Injury & Illness Prevention Plan (IIPP)

Riverside Community College District

Riverside Community College District Injury & Illness Prevention Plan (IIPP) describes specific requirements for program responsibility, compliance, communications, hazard assessment, accident/exposure investigations, hazard correction, training, and recordkeeping to maintain a safe and healthful working environment as required by the California Code of Regulations (CCR) Title 8, Section 3203.

Injury and Illness Prevention Program
Review and Update Log

Please review and update the written program annually and track the revision in the log below.

Date	Revised by: Name	Approved by	Program Reviewed* (x)	Program Updated** (x)	Comments:
3-6-24	Monica Esqueda		X		

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Summary

The Director of Risk Management is responsible for creating and maintaining this Injury & Illness Prevention Plan (IIPP) and serving as the **District IIPP Program Administrator.** The District IIPP Program Administrator has the authority to implement all provisions of this program. All employees are responsible for supporting the program, working safely, and maintaining a safe and healthful work environment. This Injury & Illness Prevention Plan (IIPP) will be reviewed/updated annually.

Authority

The Injury & Illness Prevention Plan (IIPP) is created and distributed per California Code of Regulations (CCR) Title 8, Section 3203.

Purpose

This plan aims to establish the procedures for campus personnel to prevent/reduce injuries and illnesses.

Management Commitment

The Riverside Community College District (the district) is committed to maintaining a safe environment for its students, faculty, staff, visitors, and members of the general public. The district will promote comprehensive injury and illness prevention and hazardous materials and environmental management programs in an atmosphere that encourages employees, students, and other members of the District Community to communicate about occupational and environmental health and safety matters without fear of reprisal. It is the policy of the district to conduct its operations in conformance with applicable laws, regulations, requirements, and relevant published standards and practices for health, safety, and environmental protection.

Roles and Responsibilities

Chancellor

General policies, which govern the activities and responsibilities of the Safety programs, including injury and illness prevention program, are established under the authority of the Chancellor. As designated by the Chancellor, the individual responsible for implementing the IIPP is the Director of Risk Management, referred to as the District IIPP Program Administrator. The District IIPP Program Administrator has the authority to implement all provisions of this program. All District employees are responsible for supporting the program, working safely, and maintaining a safe and healthful work environment.

Name: Beiwei Tu
Title: Director of Risk Management

Address: 3801 Market Street
Riverside CA 92501
Phone: 951-222-8128

District Risk Management Department

The Chancellor has designated that District Risk Management Department (Risk Management) has administrative oversight and responsibility for supporting the colleges in developing health and safety programs and resource documents. Risk Management shall provide guidance on health and safety laws, regulations, policies, and procedures, as well as other appropriate support to ensure campus programs are effective.

Risk Management is responsible for:

- Providing consultation to all levels of RCCD staff and faculty regarding program compliance.
- Developing templates to assist Colleges, Departments, and Work Units in implementing effective Injury and Illness Prevention Plans.
- Consulting on hazard identification, procedures for correcting unsafe conditions and developing compliance strategies.
- Providing centralized monitoring of District-wide activities in the areas of safety and health compliance.
- Assisting Colleges, Departments, and Work Units in developing and implementing Integrated Safety and Environmental Management (ISEM).
- Create training and communication materials and coordinate events across District to promote safety culture

College Presidents

College presidents are responsible for health and safety within their Campus and shall designate a campus safety program administrator with authority to establish and maintain the campus safety program. The College Presidents are responsible to:

- Demonstrate a genuine interest in safety-specific issues to ensure department head actions.
- Demonstrate support for the safety programs.
- Demonstrate that while safety is everyone's duty, it is a function of management to ensure a safe working environment

Executive Leadership Team

The executive leadership team plays a vital role in the success of the district's efforts to integrate safety accountability into the culture of the District. They are responsible for ensuring safety programs are established, implemented, and maintained for operations within their divisions.

Deans, Directors, Department Chairs, Managers, Supervisors

Deans, directors, department chairs, and managers are accountable for establishing, enacting, maintaining, and enforcing IIPP within their Department. They shall

- Ensure areas under their management subscribe to and follow the five steps of the ISEM program.
- Hold periodic meetings or use other means of communication to discuss safety-related issues.
- Establish safety planning procedures, as well as work rules and procedures, for all operations and exposures within their areas of responsibility.
- Ensure that health and safety practices are consistent throughout the department.
- Monitor environmental health and safety performance.
- Include compliance with health and safety procedures as part of the annual performance evaluation.
- Recognize employees that consistently perform safety and healthful work practices.
  Discipline employees who knowingly violate safety rules or policies following the standard discipline procedures listed in the Collective Bargaining Agreements (CBA).
- Report and investigate all incidents and accidents within their areas of responsibility to determine causes and take corrective/preventative actions accordingly.
- Develop their knowledge and skills in safety and health training relative to their areas of responsibilities and ensure that all employees receive safety training relative to their work exposure.
- Communicate health and safety practices through the areas under their management.
- Provide required general and site-specific training to employees
- Encourage employees to report safety concerns without fear of reprisal.
- Make sure Standard Operating Procedures (SOPs) are created for high-risk activities.
- Ensure hazardous conditions are corrected promptly.
- Where appropriate, facilitate the implementation of:
  - Workplace Inspections.
  - Site-specific staff training beyond the required safety courses offered.

College/District Office IIPP Program Administrator

The designated College/District Office IIPP program administrators, are responsible for establishing, communicating, and maintaining campus safety programs that meet the applicable Federal, State, and local laws and regulations. The College/District Office IIPP program administrator should be actively involved in implementing IIPP and has an obligation to ensure those in supervisory positions have the requisite support to implement the safety-related accountabilities. Some of the key responsibilities are:

- **Identifying Hazards:** Conduct periodic safety inspections and assessments.

- **Communication:** Ensure a free flow of safety information through bulletin boards or periodic discussions. Encourage employees to report potential safety problems.
- **Correcting Hazards:** Correct conditions discovered during inspections or reported by employees.
- **Investigating Injuries and Illnesses:** Investigate all accidents, injuries, and near-misses, and make appropriate changes to minimize recurrence.
- **Health & Safety Training:** Know the hazards employees face and implement a campus-specific training program.
- **Recordkeeping:** Keep safety training, inspection, and accident investigation documents in a centralized location.

Employees

The success of RCCD's IIPP Program heavily depends on the actions of all staff, faculty, students, and visitors. Employees are responsible for following the requirements of the IIPP through the following steps:

- Perform their assigned job functions in a safe and healthful manner
- Complete all required generic and site-specific safety training(s)
- Ask your supervisor when concerned about an unknown or hazardous situation or substance.
- Report all unsafe conditions, practices, or equipment to your supervisor or campus Safety Coordinators. Health & Safety Hazard Reporting Form (rccd.edu)

Safety Communications

RCCD's communication system strives to be "readily understandable by all employees." The system is designed to encourage employees to inform the employer of hazards at the workplace without fear of reprisal by being a two-way system of communication. Safety communications include Supervisors, Committees, Training, Written Communications, and district Policies & Procedures.

Supervisors

All department personnel are encouraged to communicate safety concerns to their supervisor without fear of reprisal. Supervisors are responsible for ensuring that employees are given access to hazard information pertinent to their work assignments. Information concerning the health and safety hazards of tasks performed by department staff is available from several sources. These sources include, but are not limited to, Safety Data Sheets (SDS), equipment operating manuals, the Campus Safety and Emergency Planning Coordinator, Risk Management, campus libraries, container labels, work area postings, etc.

Safety Talks/Tailgate Meetings

Safety talks can be used as a supplement to safety training. These discussions provide valuable information on various topics, including laboratory and chemical safety, worker safety, and pest control. These resources are available online at Safety Topics

Safety Committees/Work Group

One way management can encourage employee participation in their workplace safety program is to encourage employees to join Safety workgroups or building and floor captain programs. The committee can help share the responsibilities of implementing and monitoring the safety program.

Several committees provide forums where employees can freely and openly discuss safety together. These include the: District Safety and Security Committee, RCC Safety Workgroup, MVC Safety Workgroup, NC Safety Workgroup, and District Office Safety Workgroup

Information about the meeting dates/times/locations, minutes, and charters can be found online at District Safety & Security Committee

District Safety and Security Committee

The District Safety and Security Committee (DSSC) is a districtwide share governance committee. The committee provides leadership and guidance for risk and safety-related issues, policies, and initiatives that affect the entire District.

