

**University of California**  
Agriculture and Natural Resources

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**UNIVERSITY OF CALIFORNIA**

**AGRICULTURE AND NATURAL RESOURCES  
COOPERATIVE EXTENSION OFFICE**

**Placer County**

**INJURY AND ILLNESS  
PREVENTION PROGRAM (IIPP)**

**In compliance with:**

California Code of Regulations  
Title 8, Section 3203

**UNIVERSITY OF CALIFORNIA  
AGRICULTURE AND NATURAL RESOURCES  
COOPERATIVE EXTENSION COUNTY OFFICES**

**INJURY AND ILLNESS PREVENTION PROGRAM**

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This Injury and Illness Prevention Program (IIPP) has been prepared by the University of California (UC), Agriculture and Natural Resources (ANR), in accordance with California Code of Regulations (CCR) Title 8, Section 3203.

**Location Name:** University of California, Cooperative Extension (UCCE) Office  
Placer County

**Location Address:** 11477 E Avenue  
Auburn CA 95603

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Implementation Date: 7/1/2001  
Review Date/Initials: 12/4/2006  
Review Date/Initials: 3/27/2008  
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Review Date/Initials: 06/24/2015, 07/01/2017

**UNIVERSITY OF CALIFORNIA  
AGRICULTURE AND NATURAL RESOURCES  
COOPERATIVE EXTENSION COUNTY OFFICES**

**INJURY AND ILLNESS PREVENTION PROGRAM**

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**I. POLICY AND RESPONSIBILITIES**

General Industry Safety Orders, located in California Code of Regulations, Title 8, Section 3203 (CCR 8-3203) require each employer to establish, implement and maintain a written IIPP. There are seven elements required of an IIPP:

- Identify the persons with authority and responsibility for implementing the program
- A system to ensure employee compliance with safe and healthy work practices
- Establish a system for safety communication
- Procedures to identify and evaluate workplace hazards
- Procedures to investigate workplace accidents, injuries or illnesses
- Methods and/or procedures for correcting unsafe or unhealthy conditions
- Provide safety and health training

This IIPP was prepared, in cooperation with local county government, to conform with the requirements of implementing legislation and the standards and guidance adopted by the California Division of Occupational Safety and Health (Cal/OSHA). The purpose of this written IIPP is to provide a comprehensive plan demonstrating the integration of the requirements of CCR 8-3203 into ongoing health and safety compliance activities at this UCCE office.

This written program also reinforces the UC Policy on Management of Health, Safety, and the Environment (October 2005), and incorporates this Policy by reference. Key provisions from the Policy are presented below:

University of California's Policy on Management of Health, Safety and the Environment

The University of California is committed to achieving excellence in providing a healthy and safe working environment, and to supporting environmentally sound practices in the conduct of University activities. It is University policy to comply with all applicable health, safety, and environmental protection laws, regulations and requirements.

To meet this standard of excellence, the University implements management initiatives and best practices to systematically integrate health, safety, and environmental considerations and sustainable use of natural resources into all activities. All University activities are to be conducted in a manner that ensures the protection of students, faculty, staff, visitors, the public, property, and the environment.

The University's goal is to prevent all workplace injuries and illnesses, environmental incidents, and property losses or damage. Achieving this goal is the responsibility of every member of the University community. Supervisors have particular responsibility for the activities of those people who report to them.

Guiding Principles for Protection of Health, Safety and the Environment

- Management Commitments and Involvement of Faculty, Staff, and Students
  - Each individual is directly responsible for ensuring his or her own safety and for promoting a safe, healthy and environmentally sound workplace and community.
- Management Responsibility for Safety and the Environment
  - University employees who direct the activities of other individuals are responsible for protecting faculty, staff, students, visitors, the public and the environment, and for adhering to this policy. Accountability should be addressed in job descriptions and performance evaluations, and in contracts.
- Establishing Clear Roles and Responsibilities
  - The University will establish clear and unambiguous lines of authority and responsibility for ensuring safety and environmental protection at all organizational levels within the University, and with University contractors.
- Ensuring Competence Commensurate with Responsibilities
  - Managers will ensure that employees possess the experience, knowledge, skills, and abilities necessary to discharge their health, safety and environment responsibilities.
- Balanced Priorities
  - Resources will be effectively allocated to address safety and environmental protection in all activities. Protecting faculty, staff, students, visitors, the public and the environment is a priority whenever activities are planned and performed.
- Identification of Safety and Environmental Standards and Requirements
  - Before a member of the University community conducts an activity which has potential adverse implications for health, safety or the environment, a responsible party must evaluate the associated hazards and environmental impacts and identify the appropriate set of protective safety and environmental requirements to assure that faculty, staff, students, visitors, members of the public, and the environment are protected from adverse affects. The principal responsibility for such an evaluation resides with employees and supervisors.
- Encouraging Stakeholder Participation
  - The University will implement a program of external communications and public participation and involvement to obtain input from interested parties.
- Adapting Hazard and Operational Controls to Specific University Activities
  - The University will adapt administrative and engineering controls for activities being performed to prevent and mitigate hazards and environmental impacts.
- Obtaining Authorization Prior to Conducting an Activity
  - Before operations or activities are initiated, the person responsible for the activity must ensure that all protective safety and environmental requirements have been identified and addressed.

