



Injury Illness Prevention Program (IIPP)

This sheet should be completed each time the **Injury Illness Prevention Program (IIPP)** is reviewed and/or modified. The Director of Safety and Risk Management is delegated with the responsibility of administrative review and update of this program annually or more frequently as needed per CSU Chancellor's Executive Order 1039 Occupational Health and Safety Policy, 1069 Risk Management as well as Cal Maritime A&F Policy 09-004 IIPP.

Version	Date Approved	Author	Revision Notes:
1.0	06/01/2017	Marianne Spotorno, CSP Dir. Safety & Risk Management	New Program Draft Document
2.0	03/01/2018	Marianne Spotorno, CSP Dir. Safety & Risk Management	New Program Document Released to Campus
3.0	08/01/2019	Marianne Spotorno, CSP Dir. Safety & Risk Management	<ul style="list-style-type: none"> • Campus Emergency Response update.
4.0	10/01/2019	Marianne Spotorno, CSP Dir. Safety & Risk Management	1918 H&S CO Audit 1. TSGB jurisdictional component update 2. Hazardous Materials & Safety Equipment inspection component update 3. Written Hazard Assessment and the use of JHA's component 4. Health & Safety workplace inspection update 5. Health and Safety training

											
Risk Management	Transportation	Personal Protective Equipment	Hazardous Materials Management	Ergonomics	Material Handling	Safe Work Practices/Accident Prevention	Working at Heights/Elevated Work	Emergency Response	Controlling Hazardous Energy	Marine/Water Safety	Continuous Improvement / Change Management

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PRESIDENT'S SAFETY POLICY STATEMENT

Cal Maritime operations shall be conducted in a manner to avoid injuries or illnesses and to comply with all applicable regulatory agencies. To this end, it is the policy of Cal Maritime to plan and maintain, insofar as it is reasonably within its control to do so, a campus environment for faculty, staff, students, and the public that will not adversely affect their health and safety nor subject them to avoidable risks of accidental injury or illness. No employee or student will be required to perform any task that is recognized to be unsafe or unreasonably hazardous and is causing or likely to cause death or serious physical harm. .

Cal Maritime recognizes that individuals may come into contact with hazardous substances or operations and conditions on campus in the course of their activities. To mitigate harmful exposure to these substances or operations, and in keeping with the requirements of occupational health statutes, Cal Maritime has established an Injury and Illness Prevention Program that features an integrated campus safety management system (ICSMS) which focuses on:

1. Community roles and responsibility
2. Regulatory compliance
3. Variable communication platforms
4. Hazard identification, risk assessment and control mechanisms
5. Analysis of injury and illness data to assess and, where necessary, redirect preventive measures
6. Continuous improvement and corrective action strategies
7. Campus education and training
8. Documentation and recordkeeping standardization

In order to implement the campus Injury and Illness Prevention Program (IIPP), and the Integrated Campus Safety Management System (ICSMS) each campus department or operating unit shall establish, where applicable:

1. Its own procedures, activities and records that align with the overall IIPP components and ICSMS that ensure the familiarization of the information in the Program and to designate an appropriate representative to ensure that campus legal obligations are met at the unit level. Programs are initially presented in an interim form to the campus to allow for functional testing and feedback as implementation procedures

Questions or comments regarding this document should be directed to the Department of Safety and Risk Management.

/s/ Thomas A. Cropper, President

California State University Maritime Academy

1. Purpose & Scope

The purpose of an Injury & Illness Prevention Program is to establish a management framework for reducing the risks associated with workplace injuries and illnesses, and identifying what is required to promote the safety and health, and create an outline of policies and procedures to achieve safety and health goals.

This Manual is intended to comply with the requirements for establishing, implementing and maintaining an effective written Injury and Illness Prevention Program are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203) and consist of the following eight elements:

1. Responsibility
2. Compliance
3. Communication
4. Hazard Assessment
5. Accident Exposure Investigation
6. Hazard Correction
7. Training
8. Recordkeeping

This Manual applies to all Cal Maritime operations, maintenance and construction activities under the supervision of Cal Maritime personnel. For activities associated with the Training Ship Golden Bear (TSGB) refer to the Vessel Operating Manual (VOM) and/or Shoreside Administrative Manual (SAM). The TSGB is a subject specific component, with jurisdictional authority that supports the overall University IIPP.

1.1. Regulatory Codes & Standards Reference:

Cal Maritime and its subcontractors shall comply with the following requirements.

In case of conflict or overlap of the below references, the most stringent provision shall apply.

- Occupational Safety and Health Act (OSHA), 1904, 1910, 1915, 1917, 1918, 1926
- California Code of Regulations (CCR), Title 8, GISO, CSO, ESO
- California Code of Regulations (CCR), Title 7, Harbors and Navigation
- California Code of Regulations (CCR), Title 13, Air Resource Board
- California Code of Regulations (CCR), Title 19, Public Safety
- California Code of Regulations (CCR), Title 23, Waters
- California Code of Regulations (CCR), Title 27, Environmental Protections
- Maritime Administration (MARAD) participation with other Federal agencies such as the U.S. Coast Guard and the Department of Labor – Occupational Safety and Health Administration.
- Solano County; EHS

Please Note: The TSGB is governed by regulations set forth by Maritime Administration (MARAD), US Coast Guard and the Occupational Health & Safety Administration (OSHA). The TSGB is crewed by California State University Maritime Academy employees and students and as such the VOM-O6 refers to the US Coast Guard statues and will refer to Cal OSHA for applicable occupational safety program requirements for shoreside applications.

1.2 Policy References

For additional information on Cal Maritime environmental health and safety policies, refer to:

- CSU Executive Order 1039, 1056, 1069
- Cal Maritime Policy AF 09-003, AF 09-004

2. Accountabilities and Responsibilities

It is the policy of the Cal Maritime to maintain a safe and healthy work environment for each employee (including student and contract employees), and to comply with all applicable occupational health and safety regulations. This Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the department, while addressing legal requirements for a formal, written IIPP.

To assist Cal Maritime in providing a safe, compliant, environmentally sound, and more sustainable operation, each department or operational unit is expected to review, understand, and follow the guidance provided in the Injury Illness Prevention Program components and the and the function of the integrated campus safety management system (ICSMS) as related to operations under their control.

In a proactive behavior based environmental health and safety model that entire campus community participation reflects a process that embraces the ability to;

- Eliminate adverse conditions which may result in injury or illness,
- Recommend the establishment of programs to raise safety consciousness in the community, and
- Achieve and maintain a beneficial relationship through continuing communication on issues relating to environmental health and occupational safety.

2.1 Employees (Including Student workers)

It is the responsibility of all faculty and staff to proactively participate and subsequently comply with all applicable health and safety regulations, Cal Maritime policies, and established safe work practices. This includes, but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions.
- Learning about the potential hazards of assigned tasks and work areas.
- Taking part in appropriate health and safety training.
- Following all safe operating procedures and precautions.
- Participating in workplace safety inspections
- Using proper personal protective equipment.
- Inform coworkers and supervisors of defective equipment and other workplace hazards without fear of reprisal.
- Reviewing the building emergency plan and assembly area.
- Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented.

2.2 Department of Safety and Risk Management (SRM)

The Director of Safety and Risk Management (SRM), as delegated by the University President, is responsible for the implementation and administrative management for Cal Maritime's Injury Illness Prevention Program (IIPP) that meets the requirements of California Code of Regulations (CCR), Title 8, section 3203) as well as other applicable California and Federal Occupational Safety and Health (Cal-OSHA) requirements.

Further responsibilities are outlined below:

- Provide advice and guidance to all university personnel concerning IIPP compliance requirements;
- Provide centralized monitoring of campus activities related to implementation of campus IIPP;
- Ensure scheduled periodic safety inspections are performed in compliance with regulatory requirements and assist management staff in identifying unsafe or unhealthful conditions;
- Ensure safety and health training programs comply with regulatory requirements and university policy;
- Oversee the maintenance of safety and health records consistent with the requirements of this document and regulatory mandates;
- Ensure program audits, both scheduled and as required by a process, equipment or personnel change, or by a safety program mandate, are performed;

- Interpret existing or pending safety and health legislation and recommend appropriate compliance strategies to university personnel;
- Maintain centralized environmental and employee monitoring records, allowing employee access as directed by law.
- Conduct at least an annual review of this document and make the current revision available on the SRM web site.

2.3 Deans, Directors, Department or Operating Unit Management

Campus Department or Operating Unit Head leadership have an integral campus role and shall have a thorough understanding of Injury Illness Prevention Program components and the function of the integrated campus safety management system (ICSMS) as related to operations under their control.

- The Department Head has primary authority and responsibility to ensure the health and safety of the department's faculty, staff and students through the implementation of the Injury Illness Prevention Program components. This is accomplished by communicating the Cal Maritime's campus emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.
- Specific areas include employee and student (both student employees and students in academic programs) education and training, identification and correction of unsafe conditions, and record keeping.
- Colleges and Departments are encouraged to designate an individual as the College or department safety coordinator, to assist with specific operational environmental health and safety process management components.

2.4 Supervisors and Principal Investigators

Supervisors play a key role in the implementation of the Cal Maritime's Injury Illness Prevention Program components. Supervisors may be Management, Senior Research Associates, Department Chairs, Principal Investigators, or others who oversee a project and/or staff. They are responsible for but not limited to:

- Communicating to their staff and students about Cal Maritime campus's emphasis on health and safety.
- Ensuring periodic, documented inspection of workspaces under their authority.
- Promptly correcting identified hazards.
- Modeling and enforcing safe and healthful work practices.
- Providing appropriate safety training and personal protective equipment.
- Implementing measures to eliminate or control workplace hazards.
- Stopping any employee's work that poses an imminent hazard to either the employee or any other individual.
- Encouraging employees to report health and safety issues without fear of reprisal.

2.5 Academic Programming Faculty and Advisors

It is the responsibility of Faculty, Academic Programming Advisors other Cal Maritime related activities and student clubs to:

- Develop procedures to ensure effective compliance and support of the Injury and Illness Prevention Program components as it relates to operations under their control. Specific areas of responsibility include student education and training, identification and correction of unsafe conditions, and incident reporting.
- Develop and maintain written classroom, laboratory, and activity procedures which conform to regulatory, campus and departmental guidelines for safety.
- Instruct students in the recognition, avoidance, and response to unsafe conditions, including hazards associated with non-routine tasks and emergency operations.
- Permit only those persons qualified by education and training to operate potentially hazardous equipment or use hazardous materials, unless under close supervision.
- Supervise students in the performance of activities.

2.6 Students- Cadets

Students are expected to always adhere to safety practices presented by faculty, technical staff, student assistants, graduate

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assistants or other authorized individuals. They must also report potentially hazardous conditions that become known to them. These reports should be made to their supervisors, faculty advisers, Department of Safety and Risk Management, or other responsible parties.

3 Compliance

All employees shall adhere to safe and healthy work practices defined by law and by established campus and departmental safety and health guidelines. Failure to do so may result in the initiation of disciplinary measures defined in the campus Employee Handbook or by collective bargaining agreements, as appropriate.

The University recognizes the importance of recognition for employees who exemplify good safety practices. The University participates in the annual Governor's Safety Award Program through the CSU-Systemwide Risk Management Office.

3.1 Health and Safety Inspections

A health and safety inspection program is essential in order to reduce unsafe campus conditions which may expose faculty, staff, students and visitors to incidents that could result in injury to individuals or damage to property.

Potential occupational safety and health problems may exist within any workplace on campus. Therefore, the entire campus is subject to periodic inspection and review. Those areas with the greatest potential for problems will be inspected with greater frequency. Every workplace shall be inspected on a regular basis. Those areas with potentially greater hazards will be inspected more frequently as necessary by request or through risk assessments.

It is the responsibility of each department to ensure that a regular and systematic inspection process is scheduled and performed for all departmental areas. The inspections may be conducted by departmental members, members of the Campus Wide Health and Safety Committee, and/or the Safety & Risk Management (SRM) office.

3.1.1 Workplace Inspection Frequency

- a. Department Chairs/Heads shall ensure all work areas under their management are inspected at least annually for:
 - Hazardous Materials
 - Hazardous Waste
 - Hazardous Equipment
 - Hazardous Processes
- b. The Site Manager (Principal Investigator, lab/space owner, cognizant individual, etc) or qualified designee (not the Safety Coordinator) is responsible to conduct the inspections using the appropriate forms available on the SRM Webpage:
- c. The Site Manager shall send the completed annual self-inspection report to the department safety coordinator and the department chair/head.
- d. The following Self-Inspection Checklists and instructions are available on the SRM Webpage
 - i. Self-Inspection Checklist for Hazardous Materials
 - ii. Laboratory Safety Checklist
 - iii. Shop Safety Checklist
 - iv. Storage Checklist
 - v. Office Checklist
- e. Departments shall conduct an inspection whenever new substances, processes, procedures or equipment, which represent a new occupational safety and health hazard, are introduced.

- f. The Department of Safety and Risk Management shall conduct random annual inspections of department workspaces to ensure departments are completing the annual inspection and implementing appropriate corrective actions.
- g. The Department of Safety and Risk Management, in conjunction with departmental representatives, will conduct a health and safety inspection in the event of an occupational injury, occupational illness, or exposure to hazardous substances as defined by Cal/OSHA.
- h. The Department of Facilities and Plant Operations is responsible for the inspection and maintenance of all campus facilities and safety equipment. The Department utilizes a preventative maintenance system which maintains electronic records per CSU document control and recordkeeping guidelines.
 - Service schedules for HVAC and Hood systems are performed at least annual or as directed by manufacture guidelines.
 - Service schedule for life safety equipment such as fire extinguishers, are visually checked monthly and annually inspected by outside vender.
 - AED's, and eye wash stations are tested monthly or as directed by manufacture guidelines.
 - Hazardous material inventories and storage locations are confirmed annually or when there is a significant change as outline by CUPA and information is updated to Solano County-CERS.

3.2 Government Inspectors

In the event that there is an environmental health and safety inspection conducted by a government agency, the following procedures must be followed:

- Notify the Department of Safety and Risk Management immediately
- The Department Manager, SRM and one other designated person will coordinate with the inspector.
- Respectfully verify the identification and authority of the inspector.
- Read any warrant present; determine the nature, scope and purpose of the investigation.
- Inquire with the inspector if he/she will delay the start of the inspection until the SRM arrives (2hours)
- Accompany the inspector at all times.
- Control contact with workers by inspector, access to documents, photographs and physical sample gathering.
- Ask the inspector for a copy of the report.
- DO NOT permit news media to accompany the inspector.
- DO NOT volunteer information or admissions of any kind.
- DO NOT voluntarily produce records or documents of any kind unless clearly identified on the warrant or scope of the inspection.
- DO NOT under any circumstances; forcibly interfere with the inspector or the inspection process

Authorities. The Training Ship Golden Bear personnel are generally subject to U.S. Coast Guard, C S U - Executive Orders, Federal Laws, regulations and directives; and certain state and local laws and ordinances.

