



INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

CALIFORNIA STATE UNIVERSITY, LONG BEACH

MAY 2024

Management

All management staff are responsible for implementing and maintaining the IIPP in their work areas and for setting a good example to their staff. A copy of this IIPP is available from each Manager and Supervisor. Manager's responsibilities are as follows:

- Develop and maintain area specific safety procedures.
- Conduct and document preliminary investigations of all reported industrial injuries, incidents, and illnesses.
- Provide and document general and job specific safety training.
- Maintain current Safety Data Sheets (SDS), either in hard copy or electronic form, for all hazardous materials used in their specific departments.
- Ensure that all hazardous materials are properly labeled, stored and, as appropriate, identified for disposal.
- Conduct and document periodic safety inspections of facilities, equipment, and projects to identify unsafe conditions and practices.
- Ensure that all employees are provided with appropriate Personal Protective Equipment (PPE) and are trained on the proper use and maintenance of such equipment.

Employee

Employee responsibilities are as follows:

- Always follow established safe work practices while performing their duties. This also includes accountability for using any issued PPE for protection against identified hazards.
- Comply with all applicable Shops safety and health policies and regulations.
- Report all unsafe conditions, when observed and without fear of retaliation, to their immediate manager and/or supervisor.
- Each employee shall constantly monitor their work area for potentially unsafe conditions and report such conditions to their manager and/or supervisor immediately.

Compliance

All employees are expected to adhere to safe and healthy work practices. An unsafe act can threaten not only the health and well-being of the employee committing the unsafe act but can also affect the safety of his/her coworkers and customers. Our system of ensuring that all workers comply with these practices include one or more of the following practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthy work practices.

The Shops disciplinary process consists of severe measures when an employee fails to correct a problem after being given a reasonable opportunity to do so. The underlying principle of sound progressive discipline is to use the least severe action that you believe is necessary to correct the undesirable situation. Increase the severity of the action only if the condition is not corrected. If an employee fails to correct a problem after a reasonable opportunity to do so, the following steps may follow within the disciplinary process.

Employee Coaching- The Beach Shops approach for progressive discipline is to communicate with our employees in "good faith" when a correction is needed to ensure job performance standards are being met. Managers are key partners for employees in providing guidance,

The Risk Manager is responsible for maintaining the Safety Suggestion Program database. Urgent items will be acted upon immediately. Non-urgent items may be deferred for review and action at the next Risk Management Committee or general department meeting. The Risk Manager will respond, in writing, to the person suggesting or reporting a hazard if possible, indicating actions taken or the status of each recommendation.

Safety suggestions, recommendations, or hazard reports may also be submitted anonymously by delivering them to the Human Resources Office inbox or by email to BeachShopsHR@csulb.edu or via phone at 562-985-7953.

Risk Management Safety Committee

The Beach Shops' Risk Management Committee will be comprised of staff members from the organization. They will meet on a quarterly basis, and review the following:

- Minutes of the

A planned safety inspection will also be made whenever there are significant changes to the worksite these will include: <0078>j ETT121 Tf 1

- Permanent disfigurement.
- Death.
- In cases where the employee receives professional medical care because of an on-the-job injury, the employee will receive treatment and will return to work as directed by the treating physician.

Managers Reporting Responsibilities

All Beach Shops Managers are responsible for investigating injuries/illnesses occurring within his/her department and providing a written report. The purpose of an injury/illness investigation is to establish all relevant facts (what happened, why the incident happened, what should be done, what action has been taken) and options so that a proper conclusion can be drawn about what must be done to prevent a reoccurrence. All investigations will be reviewed by the Risk Management Committee to assist in making recommendations for corrective action. The investigations will be discussed in a way the HIPPA rights and protections of the injured employee are not violated in any manner.

Preventing a reoccurrence is the true objective of the injury/illness investigation. Accident investigations should include, but are not limited to the following information:

- An Accident Investigation Report form filled out.
- Statement from all witnesses, including the time, date, location and what the witness observed if applicable.
- Root cause analysis – understanding why the accident occurred and actions taken to preclude reoccurrence.
- Review all camera footage taken of the incident if possible.

In addition, the Risk Manager/Risk Management Committee Member will investigate each incident within the Shops and will assist managers to prevent similar injuries/illnesses in the future.

Employee Reporting Responsibilities

If you have been injured on the job, you should:

- Call the emergency number if necessary and seek appropriate medical care.
- Inform your supervisor immediately and follow the employee requirements provided by Human Resources.
- Check the employee information poster board for medical attention information on where to go get help.
- Visit the employee information page at <https://www.csulb.edu/beach-shops/workers-compensation-information-and-accident-forms> under the tab for Workers' Compensation Information and Accident Forms.
- The employee handbook has more information under the employee safety section on page 32-34.
- If medical attention is not desired or the employee refuses treatment, you must still fill out an Employee Accident Report for reporting purposes.

Corrective Action Plan

Corrective actions intend to address the root causes of the incident and create a plan to

general interest to the Shops and/or training sessions on specific safety topics within their department. Certificates received from an outside training vendor should be turned in to the

Human Resources department to place into the employee's personnel file, if applicable.

In addition to general workplace safety and health practices include, but are not limited to, the following:

