



2025

Injury Illness Prevention Plan Program (IIPP)

Human Resources Department
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INTRODUCTION

The Mt. San Jacinto Community College District (MSJC) has developed the Injury & Illness Prevention Program (IIPP) for all employees to follow in order to maintain a safe and healthy work environment. This document describes the goals and the responsibilities of all employees at all campus locations. The current campus locations are:

San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583

Meniffee Valley Campus
28237 La Piedra Road
Meniffee, CA 92584

Temecula Valley Campus
41888 Motor Car Parkway
Temecula, CA 92591

The IIPP document is divided into the following sections: I. Policy, II. Responsibility, III. Compliance, IV. Hazard Assessment, V. Accident/Exposure Investigation, VI. Hazard Correction, VII. Training, VIII. Communication, IX. Recordkeeping, and X. Heat Injury Illness Prevention Plan. The goal of the IIPP is to eliminate or reduce occupational injuries and illnesses and if an incident occurs, to learn from those in order improve workplace safety in the future. Employees may access the electronic copy of the MSJC IIPP online at <https://msjc.edu/riskmanagement/documents/Injury-Illness-Prevention-Plan-2025.pdf> or request a written copy with Human Resources.

I. POLICY

This IIPP has been developed and implemented as required under the California Code of Regulations Title 8, Section 3203 (*See Appendix A*). MSJC adopted Board Policy 6800 in an effort and commitment to follow these State mandates in order to provide a safe and healthful workplace for all of its employees (*See Appendix B*). The IIPP provides general guidelines on equipment use, safe work practices and safe working conditions. While the environment of each workplace may vary, these basic guidelines should be followed as closely as possible by all employees. Section 3203 of Cal/OSHA regulations also pertains to policies as well as compliance with workplace safety applicable to this Program.

It is intended that this policy always be a work in progress. To that end, the IIPP will be reviewed annually and even more often, when and where immediate changes are needed to ensure a safe working environment and safe work practices.

II. RESPONSIBILITY

Vice President of Human Resources

The ultimate responsibility for establishing and maintaining effective health and safety policies specific to District facilities and operations rests with the Vice President of Human Resources or Executive Cabinet designee. Thereto, the general policies, which govern the activities and responsibilities of the IIPP resides under the Vice President of Human Resources or Executive Cabinet designee.

Administrators and Deans

It is the responsibility of Administrators and Deans to develop procedures which ensure effective compliance with the IIPP as well as any other health and safety policies related to operations under their control.

Directors and Supervisors

Directors and Supervisors are responsible for enforcement of this Program among the employees under their direction by setting acceptable safety policies and procedures for each employee to follow. In addition, each Director

and Supervisor must confirm that safety responsibilities are clearly outlined in the job descriptions that govern the employees under their direction and that appropriate job specific safety training is available and completed.

Supervising others also carries the responsibility for knowing how to safely accomplish the tasks assigned each employee, for budgeting and purchasing appropriate personal protective equipment (PPE), and for evaluating employee compliance with the IIPP. Supervisors have an integral role with the success of IIPP.

The generic responsibilities for Supervisors with the IIPP also include:

1. Taking any reasonable action necessary to prevent injuries where an immediate danger exists.
2. Taking responsibility for the safety of all employees even those not under their supervision but in the supervisor's work area.
3. Ensuring a clean and hazard-free work area.
4. Providing a safety orientation to new employees under their direction.
5. Planning, conducting, and documenting safety evaluations in assigned areas of responsibility.
6. Provide, plan and track specific training for employees.
7. Conducting safety observations.

Employees

It is critical that employees follow the guidelines as outlined in this document, attend training, and to adhere to job specific IIPP protocols.

The generic responsibilities for employees include:

1. Reading and abiding to all of the requirements of the IIPP.
2. Adhering to all safety rules and operating procedures established by the District.
3. Attending to all health and safety trainings pertaining to the college and to specific job duties.
4. Wearing appropriate personal protective equipment (PPE) as required and provided by the District.
5. Inspecting and maintaining equipment for proper and safe operation.
6. Only operating equipment for which proper training and supervisor approval has been established.
7. Reporting any safety hazards or defective equipment immediately to an area supervisor.
8. Immediately reporting all workplace injuries and/or illnesses.

District Safety and Wellness Committee

The responsibility of the District Safety and Wellness Committee is to provide a link of communication between employees and management of the IIPP. In addition, the Committee will monitor the effectiveness of the IIPP and make recommendations to the appropriate parties on how to improve the document and the strategies needed for its effective implementation. The District Safety and Wellness Committee should meet monthly and the agenda of the meeting will consist, in part, of reviewing accidents and injuries, reporting hazardous conditions and reporting the findings of safety evaluations.

Human Resources Department

The Human Resources Department provides leadership and oversight for developing and managing the IIPP and will be responsible for ensuring the IIPP is accessible via the college website. The Human Resources department will review this document annually with information gathered and recommended by the District Safety and Wellness Committee.

III. COMPLIANCE

The District and all its employees are responsible for compliance with the IIPP and with Section 3203 of Cal/OSHA regulations.