The District Safety and Security Committee membership comprises representatives from all three campuses and the district office. The committee meets at least quarterly. Meeting minutes and other safety-related items are posted online at Agendas & Minutes

The essential functions of the committee include but are not limited to:

- Review annual Risk and safety goals and objectives.
- Develop major performance indicators and track campus performance.
- Support and communicate risk and safety messages across the district.
- Provide periodic reports to upper management

Campus Safety Workgroups

Campus safety workgroups are established to focus on problem solving and act on any safety issues at the college level. They promote awareness of safety programs and reduce/prevent injuries at the local level. Following is the list of the existing safety workgroup:

- RCC Safety Workgroup
- MVC Safety Workgroup

- NC Safety Workgroup
- District Office Safety Workgroup

The safety workgroups assess compliance with applicable regulations and campus policies and recommend necessary corrective actions at the organization level. These workgroups meet at least quarterly.

The key responsibilities of the workgroups include:

- Serve as an organizational liaison to assist safety program implementation; work groups can support/advertise ongoing trainings/classes etc.
- Review quarterly compliance scorecard.
- Review the results of periodic, scheduled workplace inspections to identify any needed safety procedures or programs and to track specific corrective actions.
- Review the summary of all incident investigations.
- Where appropriate, submit suggestions to department management for the prevention of future incidents.
- Review alleged hazardous conditions brought to the attention of any committee member, determine necessary corrective actions, and assign responsible parties and correction deadlines.
- Submit recommendations to assist department management in the evaluation of employee safety suggestions.

Meeting Minutes

Safety Committee shall prepare written minutes for the committee meetings. The Committee meeting minutes must be documented and maintained on file for at least one year. Health and Safety concerns identified during the committee meetings should be addressed in a timely manner to maintain a safe and healthy working environment and be in compliance with Federal, State, and local rules and regulations and District policies and procedures.

Communications Resources

Risk Management Website - Risk Management posts safety communication materials on its website - Risk- Safety Examples of safety communication materials include Brochures, Fast Facts, Handouts, Posters, Signs, and Videos.

Emails - The campus Listserv systems periodically send messages to staff, faculty, and students.

Safety Data Sheets - Safety Data Sheets (SDSs) provide information on the potential hazards of products or chemicals. SDSs are available online. Safety Data Sheets

Equipment Operating Manuals - All equipment is to be operated in accordance with the manufacturer's instructions, as specified in the equipment's operating manual. Persons

unfamiliar with the operation of a piece of equipment and its potential hazards must at least read the operating manual before using the equipment. Training can also be sought from an experienced operator or Supervisor.

Hazard Assessment - Identification and Control

Hazard identification and control is an ongoing process and is fundamental to the effectiveness of the IIPP. Supervisors are responsible for hazard assessment for their assigned work areas. If needed, supervisors can seek technical support from their College Safety Coordinators and/or Risk Management.

Hazard assessment process - Integrated Safety and Environmental Management (ISEM)

Integrated health, safety, environmental considerations, and sustainable use of natural resources in all activities effectively reduce accidents and employee injuries. Five core safety and environmental management functions provide the necessary framework for any activity that could potentially affect faculty, staff, students, visitors, the public, or the environment. These functions are applied as a continuous cycle with the degree of rigor appropriate to address the type of activity and the hazard or environmental aspect involved. Following is a brief summary of the five steps:

ISEM process:

1. **Define the Scope of Activities**
   Goals and programs are translated into activities, expectations are set, tasks are identified and prioritized, and resources are allocated.
2. **Analyze the Hazards**
   Hazards and environmental aspects associated with the activities are identified, analyzed, and categorized.
3. **Develop and Implement Hazard and Operational Controls**
   Applicable standards and requirements are identified and agreed upon, controls to prevent/mitigate hazards and aspects are identified, the safety and environmental parameters are established, and controls are implemented.
4. **Perform Activities within Established Controls**
   Readiness is confirmed and activities are performed safely and in compliance with applicable regulations and policies.
5. **Provide Feedback and Assure Continuous Improvement**
   The appropriate parties obtain feedback on the adequacy of controls, identify opportunities for improving the definition and planning of activities, conduct departmental and independent oversight and, if necessary, participate in regulatory enforcement actions. The Supervisor may contact College Safety Coordinator to provide assistance, consultation, and independent oversight functions.

Figure 1: ISEM process

PPE hazard assessment

PPE hazard assessment shall be performed for non-office types of jobs. PPE is not required for the office environment. PPE hazard assessment will be completed by the Supervisor using the PPE hazard assessment form (See Appendix C).

Hazard Reports

All Employees are encouraged to report unsafe conditions and practices in their work areas to their Supervisors and College Safety Coordinators. Employees may also report any hazardous condition using the Hazard Report Form online Safety Hazard Reporting Form, anonymously if desired.

Inspections / Audits

Periodic inspections of work areas shall be conducted at the work locations at least annually. Corrective actions generated during these inspections will be supplemented with additional inspections whenever new substances, processes, procedures, or equipment introduced into the workplace represent a new occupational safety and health hazard or whenever supervisors are made aware of a new or previously unrecognized hazard.

Risk Management periodically evaluates the inspections/audits and reports to the leadership on the inspection results and implementation of corrective actions

Correcting Unsafe / Unhealthy Conditions

Unsafe or unhealthy working conditions, practices, or procedures shall be corrected promptly based on the severity of the hazards. Generally, supervisors are responsible for identifying and correcting hazards that their employees and students face. Supervisors should check for safe work practices in their areas and provide immediate verbal feedback where unsafe behaviors are observed. After discovering a hazard, supervisors of affected employees are expected to partner with key stakeholders to correct unsafe conditions as quickly as possible.

Some procedures that can be used to correct hazards include, but are not limited to, the following:

- Tag unsafe equipment with "Temporarily Out of Service" signs and provide a list of alternative tools or procedures for employees to use until the item is repaired.
- Stop unsafe work practices and provide retraining on proper procedures before work resumes.
- Reinforce and explain the need for proper personal protective equipment and ensure its availability.
- Barricade areas/restrict access and report the hazardous conditions to a supervisor or College Safety Coordinator.

Imminent Hazards

If an imminent hazard exists, work in the area should stop, and the appropriate Supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to be removed from the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with the required safeguards before addressing the situation.

Accident Investigation

Injury Reports

Employees who are injured at work must report the injury immediately to their supervisor and call follow Workers' compensation injury reporting procedure. Students who are not employees who are injured or involved in an accident should report the incident to their instructor or contact Health Services. In either case, if immediate medical treatment is needed, seek medical treatment first. The injured party will be taken to the appropriate hospital or medical facility.

The Supervisor should immediately contact the Director of Risk Management (951-222-8128 or email Beiwei.tu@rccd.edu) for any work-related severe injuries and fatalities following the procedures in Appendix A, "Report severe injuries and fatalities." Work-related severe injuries are injuries or illnesses that require inpatient hospitalization 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.

Risk Management shall report the reportable incident to CAL/OSHA San Bernardino Office (Tel: 909-383-4321 or email caloshaaccidentreport@tel-us.com.) once the report is received from the Supervisor.

The injured employee's Supervisor should ensure that the RCCD ***Injury and Incident Investigation*** report is completed within 24 hours (see Appendix B for incident investigation report form).

Incident Investigation

The Supervisor is responsible for performing an initial investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

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

The Supervisor's findings and corrective actions are documented in the RCCD **Injury and Incident Investigation report** (See Appendix B).

Training

Employee safety training is provided at no cost to the employee and is conducted during the employee's regular working hours on District time.

Initial IIPP Training

When the IIPP is first implemented, employees will be trained on the structure of the IIPP, including individual responsibilities under the program and the availability of the written program. IIPP Training also includes how to report unsafe conditions, how to access the Safety Committee, and where to obtain information on workplace safety and health issues.

Personnel hired after the initial training sessions will be oriented on this material as soon as possible.