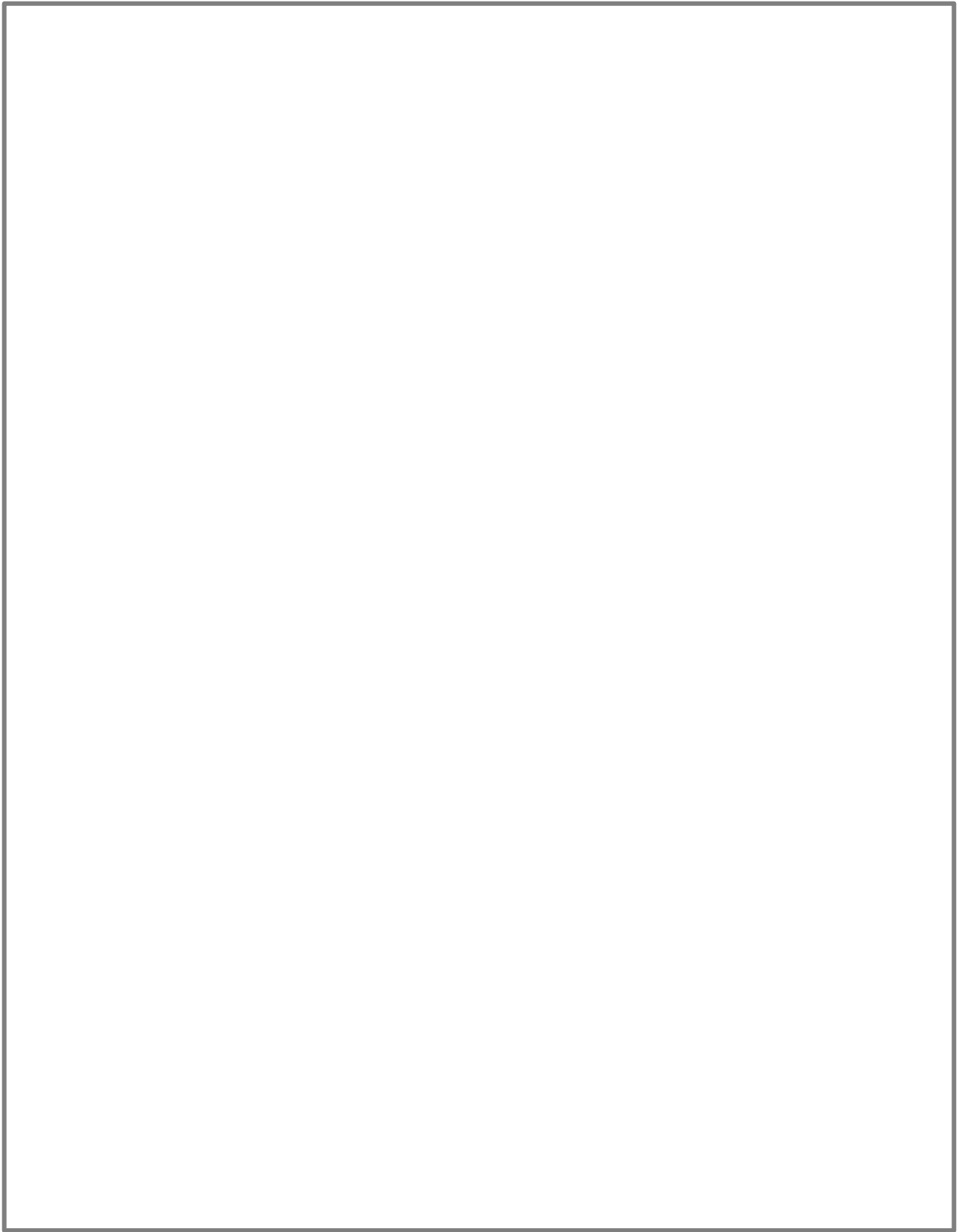
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Recordkeeping

Recordkeeping is an important requirement of safety training and Cal-OSHA regulations have requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. Both formal and informal training must be documented. If possible, training should take place through Alliant Succeed Management to maintain the history and record of the specific training. Department managers and/or supervisors are encouraged to document all on-the-job safety training, including staff meetings and one-on-one training. Records must be kept for all employees. The following records retention schedule shall be kept by Human Resources department:

Record Description	Retain For:
The WrirB(e)-7 (ID 14.64 reW nE	

Appendix A: Inspection Forms



110. Are the Cal/OSHA information poster, Worker's Compensation Information, and Annual Injury and Illness summaries posted (Feb-Apr)? The date on annual postings should be of the current year.

YES NO N/A

FIRE SAFETY 

111. Do you have a fire safety plan? If so, is it posted in a conspicuous place in the workplace?
 YES NO N/A

112. Do you have fire extinguishers in the workplace?
 YES NO N/A

113. Do you have fire extinguishers in the workplace?
 YES NO N/A

114. Do you have fire extinguishers in the workplace?
 YES NO N/A

115. Do you have fire extinguishers in the workplace?
 YES NO N/A

116. Do you have fire extinguishers in the workplace?
 YES NO N/A

117. Do you have fire extinguishers in the workplace?
 YES NO N/A

118. Do you have fire extinguishers in the workplace?
 YES NO N/A

119. Do you have fire extinguishers in the workplace?
 YES NO N/A

120. Do you have fire extinguishers in the workplace?
 YES NO N/A

121. Do you have fire extinguishers in the workplace?
 YES NO N/A

122. Do you have fire extinguishers in the workplace?
 YES NO N/A

123. Do you have fire extinguishers in the workplace?
 YES NO N/A

124. Do you have fire extinguishers in the workplace?
 YES NO N/A

125. Do you have fire extinguishers in the workplace?
 YES NO N/A

126. Do you have fire extinguishers in the workplace?
 YES NO N/A

127. Do you have fire extinguishers in the workplace?
 YES NO N/A

128. Do you have fire extinguishers in the workplace?
 YES NO N/A

129. Do you have fire extinguishers in the workplace?
 YES NO N/A

130. Do you have fire extinguishers in the workplace?
 YES NO N/A

131. Do you have fire extinguishers in the workplace?
 YES NO N/A

132. Do you have fire extinguishers in the workplace?
 YES NO N/A

133. Do you have fire extinguishers in the workplace?
 YES NO N/A

134. Do you have fire extinguishers in the workplace?
 YES NO N/A

135. Do you have fire extinguishers in the workplace?
 YES NO N/A

136. Do you have fire extinguishers in the workplace?
 YES NO N/A

137. Do you have fire extinguishers in the workplace?
 YES NO N/A

138. Do you have fire extinguishers in the workplace?
 YES NO N/A

139. Do you have fire extinguishers in the workplace?
 YES NO N/A

140. Do you have fire extinguishers in the workplace?
 YES NO N/A

141. Do you have fire extinguishers in the workplace?
 YES NO N/A

142. Do you have fire extinguishers in the workplace?
 YES NO N/A

143. Do you have fire extinguishers in the workplace?
 YES NO N/A

144. Do you have fire extinguishers in the workplace?
 YES NO N/A

145. Do you have fire extinguishers in the workplace?
 YES NO N/A

146. Do you have fire extinguishers in the workplace?
 YES NO N/A

147. Do you have fire extinguishers in the workplace?
 YES NO N/A

148. Do you have fire extinguishers in the workplace?
 YES NO N/A

149. Do you have fire extinguishers in the workplace?
 YES NO N/A

150. Do you have fire extinguishers in the workplace?
 YES NO N/A

E13. Kitchen hood cleaning certification sticker is in place and last testing date is within the parameters of



...broken insulation, or E1. Are all plugs, cords, and receptacles in good condition (no exposed conductors, non-OEM repairs?)

YES NO N/A

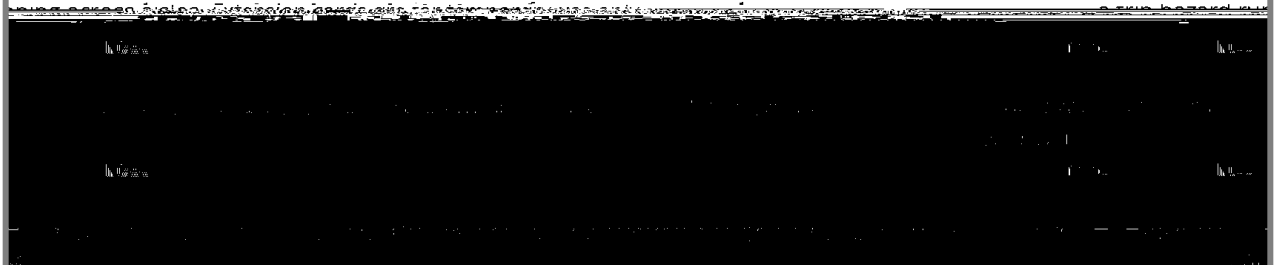
...inches of clearance and E2. Are all circuit breakers and power disconnecting panels accessible, within 30 inches of the panel, with labels identifying the function of each switch?