District Compliance

MSJC is committed to providing all employees a safe and healthy work environment. The District is also committed to providing all necessary PPE and safety training to employees at no cost. The District maintains an open-door policy allowing all employees to communicate safety concerns. Furthermore, the District is committed to adhering to all federal, state, and local health and safety regulations and will provide full cooperation with any applicable outside agency during the course of any inspection or audit.

Employee Compliance

MSJC believes that employee compliance should be encouraged at every opportunity. By taking a proactive and positive attitude towards safety, everyone can help reduce workplace injury. To that end, employee compliance with all rules and regulations is essential to maintaining a safe and healthy workplace. Employees found to be out of compliance will be subject to retraining and may receive disciplinary action.

MSJC utilizes retraining for employees who do not follow District policies, rules and procedures. In the event an employee violates any safety rule or requires any counseling as a result of unsafe work practices, the District will follow the disciplinary procedures specified in the employee's respective collective bargaining unit agreement. Administrators, Deans, Directors and Supervisors may utilize the following: retraining, verbal counseling, written warnings and other appropriate forms of disciplinary action depending on the severity of, and risks associated with, any violation(s).

Administrators, Deans, Directors and Supervisors will also provide a variety of forms of positive reinforcement or recognition to those employees who demonstrate safe work practices to further promote workplace safety.

IV. HAZARD ASSESSMENT

A health and safety inspection program is essential in order to establish, monitor and enhance safe workplace environments. It is the responsibility of the Vice President of Human Resources, working with the Director of Regulatory Compliance to ensure that appropriate college-wide safety inspections are conducted periodically.

Scheduled Safety Inspections

Annual inspections will be performed on all campus areas. Semi-annual inspections will be performed of all potentially hazardous areas such as shops, cafeterias, warehouses, gymnasiums, labs, and alike. Any workplace hazards revealed will be documented, assessed, and corrected in a timely manner depending on the relative risk to employees, students, or visitors. All inspections will be documented. With prior supervisor approval, inspection reports may be modified or supplanted where needed for specialized workplace environments. Inspections will occur district-wide and cover any and all workplace areas.

Unscheduled Safety Inspections

Additional safety inspections will be conducted whenever new equipment or changes in procedures are introduced into the workplace that may present potential safety concerns. The Maintenance & Operations (M&O) Department will conduct periodic unscheduled safety inspections of all potentially hazardous areas to assist in the maintenance of a safe workplace.

V. ACCIDENT/EXPOSURE INVESTIGATION

Safety reviews will be conducted when occupational accidents occur to identify and correct hazards that may have contributed to the accident/exposure. Administrators, Deans, Directors and Supervisors will investigate all accidents, injuries, occupational illnesses and near-miss incidents to identify the root cause of any incident. Any corrective action, including appropriate repairs or procedural changes, will be implemented promptly to correct the hazards associated in these incidents. A Supervisor's Accident Investigation Report must be completed for every accident/exposure that occurs on District property involving the injury or illness of a District employee (*See Appendix C*).

Additionally, workers' compensation forms may need to be completed. Any questions about the workers' compensation process or the forms for completion, please contact Human Resources (See Appendix D for contact information and references).

ACCIDENT/EXPOSURE INVESTIGATION

It is the responsibility of the immediate supervisor to investigate all injuries or near misses and report on the District's Accident Investigation form. Supervisors will retain a copy and supply a copy to the Risk Management Department.

Supervisors will visit the accident/exposure scene as soon as possible once the report of injury or near miss is received. This will allow the supervisor to evaluate and report the scene of the accident/exposure before any alterations to the scene can be made and allows the supervisor to be visible and available to employees in area.

- **Interview injured workers and witnesses**
Several points of view may be helpful in determining the actual cause of an accident/exposure. Always include statements in the accident investigation report.
- **Examine the workplace for factors associated with the accident/exposure**
It is essential to inspect the scene of the accident/exposure to determine if any hazards are present that may cause future accidents.
- **Determine the cause of the accident/exposure**
Understanding the root cause of an accident/exposure will allow management to prevent similar accidents from recurring. Determining the root cause may be a difficult or arduous task. A diligent, honest and impersonal investigation will allow management to understand the root cause.
- **Take corrective action to prevent the accident/exposure from recurring**
Documenting the findings and corrective actions taken by completing the Supervisor's Accident Investigation form. Attach all necessary information to the accident investigation report.
- **Complete the Accident Investigation Report**

VI. HAZARD CORRECTION

All hazards identified will be promptly investigated and alternate procedures implemented as indicated. The District recognizes that hazards range from those of relatively low risk to imminent dangers. Likewise, corrective actions or plans are implemented according to relative risk and include appropriate timetables for completion. Hazard correction is the responsibility of the Administrator working in conjunction with the Director of Regulatory Compliance.