- Cal Maritime personnel and units must comply with and enforce OSHA standards where practicable or use alternate Occupational Safety and Health (OSH) standards that are as stringent as OSHA standards.
- **Federal Authority.** OSHA inspectors have the authority to conduct announced or unannounced inspections and evaluations on the TSGB.
- **State Authority.** State level OSHA inspectors are generally not permitted access to TSGB work places. Table 1-1: Cal Maritime Workspaces below summarizes federal and state access and authority guidelines:

OSHA Representative	Contractor	Civilian
Federal OSH Inspectors	Yes ^{1,2}	Yes ^{1,2}
State OSH Inspectors	No	No

NOTES

1. Vessels must be in port; the TSGB does not transport federal OSHA representatives to vessels underway.
2. Federal or State OSHA representatives have no jurisdiction over militarily unique operations and are not authorized to inspect workplaces or operations for compliance with standards implementing 42 U.S.C. §172 (explosive safety).

3.3 Hazard Control Procedures

Upon completion of scheduled or unscheduled inspections, all findings will be prepared in writing and submitted to Department Chairs/Heads, Directors, Deans, and/or other appropriate responsible persons. Corrective actions, or a suitable timetable for elimination of a hazard (where appropriate) is the responsibility of the department. The Department of Safety and Risk Management will, however, assist in obtaining expert corrective assistance and university-wide funding where appropriate and necessary.

4 Communication

Several methods of communicating with employees on matters relating to health and safety have been established. Managers and supervisors are responsible for communicating with all employees and students about health and safety issues related to their department operations and any campus wide conditions and will encourage the report any unsafe or unhealthful conditions they discover without fear of reprisal.

4.1 Environmental Health and Safety Steering Committee

University participation in the Environmental Health and Safety Steering Committee is a key element in maintaining an effective campus wide culture and helps drive key initiatives and drives resolution to related problems.

The Department of Safety and Risk Management is responsible for the formation of the Cal Maritime Campus EH& Steering Committee. The Campus EH&S Steering Committee was developed to serve as an advisory board to make EH&S recommendations, determine compliance with safety regulations, and assess the effectiveness of Campus EH&S policies and programs at a particular Cal Maritime. The committee plays an important role in the overall University EH&S program by involving property employees from different disciplines in safety management.

Committee membership should consist of equal representation of every work force division. The term of service on the committee shall be one (1) year. Membership participation is voluntary. The *Department of Safety and Risk Management Designate* shall act as the advisor to each Department Safety Committee.

- The EH&S Steering Committee shall meet at a minimum once each academic semester.
- The Training Ship Golden Bear Safety Committee shall meet monthly.
- The Facilities Management Department Safety Committee shall meet quarterly.

Each Committee will keep accurate minutes. These minutes shall be posted in an area that is accessible to all employees.

Representative members of the University Community will review and make recommendations regarding EHS policies and procedures in order to:

- Eliminate adverse conditions which may result in injury or illness,
- Recommend the establishment of programs to develop safety consciousness in the members of the university community, and
- Achieve and maintain a beneficial relationship through continuing communication on issues relating to environmental health and occupational safety.

4.2 Department / Program Safety Meetings

Departments and/or programs will schedule regular safety meetings at which safety and health issues are freely and openly discussed by employees of the department. Meetings should be scheduled at a time when most employees can attend and minutes should be kept to document who was in attendance and what topics were discussed.

4.3 Employee Safety Training

The University provides general awareness, authorized, certified, and competent training for employees on an on-going basis. Positions and scopes of work that require a qualified person will be facilitated by other entities.

Departments provide specific training programs for employees either on a periodic basis or prior to assignment on a new job or when work assignments change.

4.4 Safety Moments & Topic Guides

The Department of Safety and Risk Management will distribute a weekly EHS topic for campus leadership to include in their Department level meetings.

4.5 Posters

The Department of Safety and Risk Management can provide departments with a variety of posters to be used in promoting a safe and healthful workplace and work practices. Posters should be displayed in high visibility areas within each applicable workplace.

4.6 Campus Safety Bulletins

Risk Management publishes Campus Safety Bulletins as necessary to keep the campus community informed of changes in regulations or topics of interest related to campus operations.

4.7 Material Safety Data Sheets

Formulary know as Material Safety Data Sheets (MSDSs) and now simply (SDS) provide information on the potential hazards of products or chemicals. Hard copies of SDSs for the chemicals used in the department are available to all employees in a convenient location. If an SDS is found to be missing, a new one can be obtained by faxing a written request to the manufacturer. A copy of this request should be kept until the SDS arrives. SDSs are also available over the Internet from a variety of sources. They can be obtained by accessing the SRM web page and clicking on “SDS” quick link. For further information, contact SRM for a fact sheet explaining how to use SDSs. Videos and training on how to read and understand the information presented on an SDS are also available from SRM.

4.8 Equipment Operating Manuals

All equipment is to be operated in accordance with the manufacturer’s instructions, as specified in the equipment’s operating manual. Copies of operating manuals should be kept with each piece of equipment in the department. Persons who are 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 should also be sought from an experienced operator or supervisor.

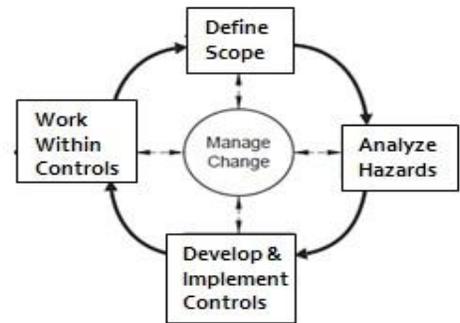
5 Hazard Identification, Risk Assessment & Control (HIRAC)

5.1 Integrated Safety Management (ISM)

Cal Maritime is committed to having all campus-related work performed safely and in a manner that strives for the highest degree of protection for employees, subcontractors, visitors, the public, and the environment. To achieve these goals, Cal Maritime implements the principles of safety through an Integrated Campus Safety Management System (ICSMS).

Simply put, ICSMS applies a plan-do-check-act approach to campus safety management. Five core activities represent the plan-do-check-act approach, and comprise the underlying process for any campus work activity. The five core activities are:

- 1) Define the Scope of Work
- 2) Analyze the Hazards
- 3) Develop and Implement Hazard Controls
- 4) Perform Work Within Controls
- 5) Provide Feedback and Manage Change



The identification and analysis of workplace hazards is part of the pre-work planning process. The goal of this core activity is to ensure that the hazards associated with campus work activities are clearly understood and appropriately managed. All new campus work activities, changes to existing work or introduction of new equipment or processes (which introduce new hazards or increase the hazard level) need to be reviewed to analyze hazards, identify safety standards/requirements, and establish appropriate controls. Safety conditions and requirements need to be formally established and in place before campus work is initiated.

The campus Job Hazards Analysis (JHA) or Pre Task Plan (PTP) the principle tool for achieving this.

5.2 Job Hazards Analysis (JHA)

For the purposes of this section Job Hazard Analysis (JHA) and Job Safety Analysis (JSA) can be used synonymously. A JHA/JSA can be incorporated into a Pre Task Plan, provided there is a section for employees to review, comment and sign.

Job Safety Analysis (JSA) identifies and evaluates employee work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA's can be completed for worksites, an individual employee's job description, or a class of employees' job description.

JHA's are to be used when;

- A job/task has a high injury rate.
- A job/task has the potential to cause severe or disabling injuries or illness, even if there is no history of previous incidents.
- An employee has a safety concern about a job.
- Jobs that are new to your operation or have undergone changes in processes and procedures.

The Department of Safety and Risk Management will collaborate with individual Departments to develop a master Campus

JHA library.

The following resources are available for assistance in completing JSA's:

- Laboratory personnel, please refer to the Assessment Tool
- Non-Laboratory personnel, please refer to the JSA/PPE Certification Forms:
 - JSA/PPE Certification Instructions
 - JSA Form & Example
 - PPE Certification Form

5.2.1 JHA Requirements

A JHA shall be written based on the following conditions:

- Jobs with the highest injury or illness rates
- Jobs with the potential to cause severe or disabling injuries or illness, even if there is no history of previous accidents
- Jobs in which one simple human error could lead to a severe accident or injury
- Jobs that are new to your operation or have undergone changes in processes and procedures
- Jobs complex enough to require written instructions.

If not otherwise specified in a particular project specification, the JHA shall be performed in accordance with the OSHA 3071 JHA processes. In general the JHA will include:

- Description of work phase or activity
- Identification of potential hazards associated with the activity
- Address further hazards revealed by supplemental site information (e.g., site characterization data, as-built drawings) provided by the subcontractors construction manager.
- A list of the planned controls to mitigate the identified hazards
- Identification of specialized training required
- Identification of special permits required
- Name of the Competent Person(s) responsible for inspecting the activity and ensuring that all proposed safety measures are followed.

5.3 Hazard Identification, Risk Assessment & Determining Control Table (HIRAC)

The EHS Hazard Identification, Risk Assessment and Determining Control Table (HIRAC) process is used to identify, assess and risk-rank Cal Maritime campus-related activities in order to ensure that Cal Maritime Campus Safety programs, activities and work controls are appropriately addressing construction risks. The initial HIRAC assessment and risk-ranking of campus-related activities was conducted during the third quarter, AY 2016-2017. The HIRAC assessment will be reviewed annually, when new campus-related activities are introduced that create or modify assessed risks, and when worksite observations or accident/incident experience identify previously unrecognized or incorrectly categorized risks.

5.4 Application of Hierarchy of Controls

In developing hazard controls and preparing the Job Hazard Analysis submittal, the campus shall select means and methods to mitigate worker exposure to workplace hazards using the Hierarchy of Controls as specified in the American National Standards Institute (ANSI) Z10-2005 Occupational Health and Safety Management Systems.

The campus shall make a good faith effort to analyze each hazard and identify the appropriate control(s) using the following hierarchy:

- Elimination or substitution of the hazards where feasible and appropriate;
- Use of engineering controls where feasible and appropriate;
- Application of work practices and administrative controls that limit worker exposures; and

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- Provision and use of personal protective equipment

5.5 Engineered Protective Systems

If there is a need for an engineered protective system Department Leadership and or the subcontractor shall submit for review to the Cal Maritime Project Manager, and the Department of Safety and Risk Management, any worker, environment or property protective system required by EHS regulation to be designed by a registered professional engineer. Cal Maritime’s review of such system is solely to verify that the subcontractor has had the required protective systems prepared and stamped by a registered professional engineer.

Cal Maritime’s review of any documents showing the design or construction of protective systems for worker and property protection shall not relieve the subcontractor of its obligations to comply with applicable laws and standards for the design and construction of such protective work. Subcontractor shall indemnify and hold harmless Cal Maritime and the Architect Engineer from any and all claims, liability, costs, actions, and causes of action arising out of or related to the failure of such protective systems. The subcontractor shall defend Cal Maritime, its officers, employees and agents and the Architect-Engineer in any litigation or proceeding brought with respect to the failure of such protective systems.

The cost of required safety engineering services required for safety and protective systems shall be borne solely by the subcontractor and shall be deemed to have been included in the amount bid for the work as stated in the subcontract.

5.6 Worksite Safety Observations& Audits

The Department of Safety and Risk Management (SRM) shall conduct routine observations and audits of campus community to identify and correct unsafe workplace conditions and behaviors. Both “at-risk” and “safe” conditions and behaviors are identified during the observations. These conditions are recorded in a campus safety observation database that is used to track and report trends in campus safety performance. The results of Cal Maritime safety observations and audits are also provided to the President’s Cabinet for evaluation of the safety performance.

5.6.1 Determining Classification of At-Risk Observations

Each observation of an at-risk condition or behavior is classified as De-Minimis, Low, Medium, and High and inputted into the construction safety observation database by the observer. Classifications of at-risk observations are based on a risk assessment methodology that utilizes a risk assessment table having a 4x4 matrix of impact and probability.

5.6.2 At-Risk Observation Classification Risk Assessment Table

Classification	No Injury	First Aid	Medium Severity	High Severity
High Probability	De-Minimis	Medium	High	High
Medium Probability	De-Minimis	Low	Medium	High
Low Probability	De-Minimis	Low	Low	Medium
No Probability	De-Minimis	De-Minimis	De-Minimis	De-Minimis

5.7 Code of Safe Work Practices

It is our policy that everything possible will be done to protect employees, customers and visitors from accidents. Safety is a cooperative undertaking requiring participation by every employee. Failure by any employee to comply with safety rules will be grounds for corrective discipline. Supervisors shall insist that employees observe all applicable Campus, State, and Federal safety rules and practices and take action as is necessary to obtain compliance.

To carry out this policy, employees shall:

1. Report unsafe conditions/equipment to supervisor or safety coordinator.
2. Report accidents, injuries and illnesses to your supervisor or safety coordinator.
3. Persons known to be under the influence of intoxicating liquor or drugs shall not be permitted to be on the job.
4. Horseplay and other acts that have an adverse influence on the safety or well being of other employees are strictly prohibited.
5. Means of egress shall never be blocked, shall be well lighted and unlocked during working hours.
6. In the event of fire, sound the nearest alarm and evacuate the building.
7. Upon hearing the alarm bell, immediately evacuate the building and gather at the designated location. Remain there until the "ALL CLEAR " signal is given.
8. ONLY trained workers may attempt to respond to a fire or other emergency.
9. All exit doors shall comply with fire safety regulations during business hours.
10. There shall be no storage of any type permitted in exit aisles, corridors, stairs, doorways and shall not block emergency equipment of any type.
11. All work areas shall be maintained in a safe, clean, neat and orderly manner.
12. All spills shall be cleaned up promptly.
13. Always utilize proper lifting techniques. Never attempt to lift or push an object that is too heavy for you. Contact your supervisor when help is necessary.
14. Never stack material on top of lockers, file cabinets or other high places. Do not store any material in an unstable manner.
15. Report frayed electrical cords or exposed wiring to your supervisor immediately.
16. Never use a metal ladder when working on or near electrical components and systems.
17. Do not use electrical tools or equipment that is not properly grounded.
18. All electrical equipment and appliances shall be plugged into appropriate wall receptacles or approved extension cord sized for capacity. Three pronged plugs shall be used to ensure continuity of ground.
19. All electrical cords installed in or across traffic areas shall be installed in appropriate rubber protectors to prevent electrical shock, trip hazards and allow wheelchair access.
20. Do not use compressed air for cleaning off clothing.
21. Do not store compressed gas cylinders in areas that are exposed to extreme heat sources, electric arcs or high temperature lines. All cylinders shall be chained in an upright position to prevent falling or tipping over.
22. All pipelines shall be identified and appropriately labeled as to their contents.
23. Hearing protection shall be worn in all areas identified as having high noise exposure.
24. Goggles or face shields shall be worn when performing grinding operations.
25. Report all faulty or excessively worn hand tools to your supervisor. Do not use.
26. Do not enter confined spaces unless tests for toxic substances and oxygen deficiency have been provided.
27. Always keep flammable or toxic chemicals in closed containers when not in use. Store in approved flammable storage cabinets.
28. Consuming food in areas where hazardous chemicals are present is prohibited.
29. Ensure all chemicals and hazardous materials are appropriately labeled and stored.
30. A written Lock-out-Tag-out program must be complied with at all times.

5.8 Identifying & Assessing Legal and Other Safety Requirements

The Department of Safety and Risk Management has established procedures for identifying, reviewing, and complying with all environmental health and safety regulations and permit requirements that are applicable to Cal Maritime campus activities. The Campus Community maintains access to, and regularly reviews, the most current applicable regulations through the following:

- SRM Webpage
- SRM Campus bulletins and other communications
- Federal and State OSHA bulletins
- Governmental Websites (Internet)

The Department of Safety and Risk Management (SRM) maintains a listing of regulations that are applicable to Cal Maritime Campus activities in the Section of this document titled: “Codes & Standards.” SRM will update this list whenever a new or changed regulatory requirement is identified.