YES NO N/A

...E3. Are fire extinguishers being used in accordance with manufacturer's instructions? Are fire extinguishers in some areas?

YES NO N/A

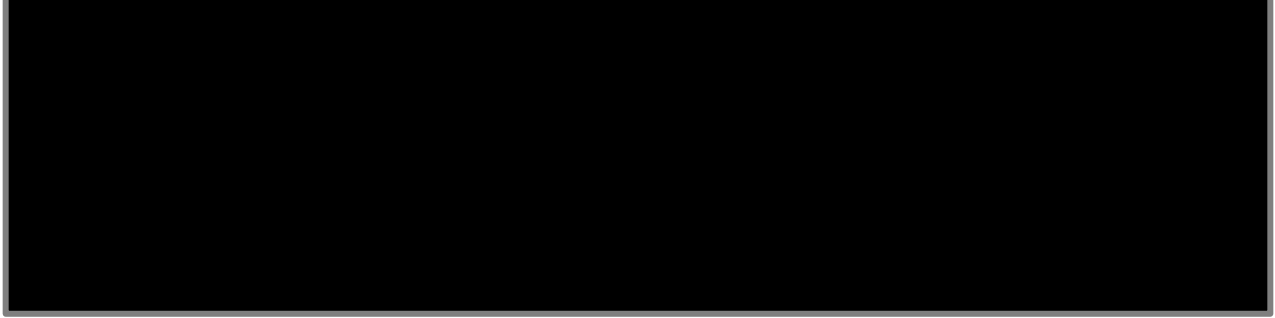
E4. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent



YES NO N/A



...locked, can it be opened from the inside? W2. If door can be locked, can it be opened from the inside? YES NO N/A





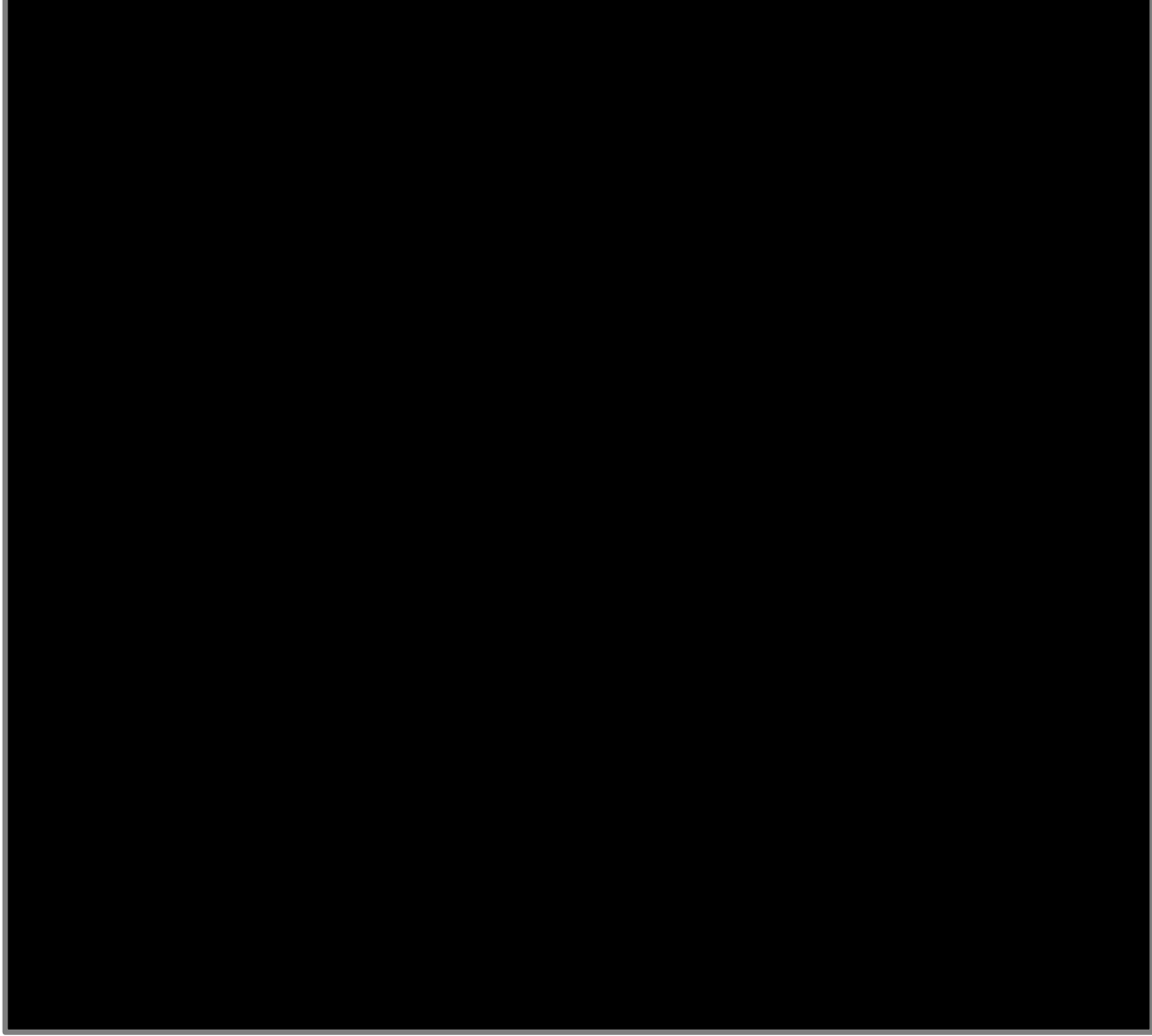
W5. Do both individuals in the light suit the position and location of the job?

YES NO N/A

KITCHEN AREA 

W6. Do both individuals in the light suit the position and location of the job?

YES NO N/A



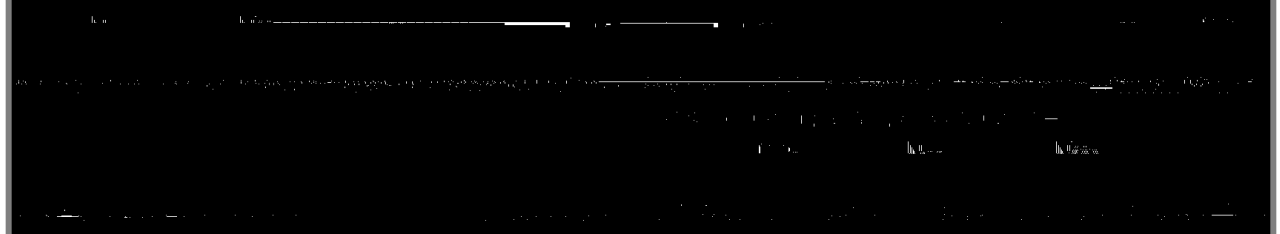
M4. Helium, CO2, and nitrogen tanks are secured to an anchored fixture. Caps are secured on the cylinders when not in use.
 N/A YES NO

jacks, employee lifts, employee lift platforms, jack stands, etc. M5. Are cranes, slings, ropes, hoists, inspected prior to each use and used according to training requirements?
 YES NO N/A

GENERAL SAFETY

a material used where moisture is prevalent? G1. Are floors maintained clean, spills wiped up promptly, and anti-slip prevalent?
 N/A YES NO N/A

and used to warn of wet floors? G2. Are warning signs/cones available?

