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9.5 Injury and Illness Prevention Program (IIPP)

Saint Mary's College of California

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9.5 Injury and Illness Prevention Program (IIPP)

The College is committed to providing a safe and healthy workplace and, to this end, has implemented an Injury and Illness Prevention Program (IIPP). Supervisors are expected to take all reasonable steps within their control to provide a safe environment and to comply with federal, state, and local safety regulations, including but not limited to applicable U.S. Environmental Protection Agency and Cal-OSHA requirements.

Employees are expected to adhere to all safety rules, follow established safe work practices and exercise caution in all work activities. Employees are to report immediately any work condition they perceive to be unsafe, as well as any job-related accidents or injuries, to their immediate supervisor. When possible, the supervisor is to correct any unsafe work condition and, in all cases, promptly report the situation to Environmental Health and Safety, (EH&S).

The College’s written Injury and Illness Prevention Program (IIPP), was also established to identify and evaluate hazards or health issues for their accident or injury potential. This Plan guides faculty and staff on what they need to do to prevent employee and student injuries by defining responsibilities, providing safety policies and rules, and providing forms for reporting purposes. The IIPP also defines an Environmental Health and Safety Committee to review policies and to guide the administrator of the program.

Employee injuries shall be documented on an Accident Report form, available on the Human Resources website, or in the HR office. If there is no injury, but a “near miss,” use Form 1501 Incident/Near-Miss available on the EH&S website.

Applies to – All faculty and staff employees, student workers, interns, and contract personnel working on Saint Mary’s College campuses.

Training required – Required once in each College employee’s career, unless there is a dramatic change in the program or on-site hazards. Also required once for other applicable individuals described above.

Standards' location – EH&S website, Human Resources website, and hard copy in Facilities Services.