The full policy and guiding principles for implementation are located on the UC Office of the President website at:

[http://www.ucop.edu/ucophome/coordrev/policy/PP102805\\_HSE.pdf](http://www.ucop.edu/ucophome/coordrev/policy/PP102805_HSE.pdf)

ANR Administrative Handbook Policy 211, Safety and Health Program presents additional policies specific to ANR locations. See <http://danr.ucop.edu/admin-handbook/200/211%20safetyandhealth.pdf>

## **II. IMPLEMENTING AUTHORITIES AND RESPONSIBILITIES**

At UCCE Offices the responsibilities for development and implementation of a safety program are shared between the University and local county government. The University is responsible for compliance with this IIPP, with the exception of physical plant facilities or equipment owned or operated by local county governments. Local county governments are responsible for compliance with CCR 8-3203 regarding all county-owned or operated facilities and equipment in which University employees are located.

Completion of this written plan indicates that it is further the commitment of the UCCE to fully comply with Labor Code Section 6407 and CCR 8-3203.

The authority and responsibility for the implementation and maintenance of the IIPP is in accordance with University policy and the California Code of Regulations and is held by the following individuals:

**Signature:** \_\_\_\_\_



**Name:**

**Cindy Fake**

**Title:**

**UCCE County Director**

**Responsibilities:**

Direct authority and responsibility for implementing and maintaining this IIPP, federal, state, and local laws, and University policy for programs under his/her direct management responsibilities.

**Signature:** \_\_\_\_\_



**Name:**

**Cindy Mitchell**

**Title:**

**UCCE Safety Coordinator**

**Responsibilities:**

Coordinate with Director to: Perform or coordinate workplace inspections to identify and correct hazards; Assist with investigation of work-related injuries and with review and assessment of the department's safety program; Disseminate safety information and arrange or provide safety training.

**Signature:** \_\_\_\_\_

**Name:**

**Brian Oatman**

**Title:**

**ANR Risk & Safety Services Director**

**Responsibilities:**

Recommend, prepare and implement ANR policies and guidelines. Provide coordination and assistance to UCCE Offices for implementation of federal, state, and local laws, and University policy.

### **III. ENSURE EMPLOYEE COMPLIANCE:**

#### **Employees' Responsibilities**

Employees are required to comply with safety practices and rules and use of all proper safety equipment including personal protective equipment (PPE). Employees are encouraged to report to their supervisor all safety and health concerns, unsafe practices, hazardous conditions, and building deficiencies. Employees have been informed they will not be dismissed or discriminated against for informing supervisors or owners about worksite hazards and/or unsafe practices. If the employee does not receive a response to their report, they may report an unsafe condition or practice to their UCCE County Director or to ANR Environmental Health & Safety. Employees have been verbally counseled that safe working practices and use of PPE are mandatory. Failure to follow safety requirements, training or policies is subject to corrective action in accordance with the University's personnel policies.

Disciplinary actions will be taken to assure that employees comply with safe and healthy work practices. The disciplinary policy of ANR works in conjunction with the IIPP to encourage employee compliance with health and safety policies and procedures as mandated in the California Labor Code Section 6401.7(a)(6). Occupational injury and illnesses are investigated when they occur or when employees first become aware of such problems. Unsafe actions are corrected or prevented from recurring. When unsafe actions continue, the appropriate administrator takes corrective steps. Employee performance appraisals should include a review of the employee's effectiveness in following good practice of vehicle and workplace safety.

#### **Supervisors' Responsibilities**

Supervisors should ensure that employees have the training, knowledge and resources to perform their work in a safe and healthy manner. Supervisors will actively investigate reports of hazardous or unsafe work conditions and take action to correct hazards or modify job duties to mitigate exposure to hazards. Supervisors will maintain current general knowledge of the laws and regulations that apply to work subjects and procedures that their employees are engaged in. Supervisors will evaluate employee performance in complying with safe work practices and will implement disciplinary actions when necessary.