The Department of Safety and Risk Management will stay current on campus related environmental, health, and safety legislation, regulations, and other requirements. This is accomplished by:

- Attendance at government sponsored seminars and workshops.
- Notification from regulatory agencies.
- Attendance at industry sponsored seminars and workshops.
- Subscriptions to construction safety publications and newsletters.
- Review of regulatory agency internet websites.
- Regulations update subscription services.
- Attendance at construction safety association conferences and professional development courses.
- Utilization of consultants and consultation services.
- Utilization of third-party experts such as insurance company representatives, equipment suppliers, customers, and construction industry associations.

When a new or revised regulatory requirement applicable to Cal Maritime safety is identified, the SRM will:

- Update the listing of regulations that are applicable to Cal Maritime campus activities in the Section of this document titled: “Codes & Standards.”
- Generate or update campus safety procedures as needed.
- Implement or update employee and subcontractor training requirements as needed.
- New or revised campus safety regulatory requirements will be communicated to affected Cal Maritime personnel and subcontractors by issuing a “Campus Advisory Safety Alert/Regulation Update Notification.”
- SRM will also communicate regulatory updates to senior management as part of the Key Initiative review process.

5.9 Accident Prevention Signage

5.9.1 General Requirements

Warning, Danger, No Entry, and other signs, correctly posted, help to protect the public and subcontractor employees from incidents.

Proper signs shall be posted and maintained in good condition wherever hazardous conditions exist by the subcontractor. A sufficient supply of the necessary signs shall be kept on hand for replacement and to cover new hazards as they develop. Additional posting requirements to be completed by the subcontractors are found in the Federal Occupational Safety and Health Act, Construction Standards. Such requirements include but are not limited to posting for lasers, powdered actuated tools, and overhead hazards. (Reference: OSHA 1926.200).

5.10 Additional Requirements for Reporting Hazardous Conditions

Workers must be instructed to report to the subcontractor’s designated representative hazards not previously identified or evaluated. If immediate corrective action is not possible or the hazard falls outside of project scope, the construction subcontractor must immediately notify affective workers, post appropriate warning signs, implement needed interim controls measures, and notify the Cal Maritime’s Construction Manager and the Department of Safety and Risk Management of the action taken. The subcontractor or the designated representative must stop work in the affected area until appropriate protective measures are established.

5.11 Harassment/Hostile Working Environment Prevention

Cal Maritime will not tolerate any employees participating and or creating a harassment/hostile work environment. The CSU-System anti-harassment policy applies to all persons involved in the operation of the University and prohibits unlawful harassment by any employee of the University, including but not limited to, supervisors and coworkers. This also includes Perception that anyone has any of these characteristics, or is perceived as having any of these characteristics. Protected categories as defined by State and Federal regulations are; Gender, Race, Color, National Origin, Religion, Age (Over 40), Health & Disability, Pregnancy, Military Service and Sexual Orientation.

Examples of Harassment:

- Verbal Conduct: Epithets. Derogatory jokes or comments. Slurs. Unwanted sexual advances, invitations or comments. Crude or offensive language
- Visual Displays: Derogatory and/or sexually-oriented posters, photographs, drawings, cartoons or gestures
- Physical Conduct” Including assault. Unwanted touching. Intentionally blocking movement or interfering with work. Sabotaging another person’s work.
- Threats & Demands: Sexual favors as a condition of continued employment

An Employee cannot be disciplined for reporting harassment this includes perception.

Any and all Supervisors are required to report ALL Harassment complaints and/or concerns immediately. Supervisors are expected to report all information to the Human Resources department for investigation.

5.12 Field Trip and Other off Campus Activities

Through adoption of the following statement of policy, Cal Maritime recognizes the beneficial educational purpose of field trips and other off campus activities the necessity for policy and procedures designed to maximize the educational experience, mitigate risk to participants and minimize the university’s liability exposure. This policy defines the travel and liability requirements for students participating in Cal Maritime and its auxiliaries sponsored activities for educational, athletics, or campus life.

All students participating in Cal Maritime-affiliated programs which require travel shall be informed in writing that participation in such programs is voluntary and that travel involves risks to personal safety which could result in damage to property, injury or death. Students participating in such travel shall be informed in writing that the Cal Maritime and the CSU assumes no liability for damage, injury, or death occurring on such voluntary travel and those students undertake such travel at their own risk.

As per the EO 1062 Cal Maritime field trip and off campus activity programs must include the following minimum requirements:

- Include a means to identify all courses that involve off-campus field trips.
- Require the use of the approved liability waiver. See Executive Order 1051.
- Ensure student emergency contact information is obtained prior to the field trip. The campus must have emergency contact information readily available.
- Provide students with an instructional agenda, health and safety information, emergency procedures, and the student code of conduct, prior to the field trip.
- Require a pre-trip evaluation. This should include a site visit and the written evaluation should be retained by the qualifying department and available for review. The pre-trip location visit can be bypassed if the campus can demonstrate and document sufficient knowledge of the field trip site. This could be accomplished by review online, published materials, or contacting the site to discuss the visit.
- Include a plan to accommodate students with special needs.
- Provide training for any equipment that may be used on the activity.
- Provide for an alternate assignment for students unwilling to accept the risk of participation.

- Comply with the California State University Use of University and Private Vehicles Policy Guidelines and the California State University student travel policy, where applicable. See Executive Order 1041.
- Administer regular reviews to monitor and document compliance with the field trip policy and update requirements as necessary at regular intervals.

5.13 Visitors

Cal Maritime is a public University and free for the general public to move about the general Campus at their own accord. However due to safety and security reasons there are certain areas not open to unescorted visitors. These visitors are to report to their Campus contact office upon entering the Campus.

Requests for tours of the Campus shall be carefully reviewed including the scope, purpose and the size of the group so that to Cal Maritime can establish the time and travel route for any tour. Areas which may present hazards to the tour groups shall be prohibited. The tour's travel route shall be cleared of any tripping hazards, cleaned, and properly protected to avoid potential personal injury. A designated member of the Cal Maritime team shall guide the approved tours.

5.13.1 Conference and Events

Special Events are by their very nature not "routine operations" but are often modified or new processes and procedures used to support a "one time activity". Given that these "special" activities are not routine, the exposure to risk is increased. Basic values exposed to risk include: personnel, property, liability (responsibility for injury or damage to others), continuity and revenue. Accidents can involve injury or property damage resulting in financial loss, reputational loss, interruption or cancellation of the activity, additional expenses, etc.

The primary responsibility of the individuals "in charge" of a special event include managing the risks of the activities, participants, operations, personnel and property to support the successful outcome

Consistent with the California State University Risk Management Policy as provided in CSU Executive Order 715, and recommendation of the CSU Auditors evidence of special event planning and the assessment and mitigation of risks are to be completed and maintained on file. Prior to the scheduling, announcement, or contracting for facilities and services, is it recommended that the University Program Manager ensure:

- Review of Special Event Risk Management Guidelines and other resources as appropriate by supervising personnel.
- Completion of a Risk Management Worksheet or similar documentation for the Special Event.
- The Special Event is authorized by appropriate University authority.
- The Special Event is coordinated with the University Scheduling Office and listed in Cal Maritime Events.
- All agreements and/or contracts for equipment, facilities and services are reviewed and executed by University Contract and Procurement Services.

Following the Special Event, the University Program Manager shall ensure that documentation of special event planning and the assessment and mitigation of risks are to be completed and maintained on file for three years beyond the year in which the special event occurs. Refer to Facilities Use Policy for more information.

6 Accident Incident Management (AIM)

This Accident Incident Management Program describes Cal Maritime’s method and practices for reporting and investigating accidents. In the event an incident occurs, regardless of severity, it shall immediately reported to Department Management as well as the Department of Safety and Risk Management. It is critical to implement controls and restrictions on the accident site to ensure the site remains undisturbed until released by the department of safety and risk management to resume work. This program is intended to demonstrate compliance with OSHA 29 CFR 1904.

6.1 Level of Magnitude

- Class L (Low) Non serious, no injury/illness minor first aid
- Class M (Medium) non serious, injury illness treated with first aid kit, minor strain or sprain that can be managed by home treatment, or minor damage less than \$1,000
- Class H (High) any OSHA defined recordable injury/illness, damage \$1,000-\$35,000
- Class I (Immediate) any emergency transport, damage greater than \$35,000

6.2 Incident Management Reporting Systems

Supervisors shall ensure that the appropriate injury report forms are filed with the University Risk Management Office. Campus employees who become aware of an injury to a student, visitor-guest, or contractor shall ensure that a report is made to the Department of Safety & Risk Management on a form provided by that office and located on <https://www.csum.edu/web/safety/home>.

- The written report will be submitted to the Director of Safety and Risk Management within 12-hours of event.
- Capture sufficient data for statistical analysis, correlation studies, trending, and performance measurement (improvement over baseline).
- Provide convenient opportunity for “employee participation,” a basic component of a successful safety management system.
- Create an open culture whereby everyone shares and contributes in a responsible manner to their own safety and that of their fellow workers.
- Can be considered to be a leading indicator of performance used in balance with other leading and lagging measures of performance

All injuries sustained on the job by employees, students, guest-visitor or contractor, will be reported to the immediate supervisor of the injured employee and the Director of Safety and Risk Management

6.3 Investigation Procedures

Procedures for investigating workplace incidents and hazardous exposures include, but are not limited to:

- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determine the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken.

6.3.1 Event Management Report: Root Cause Corrective Analysis

An Event Management Report (EMR) will be complete for all incidents with a level of magnitude of medium and above, if there is an increase frequency rate of low magnitude incidents for a particulate situation or department and as applicable as a means of leading/lagging trend management.

- The EMR consists of a standardize template that capture the event basic information who what where when and how, in order to provide a foundation to perform the Root Cause Corrective Analysis (RCCA)
- The RCCA consists of a 5 Whys technique used in the Analyze phase of the Six Sigma DMAIC (Define, Measure, Analyze, Improve, and Control) methodology.
- Action Item (AI) and/ or Action Requests (AR) will be tracked to completion.
- The initial report will be submitted to the President’s Cabinet within 24 hours from time of event, with subsequent updates as applicable to the event and investigation root cause corrective analysis.

6.3.2 Near Miss: Injury or Damage free Event

A Near Miss is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near. A faulty process or management system invariably is the root cause for the increased risk that leads to the near miss and should be the focus of improvement. Other familiar terms for these events are a “close call,” a “narrow escape,” or in the case of moving objects, “near collision” or a “near hit.”

It is the responsibility of the person(s) observing or directly involved in the near miss event, to notify supervision and the department of safety and risk management at the time of event and to immediately complete a Near Miss report. Based on the severity of the near miss event, The Department of Safety and Risk management may open up a more formal comprehensive investigation. The Department of Safety and Risk Management tracks these occurrences with recommendations / implementation of corrective actions.

Note: A Near Miss is not observing or allowing personnel to work unsafely. This is a Policy or Procedure Violation.

It is the responsibility of the observer, to immediately notify their Supervisor and the Director of Safety & Risk Management as well as complete all Near Miss investigation, and to report these occurrences with recommendations / implementation of corrective actions.

The written report will be submitted to the Director of Safety and Risk Management within 8-hours of event.

6.3.3 First Aid Event

Cal-OSHA defines “first aid” as any one-time treatment, and any follow-up visit for the purpose of observation of minor scratches, cuts, burns, splinters, or other minor industrial injury, which do not ordinarily require medical care. This one-time treatment, and follow-up visit for the purpose of observation, is considered first aid even though provided by a physician or registered professional personnel. Labor Code 5401 (a).

Cal Maritime has basic first aid kits located throughout the Campus to provide support to employees, students and visitors. Personnel accessing the first aid kits shall immediately report to their supervisor and the department of safety of risk management that kit resources were utilized.

All minor first aid injuries are to be immediately reported to Department Management as well as the Director of Safety & Risk Management. The injured person is to complete an incident form.

- The supervisor is to review the completed report and recommend corrective actions in order to prevent future incidents of this type.
- The final written report will be submitted to the Director of Safety and Risk Management within 4 hours of the event.

6.3.4 Medical Treatment Event

If the injury is considered an emergency, immediately contact the Campus Police Department by calling 9-1-1 directly. The injured person is to complete an incident form as soon as possible.

- The Supervisor may begin the report in lieu of the severity to the injured person.
- The Supervisor, Department Manager and the Department of Safety and Risk Management will perform a root-cause corrective action report.
- The initial incident report will be submitted by the Director of Safety and Risk Management to the Campus Executives within 8- hours with subsequent updates as the investigations warrants.
- The Director of Safety and Risk Management will prepare an Event Management Report and submit to the President's Cabinet within 24-hours of the time of event, with subsequent updates as applicable to the event and investigation root cause corrective analysis.

6.3.5 Serious Injury Event

Cal OSHA defines a serious injury as: "Serious injury or illness" means any injury or illness occurring in a place of employment or in connection with any employment which requires inpatient hospitalization for a period in excess of 24 hours for 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

Work-related serious injury or illness does not include an accident on a public street or highway, or any injury, illness or death caused by committing a Penal Code violation—except for the violation of Penal Code Section 385 on operating heavy equipment adjacent to high voltage wires.

- It is the responsibility of the Supervisor or Department Manager to immediately notify the Director of Safety and Risk and the Division Vice President.
- The Division Vice President will notify the Campus President.
 - If the Division Vice President is not available, and Vice President may be notified or proceed with direct communication to the President.
- The Supervisor may begin the report in lieu of the severity to the injured person.
- The Supervisor, Department Management and the Department of Safety and Risk Management will perform a root-cause / corrective action report.
- The initial incident report will be submitted by the Director of Safety and Risk Management to the Campus Executives within 12 hours with subsequent updates as the investigations warrants.
- The Director of Safety and Risk Management will prepare an Event Management Report and submit to the President's Cabinet within 24-hours of the time of event, with subsequent updates as applicable to the event and investigation root cause corrective analysis.
- Refer ALL media inquiries to Cal Maritime Media Affairs Office.

6.3.6 Fatality

It is the responsibility of the supervisor to notify the Cal Maritime emergency operations management who will then notify the appropriate staff. It is the responsibility of the Director of Safety and Risk management to notify Cal/OSHA within 8 hours.

- It is the responsibility of the Department Management to immediately notify the Director of Safety and Risk Management as well as the Division Vice President.
 - The Vice President will notify the Campus President.
- Operations will be stopped and the Emergency Operations Center activated.
 - Crisis Management Team will be established.
- The Supervisor shall begin the report as soon as possible.

- The Supervisor, Department Management and the Department of Safety and Risk management will perform a root-cause / corrective action report.
- The Director of Safety and Risk Management will notify Cal/OSHA within 8 hours and any other agency as applicable to per regulatory standards.
- The initial report will be submitted by the Director of Safety and Risk Management to the Campus Executives within 12 hours with subsequent updates as the investigations warrants.
- The Director of Safety and Risk Management will prepare an Event Management Report and submit to the President’s Cabinet within 24-hours of the time of event, with subsequent updates as applicable to the event and investigation root cause corrective analysis.
- Refer ALL media inquiries to Cal Maritime Media Affairs Office.