Training on Specific Hazards

All supervisors must ensure that the personnel under their supervision receive appropriate training on the specific hazards of their work and the proper precautions for protection against those hazards. Health and Safety training will be offered when

employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

Following training identified by regulatory agencies will be provided to all employees:

- Injury and Illness Prevention Program training
- Emergency action plan; and
- Fire Prevention Plan
- Hazard Communication
- General Ergonomics

Depending on the activity of the personnel, additional courses will be offered based on the training matrix and/or the training **Needs Assessment** available at https://www.rccd.edu/admin/bfs/risk/Pages/index.aspx.

Training Records

Records shall be kept for five years after the training. Documentation of training shall include the following elements:

- Course name
- Name of participant(s)
- Name of instructor(s) or method of delivery (e.g., "Online" or "Self-Paced")
- Date
- Topics covered

Recordkeeping

Documents related to the IIPP are maintained in a safe and convenient location for recordkeeping. The following records will be maintained at the college:

- Hazard Reports and corrective actions
- Safety workgroup meeting documentation
- Incident and Investigation Reports-sent to district?
- Inspection/audit
- Authorizations & Permits
- Other College-specific Safety Records

Department should maintain Records of site-specific training records, safety meetings (agendas, minutes, handouts), and safety talks.

Enforcement and Compliance

All employees are responsible for complying with safe and healthful work practices, including applicable rules and regulations, District policy and procedures. Overall safety performance should be recognized by the Supervisor and noted in performance evaluations. Employees will not be discriminated against for work-related injuries, and injuries will not be included in performance evaluations, unless the injuries result from an unsafe act.

All personnel will be given instruction and an opportunity to correct unsafe behavior. Standard progressive disciplinary measures in accordance with the applicable personnel policy or labor contract will apply when employees fail to comply with applicable regulations, District policy, and/or procedures. Repeated failure to comply or willful and intentional noncompliance may result in disciplinary action, including termination.

Heat Illness Prevention

All employees who work outdoors shall follow heat illness prevention procedures listed in Appendix E. If the employee works at a remote location, additional emergency response information specific to the site shall be developed by the Department.

Appendices

These documents are available online:
Appendix A: Incident Investigation Report
Appendix B: Report Severe Injuries and Fatalities
Appendix C: PPE hazard assessment
Appendix D: Training Record (Roster)
Appendix E: Heat Illness Prevention Procedure Manual

Appendix A: Report Severe Injuries and Fatalities

Name: _____Title_____ Department: _____

Tel: _____ Email: _____

Date: _____ Time: _____

Any work-related fatality, injury or illness that requires inpatient hospitalization for a period in excess of 24 hours other than medical observation or in which an employee suffers a loss of any member of the body or suffers any serious degree of permanent disfigurement shall be reported to Cal/OSHA within 8 hours.

1. Record following information for the work-related fatality or serious injury and illness

Employer Name:	Riverside Community College District
Employer Phone:	951-222-8128
Employer Address:	3801 Market Street, Riverside, CA 92501
Name and title of the person reporting the incident:	
Phone number of the person reporting the incident:	
Name of employer representative to contact at the site of incident:	Beiwei Tu, Director of Risk Management
Date and time of incident:	
Location or site of incident:	
Name and Department of injured employee:	
Address of injured employee:	
Phone of injured employee:	
Nature of injury (example: death, amputation of left arm, puncture wound to right thigh)	
Description of incident and whether the incident scene or instrumentality has been altered	
List and identity of any law enforcement agencies present at the site of the incident:	

2. **CALL Risk Management (Tel: 951-222-8128) and/or Email Beiwei.tu@rccd.edu & riskmanagement@rccd.edu IMMEDIATELY OF KNOWING ABOUT THE INJURY OR ILLNESS** to report the fatality or serious injuries or illness information listed above.

Appendix B: Incident Investigation Report Form

RCCD Incident Investigation Report

EMPLOYEE DATA

Employee Name:	Sex: ☐ Female ☐ Male	Employee ID #:
Department/Location:	Employee's Work Phone:	Date of Hire:
Payroll Title:	Employee (☐) Volunteer (☐) Student-Employee (☐) Non-Employee (☐)	
Supervisor's Name:	Supervisor's Work Phone:	

INCIDENT INFORMATION

Date of injury/illness:	Location where injury or illness occurred:
Nature of the injury/illness:	Body Part(s) affected:

Incident type: : ☐ Injury ☐ Property Damage ☐ Injury and property damage ☐ Near Miss: ☐ 3rd party Claim
☐ Hazmat Spill: ☐ Special case _____

Treatment: ☐ No treatment ☐ First Aid ☐ Medical treatment, treated at	Restriction ☐ Yes Estimate days ☐ No ☐ NA Lost workday ☐ Yes Estimate days ☐ No ☐ NA

Employee's statement:

Witness and witness statement:

Supervisor's findings:

Additional information:

DIRECT CAUSE

☐ Struck by or against an object (indicate)

_____

☐ Caught in/under/ between
☐ Fall / Slip / Trip
☐ Material handling or lifting
☐ Repetitive motion
☐ Chemical exposure
☐ Body fluid exposure:
__Needle stick
__Sharps
☐ Animal bite
☐ Other, Explain

_____
_____
_____
_____
_____

INDIRECT CAUSES

Equipment
☐ Equipment failure
☐ Equipment unavailable
☐ Improper equipment or material used for job

Personal protective equipment
☐ Not worn
☐ Not readily available
☐ Not adequate for the task
☐ Personal protective equipment failure

Training/Experience
☐ Lack of training
☐ Safety training provided, not followed
☐ New task for employee or lack of experience

Work Area
☐ Work area set up improperly
☐ Inadequate lighting or noise issues
☐ Housekeeping issues
☐ Environmental factors (rain, wind, temp. etc.)
☐ Ventilation issues
☐ Ergonomic factors

Employee
☐ Physically not able to do work
☐ Employee fatigue
☐ Unbalanced or poor position or motion
☐ Incorrect procedures used for task
☐ Other unsafe practice

Assistance
☐ Difficult to perform task without help
☐ Safety features or devices not readily available
☐ Assistive devices not used
☐ **Lack of policy/procedure**
☐ **Animal** (explain below)
☐ **Other** (explain)

_____
_____
_____
_____

Use additional pages as needed.

Too many of these seem to be blaming the injured worker. we need to add sections for lack of training, supervision, insufficient staffing, etc.

Repeat accidents-should be removed or reworded

BASIC CAUSE

Management Safety Policies & Decisions
Inadequate personnel practices regarding:
☐ Training
☐ Job observation/supervision
☐ Communication
☐ Improper employee assignment
☐ Improper/no assignment of responsibility/ accountability
☐ Other
Procedures do not provide for:
☐ Adequate housekeeping
☐ Preventive maintenance
☐ Communication of hazards and means of control
☐ Documented safe work practices or procedures
☐ Follow up and/or tracking of hazard correction
☐ Safety inspections
☐ Other
Safety is not considered in the purchase, installation or use of:
☐ Equipment, machinery tools
☐ Supplies or materials
☐ Outside services
☐ Other

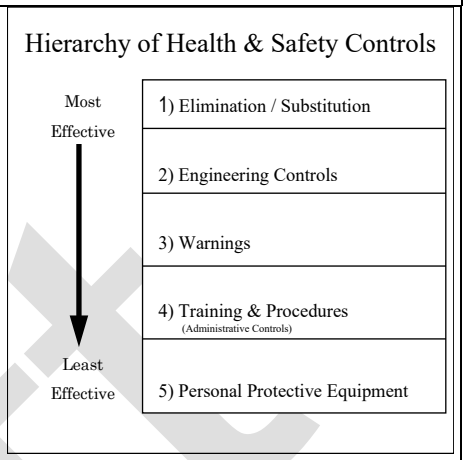
Personnel Factors
Experience factors:
☐ Unsafe practices
☐ Inadequate skills-lack of training
☐ Insufficient knowledge-lack of supervision/training
☐ History of accidents-
☐ Other-insufficient staffing

Behavior factors:
☐ Lack of hazard awareness
☐ Inattention to tasks
☐ Inappropriate risk-taking
☐ Repeat accident
☐ Other
Physical factors:
☐ Lack of required strength
☐ Lack of required stamina
☐ Other