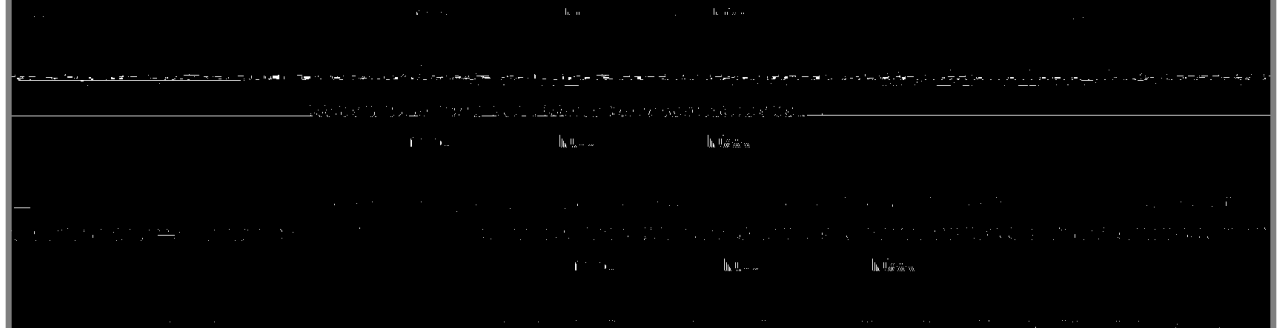


Identify these locations? Person identified to perform task?
 YES NO N/A

G5. Are construction activities conducted in accordance with the safety plan?
 YES NO N/A

G6. Are forklifts inspected prior to all use, equipped with required safety features, and operated safely?
 N/A YES NO

any notable water and sewer inlets promptly abated? (Generally in mop rooms, restrooms, etc.) G7. Are cross-connections between piping, sink, Remove hoses which extend into sinks or drain pipes, sewer vents, or dish washers?
 YES NO N/A



G11: Areas and materials identified by appropriate areas where levels of contamination have been

N/A

performed?

YES

NO

DIAGNOSTIC/PERSONAL PROTECTION

HAZARDOUS MATERIALS

1. Are there any areas or materials identified by appropriate areas where levels of contamination have been

2. Are there any areas or materials identified by appropriate areas where levels of contamination have been

3. Are there any areas or materials identified by appropriate areas where levels of contamination have been

4. Are there any areas or materials identified by appropriate areas where levels of contamination have been

5. Are there any areas or materials identified by appropriate areas where levels of contamination have been

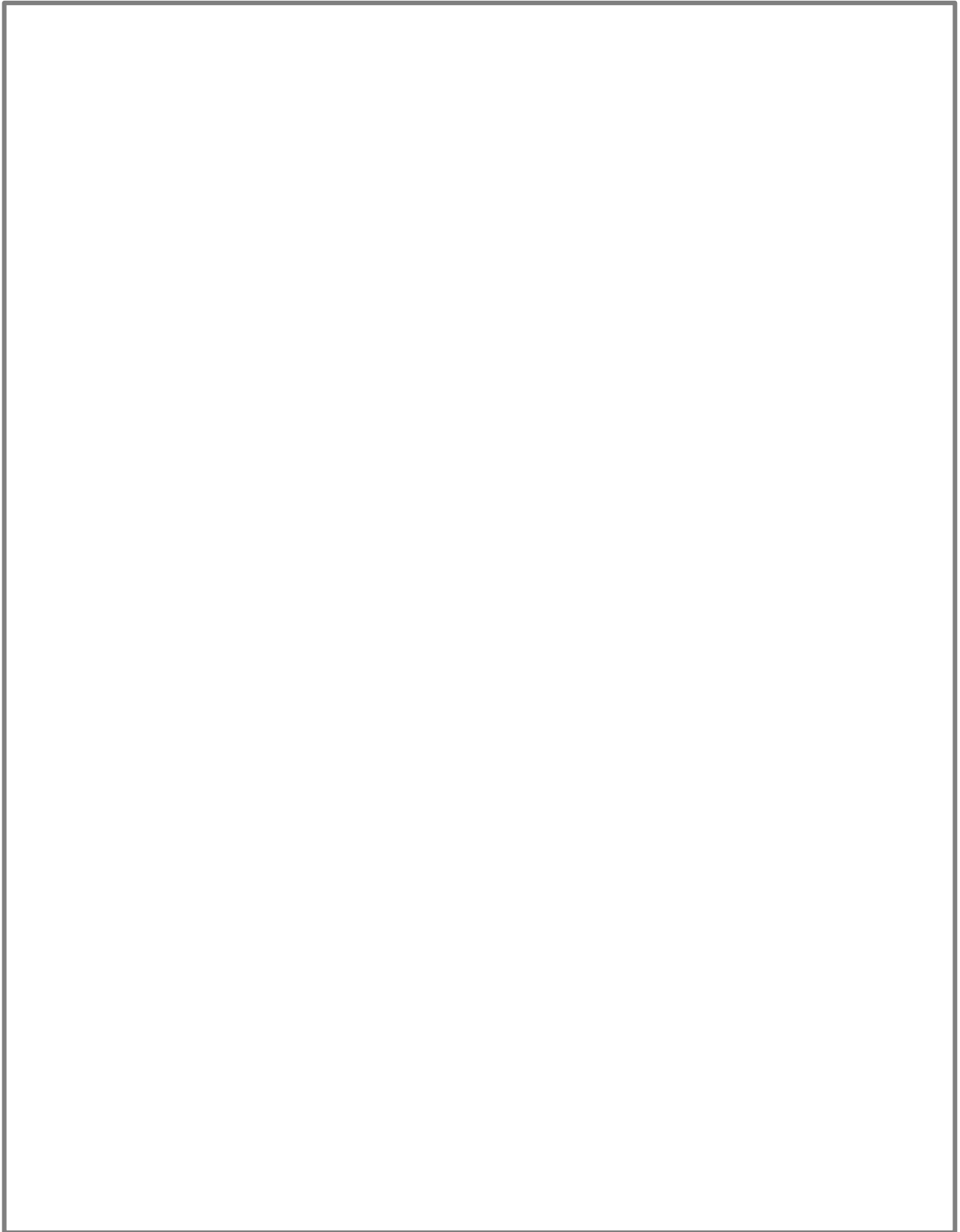
6. Are there any areas or materials identified by appropriate areas where levels of contamination have been