6.3.7 Environmental Spill

Cal Maritime utilizes the Cal OES- California Hazardous Materials Spill / Release Notification Guidance and The Release Reporting Requirements Matrix to determine agency reporting requirements.

All spills to the environmental regardless of severity are to be reported to the Department of Safety and Risk Management. Departments utilizing chemicals and or other hazardous materials are required to have spills kits and clean up materials readily available, to support all on hand quantities.

The Director of Safety and Risk Management will immediately notify Cal/OES and any other agency as applicable to per regulatory standards.

6.3.8 Property Damage

Property damage is defined as damage to or the destruction of public or private property, caused either by a person or by natural phenomena.

6.4 Return to Work Program

In order to provide prompt quality medical services and to return injured employees back to work on Campus as soon as possible, each department shall establish a "light duty" or "restricted duty" policy for their employees in the event they are injured on Campus and cannot perform their normal daily duties. This applies to all employees of Cal Maritime.

Restricted Duty shall be an assignment provided to an employee who, because of a job-related injury or illness, is physically or mentally unable to perform all or any part of his/her normal assignment during all or any part of the normal workday or shift.

6.4.1 Procedures

All work-related injuries must be reported to the Department of Safety and Risk Management immediately. If the employee requires medical attention they will be provided with directions to the designated treating facility if the employee has not pre designated their medical provider. Employee medical treatment is coordinated through the Human Resources Department.

The policy is to return Cal Maritime employees to work as soon as possible after a job-related injury or illness has occurred. All possible opportunities will be considered to provide Restricted Duty Assignments. Restricted Duty Assignments will also be considered for employees injured off the job whenever possible.

When an injured employee returns to work, all physical and mental limitations must be evaluated so that additional injury or aggravation does not occur. The safety of other employees working with the injured individual must also be considered.

Injured employees may return to work on Restricted Duty under the following circumstances:

- The employee's attending physician has determined the physical restrictions.
- The department has a task that can be assigned that meets the restrictions
- The department management, Supervisors, and SRM are informed of the restrictions.
- The employee must receive full medical release from a physician before resuming normal work activities.
- No employee on Restricted Duty will be allowed to work more than 40 hours per week.

7 Hazard Correction

Unsafe or unhealthy work conditions, practices, or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the follow procedures:

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

Once identified, hazards will be ranked according to both consequence (the severity) and probability (the frequency) as defined in Table 1. Prioritization of abatement actions will be based on the ranking scheme. Serious violations and hazards should always be given top priority and be corrected immediately or consideration should be given to stopping operations affected by the violations or hazards.

Table 1 Hazard Classification		
Order of Priority	Consequence (Severity)	Probability of Injury Occurrence
1	Imminent danger exists. Capable of causing death, possible multiple deaths, widespread occupational. illness and loss of facilities	Probable
2	Severe injury, serious illness, property and equipment damage	Reasonably Probable
3	Minor injury, illness or equipment damage may result	Remote
4	First aid care	Extremely Remote

Imminent Hazard

Imminent Hazard Situations Individuals, whether conducting a safety inspection or in the normal course of their duties, shall immediately notify the Department Chair/Head and the Department of Safety and Risk Management, as appropriate, if a condition exists that presents an imminent hazard to health or safety. The Department Chair/Head shall inform all employees of any such imminent hazard(s) that cannot be immediately corrected and ensure that all necessary precautions are taken to prevent injuries and illnesses.

An imminent hazard is any condition or practice where there is reasonable certainty that a hazard exists that can be expected to cause death or serious physical harm immediately or before the hazard can be eliminated through normal corrective measures (e.g. an employee is working on an electrical line without shutting off the power). A conspicuous written notice will be attached to the equipment or facility presenting the hazardous condition, prohibiting use by employees or students. The written notice may not be removed until the hazardous condition no longer exists, and the required safeguards and safety devices are implemented. This written notice may only be removed, and the equipment or area released for use, by a representative from the Office of Environmental Health and Safety or a supervisor responsible for the process or area which was "tagged." Personnel who continue to use an item that has been so tagged, or who willfully remove a tag before the unsafe condition is corrected, are subject to severe disciplinary action, up to and including, dismissal as allowed by campus policy and respective collective bargaining contracts. Entry or use may be allowed with the written permission of a staff member of the Department of Safety and Risk Management, for the sole purpose of eliminating the hazardous condition.

7.1 Hazard Correction Abatement Guidelines

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard. Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment “Do Not Use Until Repaired,” and providing a list of alternatives for employees to use until the item is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to a supervisor or Building Coordinator.

7.2 Stop Work Authority (SWA)

Stop Work Authority (SWA) is a program designed to provide employees and contract workers with the responsibility and obligation to stop work when a perceived unsafe condition or behavior may result in an unwanted event

7.2.1 Stop Work Authority Roles and Responsibilities

A Stop Work Authoring program has clearly defined the roles and responsibilities.

- Senior Management: Creates a culture that promotes SWA, establishes clear expectations and responsibilities. Demonstrates support for using SWA without the potential for retribution. Resolves SWA conflicts when they arise. Holds employees and contractors accountable for full compliance with the SWA program.
- Supervisors and Managers: Promotes a culture where SWA is freely exercised, SWA requests are honored and resolved before resuming operations. Ensures necessary stop work follow-up is completed.
- SRM Department: Provides training, support, documentation and monitors compliance of the SWA program.
- Company employees and contractors: Initiate stop work (in good faith) and support stop work initiated by others.

7.2.2 Situations that may require a Stop Work Action

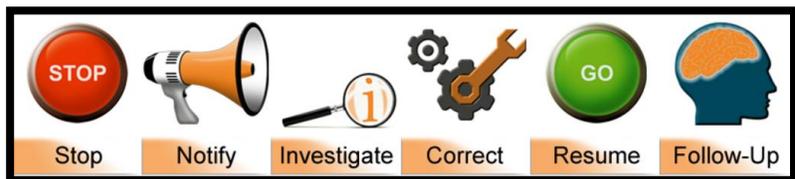
Stop Work Authority should be initiated for conditions or behaviors that threaten danger or imminent danger to person(s), equipment or the environment. Situations that warrant a SWA may include, but are not limited to the following:

- Alarms
- Change in conditions
- Changes to scope of work or work plan
- Emergency situation
- Equipment used improperly
- Lack of knowledge, understanding or information
- Near-miss incident
- Unsafe conditions

7.2.3 Stop Work Authority Process

Stop Work Authority is comprised of a six step process

- Stop
- Notify
- Investigate
- Correct
- Resume



- Follow-up (training on lessons learned etc.)

A key element of a Stop Work Authority Program is a detailed set of written procedures. They will help ensure that every SWA event works consistently and as intended.

Stop

- When an employee or contractor perceives condition(s) or behavior(s) that pose imminent danger to person(s), equipment or environment he or she must immediately initiate a stop work intervention with the person(s) potentially at risk.
- If the supervisor is readily available and the affected person(s), equipment or environment is not in imminent danger, coordinate the stop work action through the supervisor. The stop work action should be clearly identify as a stop work action and initiated in a non-combative manner.

Notify

- Notify affected personnel and supervision of the stop work action. If necessary, stop work activities that are associated with the work area in question. Make the area(s) as safe as possible by removing personnel and stabilizing the situation

Investigate

- Affected personnel will discuss the situation and come to an agreement on the stop work action.
- If all parties come to an agreement the condition or behavior is safe to proceed without modifications, (e.g. the initiator was unaware of certain information or circumstances), the affected persons should show appreciation to the SWA initiator for their concern and then resume work. The SWA is complete at this point and no further steps are needed.
- If it is determined and agreed the SWA is valid, A Stop Work Issuance Form will be completed. The condition(s) or behavior(s) that pose threats or imminent danger to person(s), equipment or the environment must be resolved before restarting work. Work will be suspended until a proper resolution is achieved

Correct

- Modifications to the affected area(s) will be made according to the corrections outlined in the Stop Work Issuance Form. The affected area(s) will then be inspected by qualified experts to verify completeness of the modifications and to verify all safety issues have been properly resolved. The completion of modifications will then be noted on the Stop Work Issuance Form

Resume

- The affected area(s) will be reopened for work by personnel with restart authority. All affected employees and contractors will be notified of what corrective actions were implemented and that work will recommence.

In the event an employee still believes it is unsafe, they will be assigned to another job with absolutely no retribution.

Follow-Up

- Operations Managers will provide the root cause analysis to the stop work action and identify any potential opportunities for improvement. The Safety Manager will publish the incident details regarding the stop work action to all Operations Managers and employees outlining the issue, corrective action and lessons learned. Management will promptly review all stop work reports in order to identify any additional investigation or required follow-up.

A stop work order must be given when imminent danger is identified or where significant damage to equipment or property or environmental degradation could occur if the operation continued. When a stop work order is issued, only those areas of a campus immediately involved in the identified hazardous situation are to be included in the order.

Any employee that observes an imminent-danger situation is responsible for stopping the work and reporting it to their supervisor, and/or department management and/or the department of safety and risk management.

Immediately after stopping work, the person issuing the order must report to the Cal Maritime supervisor, of his/her action. The Department Management and the Department of Safety and Risk Management will be dispatched to the site to verify that the operation has stopped and that the stop order was exercised in a justifiable and responsible manner.

Work cannot restart until the Cal Maritime Management has agreed that the imminent danger has been eliminated. Notification to restart work will be passed to by the Cal Maritime Management.

7.2.4 Stop Work Memorandum Safety Deficiency Notice

Following a Stop Work action, a Safety Deficiency Notice will be issued to the subcontractor by Cal Maritime's Director of Safety and Risk Management, it will reference the appropriate OSHA regulation and the subcontractor provision that caused the work stoppage.

7.2.5 Difference of Opinion

Differences of opinion regarding a stop work order between the Cal Maritime Departmental Management and the Department of Safety and Risk Management, or others involved, must be immediately referred to their respective Divisional Vice President for resolution. The recommendations of the Director of Safety and Risk Management shall be followed until a final decision is made which may ultimately come from Cal Maritime's President.

8 Employee Training

Effective dissemination of safety information lies at the very heart of a successful Injury and Illness Prevention Program. It is essential to provide training for employees concerning general safe work practices as well as specific instruction with respect to hazards unique to each employee’s job assignment.

- Providing training from within the department as a part of academic programming, or
- Training provided by CSU-System, or
- Training provided by Cal Maritime SRM, or
- A training provider outside the University.

Note: All outside trainer vendors are to be reviewed and content approved by SRM.

The Department of Safety and Risk Management, in collaboration with Human Resources and Operating Unit Management will determine training programs designed to meet general safe work practice requirements as outlined by Cal OSHA. These programs elements are designed to serve broad campus needs. Employees will be assigned general workplace safety training at the time of hire and additional hazard specific training as determined by job assignment. Employees will be expected to complete the assigned training during the allotted time, which will be monitored by Human Resources.

General workplace safety and health practices include, but are not limited to, the following:

- Implementation and maintenance of the IIP Program.
- Emergency action and fire prevention plan.
- Provisions for medical services and first aid including emergency procedures.
- Prevention of musculoskeletal disorders, including proper lifting techniques
- Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
- Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels
- Proper reporting of hazards and accidents to supervisors.
- Hazard communication, including worker awareness of potential chemical hazards, and proper labeling of containers
- Proper storage and handling of toxic and hazardous substances including prohibiting eating or storing food and beverages in areas where they can become contaminated.

Training is to be documented and kept in a readily accessible location by the Department designee for access reference as needed by Department Management, Department of Safety & Risk Management, or regulatory agency (e.g. CalOSHA). Submit the completed training roster of attendees to the Department of Safety & Risk Management.

Refer to Cal/OSHA Safety & Health Training and Instruction Requirements as outlined.

These programs include but are not limited to:

• Aerial Lift & Elevated Work Program	• Flammable Materials Storage Plan
• Basic First Aid/Life Saving Program	• Forklift (PIT) Operator Program
• Blood borne Pathogen Safety Program (BBP)	• Hazardous Communication Program (HazCom)
• Chemical Hygiene Safety Plan (CHP)	• Hazardous Materials Management Program (HMMP)
• Compressed Gas Safety Program (CGP)	• Heat Illness Prevention Program (HIPP)
• Confined Space Safety Program (CSP)	• Material Handling & Storage Program
• Electrical Safety Program	• Personal Protective Equipment Program (PPE)
• Emergency Operations Plan (EOP)	• Vehicle Safe Operator Program
• Ergonomic Assessment Safety Program	• Welding & Hot Work Safety Program
• Fire Prevention Safety Plan (FPSP)	• Utility & Small Vehicle Safety Program

Refer to Appendix B: IIPP EHS Program Library for more information.

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8.1 Creating a New Environmental Health and Safety Document

The Department of Safety and Risk Management is the only department to authorize a new Cal Maritime safety document. A new safety document may be created due to a new or modified safety regulatory requirement or standard, an identified need based on work site observations and audits, HIRAC analysis, accident/incident experience, senior management input, or feedback from Department Managers.

8.2 Environmental Health and Safety Document Approval

All EHS documents are developed with a collaborative effort between the affected department(s) and the Department of Safety and Risk Management. All EHS documents must be reviewed and approved by the Director Safety and Risk Management before being released.

8.3 Environmental Health and Safety Document Review Cycle

All EHS documents are designed with a continuous improvement process. Documents are functionally tested for 90-days before being officially adopted by the Campus. Once fully vetted, the document will then be aligned with annual reviews at the beginning of each calendar year. Document revisions are identified by the current calendar year located on the face of the document.

9 Document Retention and Recordkeeping

Many standards and regulations of Cal/OSHA and other regulatory agencies contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities and incidents relevant to environmental health and occupational safety.

Campus Accidents, Injuries and Illnesses

It is essential that all accidents, injuries and illnesses occurring either on University property or at off-campus University sponsored events are reported. Injuries or illnesses suffered by employees (including student employees) should be reported to both the Human Resources and Risk Management offices. Injuries or illnesses suffered by students, visitors, guests, or contractors should be reported to Risk Management.

Statistics and other information from these records are available to departments for use in accident prevention efforts. In addition, departments should also maintain and analyze records of accidents occurring in their own area of operations.

Occupational Injuries and Illnesses

The University will immediately verbally report to CSURMA and then record within five (5) days every employee injury or illness unless disability resulting from such injury or illness does not last through the day or does not require medical service other than minor first-aid treatment.

The University will maintain a master log and summary of occupational injuries and illnesses (OSHA forms 300 & 300A). This log and summary will be maintained in Human Resources.

Records of occupational injuries and illnesses (form 3067, appendix A) will be kept on file in the office of Human Resources as well as the Department of Safety and Risk Management, and will be made available for review by Cal/OSHA at any time, for a period of five (5) years.

The Cal/OSHA summary for the previous year will be posted in Human Resources for review by employees.

Safety Data Sheets (SDS)

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SDSs for each material or chemical in the workplace must be on-site and readily available to all employees. While accessibility to computers and online databases are acceptable, binders of hard-copy SDSs are more readily available in most cases on campus. Supervisors of departments with access to chemicals for any work purpose are responsible to maintain or assign maintenance of the SDS binder for their area. The binder must be readily accessible and available for inspection at any time.

The SRM office receives duplicate copies of any newly purchased chemicals and maintains a hard-copy binder categorized by responsible department.