Environmental Factors
Unsafe operating procedures:
☐ Routine
☐ Emergency
☐ Other
Unsafe projections/surfaces:
☐ Equipment
☐ Supplies/materials
☐ Structure/furnishings
☐ Other
Unsafe location factors:
☐ Terrain (uneven, unstable)
☐ Surroundings (equipment, people)
☐ Weather conditions
☐ Access (blocked exits)
☐ Other
Unsafe facility design:
☐ Access (blocked exits)
☐ Utility layout (electrical outlets, mechanical & hydraulic systems)
☐ Lighting, HVAC, noise
☐ Material handling
☐ Other

CORRECTIVE ACTION/POSSIBLE ALTERNATIVES

Alternatives and corrective actions should be based upon the "Hierarchy of Health and Safety Controls". The single most important outcome that can result from an incident is the implementation of effective, high level safety controls to prevent or significantly reduce the chance of the incident reoccurring. The Hierarchy is defined by five levels of safety controls. The top two levels, "Elimination / Substitution" and "Engineering" controls are by far the most effective in preventing or reducing the reoccurrence of an incident because they rely much less on human behavior, are more difficult to defeat, and require much less continuing human effort than the lower-level controls. As alternatives are developed and corrective actions planned, every effort should be made to implement the top 2 levels (Elimination / Substitution and Engineering) of controls.



Action to be taken	Assigned to	Target Date
Employee Signature	**Date:**	
Supervisor's or Manager's Signature:	**Investigation Date:**	

Comments:

Instructions for Completing the Accident Investigation Report

Employee Data

Employee Name: Record the name of the employee involved.

Sex: M=male; F=female

Employee ID: The purpose of the ID is to avoid errors that could arise when two or more employees at the same location have the same name.

Department / Location: The regular Department is the "home base" of the employee. It may not necessarily be the Department in which the incident occurred. For example, a maintenance person injured in the Chemistry department would record Maintenance Department as the regular Department. Leave this field blank if the incident was a near-miss that did not involve a person.

Employee's Work Phone: RCCD phone number where the employee can be reached.

Date Hired: This field will have value for analyzing occupational injury and illness incidence among newly hired workers and those with longer tenure. For the relatively infrequent situation where employees are hired, terminated, and then rehired, the employer can, at his or her discretion, enter the date the employee was originally hired or the date of rehire.

Payroll Title: Record the payroll job classification to which the employee is regularly assigned.

Work Status: Check if the incident involved an Employee, Volunteer, Student-Employee, Non-Employee.

Supervisor Name: Record the name of the employee's Supervisor.

Supervisor Work Phone: Record the phone number of the employee's Supervisor.

Incident Data

Date of Injury / Illness: Record the day, month, and year of the incident. For latent health issues, record the date when the illness was diagnosed or record the date of the hearing test when the hearing loss was detected.

Location where injury or illness occurred: List the exact location of the incident, for example, Chemical Sciences Room 305.

Nature of Injury. Please classify the nature of the injury. Burn, bite, chemical splash, fall, etc.

Body Part(s) affected: Self-explanatory.

Incident Type: Select the most applicable incident type (one only)

Treatment: Select the most applicable treatment (one only)

Restricted or Lost Workdays: Select the most applicable answer. Provide estimated days if yes is checked for either type.

Employee's Statement. Record employee's statement as to what occurred.

Witness and Witness Statement. Record witness name and witness statement as to what occurred (if applicable).

Supervisor's Findings: Record any findings supervisor may have regarding the incident.

Additional Information: Record any additional information as necessary.

Direct / Indirect / Basic Causes

Despite their complexity, most incidents are preventable by eliminating one or more causes. Investigative team efforts must focus on all events and the sequence of events that led to an incident. Investigations determine not only what happened, but also how and why. The information gained from these investigations can prevent the recurrence of similar or perhaps more severe incidents.

Direct Cause – Unplanned release of energy or hazardous material. Example: The knife that cut (laceration) the palm. Please choose the most appropriate choice.

Indirect Cause – Symptoms – Unsafe Acts and/or Unsafe Conditions. Example: Tripping over unrolled hose left on the floor causing contusion to the knee. Please choose the most appropriate choice(s). There may be more than one choice.

Basic Causes – (Poor) Management Policies or Decisions, or Personal or Environmental Factors. Example: Lack of instruction in proper cutting techniques. Lack of supervision to reinforce safe work practices. The personal decision by an individual to take a shortcut to save time. Please choose the most appropriate choice(s). There may be more than one choice.

Corrective Action / Possible Alternatives

Action(s) to be taken: What corrective actions will be taken to prevent the recurrence of the incident? The following examples provide basic ideas for this section.

• Use safer materials/supplies • Improve illumination • Improve ventilation • Mandatory pre-job instructions • Job reassignment of an employee • Improved inspection procedure • Improved clean-up procedure	• Improved enforcement • Develop Job Safety Analysis (JSA) or Standard Operating Procedure (SOP) for the job/task • Revise the JSA or SOP • Install/revise safety guard/device • Require protective equipment • Repair/replace equipment • Improved storage/arrangement	• Improve design/construction • Eliminate congestion • Reinstruction of employees involved • Warning to employees involved • Discipline of employees involved • Preventive instruction of others doing the job

Employee Signature and Date: Self Explanatory

Supervisor or Manager's Signature and Date: Self-explanatory

Appendix C: PPE Hazard Assessment

Department: _____ Work area(s): _____

Job/Task(s): _____

Assessment conducted by: _____ Date of assessment: _____

<table>
<tr><td colspan="3">Eye</td></tr>
<tr>
<td>Work activities, such as:
☐ abrasive blasting ☐ sanding
☐ chopping ☐ sawing
☐ cutting ☐ grinding
☐ drilling ☐ hammering
☐ welding ☐ chipping
☐ soldering
☐ torch brazing
☐ working outdoors
☐ computer work
☐ punch press operations
☐ other:</td>
<td>Work-related exposure to:
☐ airborne dust
☐ dirt
☐ UV
☐ flying particles/objects
☐ blood splashes
☐ hazardous liquid chemicals mists
☐ chemical splashes
☐ molten metal splashes
☐ glare/high-intensity lights
☐ laser operations
☐ intense light
☐ hot sparks
☐ other:</td>
<td>Can the hazards be eliminated without the use of PPE?
Yes ☐ No ☐

If no, use: With:
☐ Safety glasses ☐ Side shields
☐ Safety goggles ☐ Face shield
☐ Dust-tight goggles ☐ Shaded
☐ Impact goggles ☐ Prescription
☐ Welding helmet/shield
☐ Chemical goggles
☐ Chemical splash goggles
☐ Laser goggles
☐ Shading/Filter (#)
☐ Welding shield
☐ Other:</td>
</tr>
<tr><td colspan="3">Face</td></tr>
<tr>
<td>Work activities, such as:
☐ cleaning ☐ foundry work
☐ cooking ☐ welding
☐ siphoning ☐ mixing
☐ painting ☐ pouring molten
☐ dip tank operations metal
☐ pouring ☐ working outdoors
☐ other:</td>
<td>Work-related exposure to:
☐ hazardous liquid chemicals
☐ extreme heat
☐ extreme cold
☐ potential irritants:
☐ other:</td>
<td>Can the hazard be eliminated without the use of PPE?
Yes ☐ No ☐

If no, use:
☐ Face shield
☐ Shading/Filter (#)
☐ Welding shield
☐ Other:</td>
</tr>
<tr><td colspan="3">HEAD</td></tr>
<tr>
<td>Work activities, such as:
☐ building maintenance
☐ confined space operations
☐ construction
☐ electrical wiring
☐ walking/working under catwalks
☐ walking/working on catwalks
☐ walking/working under conveyor belts
☐ working with/around conveyor belts
☐ walking/working under crane loads
☐ utility work
☐ other:</td>
<td>Work-related exposure to:
☐ beams
☐ pipes
☐ exposed electrical wiring or components
☐ falling objects
☐ fixed object
☐ machine parts
☐ other:</td>
<td>Can the hazard be eliminated without the use of PPE?
Yes ☐ No ☐