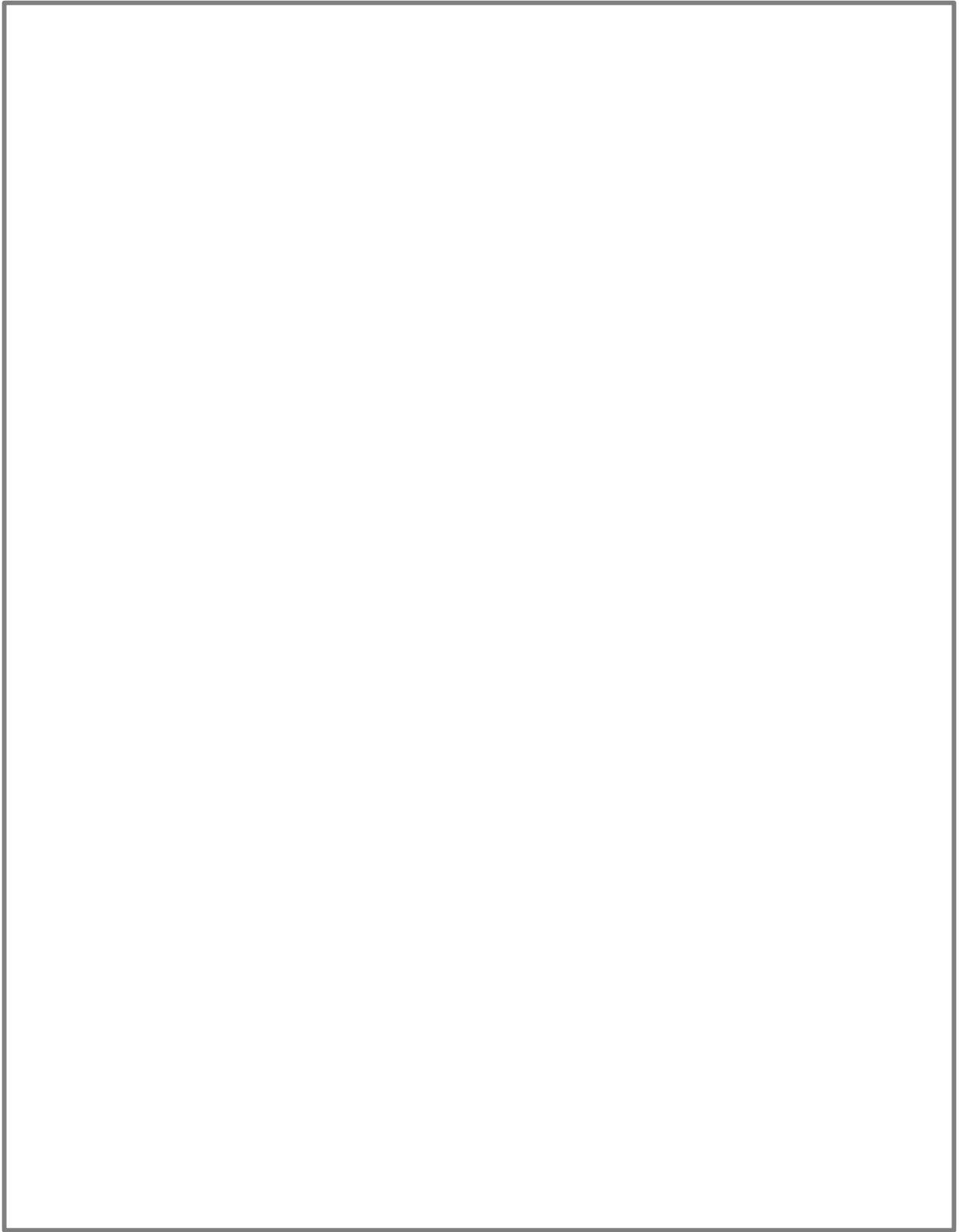
7. Are there any areas or materials identified by appropriate areas where levels of contamination have been

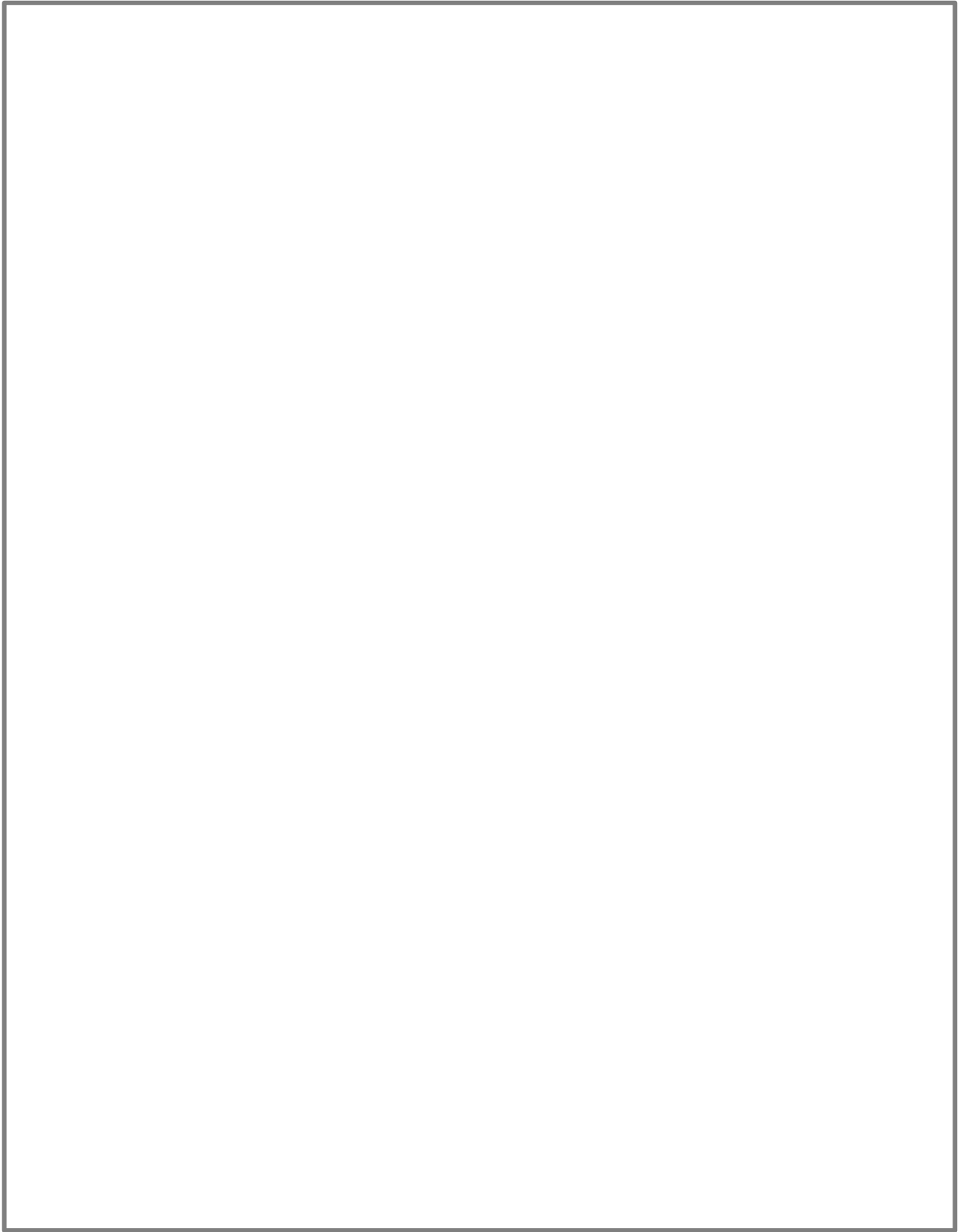
8. Are there any areas or materials identified by appropriate areas where levels of contamination have been

9. Are there any areas or materials identified by appropriate areas where levels of contamination have been

10. Are there any areas or materials identified by appropriate areas where levels of contamination have been







G3. Is a clearly identified, unobstructed, charged, currently inspected, and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas?