Employee Exposure Records

Each employee exposure record will be preserved and maintained by the Human Resources or Risk Management Department for at least 30 years except for certain background data to workplace monitoring and certain biological monitoring results. Such records include workplace monitoring or measuring of a toxic substance or harmful physical agent; biological monitoring results which directly assess the absorption of a toxic substance or harmful physical agent by body systems; material safety data sheets; and in the absence of the above, a chemical inventory or any other record which reveals where and when used and the identity of a toxic substance or harmful physical agent in accordance the Proposition 65 statutes and the Cal/OSHA requirements as noted in Title 8, Article 110. Departments using any regulated carcinogens have additional reporting and recordkeeping requirements under Cal/OSHA.

The University recognizes that employees, their designated representatives, and authorized representatives of the Chief of the Division of Occupational Safety and Health (Cal/OSHA) have a right of access to relevant exposure and medical records. Such access is necessary to yield both direct and indirect improvements in the detection, treatment and prevention of occupational disease. Whenever an employee or designated representative requests, in writing, access to a record, the University shall assure that access is provided in a reasonable time, place and manner.

Employee exposure to hazardous materials records may be obtained by contacting the Human Resources Department or the Director of Safety and Risk Management. Medical Records are accessible by contacting the Human Resources office. Any employee or designated employee representative may request, in writing, access to any legally obtainable information. The requested information will be provided within five (5) working days if available.

Copies may be obtained by written request and will be completed within five (5) working days.

Medical Records

The medical record for each employee will be preserved and maintained for at least the duration of employment plus thirty (30) years except for certain health insurance claims records, first aid records, or the medical records of employees who have worked for less than one (1) year if they are provided to the employee upon termination of employment. Such records include medical and employment questionnaires or histories; the results of medical exams and lab tests; medical opinions, diagnoses, progress notes, and recommendations; first aid records; descriptions of treatments and prescriptions; and employee medical complaints.

Employee Exposure and Medical Record Analyses

Each analysis using exposure or medical records will be preserved and maintained for at least thirty (30) years.

Documentation of Activities

Essential records, including those legally required for Workers' Compensation, insurance audits and government inspections will be maintained for as long as required. Individual Departments and/or Colleges will also keep records of steps taken to establish and maintain the Injury and Illness Prevention Program.

Records of scheduled and periodic inspections to identify unsafe conditions and work practices. The documentation includes the name of the person(s) conducting the inspection, the unsafe conditions and work practices identified, and the corrective action(s) taken. These records will be maintained for at least three years.

Records of schedule preventative maintenance of HVAC, Hood and other safety equipment shall be maintained for at least three years.

Documentation of health and safety training for each employee. Specifically, employee name or other identifier, training dates, type(s) of training and the name of the training provider will be included. Records will be retained for at least three years. Standard forms for maintaining this information can be obtained from the Department of Safety and Risk Management.

Training records will be kept in each department and copies will be forwarded to the Department of Safety and Risk Management.

9.2 Document Retention Table

ID	Record Title	Custodian of Records	Record Value: O - Operational F – Fiscal L - Legal H – Historical V - Vital					Retention Source Authority	Retention Period
			O	F	L	H	V		
1	Hazardous Materials Shipping Papers - Shipper requirements	SRM			X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	2 years after the material is accepted by the initial carrier
2	Hazardous Materials Shipping Papers - Receiver requirements	SRM			X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	1 year
3	Hazardous Waste Shipping papers	SRM			X			49 CFR §§ 172.201(e), 174.24, 176.24, 177.817(f)	3 years per 22 CCR 66262.40(9), 66264.71 (b) (6)
4	Hazardous Waste Facility Inspections	Department/SRM			X			22 CCR 66364.15 (d)	3 years
5	Hazardous Waste Manifests	SRM			X			CCR Title 22 §66262.40(a) and 66264.71(b)(6)	3 Years
6	Medical Waste Generator Records -Small Quantity Generators	Student Health Center			X			CA HSC 117975	2 years
7	Medical Waste Generator Records - Large Quantity Generators	N/A			X			CA HSC 117975	3 years
8	Environmental Remediation Records	Facilities Management	X					40 CFR, CCR Title 22, 23, 25, 27	10 Years
9	IH Equipment Records: purchase, repair, and calibration	SRM/ FM	X					CSU Best Practice	Purchase and Repair Records - Duration of Equipment. Calibration Records - Permanent
10	Exposure Monitoring Data	SRM			X			CCR Title 8 §3204 (b)(2)& (d)(1)(b)	Permanent
11	Medical Monitoring, such as those required for the hearing conservation program, respiratory protection, and asbestos and lead specific requirements. Typically comes as a confirmation/permission from a doctor.	SRM/HR			X			CCR Title 8 §3204 (d)(1)(a)	30 years after the separation of the employee
12	Personal Exposure Monitoring (Associated with employee exposure to toxic substances or harmful physical agents).	SRM/HR			X			CCR Title 8 §3204 (d)(1)(b)	30 years after the separation of the employee
13	Radiation & Dosimetry Exposure Reports. Typically comes as a confirmation/permission from a doctor.	N/A	X		X			10 CFR 20.2106	30 years after the separation of the employee
14	Radioactive Material historical inventories; storage and use locations	N/A	X		X			17 CCR 30293	Originals 3 Years after the transfer or disposal of the radioactive source
15	Radioactive Material License and Amendments	N/A	X		X			17 CCR 30194	Originals 30 Days after expiration
16	Radioactive Material, Laser, and Controlled Substance Use Authorizations	DEPT. OF PHYSICS	X		X			ANSI Z 136.1	Permanent
17	Agency Inspection Records	SRM/	X					40 CFR, CCR Title 22, 23, 25, 27	3-5 years - dependent upon the agency
18	Confined Space Entry Permits	FM			X			CCR Title 8 §5157(e)(6)	1 year
19	Pesticide Monthly Use Reports	FM			X			CCR Title 3 §6624 (f)	2 years

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Document Retention Table (cont.)

ID	Record Title	Custodian of Records	Record Value:					Retention Source Authority	Retention Period
			O - Operational	F - Fiscal	L - Legal	H - Historical	V - Vital		
20	CPR Training Records	SRM/	X					CSU Best Practice	1 year
21	Defensive Driver Training	SRM			X			CSU se of University and Private Vehicles Policy Guidelines pp4-5	4 years
22	First Aid training records	SRM			X			29 CFR 1910.1030	3 years
23	Hazardous waste training records	SRM			X			CCR Title 22 §66264.16 (e)	As long as employee remains at the facility or for three years following departure.
24	Employee training records, excluding hazardous waste training records	SRM	X					CCR Title 8	3 years
25	Student training records	Academic Departments	X					CSU Best Practice	3 years
26	Injury Reports (OSHA 300, 301, 300A)	SRM/HR	X		X			CCR Title 8 §14300.33(a)	5 years following the end of the calendar year the records cover
27	Injury Reports reported to Police	UPD/SRM			X			CSU Best Practice	7 years
28	Air Pollution Control District requirements	FM/SRM			X			Local BAAQCD citation numbers are dependent on the district	5 years
29	Respirator Fit Test Records	SRM/Department			X			CCR Title 8 §5144(m)(2)(B)	Until next fit test is administered. Fit tests are required annually.
30	Employee Tenant Asbestos Notifications (annual notification)	SRM/FM			X			CCR Title 8 §1529(n)(6)	As Long as the Asbestos Containing Material (ACM) is in the building
31	Water quality data under Sanitary Sewer Permit	FM/SRM			X			Non-industrial wastewater discharge permit issued by city	3 years
32	Water quality data under Regional Water Quality Control Board Orders	FM/SRM			X			Waste Discharge Order No. R3-2003- 035	Not Specified
33	Hazardous Waste Exception Report	FM/SRM			X			Title 22, CCR § 66262.40(b)	3 years
34	Biennial Report	SRM			X			Title 22, CCR § 66262.40(b)	3 years
35	Laboratory analysis results for hazardous waste determinations	SRM			X			Title 22, CCR § 66262.40(c)	3 years
36	Employee "pull" notices (DMV Reports)	SRM	X					CVC 1808.1	4 years
37	Regulatory Agency required plans	SRM			X			40 CFR, CCR Title 22, 23, 25, 27	3 years
38	Regulatory Agency permits	SRM/FM			X			Title 25: 40510 & 44344; Title 22, 23,	3 years
39	IIPP / EHS periodic inspection records	SRM, Department	X		X			CCR, Title 8, 3202 (b)(1)	3 years
40	Asbestos survey records	FM/SRM	X		X			40 CFR, Part 763	Life of the building
41	Lead inspection/risk assessment records	FM/SRM	X		X			CCR, Title 17, 36000 (b)	Required: 3 years Recommended: Life of the building.
42	Job Hazard Analysis/ Pre-Task Plans	FM/SRM	X		X				3 years

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Appendix A: Definitions

ANSI:	American National Standards Institute
Authorized person:	Means a person approved or assigned by the employer to perform a specific type of duty or duties or to be at a specific location or locations at the jobsite.
Competent person:	A competent person is a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions that are unsanitary, hazardous, or dangerous to employees. The competent person has the authority to impose prompt corrective measures to eliminate these hazards. Examples: <ul style="list-style-type: none"> • Excavation - Inspectors 1541 • Fall Protection Plan implementers & supervisors 1671.1 • Lift Slab Construction 1522.1
Confined Space:	Is a space that (1) is large enough and so configured that an employee can enter bodily, (2) has limited or restricted means for entry or exit (e.g., tanks, vessels, vaults, shafts, pits), and (3) is not designed for continuous occupancy.
Construction Manager:	Is the Cal Maritime employee responsible for the supervision and field management of day-to-day needs of a construction project. It may be a project superintendent, a craft supervisor, or a lead person.
Construction work:	For purposes of this section, "Construction work" means work for construction, alteration, and/or repair, including painting and decorating. Construction: is any combination of engineering, procurement, erection, installation, assembly, demolition, or fabrication used to create a new facility, or to alter, add to, rehabilitate, dismantle, or remove an existing facility. It also includes the alteration and repair (including dredging, excavating, and painting) of buildings, structures, or other real property, as well as any construction and excavation activities conducted as part of environmental remediation efforts.
Controlled Access Zone (CAZ)	Means an area in which certain work (e.g., overhand bricklaying) may take place without the use of guardrail systems, personal fall arrest systems, or safety net systems and access to the zone is controlled
Imminent Danger:	Is any condition or practice that could reasonably be expected to cause death or serious physical harm (permanent or prolonged impairment of the body or temporary disablement requiring hospitalization) to employees or the public unless immediate actions are taken.
Project Manager:	Is the Cal Maritime employee representative with overall responsibility for a project. This person ensures subcontractor compliance with subcontract documents, including performance, schedule, budget, and safety.
Shall:	Means mandatory
Should:	Means recommended
Subcontractor:	Is a firm that has sole contractual responsibility for execution of the construction work related to a project, and for compliance with all safety, health, and environmental codes, standards, and regulations.
Qualified Person:	A qualified person is a person designated by the employer; and by reason of training , experience, or instruction has demonstrated the ability to perform safely all assigned duties; & when required is properly licensed in accordance with federal, state, or local laws and regulations. Examples: <ul style="list-style-type: none"> • Mobile Crane & Tower Crane Operators 5006.1(a) • Scaffold Erection & Dismantling Supervisors 1637(k)(1) • Demolition 1736 • Personal Fall Arrest System supervisors 1670(b)

Appendix B: IIPP EHS Program Library Table

Document #	Document Title	Date*	Comments
09-00000	EHS Integrated Management System Manual		New Document/ Program Implementation
09-00100	Campus Policy Update- AF-001 University Travel		Policy Review/Updated
09-00200	Campus Policy Update- AF-002 Field Trip & Off Campus Activity		Policy Review/Updated
09-00300	Campus Policy Update- AF-003 Risk Management		Policy Review/Updated
09-00400	Campus Policy Update- AF-004 Injury Illness Prevention Program (IIPP)		Policy Review/Updated
09-00500	Campus Policy Update- AF-005 Accident Incident Management (AIM)		New Policy
09-00600	Campus Policy Update- AF-006 Release of Liability		Policy Review/Updated
09-00700	Campus Policy Update- AF-007 Business Continuity (BC)		Policy Review/Updated
09-02001	Field Trip and Off Campus Safety Program	09/2017	New Document/ Program Implementation
09-02002	Field Operational Planner	08/2017	New Document/ Program Implementation
09-03001	HIRAC Program	07/2017	New Document/ Program Implementation
09-04001	Injury Illness Prevention Program-(IIPP)	07/2017	New Document/ Program Implementation
09-04002	Aerial Lift & Elevated Work Program	07/2017	New Document/ Program Implementation
09-04003	Basic First Aid/AED Program	07/2017	New Document/ Program Implementation
09-04004	Bloodborne Pathogen Exposure Control Program	07/2017	New Document/ Program Implementation
09-04005	Chemical Hygiene Safety Program	08/2017	New Document/ Program Implementation
09-04006	Compressed Gas Safety Program	07/2017	New Document/ Program Implementation
09-04007	Confined Space Safety Program	07/2017	New Document/ Program Implementation
09-04008	Electrical Safety Program	12/2017	New Document/ Program Implementation
09-04009	Emergency Action Plan		
09-04010	Ergonomic Assessment Program	07/2017	New Document/ Program Implementation
09-04011	Excavation Safety Program	12/2017	New Document/ Program Implementation
09-04012	Fall Protection Program	08/2017	New Document/ Program Implementation
09-04013	Fire Prevention and Protection Program	08/2017	New Document/ Program Implementation
09-04014	Flammable Materials Storage Plan	08/2017	New Document/ Program Implementation
09-04015	Hand and Power Tools	07/2017	New Document/ Program Implementation
09-04016	Hazardous Communication Program (HazCom)	07/2017	New Document/ Program Implementation
09-04017	Hazardous Materials Management Program (HMMP)	07/2017	New Document/ Program Implementation
09-04018	Hearing Conservation Program	07/2017	New Document/ Program Implementation
09-04019	Heat Illness Prevention Program	07/2017	New Document/ Program Implementation
09-04020	Machinery & Machine Guarding Safety Program	07/2017	New Document/ Program Implementation
09-04021	Material Handling Safety Program	07/2017	New Document/ Program Implementation
09-04022	Material & Personnel Hoisting Safety Program	08/2017	New Document/ Program Implementation
09-04023	Personal Protective Equipment	07/2017	New Document/ Program Implementation
09-04024	Powered Industrial Truck (Forklift) Safety Program (PIT)	07/2017	New Document/ Program Implementation
09-04025	Respiratory Protection Program	07/2017	New Document/ Program Implementation
09-04026	Vehicle Safe Operator Program (UVSOP)	07/2017	New Document/ Program Implementation
09-04027	Walking / Working Surface Safety Program	TBD	
09-04028	Welding Cutting & Brazing Program (Hot Work Program)	08/2017	New Document/ Program Implementation
09-04029	Ladder Safety Program	07/2017	New Document/ Program Implementation
09-04030	Water Quality Assurance Plan	08/2017	New Document/ Program Implementation
09-04031	Inspection Program (PLAN)	08/2017	New Document/ Program Implementation
09-04032	Auto Shop Safety Training Module	08/2016	New Document/ Program Implementation
09-04033	Van Operator Safety Training Module	08/2016	New Document/ Program Implementation
09-04034	Building Monitor Safety Training Module	08/2016	New Document/ Program Implementation
09-04035	TBD		
09-04036	New Hire EHS Orientation	TBD	
09-04037	Supervisor EHS Management Orientation	TBD	
09-04038	EHS Training Matrix	TBD	
09-04039	Safety Moment Series	03/2016	New Document/ Program Implementation
09-04040	Safety Topic Guideline Series	06/2016	New Document/ Program Implementation

**Note: Projected Release Date. Refer to SRM Webpage for Update*

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Appendix C: Cal/OSHA Safety & Health Training and Instruction Requirements

The following is a list of the *instruction and training* requirements contained in the **Construction Safety Orders** (Subchapter 4) and the **General Industry Safety Orders** (Subchapter 7) of Title 8, Division 1, Chapter 4 (with several references contained in Chapter 3.2) of the California Code of Regulations. Also included are references to both **Competent Person** and **Qualified Person**.