If no, use:
☐ Protective Helmet
☐ Type A (low voltage)
☐ Type B (high voltage)
☐ Type C
☐ Bump cap (not ANSI-approved)
☐ Hairnet or soft cap
☐ Other:</td>
</tr>
<tr><td colspan="3">HANDS/ARMS</td></tr>
<tr>
<td>Work activities, such as:
☐ baking ☐ material handling
☐ cooking ☐ sanding
☐ grinding ☐ sawing
☐ welding ☐ hammering
☐ working with glass ☐ using power tools
☐ using computers ☐ working outdoors
☐ using knives
☐ dental and health care services
☐ garbage disposal
☐ computer work
☐ other:</td>
<td>Work-related exposure to:
☐ blood
☐ irritating chemicals
☐ tools or materials that could scrape, bruise, or cut
☐ extreme heat
☐ extreme cold
☐ animal bites
☐ electric shock
☐ vibration
☐ musculoskeletal disorders
☐ sharps injury
☐ other:</td>
<td>Can the hazard be eliminated without the use of PPE?
Yes ☐ No ☐

If no, use:
☐ Gloves
☐ Chemical resistance
☐ Liquid/leak resistance
☐ Temperature resistance
☐ Abrasion/cut resistance
☐ Slip resistance
☐ Latex or nitrile
☐ Anti-vibration
☐ Protective sleeves
☐ Ergonomic equipment_____
☐ Other:</td>
</tr>
<tr><td colspan="3">FEET/LEGS</td></tr>
<tr>
<td>Work activities, such as:
☐ building maintenance
☐ construction
☐ demolition
☐ food processing
☐ foundry work</td>
<td>Work-related exposure to:
☐ explosive atmospheres
☐ explosives
☐ exposed electrical wiring
☐ heavy equipment
☐ slippery surfaces</td>
<td>Can the hazard be eliminated without the use of PPE?
Yes ☐ No ☐

If no, use:
☐ Safety shoes or boots
☐ Toe protection ☐ Metatarsal protection</td>
</tr>
</table>

☐ working outdoors ☐ logging ☐ plumbing ☐ trenching ☐ use of highly flammable materials ☐ welding ☐ other:	☐ impact from objects ☐ pinch points ☐ crushing ☐ slippery/wet surface ☐ sharps injury ☐ blood ☐ chemical splash ☐ chemical penetration ☐ extreme heat/cold ☐ fall ☐ other:	☐ Electrical protection ☐ Heat/cold protection ☐ Puncture resistance ☐ Chemical resistance ☐ Anti-slip soles ☐ Leggings or chaps ☐ Foot-Leg guards ☐ Other:
BODY/SKIN		
Work activities such as: ☐ baking or frying ☐ battery charging ☐ dip tank operations ☐ fiberglass installation ☐ sawing ☐ other:	Work-related exposure to: ☐ chemical splashes ☐ extreme heat ☐ extreme cold ☐ sharp or rough edges ☐ irritating chemicals ☐ other:	Can the hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With: ☐ Vest, Jacket ☐ Long sleeves ☐ Coveralls, Body suit ☐ Raingear ☐ Apron ☐ Welding leathers ☐ Abrasion/cut resistance ☐ Other:
BODY/WHOLE		
Work activities such as: ☐ building maintenance ☐ construction ☐ logging ☐ computer work ☐ working outdoors ☐ utility work ☐ other:	Work-related exposure to: ☐ working from heights of 10 feet or more ☐ impact from flying objects ☐ impact from moving vehicles ☐ sharps injury ☐ blood ☐ electrical/static discharge ☐ hot metal ☐ musculoskeletal disorders ☐ sparks ☐ chemicals ☐ extreme heat/cold ☐ elevated walking/working surface ☐ working near water ☐ injury from slip/trip/fall ☐ other:	Can the hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With: ☐ Fall Arrest/Restraint ☐ Hood ☐ Traffic vest ☐ Full sleeves ☐ Static coats/overalls ☐ Flame resistant jacket/pants ☐ Insulated jacket ☐ Cut resistant sleeves/wristlets ☐ hoists/lifts ☐ ergonomic equipment: _____ ☐ Other:
RESPIRATORY		
Work activities such as: ☐ cleaning ☐ pouring ☐ mixing ☐ sawing ☐ painting ☐ fiberglass installation ☐ compressed air or gas operations ☐ confined space work ☐ floor installation ☐ ceiling repair ☐ working outdoors ☐ other:	Work-related exposure to: ☐ dust or particulate ☐ toxic gas/vapor ☐ chemical irritants (acids) ☐ welding fume ☐ asbestos ☐ pesticides ☐ organic vapors ☐ oxygen deficient environment ☐ paint spray ☐ extreme heat/cold ☐ other:	Can the hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: With/Type: ☐ Dust mask ☐ face shield ☐ Half face Respirator ☐ acid/gas cartridges ☐ Full face respirator ☐ organic cartridges ☐ PAPR ☐ Multipurpose cartridges ☐ Supply Air ☐ SCBA
EARS/HEARING		
Work activities such as: ☐ generator ☐ grinding ☐ ventilation fans ☐ machining ☐ motors ☐ routers ☐ sanding ☐ sawing ☐ pneumatic equipment ☐ sparks ☐ punch or brake presses ☐ use of conveyors ☐ other:	Work-related exposure to: ☐ loud noises ☐ loud work environment ☐ noisy machines/tools ☐ punch or brake presses ☐ other:	Can the hazard be eliminated without the use of PPE? Yes ☐ No ☐ If no, use: ☐ earmuffs ☐ ear plugs

Appendix D: Training Record (roster)

Course:	
Topics:	
Name of Supervisor/PI:	

Instructions: Complete this form for **each** personnel member.
Submit this form to Risk Management email RiskManagement-DL@rccd.edu

Name	Identification*	Date Trained	Student Initial**	Instructor Initial***

***Identification:** Enter your ID and/or Email
****Student Initial:** I acknowledge that I received and understood training by my initials.
*****Instructor Initial:** By my initials, I certify that the individuals on this roster have successfully passed the Course Assessment.

Appendix E: Heat Illness Prevention Procedures Manual

A. Applicability

This Heat Illness Prevention Procedures Manual has been created to comply with California Code of Regulations Title 8, Section 3395, and Heat Illness Prevention. The Heat Illness Prevention standard applies to any outdoor workplace whenever environmental or personal risk factors for heat illness are present.

B. Responsibilities

Department Director/Department Heads/Deans are responsible for ensuring that this written procedure manual is implemented and available to employees and that training is provided to employees. Supervisors must evaluate work conditions before sending employees to perform outdoor work in hot conditions. Cal/OSHA defines a trigger temperature and "shade up" provisions when temperatures reach 80°F and "high heat" procedures at 95°F. Typically, temperatures above 80°F, especially with heavy physical work activities, would represent conditions where there is a risk of heat illness. Other factors, such as high humidity, and work activities that restrict the body's ability to cool itself, could increase the risk of heat illness at lower temperatures.

C. Recognizing Heat Illness Risk Factors

Personal Risk Factors

Personal risk factors for heat illness include;

- **General Health & Age:** Those at greatest risk for heat-related illness include people ≥ 65 years old, overweight, ill, or taking certain medications. Additional risk factors include fever, dehydration, heart disease, mental illness, poor circulation, and sunburn.
- **Acclimatization:** the temporary adaptation of the body to work in the heat that occurs gradually with exposure to ambient heat. The body needs time to adapt to working in the heat. When temperatures rise suddenly, employees are at increased risk for heat illness. Acclimatization is particularly important for employees returning to work after a prolonged absence, recent illness, or recently moving from a cool to a hot climate. For heavy work under very hot conditions, a period of 4-10 days of progressively increasing work time is recommended. For less severe conditions, 2-3 days of increasing work activity and duration are recommended (for guidance, see Attachment A).
- **Alcohol & Caffeine:** Alcoholic beverages, coffee, tea, or other caffeine drinks will dehydrate the body and increase the risk of heat illnesses.

Environmental Risk Factors

Environmental risk factors for heat illness are defined in the regulation as working conditions that create the possibility that heat illness could occur. Environmental facts include air

temperature, relative humidity, radiant heat from the sun, other conductive heat sources (such as the ground), air movement, workload severity and duration, protective clothing, and personal protective equipment worn by employees.