### **IV. ESTABLISH SAFETY COMMUNICATION**

At this UCCE location, communication and training on new processes, new procedures, new equipment, safety activities, hazards, and safe work practices are done by one or a combination of the following:

- One-on-one conferences between the supervisor and employees
- Training sessions (classroom, on-line, or in the field)
- Postings on the office bulletin board
- Information posted on the ANR Environmental Health & Safety web site
- Facility inspections
- Mandated pesticide safety training (10 hours per year for QAC)
- County or UC-related safety classes such as ergonomics, driving, etc.

- ANR Environmental Health & Safety Procedures, Guidelines, and Safety Notes
- ANR Hazard Communication Program (Attachment G)
- Material Safety Data Sheets
- Other: (specify) \_\_\_\_\_

## V. IDENTIFYING AND EVALUATING WORKPLACE HAZARDS

At this UCCE location, the following methods will be used to identify and evaluate potentially unsafe or unhealthy conditions and poor work practices:

- Training
- Inspections
- Employee reports of workplace hazards (verbal or written)
- Hazard Alerts (Attachment B)
- Hazard Identification, Evaluation and Correction Verification (Attachment C)
- Emergency Action and Fire Prevention Plan (Attachment E)
- Hazard Communication Program (Attachment G)
- Heat Illness Prevention (Attachment H)
- Material Safety Data Sheets (MSDS)
- Written plans, programs, and operating procedures
- Other: \_\_\_\_\_

### Worksite Inspections

Scheduled periodic inspections are conducted to identify and evaluate unsafe conditions and work practices. Inspections are conducted whenever new substances, processes, and procedures, or equipment are introduced to the workplace and may represent a new occupational safety and health hazard. Inspections will also be conducted whenever the employer is made aware of a new or previously unrecognized hazard.

In conformance with the requirements of CCR 8-3203, this UC location will initiate inspections by qualified individuals from the following responsible entities.

These worksite inspections are, in addition to the everyday safety and health checks, are part of the routine duties of supervisors. Inspections are conducted for various facilities and potential hazardous conditions as described below:

- *Facility inspections* – At this location, the UCCE County Director is responsible for scheduled and periodic inspections, utilizing checklist similar to the Periodic Worksite Inspection Checklist (Attachment F). Scheduled inspections are conducted annually.
- *Hazardous materials/waste management plans, safe work practices, employee training documentation for all non-facility issues* - The UCCE County Director is responsible for scheduled and periodic inspections, utilizing appropriate topics of checklist similar to, but not limited to the Periodic Worksite Inspection Checklist (Attachment F). Scheduled inspections are conducted annually.

### New Hazards

In addition to periodic scheduled inspections, the UCCE County Director will initiate an inspection or hazard evaluation whenever a significant new hazard, procedure or location is introduced to a specific worksite.

### Chemical Hygiene/Laboratory Safety Plan (if applicable)

Laboratory operations at this UC location will comply with the requirements of the Cal/OSHA Laboratory Standard, CCR 8-5191, as applicable.

When laboratory and field chemicals are going to be used, the supervisor or Principal Investigator is responsible for ensuring that employees are aware of the hazards associated with a chemical and utilize safe practices for working with a chemical, and practice methods to prevent chemical exposure or release. Material Safety Data Sheets (MSDS) for each product shall be available on site. Employees must also be aware of procedures and materials available to perform cleanup in the event of a small spill and procedures to notify emergency response agencies for larger spills.

### Record Keeping

Records relating to workplace inspections and employee training must be compiled and retained to document implementation of this IIPP.

- Workplace inspection records are maintained as follows:

Cindy Mitchell

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*(Name of Individual Responsible for Inspection Records)*

Shipping Table

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*(Location of Inspection Records)*

- Employee training records related to safety and injury and illness prevention are retained at the UCCE County office and are located at:

Cindy Mitchell

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*(Name of Individual Responsible for Training Records)*

Office Manager's Desk

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*(Location of Training Records)*

## VI. ACCIDENT INVESTIGATIONS

Investigation of occupational injury, illness or exposure to hazardous substances includes gathering pertinent data and making an objective evaluation of facts, statements, and related information, all of which lead to a plan to prevent recurrence. Investigation procedures include completion of the "UC Employer's Report of Occupational Injury or Illness" (Attachment D). Current forms are available at: [http://safetyservices.ucdavis.edu/programs-and-services/risk-management/copy\\_of\\_workers-compensation/employers-report](http://safetyservices.ucdavis.edu/programs-and-services/risk-management/copy_of_workers-compensation/employers-report) or at the ANR Environmental Health & Safety website: <http://safety.ucanr.org>.