While every effort has been made to ensure the accuracy of the information presented, users are cautioned to refer to Title 8 and the specific sections of interest. This list is a guide only and not meant to be a substitute for - or a legal interpretation of - the occupational safety and health standards.

Users may review Title 8 Regulations at: <http://www.dir.ca.gov/samples/search/query.htm>

Training Topics	T8 Section 5274.11	Frequency of Training	Typical Job Classification	Cal/OSHA Publication
Accident Investigation	3203(a)(7)(F)	Initial	Supervisors/Accident Investigators	Model Program(s) IIPP: For High Hazard Employers For Non-High Hazard Employers For Employers with Intermittent Employees (English & Spanish) For Employers With Intermittent Workers in Agriculture (English & Spanish)
Accident Prevention Signs & Tags	3341(d)(5)	Initial	Impacted Employees	Lockout/Blockout
Acetylene Fuel & Gas Safety	1740(k)(1)	Initial	Users	
Acrylonitrile (AN)	5213(o) 5213 (appendix B)	Initial Annual	Exposed Employees Qualified Person	
Actinolite (Non-Asbestos)	5208.1	Initial Annual	Exposed Employees	
Anthophyllite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Agricultural & Equipment Tractors	3441(a) 3664(b)	Initial Annual	Involved Employees Operators	Agricultural - Industrial Tractors Farm Labor Contractors Guide

Cal/OSHA Safety & Health Training and Instruction Requirements (cont.)

Training Topics	T8 Section 5274.11	Frequency of Training	Typical Job Classification	Cal/OSHA Publication
Asbestos Consultant Site Surveillance Technician Asbestos/Asbestos Awareness Building Inspector Project Designer Cement Pipe Class I-IV Operations	341.15 1529(k)(9)(B) 5208(j)(7)(B) 1529 341.16 341.17 1529(o)(4) 341.9	Initial Initial Annual Initial Initial Initial Annual	Certified Persons Employees likely exposed =>PEL & those who perform Class I-IV operations Assigned Exposed Employees Competent Person Qualified Person	
Battery Handling/ Changing/Charging	5185(a)	Initial	Assigned Employees	
Benzene	5218(i) & (j)(3)	Initial Annual	Exposed Employees	
Bloodborne Pathogens	5193(g)(2)	Initial Annual	Potentially Exposed Employees	A Best Practices Approach for Reducing Bloodborne Pathogens Exposure Control Plan for Bloodborne Pathogens
Boatswains Chair	1662(a)	Initial	Users	
1,3-Butadiene	5201(l)(2)	Initial Annual	Exposed Employees	
Cadmium	5207(m)(4) 1532	Initial Annual	Exposed Employees Competent Person	
Carcinogens As Listed	5209(e)(5)	Initial	Exposed Employees	
Chemical Hygiene for Laboratories	5191(f)(2)	Initial New Hazards Refresher	Laboratory Employees	
Coke Oven Emissions	5211(t)	Initial Annual	Exposed Employees	
Compaction Equipment	4355(a)(2)	Before Use	Users	
Confined Spaces Marine Terminal Ops.	5157(g) 5158(c)(2) 3463(b)(5)(B)	Initial Program Update Changes	Affected Employees Exposed Employees	Confined Space: Is It Safe To Enter?
Control of Hazardous Energy	3314(j)	Initial	Authorized Employees	Lockout/Tagout
Cotton Dust	5190(i)	Initial Annual	Exposed Employees	
Cotton Gins/ Processing Mach.	4640		Qualified Person	
Cranes & Other Hoisting Equipment Incl. Mobile/ Tower/ Derrick	5006.1(a), 5006, 4966, 4994, 4999, 5000, 5004, 5031, 5043, 5044	Initial Mobile & Tower Cert. @ 5 y	Mobile & Tower Crane Operators Qualified Person Authorized Employees	
Cranes/Hoisting Equipment - Marine Terminals	3472(d)(3)	Initial	Operators	

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Cal/OSHA Safety & Health Training and Instruction Requirements (cont.)

Training Topics	T8 Section 5274.11	Frequency of Training	Typical Job Classification	Cal/OSHA Publication
Demolition	1734 1735(u) 1736		Qualified Person	
1,2 Dibromo-3-Chloropropane (DBCP)	5212(i)(3) & (n) 5212 (Appendix B)	Initial Annual	Exposed Employees Qualified Person	
Diving Operations	6052	Initial	Assigned Employees	
Elevating Work Platforms & Aerial Devices	3648(l)(7) 3648(c) 3646(c) 3638(d)	Before Use	Users Authorized Personnel	
Emergency Action Plan	3220(e)	Initial Plan Update	Impacted Employees	
Emergency Procedures (Construction)	1512(d)	Initial	Assigned Employees	
Equipment & Machinery (Construction)	1510(b)	Initial	Qualified Person	
Erection & Construction - Bolting/ Riveting/ Plumbing Structural Wood/Steel Frame Steel Erection	1716 1716.1 1716.1(f)(1) 1716.2(j) 1710	Initial	Assigned Employees Competent Person Qualified Person	Pocket Guide for th Construction Industry (English / Spanish)
Ergonomics	5110(b)(3)	Initial - When Standard is Triggered	Employees in affected job classifications (identical jobs) when standard is triggered	Back Injury Prevention Guide in the Health Care Industry for Health Care Providers Easy Ergonomics Ergonomics in Action Fitting The Task To The Person: Ergonomics for Very Small Businesses Easy Ergonomics for Desktop Computer Users
Ethylene Dibromide (EDB)	5219(j)	Initial Annual	Exposed Employees	
Ethylene Oxide	5220(j)(3) 5220 Appendix A	Initial Annual	Exposed Employees	
Excavation/ Trenching/ Shoring	1541		Competent Person	Trenching Safety (Tailgate Topic) Pocket Guide for the Construction Industry

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Cal/OSHA Safety & Health Training and Instruction Requirements (cont.)

Training Topics	T8 Section 5274.11	Frequency of Training	Typical Classification	Job	Cal/OSHA Publication
Explosives	5239 5322 5329 344.20, 344.21	Initial	Assigned Employees Competent Person Licensed Blaster		
Explosives - Deteriorated	5240		Competent Person		
Explosives Storage Magazines	5256		Competent Person		
Fall Protection	1671.1	Initial	Affected Employees Competent Person Qualified Person		
Fall Protection - Date Palm Ops.	3458		Competent Person		
Fire Brigades (Private)	3411(c)	Initial/ Quarterly/ Annual Refresher	Assigned Employees		
Fire Extinguisher & Fire Fighting Equipment	6151(g)(1)-(2)	Initial Annual	Assigned Employees		
Fire Prevention Plan	3221(d)(1)-(2)	Initial New Hazards	Exposed Employees		
Fire Protection - Fixed Extinguishing Systems	6175(b)(10) 6181(b)(2)	Initial Annual	Employees Assigned Maintenance/Operation Exposed Employees		
Fire Protection - Standpipe & Hose System Inspection	6165(f)(2)(F)	Initial	Assigned Employees		
First Aid First Aid & CPR	3439(b) 6251(d)(2) 3400(b) 5157, 5158, 5193 3421, 6052	Initial Changes Every 2 years (or as specified by cert. organization)	Assigned Employees Supervisors		
First Aid (Construction)	1512(b) & (d)	Initial Updated	Assigned Employees		
Flaggers (Traffic)	1599(f) & (g)	Initial	Assigned Employees		
Flammable Liquids/ Gasses/Vapors - Industrial Plants	5561		Qualified Person		
Fumigation - General	5221(b)	Initial	Exposed Employees		
Formaldehyde	5217(n)	Initial Annual	Exposed Employees		
Hazard Communication	5194(b)(1)	Initial New chemicals or processes	Exposed Employees		Guide to California Hazard Communication Regulation

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Cal/OSHA Safety & Health Training and Instruction Requirements (cont.)

Training Topics	T8 Section 5274.11	Frequency of Training	Typical Job Classification	Cal/OSHA Publication
Hazardous Substance Containers Clean/Repair/Alter	5166(a)	Initial	Assigned Employees	
Hazardous Waste Operations & Emergency Resp.	5192 (e) & (q)(6)	Initial Annual Refresher	Assigned Employees Qualified Person	
Hearing (Noise) Protectors Conservation	5098(a)(4) 5097(d)(5)(A)&(B) 5099(a)	Initial Retraining Initial Annual	Employees Provided Protectors All Employees Exposed to =>85 dBA TWA	
Heat Stress	3395	Initial	Exposed Employees	Protect Yourself from Heat Illness (English/Spanish)
Helicopter Operations	1901(c)	Daily Briefing	Involved Personnel	
Industrial/Lift Trucks (Forklifts) & Tractors	3657(i) 3664(b) 3668	Initial, Annual Observed Unsafe Operation Post Accident Equipment Change Workplace Change (Operator eval. @ 3 years)	Operators	Operating Rules for Industrial Trucks Poster (English / Spanish)
Injury & Illness Prevention Program	3203(a)(7) 1509(e)	Initial Updated	All Employees Supervisor Tailgates	Model Program(s) IIPP: For High Hazard Employers For Non-High Hazard Employers For Employers with Intermittent Employees (English & Spanish) For Employers With Intermittent Workers in Agriculture (English & Spanish)

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Cal/OSHA Safety & Health Training and Instruction Requirements (cont.)

Training Topics	T8 Section 5274.11	Frequency of Training	Typical Job Classification	Cal/OSHA Publication
Inorganic Arsenic	5214(m)	Initial Annual	Exposed Employees	
Job Hazard(s)	3203(a)(7) 1510(a)	Before Job Assignment New Hazards	All Employees	Guide to Developing IIPP
Laboratory Safety (See Chemical Hygiene)	5191(f)	Initial New Hazards Refresher	Laboratory Employees	
Laser Equipment	1801(a)	Initial	Operators Qualified Person	
Laundry/Dry Cleaning	4494(a)	Initial Periodic	Assigned Employees	
Lead Lead in Construction	5198(l) 1531.1(1)(1)(C)-(D) 1532.1(l)	Initial Annual	Exposed Employees/ Supervisors Exposed Employees => Action Level	Lead in Construction (Fact Sheet)
Lift Slab Construction	1722.1		Competent Person	
Lockout/Tagout	3314 3314(j)	Initial When Updated	Affected Employees Qualified Person	Lockout/Tagout
Machinery & Equipment	1510(b)	Before Use	Qualified Person	Lockout/Tagout
Marine Terminals	3463(b)(5)(B) 3464(a)(1) 3462(b) & (d) 3463, 3472	Initial	Exposed Employees Supervisors Qualified Person	
Medical & Exposure Records - Access	3204(g)(1)	Initial Annual	Affected Employees	Access to Medical and Exposure Records (poster) (English / Spanish)
Metal Working (forging) Machines	4243(a)(6)	Initial	Operators/Maintenance Personnel	Power Press Safety - Tool Box Topics
4,4-Methylenebis (2-Chloroaniline) MBOCA	5215(j)	Initial Annual	Exposed Employees	
Methylene Chloride	5202(l) 5202 (Appendix A)	Initial & As Necessary	Exposed Employees Qualified Person	
Methylenedianiline	5200(k)(3) 1535	Initial Annual	Exposed Employees	

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Cal/OSHA Safety & Health Training and Instruction Requirements (cont.)

Training Topics	T8 Section 5274.11	Frequency of Training	Typical Job Classification	Cal/OSHA Publication
Miter Saws	4307.1(c)	Initial	Operators	
Noise Exposure	5099(a)	Initial Annual	Employees Exposed =>85dBA TWA	
Openings/Holes - Floors & Roofs	3212(b)		Qualified Person	
Paper Converting/ Printing Machines --Fed Engraving Presses	4445(3)	Initial Changes	Operators/ Maintenance Personnel	
Personal Fall Arrest/Restraint Systems/	1670(b)(19)		Competent Person	
Personal Protective Equipment	3380(c)	Initial	PPE Users	
Pesticide Safety	5194(h)		Handlers & Applicators	
Pile Driving	1600		Competent Person	
Portable Ladder	3276 (f)	Before Use	User Employee Supervisor of User Employee	Portable Ladder Safety
Calif. Posting Requirements	340	Initial	All Employees	
Powder-Actuated Tools	1685(a)(1) 1689(a)	Initial	Users Qualified Person	
Power Presses	4203(a) 4203(b) 4208.1(m)(1) 4208	Initial Annual	Inspectors/Maintenance Operators PSDI Operators Qualified Person	Power Press Safety (Tailgate Topic)
Powered Platforms (Installed) for Building Maintenance	3298(a) 3296	Initial	Assigned Employees Qualified Person	
Portable Ladder	3276 (f)	Before Use		Portable Ladder Safety
Process Safety Management	5189(g)	Initial Refresher & Supplemental Certification	Involved Employees	
Pulp, Paper & Paperboard Mills	4402	Initial	Exposed Employees	
Railroad - Signs & Signals	3333(d)	Initial	Assigned Employees	
Reinforcing Steel/ Similar Projections	1712(f)(A)		Qualified Person	
Respiratory Protection	5144(c) & (k) 5144 Appendix A 5144 Appendix C	Initial Annual	Users	Respiratory Protection in the Workplace Respiratory Protection (Fact Sheet)
Roofing	1509(a) 1730(b)(8)-(9)	Initial	Qualified Person	Roofing Safety (Tailgate Topic)

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Cal/OSHA Safety & Health Training and Instruction Requirements (cont.)

Training Topics	T8 Section 5274.11	Frequency of Training	Typical Job Classification	Cal/OSHA Publication
Rope Access Equipment	3270.1(c) 3270.1	Initial Annual Refresher	Assigned Employees Qualified Person	
Rubber/ Composition Working Machines	4592		Competent Person Test/Maintenance	
Scaffolds	1637(k)(1) 1637 1658(g)	Initial	Erectors & Dismantlers: Qualified Person	
Silica Dust: Power tool work on concrete or masonry materials	1530.1(e)(1) 1530.1(e)(2)	Before Assignment	Assigned Employees Supervisor	Hazards of Silica in Construction eTool
Supervisory Safety Training	3203(a)(7)(F)	Initial Change	Supervisors	
Tanks - Open Surface	5154(j)(1)	Initial	Assigned Employee	
Traffic Control - Flaggers	1599(f) &(g)	Initial	Flaggers	
Tree Work General Date Palm Ops.	3420(b), 3421(c) 3423(a), 3427 3428(a) 3458	Initial	Assigned Employees Qualified Person	
Tremolite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Vinyl Chloride	5210(j)	Initial Annual	Exposed Employees	
Welding & Cutting Safety - Hot Work	4799 4848(a) 1537(a)	Initial	Welders Fire Watchers Qualified Person	
Wheels or Rims- Servicing	3326(c)	Initial	Service Personnel	Servicing Single, Split Rim & Multi-Piece Rim Wheel (Tailgate Topic)
Window Cleaning	3282(d) & (f) 3286(a)(2)	Initial	Assigned Employees	

The Cal/OSHA Publications website contains additional publications that may be of interest.