The Heat Index (HI) is the temperature the body feels when heat and humidity are combined. The chart below shows the HI corresponding to the actual air temperature and relative humidity. This chart is based on shady, light wind conditions. Exposure to direct sunlight can increase the HI by up to 15°F. This table can be used in consideration of the risk factors and the subsequent need for water, rest, and shade. Regardless of the actual ambient temperature, provision of water and shade as described above should be implemented whenever the Heat Index exceeds 90°F. See attachment B for guidance on monitoring the weather.

Temperature (°F)

Relative Humidity (%)	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution Extreme Caution Danger Extreme Danger

D. Identifying Heat Illness

Heat illness is a group of severe and escalating medical conditions resulting from the body's inability to cope with a particular heat load. These illnesses include heat fatigue, heat cramps, heat exhaustion, and heatstroke. The National Institute of Occupational Safety and Health

(NIOSH) publication *Working in Hot Environments* describes the symptoms and response measures for several types of heat illness as follows:

- **Transient Heat Fatigue** refers to the temporary state of discomfort and mental or psychological strain arising from prolonged heat exposure. Workers unaccustomed to the heat are particularly susceptible and can suffer, to varying degrees, a decline in task performance, coordination, alertness, and vigilance. The severity of transient heat fatigue will be lessened by gradual adjustment to the hot environment (heat acclimatization).
- **Heat Rash:** also known as prickly heat, is likely to occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation, and the skin remains wet most of the time. The sweat ducts become plugged and skin rash soon appears. When the rash is extensive or when it is complicated by infection, prickly heat can be very uncomfortable and may reduce a worker's performance. The worker can prevent this condition by resting in a cool place part of each day and by regularly bathing and drying the skin.
- **Heat Cramps:** are painful spasms of the muscles that occur among those who sweat profusely in heat, drink large quantities of water, but do not adequately replace the body's salt loss. Drinking large amounts of water dilutes the body's fluids, while the body continues to lose salt. Shortly after that, the low salt level in the muscles causes painful cramps. The affected muscles may be part of the arms, legs, or abdomen, but tired muscles (those used in performing the work) are usually most susceptible to cramps. Cramps may occur during or after work hours and may be relieved by taking salted liquids by mouth. CAUTION: Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.
- **Heat Exhaustion:** includes several clinical disorders having symptoms that may resemble the early symptoms of heatstroke. Heat exhaustion is caused by the loss of large amounts of fluid by sweating, sometimes with excessive loss of salt. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In more severe cases, the victim may vomit or lose consciousness. The skin is clammy and moist, the complexion is pale or flushed, and the body temperature is normal or only slightly elevated.
- In most cases, treatment involves having the victim rest in a cool place and drink plenty of liquids. Victims with mild cases of heat exhaustion usually recover spontaneously with this treatment. Those with severe cases may require extended care for several days. There are no known permanent effects. CAUTION: Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.
- **Heat Stroke**: is the most severe health problem associated with working in hot environments. It occurs when the body's temperature regulatory system fails and sweating becomes inadequate. The body's only effective means of removing excess heat is compromised with little warning to the victim that a crisis stage has been reached. A heat stroke victim's skin is hot, usually dry, red, or spotted. Body temperature is usually 105°F or higher, and the victim is mentally confused, delirious, perhaps in convulsions, or unconscious. Unless the victim receives quick and appropriate treatment, death can occur. Any person with signs or symptoms of heatstroke requires immediate hospitalization. However, first aid should be immediately administered. This includes removing the victim to a cool area, thoroughly soaking the clothing with water, and vigorously fanning the body to increase cooling. Further treatment at a medical facility should be directed to continuing the

cooling process and monitoring complications that often accompany heat stroke. Early recognition and treatment of heatstroke are the only means of preventing permanent brain damage or death.

E. Prevention Procedures

General Prevention

- Rest in shaded areas
- Stay hydrated
- Avoid vigorous physical activities in hot and humid weather
- At work, if you must perform physical activities in hot weather:
  - Drink plenty of fluids
  - Avoid alcohol, coffee, and tea - it may lead to dehydration
  - Take frequent mini breaks to hydrate yourself
  - As practical; wear hats, light colored, and light/loose clothes

Provision of Water

Employees are encouraged to drink water frequently. Clean, fresh, and cool potable water shall be readily available to employees.

- Supervisors are responsible for ensuring employees have an adequate supply of drinking water (for guidance, see Attachment C).
- Supervisors shall encourage the frequent consumption of small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- Drinking water will be provided/made available in sufficient quantities to provide one quart per employee per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift).
- If there are effective procedures for replenishing the water supply during the shift, a minimum of 2 quarts of water per employee may be provided at the beginning of the shift.

Shade and Rest

A shaded area will be provided, which employees may use when suffering from heat illness or believe they need a recovery period to prevent heat illness (for guidance, see Attachment D). The shaded area shall be open to the air or ventilated and cooled and access shall be permitted at all times. Canopies, umbrellas, or other temporary structures may be used to provide shade, provided they block direct sunlight. Supervisors are responsible for:

- Ensuring that employees have access to shaded or air-conditioned areas (i.e., break room) to prevent or recover from heat illness symptoms or take rest breaks.
- Emphasizing the importance of taking rest breaks and recognizing when a recovery period is needed
- In the event an employee feels discomfort from the heat, accommodating a recovery period to allow the employee to cool down and prevent the onset of heat illness.

High-Heat Procedures:

Additional high-heat procedures are required when the temperature equals or exceeds 95 degrees Fahrenheit. These procedures shall include the following to the extent practicable:

- Ensuring that effective communication by voice, observation, or electronic means is maintained so that employees at the worksite can contact a supervisor when necessary. An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.
- Observing employees for alertness and signs or symptoms of heat illness.
- Reminding employees throughout the work shift to drink plenty of water.
- Designating one or more employees on each worksite as authorized to call for emergency medical services and allowing other employees to call for emergency services when no designated employee is available.
- Conducting pre-shift meetings before the commencement of work to review the high heat procedures, encouraging employees to drink plenty of water, and reminding employees of their right to take a cool-down rest when necessary.
- For Agriculture worksites, employees shall take minimum one 10-minute "preventative cool-down rest period" every 2 hours.

F. Responding to Heat Illness Emergencies

Employee Procedures

Any employee who recognizes the symptoms or signs of heat illness in themselves or coworkers should immediately report this condition to their Supervisor. When you recognize signs of heat illness in yourself or a coworker:

- Move them to a shaded area for a recovery period of at least five minutes
- If the condition appears to be severe or the employee does not recover, then emergency medical care is needed.
- Immediately report to your Supervisor any symptoms or signs of your heat illness you may be experiencing or observing in a coworker
- Call 911 if it's an emergency

Supervisor Procedures

Supervisors shall:

- Carry cell phones, radios, or other means of communication ensuring emergency services can be called and verifying the radios or other means of communication are functional prior to each shift.
- Know the exact work locations and have clearly written and precise directions to the work site for emergency responders.

Emergency Contact Procedures

- Call 911

- Be ready to provide emergency response personnel with directions to the work location.
- When working at remote locations, you must be able to provide concise directions to emergency response personnel for guidance, see Attachment E)

Further emergency response guidance for supervisors is provided in Attachment F.

Response to Heat Stroke Symptoms:

- Victims of heat stroke must receive immediate treatment to avoid permanent organ damage.
- Always notify emergency services (911) immediately. If their arrival is delayed, they can give you further instructions for the victim's treatment.
- If possible, get the victim to a shady area to rest
- Remove heavy or change to lightweight clothing,
- Cool the victim; effective cooling measures include:
- Administering cool, non-alcoholic, non-caffeinated beverages,
- Applying cool or tepid water to the skin (for example, you may spray the victim with cool water from a garden hose),
- Providing a cool shower
- Move to an air-conditioned environment or fan the victim to promote evaporation,
- Place ice packs under armpits and groins.
- Monitor body temperature with a thermometer and continue cooling efforts until the body temperature drops to 101-102 degrees.