YES NO N/A

G4. Are all electrical outlets being inspected for and replaced during each period?

YES NO N/A

G5. Is a fully stocked first aid kit available? Is the location known to all personnel in the area? Are all items required in the first aid kits?

YES NO N/A

G6. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?

YES NO N/A

G7. Are bookshelves, file cabinets, and other tall furniture secured to prevent toppling during earthquakes?

YES NO N/A

G8. Is the office kept clean and organized of trash and recyclable materials promptly removed?

YES NO N/A

G9. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or

YES NO N/A

ELECTRICAL SAFETY



PROPOSED CORRECTIVE ACTION

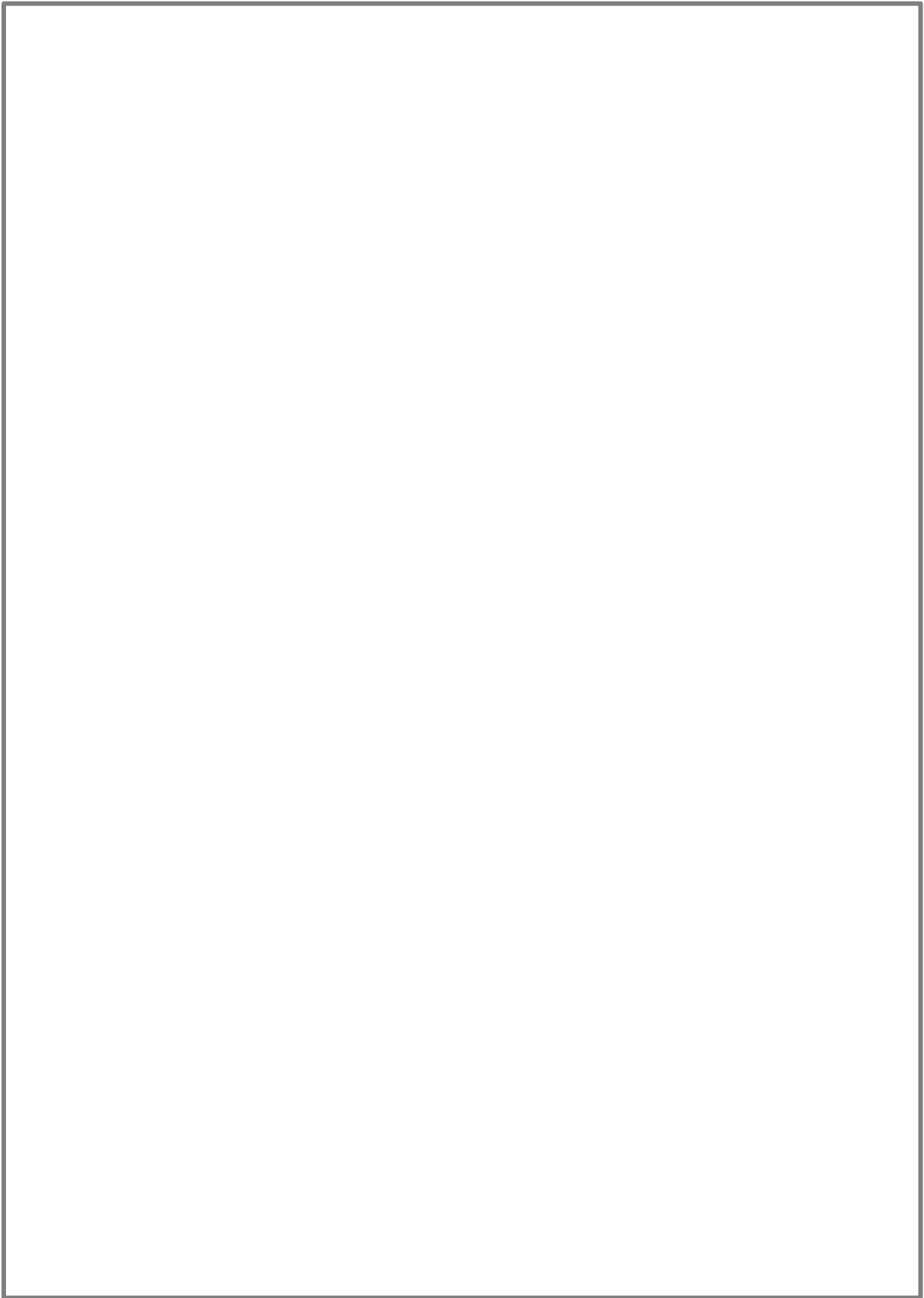
11/15/2011 10:00 AM

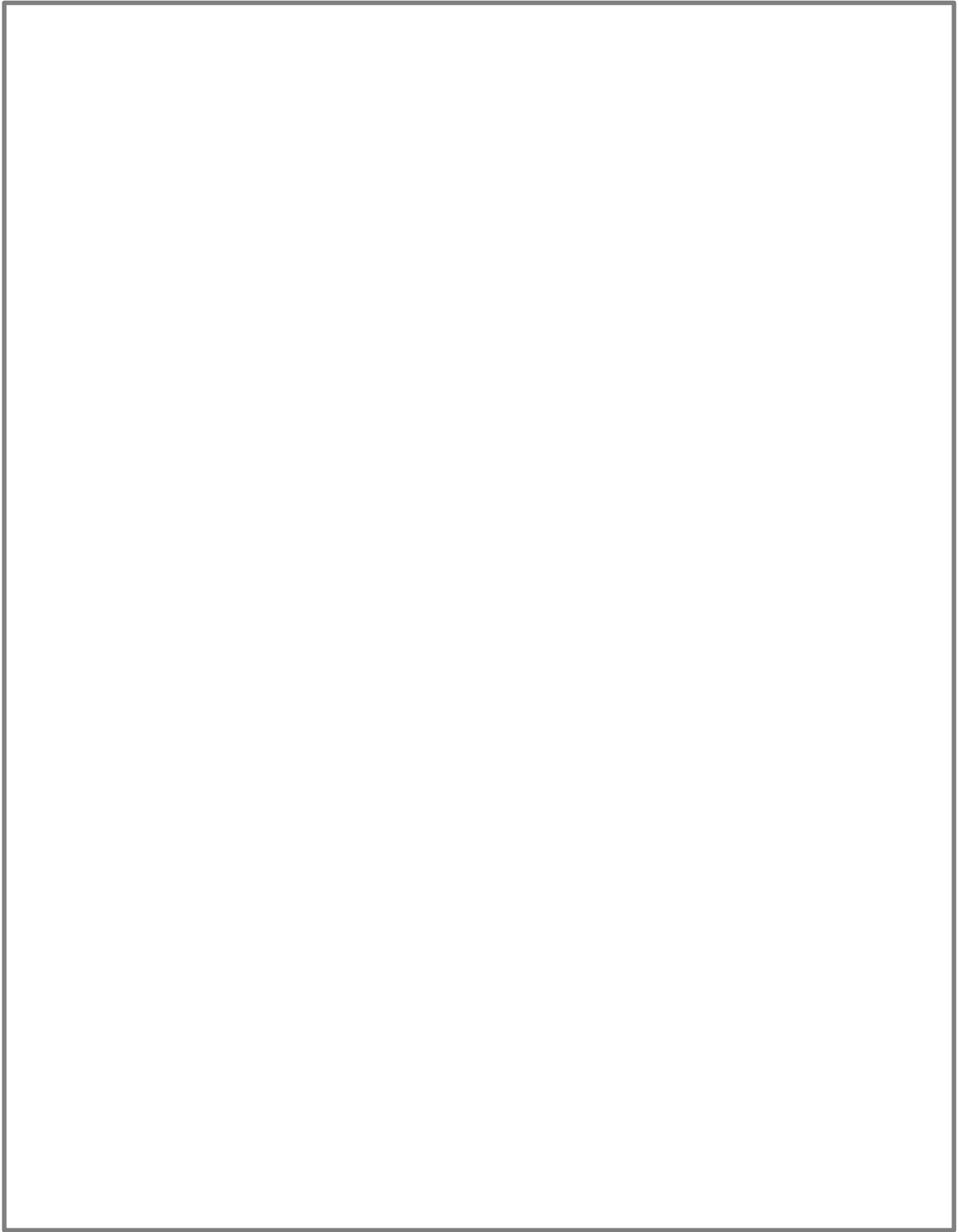
From: [redacted] To: [redacted] Subject: [redacted]

[redacted]

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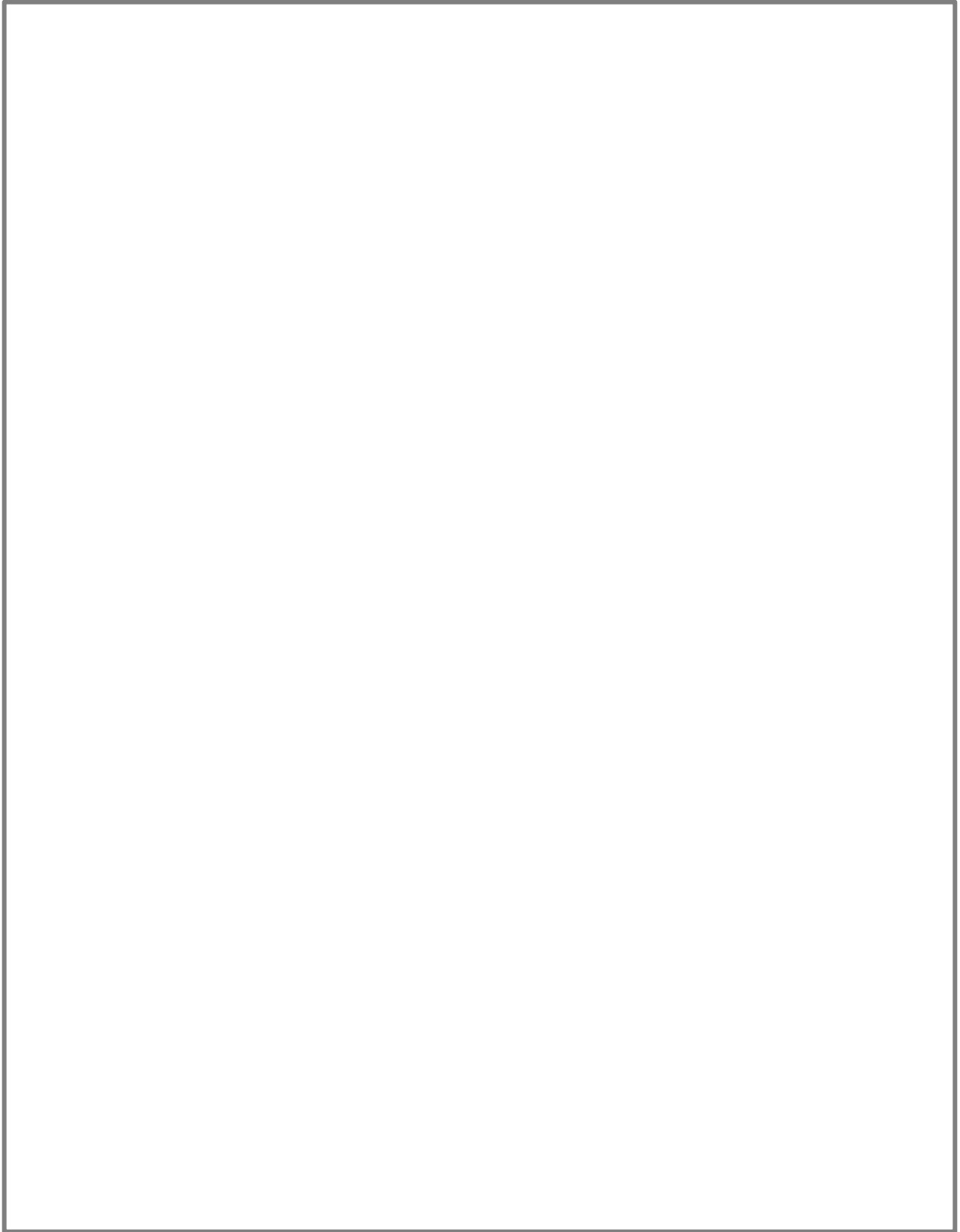
Appendix B: Procedures for Injury/Illness in the Workplace