To review, download, or order free educational materials, go to: www.dir.ca.gov/dosh/puborder.asp

Appendix D: Hazard Assessment & Controls

Templates available for download on the Safety & Risk Management webpage, under the Hazard Assessment & Controls section.

Samples-

CAL MARITIME		JOB SAFETY ANALYSIS	
SAFETY GUIDELINES			
DEPARTMENT:		HAZARD POTENTIAL EVALUATION	
<input type="checkbox"/> Struck By <input type="checkbox"/> Struck Against <input type="checkbox"/> Slip/Trip/Fall <input type="checkbox"/> Caught In/Between <input type="checkbox"/> Material Handling <input type="checkbox"/> Equipment Operating <input type="checkbox"/> SRM-HIRAC 1 2 3 4		<input type="checkbox"/> Driver Conditions <input type="checkbox"/> Hazardous Substance <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Obstruction	
TRAINING REQUIREMENTS			
<input type="checkbox"/> IIPP <input type="checkbox"/> Dept. Specific <input type="checkbox"/> Operator/Owner's Manual <input type="checkbox"/> Other:			
PERSONAL PROTECTIVE EQUIPMENT			
Eye Protection	Foot Protection	Hand Protection	Hearing Protection
Eye protection must be worn at all times in work area. Face shield can be used over the glasses if there is a presence of a lot of flying debris.	Work boots must be worn at all times when working in an area where there is risk of serious foot injury due to materials falling onto the foot.	Use appropriate hand protection when exposure to skin absorption of harmful substances; severe cuts or lacerations; abrasions; punctures; chemical burns.	Protection is required when working in designated areas when sounds levels exceed 85dB.
Respiratory Protection	Long Body Protection	Fall Protection	OTHER
May be required if removal of contaminants from the air does not fall below permissible exposure level.	Loose hair must be contained prevent contact with moving parts. Appropriate protection from chemical, hazardous substance fire, and/or visibility may be required.	scope of work and can range from 4feet to 7feet.	
HAZARDS		HAZARD CONTROLS & PROTECTION MEASURES	
IF CONDITIONS CHANGE, STOP WORK IMMEDIATELY. REVIEW WITH SUPERVISOR. DOCUMENT HAZARD. REVIEW WITH SRM.			

CAL MARITIME		JOB HAZARD ANALYSIS	
ADMINISTRATIVE-PROFESSIONAL		SAFE-OPERATING-GUIDELINES	
<input type="checkbox"/> Struck By <input type="checkbox"/> Struck Against <input type="checkbox"/> Slip/Trip/Fall <input type="checkbox"/> Caught In/Between <input type="checkbox"/> Material Handling <input type="checkbox"/> HIRACR		<input type="checkbox"/> Weather Conditions <input type="checkbox"/> Hazardous Substance <input type="checkbox"/> Electrical Hazards <input type="checkbox"/> Obstruction/Confined <input type="checkbox"/> Straight Pulling <input type="checkbox"/> Pulling hand over hand <input type="checkbox"/> Dual Grasp	
<input type="checkbox"/> Lifting <input type="checkbox"/> Carrying <input type="checkbox"/> Reaching Above Shoulder <input type="checkbox"/> Straight Pulling <input type="checkbox"/> Pulling hand over hand <input type="checkbox"/> Dual Grasp		<input type="checkbox"/> Walking <input type="checkbox"/> Standing <input type="checkbox"/> Sitting <input type="checkbox"/> Crawling <input type="checkbox"/> Pushing <input type="checkbox"/> Repeated Motions	
ERGONOMICS-ASSESSMENT		2017R	
TRAINING REQUIREMENTS		SPECIALTY	
GENERAL-CAMPUS		DEPARTMENT-SPECIFIC	
PERSONAL PROTECTIVE EQUIPMENT		PERSONAL PROTECTIVE EQUIPMENT	
Eye-Protections	Foot-Protections	Hand-Protections	Hearing-Protections
When exposed to eye-or-face-hazards from flying particles, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light-radiation...	When working in areas where there is a danger of foot-injuries due to falling or rolling objects, or objects piercing the sole, or will protect the affected.	When hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns.	When exposed to a time-weighted average noise level of 85-dBA or higher over an 8-hour work shift.
Body-Protections	Head-Protections	Respiratory-Protections	Fall-Protections
When exposure to intense heat, hot metals, other-hot-liquids, impacts from materials that can cut, burn, or potentially infectious materials.	Where there is a potential for injury to the head from falling objects and/or when there is a risk of impact to heads.	May be required if removal of contaminants from the air does not fall below permissible exposure level.	When there is a risk of falling from a height greater than 4ft. CSO% 6ft. CSO% 6ft. MSO%
Face-Shields	OTHERs	IF CONDITIONS CHANGE, STOP WORK IMMEDIATELY. REVIEW WITH SUPERVISOR. DOCUMENT HAZARD. REVIEW WITH SRM.	
Face shield can be used over the glasses if there is a presence of a lot of flying debris.		Ergonomics (L) Low <2hrs (M) Moderate 2-5hrs (F) Frequent >5hrs per 8-hours Trainings (I) Initial-(A) Annual-Refresher (O) Occasion/Post-Incident-(H) Hazard	

CAL MARITIME		PRE-TRIP SAFETY PLAN WORKSHEET	
Insert Trip Route-Map(s)		[Insert Trip-Name]	
Colleges	Departments	Course(s)	
Trip-Coordination	email	Phone(s)	
Alt. Trip Leaders	email	Phone(s)	
Destination(s)			
Purpose of Trip	Teaching	Field Research	Conferences
Trip-Durations	Departure Dates	Return Dates	Other
Trip-Location(s)	Urban	Suburban	Rural
Accommodations	Camping	Private Residences	Hotel/Motel
Physical Fitness Level for Participants	Low-Impact	Moderate	Strenuous
Means of Transportation	Charter/Hired	State Vehicles	Rental Vehicles
Means of Evaluations	Faculty/Staff/Familiars	Pre-Trip Site Visits	On-Line Reviews
HAZARD-IDENTIFICATION	HAZARD-EVALUATION	HAZARD-CONTROL METHODS & TIPS	
Travel Conditions	Public Health/CDC	Use the following categories to assist you in a proper evaluation of all the identified hazards.	
<input type="checkbox"/> Safe <input type="checkbox"/> Disease <input type="checkbox"/> High Hazard <input type="checkbox"/> Other	<input type="checkbox"/> Lightning <input type="checkbox"/> Tornado/typhoon <input type="checkbox"/> Flood/high water <input type="checkbox"/> Earthquake <input type="checkbox"/> Volcano <input type="checkbox"/> Other	<input type="checkbox"/> Eliminate <input type="checkbox"/> Change trip method/route <input type="checkbox"/> Ensure safe travel and work practices <input type="checkbox"/> Ensure Proper PPE <input type="checkbox"/> Ensure Proper vaccinations <input type="checkbox"/> Attach Trip Application, itinerary and other support documents.	
LIST-ALL-THE-ACTIVITIES/TASKS	IDENTIFY-ALL-SPECIFIC-HAZARDS	HOW-WILL-YOU-CONTROL-THE-HAZARDS	
1a	1a	1a	
2a	2a	2a	
3a	3a	3a	
4a	4a	4a	
5a	5a	5a	
6a	6a	6a	
7a	7a	7a	
8a	8a	8a	
9a	9a	9a	
10a	10a	10a	
11a	11a	11a	
12a	12a	12a	
13a	13a	13a	
14a	14a	14a	
15a	15a	15a	
16a	16a	16a	
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39a	39a	39a	
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92a	92a	92a	
93a	93a	93a	
94a	94a	94a	
95a	95a	95a	
96a	96a	96a	
97a	97a	97a	
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207a	207a	207a	
208a	208a	208a	
209a	209a	209a	
210a	210a	210a	
211a	211a	211a	
212a	212a	212a	
213a	213a	213a	
214a	214a	214a	
215a	215a	215a	
216a	216a	216a	
217a	217a	217a	
218a	218a	218a	
219a	219a	219a	
220a	2		

Appendix E: Office Safety Checklist

Building:		Department:		Office /Room#			
Inspector:		Date					
INSPECTION ITEMS		Y	N	N/A	CORRECTIVE ACTION	CORRECTED AT TIME OF INSPECTION	DATE COMPLETE
Administrative							
1.	Is there a current IIPP in a location known and accessible to all employees?						
2	Have employees received required IIPP trainings?						
3	Is there a safety bulletin board displaying Emergency phone numbers, evacuation routes safety meeting information?						
4	Are Material Safety Data Sheets (MSDSs) on file and available to employees?						
5	Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation route and procedures?						
6	Are fire inspections and fire drills documented?						
General Safety/Housekeeping							
7	Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?						
8	Are filing cabinets, bookcases and other items over 4 feet tall securely bolted to walls?						
9	Are materials on shelves above chest level secured by doors or straps?						
10	Are cubicle walls secured?						
11	Are coffee machines, etc. securely fixed to avoid risk of scalds?						
12	Is overhead storage of heavy items prevented?						
13	Are heavy files placed in bottom drawers to prevent tipping?						
14	Are file drawers kept closed when not in use?						
15	Are stepladders provided for high storage areas?						
16	Are office areas cleaned & maintained regularly?						
17	Are storage rooms & recycling areas neatly maintained?						

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INSPECTION ITEMS		Y	N	N/A	CORRECTIVE ACTION	CORRECTED AT TIME OF INSPECTION	DATE COMPLETE
18	Are all waste materials placed in the proper waste containers and emptied regularly?						
19	Is flooring in good condition with loose rugs and mats secured?						
20	Have missing or loose ceiling tiles been repaired?						
21	Is paper cutter equipped with guard?						
22	Do electric fans have a grill or guard for finger protection?						
Fire Protection							
23	Are exits visibly marked & clear of obstruction?						
24	Are fire doors closed securely at all times?						
25	Are stairwells clear?						
26	Are proper fire extinguishers available & inspected?						
27	Are special procedures in place for workers with disabilities to assist them to exits?						
28	Are combustible materials stored in assigned storage cabinets or designated areas?						
29	Are materials stored at least 18 inches away from sprinkler heads or 24 inches from ceiling where no sprinkler system exists)?						
30	Are fire drills held on a regular basis?						
31	Are electric space heaters plugged directly into walls, have working tip over switch and away from combustible materials?						
Electrical							
32	Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?						
33	Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aisle ways; not to be used as a permanent source of electrical supply- have additional outlets installed; not be linked together. No "thin zip cords.")						
34	Is clear access (36" clearance) provided to electrical panels?						

INSPECTION ITEMS	Y	N	N/A	CORRECTIVE ACTION	CORRECTED AT TIME OF INSPECTION	DATE COMPLETE
Electrical (cont.)						
35 Are cord or cable systems used to manage all cords or cables?						
36 Are extension cords at minimum 14 gauge (heavy-duty), 6' or less, and servicing only one appliance or fixture?						
37 Is faulty or broken equipment removed from service?						
38 Are lamps well clear of drapes, papers and other combustible materials?						
Computer Workstations						
39 Is the keyboard and mouse within easy reach?						
40 Are keyboard and monitor aligned?						
41 Are chairs used at computer workstations adjustable?						
42						
43						
44						
45						
Notes						

Appendix F: Lab/Shop Safety Checklist

Environmental Health & Safety Laboratory Safety Assessment

Evaluator(s)			Date
Department		Location	

Please check Yes, No, Not Applicable for each item.

All No responses require follow-up within 30 days, unless otherwise noted and all Serious Violations require 3 day follow-up.

Retain original copy at the Department level. Submit copy to the Department of Safety & Risk Management

ADMINISTRATIVE/DOCUMENTATION

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
1	Appropriate signage posted (Right to Know) at all entrances to lab	CCR Title 24 §5003.5, NFPA704						
2	Building Emergency Evacuation Route posted	CCR Title 19 §3.09,						
3	Lab staff are aware of and have access to campus-wide Chemical Hygiene Plan	CCR Title 8 §5191,						
4	CIS updated within past 12 months	CCR Title 8 §5194(e), CCR Title 27§15280,						
5	Emergency contacts posted at entrance to laboratory	CCR Title 8 §3220,						
6	Department Illness and Injury Prevention Plan available and up-to-date.	CCR Title 8 §3203,						
7	Emergency Action Plan available and up-to-date	CCR Title 8 §3220,						
8	Emergency assistance information posted	CCR Title 8 §3400(f)						
9	Hazard Assessment certified within year and roster up-to-date	CSU Policy,						
10	Medical Surveillance Program properly documented	CCR Title 8 §5191(g),						
11	Readily accessible SDS's (hard copy or online)	CCR Title 8 §5194(g),						
12	Annual self-inspection complete	CCR Title 8 §3203						
13	Staff aware of procedure to report exposures or concerns	CCR Title 8 §5191						
14	Staff aware of procedure to report incidents and near misses	CCR Title 8 §5191						
15	Written Standard Operating Procedures available and current	CCR Title 8 §5191,						
16	Appropriate safety information posted on equipment	A&F 09-004 (IIPP)						

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17	Centrifuges are maintained to ensure safe operation	A&F 09-004 (IIPP)						
18	Moving parts of equipment properly guarded (opening < 1/2")	CCR Title 8 §4184,						
19	Secondary containment for vacuum pump present	A&F 09-004 (IIPP)						

NOTES:
GENERAL SAFETY

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
20	Ceiling tiles in place and in good repair	NFPA						
21	Ergonomic evaluations done for computer work in excess of 4 hours	CCR Title 8 §5110						
22	Food and drink stored away from haz mat; consumed outside of lab	CCR Title 8 §5191 A,						
23	Mechanical devices used for pipetting	CCR Title 8 §5191 A,						
24	Spills promptly cleaned by individuals trained to respond to spill	CCR Title 8 §5191A,						
25	Floor is in good repair to prevent slips, trips and falls	CCR Title 8 §5191A						
26	Furnishings in lab easily decontaminated	CCR Title 8 §5191A						
27	Lab surfaces clean, organized, free of chemical contamination	CCR Title 8 §3362, §5191A						
28	Sink available near exit for hand washing (soap and paper towels)	CCR Title 8 §3366						
29	Sinks labeled " Industrial Water – Do Not Drink "	CCR Title 8 §1524						
30	Lab air negative to hallway	CCR Title 8 §5191 A						
31	Refrigerators/freezers appropriately labeled according to use	CCR Title 8 §5191 A,						
32	Ergonomic evaluations completed for repetitive motion activities	CCR Title 8 §5110						
33	Vacuum systems fitted with traps or protective filter	A&F 09-004 (IIPP)						

