\_\_ No \_\_\_\_\_

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Safety Coordinator's Comments:

---

---

---

---

---

Further recommendations to correct these conditions or practices:

---

---

---

---

---

Signed \_\_\_\_\_ Date \_\_\_\_\_