G. Employee and Supervisor Training

All employees, including supervisors, who may work outdoors in conditions where there are environmental risk factors for heat illness shall be provided Heat Illness Prevention training on the information contained in this document, including;

- Environmental and personal risk factors for heat illness as well as the added burden of heat load on the body caused by exertion, clothing, and personal protective equipment
- Procedures for complying with the Cal/OSHA requirements
- The importance of frequent consumption of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties
- The importance of acclimatization,
- The different types of heat illness and the common signs and symptoms of heat illness,
- Importance to employees of immediately reporting symptoms or signs of heat illness in themselves or coworkers,
- Employer's procedures for responding to symptoms of possible heat illness, including how emergency medical services will be provided,
- Procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider, including clear and precise directions to the worksite

In addition, prior to supervising employees performing work that should reasonably be anticipated to result in exposure to the risk of heat illness, effective training on the following topics shall be provided to the Supervisor:

- The Supervisor shall be trained on their responsibilities in this heat illness prevention program
- The procedures the Supervisor is to follow when an employee exhibits symptoms consistent with possible heat illness, including emergency response procedures
- How to monitor weather reports and how to respond to hot weather advisories

Further information can be found in the attached guidelines.

Attachment A: Acclimatization Guidance

When ambient temperatures rise to levels higher than employees are accustomed to, supervisors must act effectively by taking the following measures:

- Monitor the weather and be aware of sudden heat wave(s) or increases in temperatures that employees haven't been exposed to for several weeks or longer.

- Cut short or reschedule the workday during a heatwave or heat spike (e.g., a sudden increase in a daytime temperature of 9°F or more). During the hot summer months, the work shift may start earlier in the day or later in the evening.

- Lessen the work intensity for new employees during a two-week break-in period (i.e., scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day). New employees may be assigned to a "buddy" or experienced coworker to watch each other closely for heat illness discomfort or symptoms.

- Closely observe all employees during a heatwave and monitor for possible symptoms of heat illness. Employees working in remote locations should maintain frequent communication by phone or radio.

- Train employees and supervisors on the importance of acclimatization.

Attachment B: Guidance- Monitoring the Weather

Recommended Equipment:

Supervisors may find a Heat Index chart, radio, cell phone, weather app and thermometer helpful in monitoring the weather. Supervisors can access the Internet (www.nws.nooa.gov), Google (www.google.com) for "weather and location zip code," or check the Weather Channel TV Network to view the extended weather forecast in order to plan in advance the work schedule, know whether a heatwave is expected and if additional schedule modifications will be necessary. Supervisors without internet access can call the California "*Dial a forecast*" numbers:

- Eureka 707-443-7062
- Hanford 559-584-8047
- Los Angeles 805-988-6610(#1)
- Sacramento 916-979-3051
- San Diego 858-297-2107(#1)
- San Francisco 831-656-1725(#1)

Prior to each workday, supervisors should:

- Review the forecasted temperature and humidity for the worksite and compare it against the National Weather Service Heat Index guideline to evaluate the risk level for heat illness.
    - Employees working in direct sunlight are at greater risk. There is a need to adjust the heat index down 15 degrees F.
- Monitor the weather (using www.nws.nooa.gov, a weather app,) at the worksite. This critical weather information will be taken into consideration to determine when it will be necessary to make modifications to the work schedule (such as stopping work early, rescheduling the job, working at night or during the cooler hours of the day, increasing the number of water and rest breaks).
- Use a thermometer/weather app at the work location and check the temperature every 60 minutes to monitor for sudden temperature increases, to ensure that once the temperature exceeds 80°F, the shade structures are opened (if shade is not available) and accessible to the workers, and to make sure that once the temperature equals or exceeds 95°F additional High Heat Procedures are implemented.

Attachment C: Guidance on the provision of water

Recommended Equipment:

- Water and drink containers or water bottle filling station, ice, cleaning equipment, communication device such as radio, cell phones etc.

Supervisors shall ensure;

- Drinking water containers (5 to 10 gallons each) are brought to the site so that at least 2 quarts per employee are available at the start of the shift unless there is a water source within a 3-minute walk from their workstation.
- Enough disposable cups are made available for each worker and are kept clean until used unless using water filling stations with their own container.
- Check the water level of all containers, when applicable, every 30-60 minutes and more frequently when the temperature exceeds 90°F. When the water level within a container drops below 50%, water containers will be refilled with cool water. Additional water containers (i.e., 5-gallon bottles) will be available to replace water as needed.
- Check the work site and place the water as close as possible to the employees (within a 3-minute walk). If field terrain prevents the water from being placed as close as possible to the workers, bottled water or individual containers (in addition to disposable cups and water containers) will be provided so that workers can have drinking water readily accessible.
- Water containers will be relocated to follow along as the work moves so that drinking water will be readily accessible unless there is a water source available within a 3-minute walk.
- Encourage employees to frequently consume small quantities of water, up to 4 cups per hour, when the work environment is hot and employees are likely to be sweating more than usual in the performance of their duties.
- Provide clean water containers/water sources and keep them in sanitary condition
- Advise employees of the daily location of the water coolers and remind them to drink water frequently. When the temperature exceeds or is expected to exceed 90°F, hold a brief 'tailgate' meeting each morning to review with employees the importance of drinking water, the number and schedule of water and rest breaks, and the signs and symptoms of heat illness.
- Use /communication devices (, radios/cell phones) to remind employees to drink water.
- Increase the number of water breaks, as necessary, when the temperature equals or exceeds 95°F or during a heatwave and remind workers throughout the work shift to drink water.
- Stress during employee training, the importance of frequent drinking of water.

Attachment D: Access to Shade requirements

Recommended Equipment:

- Portable canopies, large beach-style umbrellas, or other shade structures, also; chairs, benches,

Supervisors must ensure:

- Shade structures are brought to the site to accommodate the employees on the shift and either chairs, benches, sheets, towels, or any other items to allow employees to sit in a normal posture fully in the shade without having to be in physical contact with each other or the bare ground. However, chairs, benches, etc., are not required for acceptable sources of shade such as trees.
- Shade structures are opened and placed as close as practical to the workers when the temperature equals or exceeds 80°F. Note: The interior of a vehicle may not be used to provide shade unless the vehicle is air-conditioned and the air conditioner is on.
- Point out the daily location of the shade structures to the workers as well as allow and encourage employees to take a cool-down rest in the shade when they feel the need to do so to protect themselves from overheating.
- Ensure shade structures are relocated to follow along with the employee workgroups and double-check they are as close as practical to the employees so that access to shade is provided at all times. In situations where trees or other vegetation are used to provide shade (such as in orchards), the Supervisor will evaluate the thickness and shape of the shaded area (given the changing angles of the sun during the entire shift) before assuming that sufficient shadow is being cast to protect employees.
- For non-agricultural employers, when it is not safe or feasible to provide shade, steps are taken to provide shade upon request or other alternative cooling measures with equivalent protection.

Exceptions:

- Where the employer can demonstrate that it is infeasible or unsafe to have a shade structure or otherwise to have shade present continuously, the employer may utilize alternative procedures for providing access to shade if the alternative procedures provide equivalent protection.

- Except for employers in the agricultural industry, cooling measures other than shade (e.g., use of misting machines) may be provided in lieu of shade if the employer can demonstrate that these measures are at least as effective as shade in allowing employees to cool.

Attachment E: Non-Routine Task Work Planning and Site Checklist when temperatures are expected to exceed 80°F.