NOTES:
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GENERAL ELECTRICAL								
#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
34	3-prong plugs in 3-prong outlets	A&F 09-004 (IIPP)						
35	Appropriate clearance in front of electrical panels (36")	NFPA 70-110.26/408.4,						
36	Electrical cords not a trip hazard	NFPA 70						
37	Plugs, cords and receptacles in good condition	A&F 09-004 (IIPP)						
38	Extension cords used only temporarily	CCR Title 8§2500.8,						
39	No overloaded outlets, no daisy-chained extension cords or strips	NFPA 70-400.7B,						
40	GFCI devices used within 6' of water source (post 2010)	NFPA 70-210.8(B)(5),						
41	High voltage equipment clearly labeled	CCR Title 8 §2932						
42	High voltage equipment properly guarded	CCR Title 8 §2932						
43	Major equipment plugged directly into outlet	A&F 09-004 (IIPP)						
44	Appropriate personnel trained in Lock Out/Tag Out program	CCR Title 8 §3314						
45	Power strips near liquids have GFCI protection	A&F 09-004 (IIPP)						

NOTES:

FIRE								
#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
46	Aisles, exits, adjoining hallways free of obstruction	CCR Title 8 §3272,						
47	Fire alarms, bells, horns and/or strobes free of obstruction	CCR Title 24 §901.8						
48	Fire extinguisher properly mounted	CCR Title 8 §6151						
49	Fire extinguisher maintenance tag current	CCR Title 8 §6151						
50	Fire extinguisher available as required	CCR Title 8 §6151						
51	Fire extinguisher fully charged; pin and/or security seal intact	CCR Title 8 §6151						
52	Fire doors unobstructed and easily closed	CCR Title 8 §3225,						
53	18" of clearance between stored items and fire sprinklers, 24" w/o sprinklers	CCR Title 8 §6170(c)10						

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NOTES:
FUMES

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
54	Audible/visual alarm and/or visual airflow monitor functional	CCR Title 8 §5154.1(e),						
55	Chemical work done more than 6" from front of hood	CCR Title 8 §5191A,						
56	Certified within one year	CCR Title 8 §5154.1(e),						
57	Fume hood illumination is working							
58	Functional fume hood not used for storage, cluttered	CCR Title 8 §5191A,						
59	Users understand how to check for airflow and annual certification sticker	CCR Title 8 §5154.1						
60	Fume hood users have completed specific fume hood training	CCR Title 8 §5154.1						
61	Proper sash height indicated and adhered to	CCR Title 8 §5154.1						

NOTES:
GAS

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
62	Compressed gas cylinders stored upright and adequately secured	CCR Title 8 §4650,						
63	Compressed gas cylinders labeled with contents and hazards	CCR Title 8 §4650						
64	Compressed gas cylinders have full/empty tags attached	CCR Title 8 §4649,						
65	Compressed gas cylinders properly segregated if stored	CCR Title 8 §4650,						
66	Toxic gases properly stored in ventilated cabinet/fume hood	CCR Title 8 §4650						
67	Compressed gas cylinders capped when not in use	CCR Title 8 §4650,						

NOTES:
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PERSONAL PROTECTION EQUIPMENT

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
68	Eye protection available and used as required by Cal Maritime PPE policy	CCR Title 8 §3382,						
69	Equipment or process sound levels that may exceed 85 dBA	CCR Title 8 §5096,						
70	Face shield available if required	CCR Title 8 §3382,						
71	Gloves worn when skin contact with hazards may occur	CCR Title 8 §3384,						
72	Glove(s) removed prior to exiting lab, handling telephone, etc.	CCR Title 8§5193(4)(F),						
73	Appropriate gloves available for use with hazardous activities	CCR Title 8 §3384,						
74	Lab coats, appropriate to activity are worn	CCR Title 8 §3383,						
75	Long pants worn as required by Cal Maritime PPE policy	EO 1039, AF 09-004						
76	PPE properly cleaned and disinfected or properly disposed of	CCR Title 8 §3387, §3383,						
77	Respirator users have been evaluated by EH&S and included in campus respiratory protection program	CCR Title 8 §5144,						
78	Adequate supply of specialty PPE available	CCR Title 8 §3380(f),						

NOTES:
EMERGENCY ACTION PLAN

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
79	Emergency eyewash/showers accessible within 10 sec	CCR Title 8 §5162(c),						
80	Emergency eyewash and shower stations free of obstruction	CCR Title 8 §5162(c),						
81	Tests for eyewash and shower current and documented	CCR Title 8 §5162(e) ,						
82	Appropriate chemical spill kits available	CCR Title 8 §5191A,						
83	First Aid Kit available, stocked with unexpired products	CCR Title 8 §3400(c)						

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WASTE MANAGEMENT

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
84	Biomedical waste (red bag) properly disposed of	HSC §117600-118360						
85	Secondary containment used for biomedical waste	CCR Title 8 §5193						
86	Chemical waste containers compatible with contents; good condition	CCR Title 22 §66265.171,						
87	Chemical waste containers closed except when in use	CCR Title 22 §66265.173,						
88	Hazardous waste in secondary containment	CCR Title 24 §5005,						
89	Chemical waste containers properly tagged/dated/labeled for disposal	CCR Title 22 §66262.34,						
90	All wastes within regulatory time limits	CCR Title 22 §66262.34,						
91	Tight fitting lid in place on biomedical waste	HSC § 118280						
92	Universal waste properly labeled/discarded/contained; < 1 year	CCR Title 22 §66273.35,						

NOTES:

EARTHQUAKE PREPAREDNESS/ SEISMIC

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
93	Heavy items are stored on lower shelves	CCR Title 8 §5191 A,						
94	Shelving, file cabinets 5' or over and other tippable items anchored	CCR Title 8 §5191 A,						
95	Overhead storage is secured	CCR Title 8 §5191 A,						
96	Hazardous material storage shelves have lip or guard	CCR Title 24 §5003.9.9,						

NOTES:

MACHINE GUARDING								
#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
97	Machines as specifically having a grinding, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action, in which an employee comes within the danger zone shall be guarded at the point of operation.	CCR Title 8 ,§4184						
98	All saws, cutting tools, heads, shears, and knives that are part of any machine shall be kept sharp, properly set up, adjusted and firmly secured.	CCR Title 8 ,§4186						
99	All point of operation guards shall be properly set up, adjusted and maintained in safe and efficient working condition in conformance with Figure G-8 and Table G-3 or other guard configurations which will prevent the operator's hand from entering the point of operation	CCR Title 8 ,§4186						
100	All repair work performed on metal forming and/or cutting machines, such as punch presses, press brakes, forming rolls, shears, power presses, forging presses and hammers, shall be made: In accordance with the recommendation of the manufacturer(s) or in with good engineering practices	A&F 09-004 (IIPP)						

NOTES:

TRAINING								
#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
101	All personnel completed Fundamentals of Lab Safety	EO/Cal Maritime Policy						
102	Specialized training for lab specific hazards documented	CCR Title 8 §3203, §5191, §5194						
103	Spill training documented	CCR Title 8 §5191						
104	Training on lab specific SOPs documented	CCR Title 8 §5191						
105	Training on Chemical Hygiene Plan documented	CCR Title 8 §5191						
106	Training on IIPP documented	CCR Title 8 §3203						
107	Training to manage or handle hazardous waste documented							
108	Training on Campus Emergency Response							
NOTES:								
OTHER								
#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
109								
110								
111								
112								
113								
114								
115								
NOTES:								

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Appendix G: Custodial Storage Area Checklist

 CUSTODIAL STORAGE AREA CHECKLIST							
Evaluator(s):		Location		Date:			
Please check Yes, No, Not Applicable for each item. All No responses require follow-up within 30 days, unless otherwise noted and all Serious Violations require 3 day follow-up. Retain original copy at the Department level. Submit copy to the Department of Safety & Risk Management.							
INSPECTION ITEMS		Y	N	NA	CORRECTIVE ACTION NEEDED	OWNER	DATE COMPLETE
Administrative							
1	Is there a current IIPP in a location known and accessible to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Have employees received required IIPP trainings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Is there a safety bulletin board displaying Emergency phone numbers, evacuation routes safety meeting information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Are Material Safety Data Sheets (MSDSs) on file and available to employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation route and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	Is there a first aid kit available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7	Is there an eyewash station flushed and inspected monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Personal Protective Equipment (PPE)							
8	Is General PPE available and in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	Is eye protection available and in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	Are gloves available and in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Chemical Products							
11	Are all containers properly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12	Are products in their proper containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13	Are products organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14	Should some products be moved or replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15	Are some products unfamiliar and do not belong	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16	Is there an SDS for all chemicals in the work area readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Fire Protection							
17	Are exits visibly marked & clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
18	Are fire doors closed securely at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19	Are stairwells clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20	Are proper fire extinguishers available & inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
21	Are special procedures in place for workers with disabilities to assist them to exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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22	Are combustible materials stored in assigned storage cabinets or designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23	Are materials stored at least 18 inches away from sprinkler heads or 24 inches from ceiling where no	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
24	Are fire drills held on a regular basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
25	Are electric space heaters plugged directly into walls,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
26	Are lamps well clear of drapes, papers and other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical Safety							
27	Are all plugs, cords, electrical panels, and receptacles in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
28	Are extension cords being used correctly? (They must	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
29	Is clear access (36" clearance) provided to electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
30	Are cord or cable systems used to manage all cords or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
31	Are extension cords at minimum 14 gauge (heavy-duty), 6' or less, and servicing only one appliance or fixture?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
32	Is faulty or broken equipment removed from service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Custodial Operations							
33	Are the lights working and guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
34	Is the floor clear of obstacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
35	Are Wet Floor signs available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
36	Are rags, towels, etc., available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
37	Are the supply shelves earthquake secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
38	Is the sink clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
39	Is the hose present and working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
40	Are all faucets and hoses in the off position when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
41	Does the sink drain properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
42	Do you smell any strong odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
43	Is the vacuum cleaner safe and in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
44	Is the vacuum cleaner cord in good condition; without cord stress or prong damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
45	Are all waste materials placed in the proper waste containers and emptied regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
46	Is flooring in good condition with loose rugs and mats secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
47	Have missing or loose ceiling tiles been repaired?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
OTHER NOTES:							

Appendix I: Emergency Response

To download and/or print this poster refer to SRM website: Campus Emergency Poster, Campus Emergency Response Guide


911
EMERGENCY PROCEDURES

<div style="background-color: #FFD700; text-align: center; padding: 5px; font-weight: bold;">Evacuation</div> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> Do not use elevators, use nearest stairs and exit. Follow directions given by the building monitors or Campus Officials Go to designated evacuation point and do not return to building until instructed to do so. Assist persons with mobility needs. 	<div style="background-color: #FFD700; text-align: center; padding: 5px; font-weight: bold;">Fire</div> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> Evacuate the building and notify occupants as you leave. Do not return until authorized by emergency personnel Do not use elevators Fire Extinguisher Instructions if trained: <ul style="list-style-type: none"> P- Pull pin A- Aim at the base of fire S-Squeeze handle S-Sweep from side to side 	<div style="background-color: #FFD700; text-align: center; padding: 5px; font-weight: bold;">Hazardous Spill</div> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> For spills not involving immediate danger, that are confined; contain and notify the Department of Safety & Risk Management (SRM) at 707-654-1076. For uncontained spill, contact Cal Maritime Police Department & SRM If immediate hazard or emergency exists, dial 911. Move away or evacuate the area. 	<div style="background-color: #FFD700; text-align: center; padding: 5px; font-weight: bold;">Medical</div> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> For all medical emergencies dial 911 Be ready to describe natures and severity of the medical emergency. Provide the Campus location. Keep the victim calm and comfortable. Provide basic first aid/CPR/AED if trained. Report all work related injuries immediately to: Department of Safety & Risk Management and to Human Resources
<div style="background-color: #FFD700; text-align: center; padding: 5px; font-weight: bold;">Earthquake</div> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> Drop, Cover, Hold under a table or desk or against an interior wall until the shaking has stopped. After shaking has stopped check yourself and others for injuries. Evacuate the building. Move towards the safest location away from building, tree's, power lines. Follow the instruction of the building monitors or Campus officials and be prepared for aftershocks 	<div style="background-color: #FFD700; text-align: center; padding: 5px; font-weight: bold;">Bomb Threat</div> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> Report all threatening calls to Cal Maritime Police Department Ask Caller: When the bomb is going to explode. Where the bomb is located? What does the bomb look like? Why did you place the bomb? If suspicious object is found: Do not handle and dial 911 immediately 	<div style="background-color: #FFD700; text-align: center; padding: 5px; font-weight: bold;">Shelter in Place</div> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> Stay in building; close and lock doors and windows. Move away from windows Do not use elevators Remain in shelter area until emergency personnel announce that it is safe 	<div style="background-color: #FFD700; text-align: center; padding: 5px; font-weight: bold;">Active Shooter</div> <div style="text-align: center; margin: 10px 0;">  </div> <ul style="list-style-type: none"> RUN: leave your belongings behind. If there is an escape path attempt to evacuate. Help others if possible HIDE: If you cannot get out safely. Hide. Lock or barricade doors. Silence your cell phone and stay quiet. FIGHT: as a last resort, and if you life is in danger, you may attempt to incapacitate the shooter. Work in unison with others.

Non-Emergency M-F Business Hours	Campus Police Department 707-654-1176	Safety & Risk Management 707-654-1076	Facilities & Maintenance 707-654-1120	Human Resources 707-654-1139
For more information and training, contact the Cal Maritime Police Department or the Department of Safety & Risk Management				Rev.2019

Appendix J: Accident Incident Management

To download and/or print this poster refer to SRM website: Accident Incident Management Poster



CAL MARITIME

ACCIDENT INCIDENT MANAGEMENT

IN CASE OF INJURY OR ILLNESS AT WORK

Prompt reporting and treatment provides the initial attention to the person suffering the injury or illness as well as address the work condition that contributed to the incident. Its not about blame, its about finding a gap in the system and improving it.

1 If Serious*
IMMEDIATELY
Call

911

2 **PROMPTLY NOTIFY**
Your Supervisor & Complete an Incident Report

Supervisor promptly notifies Safety & Risk Management

Supervisor promptly notifies VP of all Serious Injuries

3 **TREAT**
Injury or Illness Promptly & Appropriately

Supervisor promptly notifies Safety & Risk Management

First Aid 

Contact Human Resources to coordinate care at designated treating facility



4 **RETURN TO WORK**

Complete an Incident Report Online
<https://www.csum.edu/web/safety/home>

Non-Emergency M-F Business Hours	Campus Police Department 707-654-1176	Safety & Risk Management 707-654-1076	Human Resources-Workers Comp 707-654-1021	
For more information and training, contact the Department of Safety & Risk Management				Rev.2.2019

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Appendix K: Training Log


TRAINING SIGN IN SHEET

Subject		Date	
----------------	--	-------------	--

Instructor Name			
------------------------	--	--	--

Department			
-------------------	--	--	--

Course Level	<input type="checkbox"/> Awareness	<input type="checkbox"/> Competent Person	<input type="checkbox"/> Certified Person	<input type="checkbox"/> Other
---------------------	------------------------------------	---	---	--------------------------------

Frequency	<input type="checkbox"/> Initial	<input type="checkbox"/> Annual-Refresher	<input type="checkbox"/> Process Change	<input type="checkbox"/> Post Incident
------------------	----------------------------------	---	---	--

The attendees listed have satisfactorily participated and been tested per Regulation/University training requirements.

	PRINT NAME	STATUS (Staff, Faculty, Student)	SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Retain Original at Department Level & Submit Copy to Risk Management

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