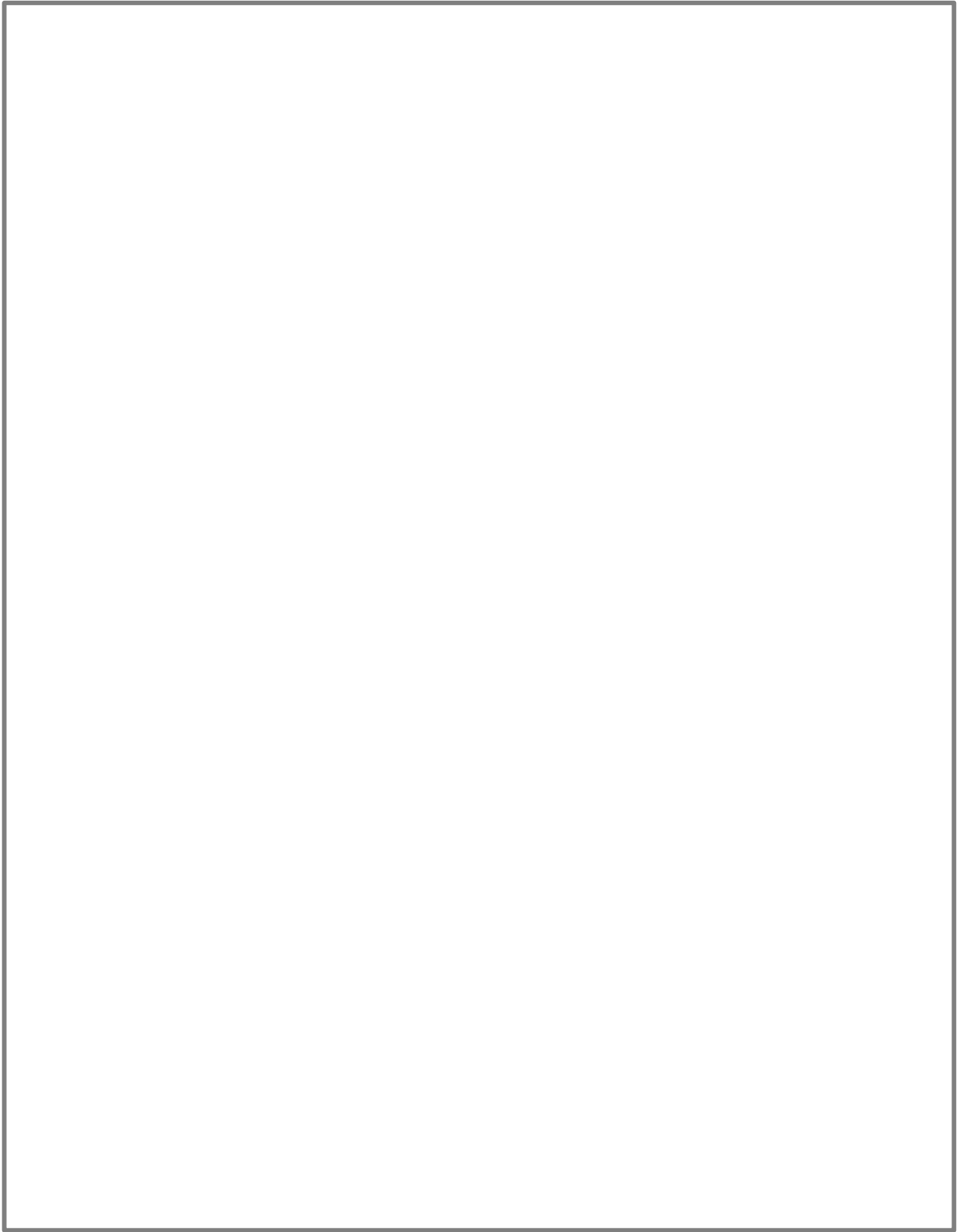
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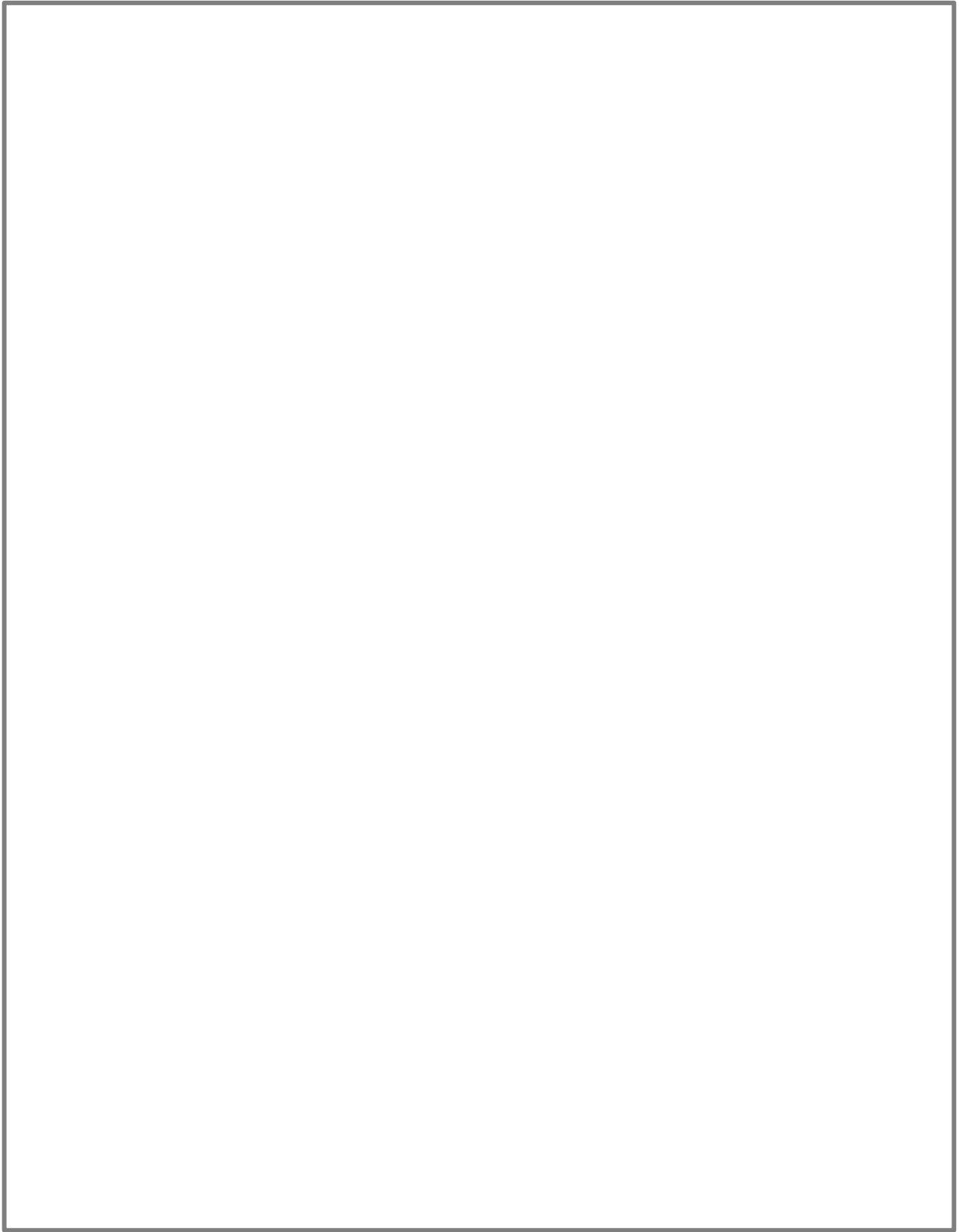


Appendix C: Accident and Investigation Report/Corrective Action Forms

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Appendix D: Training Record Roster