Department/Group/Project_____

Supervisor Name and Phone Number_____

Worksite Location (specific enough for emergency response, use landmarks if needed):

_____

_____

_____

Expected Temperature: _____

Employees covered (use back as needed): _____

Checklist Completed by: _____Date: _____

Drinking Water Availability At least one quart (4 cups) is required per employee per hour for the entire shift, i.e., an 8-hour shift requires 2 gallons per employee □ Plumbed water □ Water cooler provided □ Bottled water provided □ Other, describe below:
How will employees be provided access to sufficient drinking water? For backcountry trips or work in remote locations, describe expected natural water sources and treatment methods (e.g., filtration, boiling, chemical disinfection).
Shade May be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions. Shade is not considered adequate when the heat in the area does not allow the body to cool (e.g., sitting in a hot car). □ Building structures □ Trees □ Temporary Canopy/Tarp □ Vehicle with A/C □ Other, describe below:
How will employees be provided access to adequate shade?
Emergency Medical Procedures All employees must be able to provide clear and precise directions to the worksite □ Cell phone service available □ If there is no cell service, describe the emergency plan below:
What are the procedures for contacting emergency medical services, and if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider? Where is the nearest phone? (use back as needed)
For remote locations, list employees on-site trained in First Aid and verify that a field safety plan is in place and available:
High Heat Procedures - Required when temperatures are expected to exceed 95° F If possible, limit strenuous tasks to the morning or late afternoon hours. Rest breaks in shade must be provided at least 10 minutes every 2 hours (or more if needed). Effective means of communication, observation and monitoring for the sign of heat illness is required at all times. **Pre-shift meeting required.** □ Direct supervision □ Buddy system □ Reliable cell or radio contact □ Other, describe below:
List names of any new employees working in the heat for less than 14 days that must be supervised at all times:
First Aid Reference and Emergency Response - Signs and Symptoms of Heat Illness

Signs & Symptoms	Treatment	Response Action:
HEAT EXHAUSTION • Dizziness, headache • Rapid heart rate • Pale, cool, clammy, or flushed skin • Nausea and/or vomiting • Fatigue, thirst, muscle cramps	1. Stop all exertion. 2. Move to a cool shaded place. 3. Hydrate with cool water.	This is the most common type of heat illness. Initiate treatment - if there is no improvement, call 911 and seek medical help. Do not return to work in the sun. Heat exhaustion can progress to heatstroke.
HEATSTROKE • Disoriented, irritable, combative, unconscious • Hallucinations, seizures, poor balance • Rapid heart rate • Hot, dry, and red skin (possibly moist and pale) • Fever, body temperature above 104 °F	1. Move (gently) to a cooler spot in the shade. 2. Loosen clothing and spray exposed skin with water and a fan. 3. Cool by placing ice or cold packs along the neck, chest, armpits, and groin. 4. Do not place ice directly on the skin.	**Call 911 or seek medical help immediately.** **Heatstroke is a life-threatening medical emergency. A victim can die within minutes if not properly treated. Efforts to reduce body temperature must begin immediately!**

Other Notes
(Attach other documents, maps, etc. as needed)

Related Resources

Emergency Medical Response: 911
Campus Police Emergency Number: 951-222-8171
Weather Forecasts: http://www.wunderground.com/ or http://www.weather.gov/
Cal/OSHA Heat Illness Information and Regulations: https://www.dir.ca.gov/dosh/heatillnessinfo.html

Attachment F: Emergency Response Guidance

Recommended Equipment:

First aid kit, radios, cell phones, or other forms of communication

Written Response Procedures:

Supervisors must have a written response procedure developed for each location or Department. This must include having a map and clear and precise directions (such as streets or road names, distinguishing features, and distances to major roads) at a remote, off-campus site to avoid delays in emergency medical services.

Prior to starting work, supervisors must;

- During a heatwave or hot temperatures, remind and encourage workers to immediately report any signs or symptoms they are experiencing to their Supervisor.
- Ensure a qualified, appropriately trained, and equipped person will be available at the site to render first aid if necessary.
- Determine if a language barrier is present at the site and take steps to ensure emergency medical services can be immediately called in the event of an emergency.
- Carry cell phones or other means of communication to ensure that emergency medical services can be called and check that these are functional at the worksite prior to each shift

Emergency Response:

- Take immediate steps to keep the stricken employee cool and comfortable once emergency service responders have been called (to reduce the progression to more serious illness).
- designate an employee or employees to physically go to the entrance where emergency responders can see them.
-

Attachment H: Heat Illness Prevention Program Compliance Checklist

Department/Unit: _____ **Supervisor:** _____

Completed by: _____ **Date:** _____

Heat Illness Program			
	Yes	**No**	**Comments**
Do employees perform work outdoors or in indoor areas where Heat Illness is likely to occur?	☐	☐	If **no**, Heat Illness Protection Program is not required.
Have employees reviewed the RCCD Heat Illness Program manual?	☐	☐	If **no**, direct employees to review RCCD Heat Illness Program Manual.
Training			
Have employees received documented Heat Illness Training?	☐	☐	If **no**, ensure employees receive Heat Illness training
Have the supervisors received documented Supervisor Heat Illness training?	☐	☐	If **no**, ensure supervisors receive documented Supervisor Heat Illness training (available through EHS).
Heat Illness Prevention Measures			
Have employees been given time to acclimate to their environment? (Gradually exposed to regular working conditions for at least four to fourteen days for at least two hours per day in the heat.)	☐	☐	If **no**, closely monitor employee(s) for signs and symptoms of heat illness and allow employee(s) to acclimate before performing strenuous work in the heat.
Do employees have access to shade? (Shade means the blockage of direct sunlight. Shade is not considered adequate when the heat in the shaded area defeats the purpose of shade, which is to allow the body to cool (e.g., sitting in a hot car). Shade may be provided by any natural or artificial means that does not expose employees to unsafe or unhealthy conditions.)	☐	☐	If **no**, develop and implement procedures for providing shade to employees.
Are employees provided, or do they have access to sufficient drinking water? (At least one quart per employee per hour for drinking for the entire shift.)	☐	☐	If **no**, develop and implement procedures for providing access to sufficient drinking water.
Are employees allowed and encouraged to rest in the shade for a period of no less than five minutes at a time when they feel the need to do so to protect themselves from overheating?	☐	☐	If **no**, allow and encourage employees to take breaks in a cool, shaded area as needed to allow the body to cool and dissipate the internal heat load.
Do supervisors monitor weather conditions and, when possible, schedule outdoor work during cooler times of the day to reduce the risk of heat illness?	☐	☐	If **no**, Supervisors are responsible for monitoring weather conditions and scheduling work appropriately.
Are new employees closely monitored by a supervisor or designee for the first 14 days of the employee's employment by the employer when temperatures exceed 80º F	☐	☐	If **no**, develop procedures to closely monitor employees for the first 14 of employment when temperatures exceed 80º F.

Emergency Medical Procedures			
	Yes	**No**	**Comments**
Are there procedures for contacting emergency medical services and, if necessary, for transporting employees to a point where they can be reached by an emergency medical service provider?	☐	☐	If no, develop procedures. Special procedures may be necessary for remote/off-site workers.
Are there procedures for ensuring that, in the event of an emergency, clear and precise directions to the worksite can and will be provided as needed to emergency responders? These procedures shall include designating a person to be available to ensure that emergency procedures are invoked when appropriate.	☐	☐	If no, develop procedures. Special procedures may be necessary for remote/off-site workers.
Have employees been trained on these procedures?	☐	☐	If **no,** train employees in Emergency Medical Procedures.
High Heat Procedures (only required for agricultural, construction, landscaping, and transportation workers when temperatures exceed 95º F)			
Do employees perform agricultural work, construction, landscaping, or transportation and loading/unloading of heavy goods?	☐	☐	If **yes**, High Heat Procedures must be implemented when temperatures exceed 95º F. (See High Heat Procedures section below.) If **no**, High Heat Procedures are not required to be implemented but are recommended to be used as needed to ensure employees' safety.
Are effective means of communication by voice, observation, or electronic means maintained so that employees at the worksite can contact a supervisor when necessary in place when temperatures exceed 95º F? (An electronic device, such as a cell phone or text messaging device, may be used for this purpose only if reception in the area is reliable.)	☐	☐	If **no**, develop procedures to ensure effective means of communication are in place when temperatures exceed 95º F.
Are new employees closely monitored by a supervisor or designee for the first 14 days of the employee's employment by the employer when temperatures exceed 95º F?	☐	☐	If **no**, develop procedures to closely monitor employees for the first 14 of employment when temperatures exceed 95º F.
Are employees observed for alertness and signs or symptoms of heat illness when temperatures exceed 95º F?	☐	☐	If **no**, observe employees for signs and symptoms of heat illness when temperatures exceed 95º F.
Are there Pre-shift meetings before the commencement of work to review the high heat procedures, encourage employees to drink plenty of water, and remind employees of their right to take a cool-down rest when necessary	☐	☐	If **no**, schedule pre-shift meetings when temperatures exceed 95º F.
Notes			