Investigations shall be conducted by the UCCE County Director or their designee as soon as possible following report of an accident. Investigations should be documented on the UC Employer's Report of Occupational Injury or Illness form (Attachment D). Completed accident/injury investigation reports are maintained at the UCCE County Office by Kate Micheels, Administrative Clerk, Senior.

### Medical Assistance

At this location, first aid supplies are located at Front Office, over mailboxes (location). The location of the nearest doctor and/or medical facility is:

Auburn Sutter Faith Hospital

*(Name of medical facility)*

11815 Education Street, Auburn CA

*(Street Address)*

from E Avenue, right on Third St. right on Richardson, right on Bell, left on HWY 49/Grass Valley Highway, left on Education Street.

*(Directions from this location)*

A map to the nearest medical facility is posted on Safety Bulletin Board.

In the event of death or serious injury or illness (one that requires overnight hospital stay), the supervisor shall immediately notify ANR Environmental Health & Safety and the appropriate ANR Staff or Academic Personnel Unit. The following information should be provided:

- Time and date of accident or illness
- Employers' name, address and telephone number
- Name and job title of person reporting the accident
- Address of site of accident or event
- Name of person to contact at the site of the accident
- Name and address of injured employee(s)
- Nature of injury
- Location where the injured employee(s) was (were) moved
- List and identity of any law enforcement agencies that responded to accident
- Description of the accident and whether the accident scene has been altered

For additional information, see ANR Safety Note #76:

<http://safety.ucanr.org/files/1472.pdf>

## **VII. CORRECTION OF HAZARDS**

Whenever workplace hazards are identified - either as a result of inspections, review of a Hazard Alert, Accident Investigation, or other means – the UCCE County Director will take steps to promptly correct the hazard. If the hazard cannot be corrected immediately, the UCCE County Director will implement interim measures to mitigate employee exposure to the hazardous condition.

Corrective actions may include:

### Administrative Controls

- Training
- Operational procedures
- Other:

### Engineering Controls

- Modifications to physical facilities
- Tools, guards, or supplies
- Other:

### Personal Protective Equipment

- Gloves, protective clothing, eye protection, respiratory protection, etc.
- Other:

Correction of hazards will be documented in writing, either by a notation on an inspection checklist, completion of a Hazard Identification, Evaluation, and Correction Verification form (Attachment C), or other written communication (e-mail or office memorandum). Information on measures taken to correct hazards will be made available to employees.

## **VIII. HEALTH AND SAFETY TRAINING**

At this UC location, a health and safety training program to instruct employees in general safe and healthy work practices and to provide specific instruction with respect to hazards specific to each employee's job is provided to all new employees. An Employee Health & Safety Training Plan and Tracking Form (Attachments A1-A4) or equivalent record will be prepared for each employee, to identify the specific hazards associated with their job duties, the training required, and to serve as their individual training record. The Employee Health & Safety Training Plan and Tracking Form will be reviewed annually or when there are changes to an employee's job duties. Employees are trained when new substances are introduced to the work place that may represent a new hazard or a previously unrecognized hazard. Periodic refresher training will be conducted based on the type of hazard and related regulatory requirements, as defined on the Employee Health & Safety Training Plan and Tracking Form or equivalent record. Training records will be maintained at the UCCE County Office as noted on page 7 and will be made available for review by regulatory agencies upon request.

Supervisors must be knowledgeable of the safety and health hazards to which employees under their immediate direction and control may be exposed.

Employee suggestions concerning health and safety are solicited by:

- Encouraging employees to report workplace hazards by using the Hazard Alert form (Attachment B) or orally at staff meetings.
- Informing employees that the UCCE County Director is available to discuss safety issues.
- Grievance or complaint process.
- Establishing a Safety Committee that will meet at least annually to discuss safety issues and investigate health and safety concerns.
- Other: \_\_\_\_\_

#### **IX. PROGRAM EVALUATION**

The UCCE County Director, or their designee, shall review this program annually and revise/update the program as needed. This review shall be documented in writing, even if no revision is necessary.

This written IIPP is available to all employees and is maintained on file in the office.

#### **ATTACHMENTS**

- A. Employee Health & Safety Training Plan and Tracking Form
  - A1. Office Employee
  - A2. Field Employee
  - A3. Laboratory Employee
  - A4. Operations & Maintenance Employee
- B. Hazard Alert
- C. Hazard Identification, Evaluation and Correction Verification
- D. UC Employer's Report of Occupational Injury or Illness
- E. Emergency Action and Fire Prevention Plan
- F. Periodic Worksite Inspection Checklist
- G. Hazard Communication Program
- H. Heat Illness Prevention