VII. TRAINING

Effective dissemination of safety information lies at the very heart of a successful any IIPP. All employees must be trained in general safe work practices. In addition, specific instruction with respect to hazards unique to each

employee's job assignment will be provided. All new employees of MSJC are scheduled to attend a new hire orientation. The trainings offered will be documented and placed in the employee's personnel file. Safety training will be conducted both in person and through other appropriate outside sources such as Cornerstone through Professional Development. Listed below is a snapshot of safety training offered to employees (additional training is available):

- Bloodborne Pathogens
- Hazard Communication (SDS)
- Heat Illness Prevention
- Injury & Illness Prevention Program (IIPP)
- Slips, Trips, and Falls
- Workplace Violence: Awareness and Prevention

Job specific training, at a minimum, entail how to use workplace equipment, safe handling of hazardous materials and use of PPE. Training must be completed before beginning to work on an assigned piece of equipment and whenever new hazards or changes in procedures are implemented.

The Vice President of Human Resources or designee, is responsible for providing Administrators, Deans, Directors and Supervisors with the training necessary to familiarize themselves with the safety and health hazards their employees might find themselves exposed to. It is the responsibility of each Administrator, Dean, Director and Supervisor to make themselves aware of this training opportunity to be familiar with the hazards related to their employee's job tasks.

Directors and Supervisors will ensure that employees are trained whenever new substances, processes, procedures or equipment are introduced to the workplace which may create new hazards and when hazards are brought to a supervisor's attention.

All training will be documented and kept in employee files. The Employee Training Record Form is an example of what may be used for this purpose (*See Appendix E*).

VIII. COMMUNICATION

Effective two-way communication, which involves employee input on matters of workplace safety, is essential to maintaining an effective IIPP. To foster better communication, the following guidelines will be implemented:

Administrators, Deans, Directors and Supervisors will provide time at periodic staff meetings to discuss safety topics. Status reports will be given on safety inspections, hazard correction projects, and accident/exposure investigation results, as well as feedback to previous employee suggestions. Employees will be encouraged to participate and give suggestions.

Additional communication methods to be used as a way to dispense important information will be done through posters, meetings, manuals, newsletters, bulletins and warning labels.

Employees are encouraged to bring to the District's attention any potential health or safety hazard that may exist in the workplace. This can be done by simply alerting the Supervisor, the Maintenance and Operations Director, the Vice President of Human Resources or the Director of Regulatory Compliance. Employees may submit a work order for hazards on property, such as a crack in the sidewalk creating a trip hazard, or door locks not working properly. Work orders may be done by any employee via <https://support.msjc.edu/support/home>. Supervisors will follow up on all on these safety concerns and use effective two-way communication with all interested parties to correct the potential hazard to workplace safety.

IX. RECORDKEEPING

Many standards and regulations of Cal/OSHA contain requirements for the maintenance and retention of records for occupational injuries and illnesses, medical surveillance, exposure monitoring, inspections, and other activities relevant to occupational health and safety. To comply with these regulations, as well as to demonstrate that the critical elements of the IIPP are being implemented, the District will keep on file copies of all accident/exposure investigations and Safety and Wellness Committee meeting agendas for a period of no less than five years. Training documents are to be kept on file for at least one year (or sometimes longer).

The District will ensure that these files are available to Cal/OSHA or other appropriate regulatory agency representatives upon request. A review of these records will be conducted by Risk Management personnel during routine inspections to confirm compliance with the Program.

X. HEAT INJURY AND ILLNESS PREVENTION PLAN

RESPONSIBILITY

The Vice President of Human Resources has overall authority and responsibility for implementing the provisions of this program in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the Heat Illness Prevention Program in their assigned work areas and for ensuring workers receive answers to questions about the procedures in a language they understand.

All workers are responsible for using safe work practices; following all directives, policies, and procedures; and assisting in maintaining a safe work environment.

HYDRATION

Hydration as a continuous process and should not be delayed until thirst sets in. It is important to take breaks often during high temperature days and physical exertion and to drink often during those breaks.

Employees shall have access to potable drinking water, including but not limited to the requirements that it be fresh, pure, suitably cool, and free of charge. Refillable water stations are available at all three campuses including San Jacinto, Menifee Valley, and Temecula Valley campuses. Employees will be allowed to take frequent breaks especially if any early warning signs start to show up such as a headache or thirst.

For outdoor workers, supervisors will ensure that the water is fresh, pure, and suitably cool and located as close as practical where the employees are working. Supervisor will visually examine water for 5-gallon portable coolers for outdoor workers. Water from non-approved or non-tested water sources (e.g., untested wells) is not acceptable.

During hot weather or high indoor heat work conditions, the water will be cooler than the ambient temperature, but not so cool as to cause discomfort. Workers will be reminded and encouraged to frequently consume small quantities of water throughout their shift. Supervisors will check in with team members to encourage and remind staff to drink water during the work day.

For outdoor work locations, when the temperature equals or exceeds 95 degrees Fahrenheit, or during a heat wave, pre-shift meetings will be conducted before the commencement of work to both encourage workers to drink plenty of water and to remind workers of their right to take a cool-down rest when necessary. Additionally, the number of water breaks will be increased.

PROCEDURES

Procedures for Access to Shade for Outdoor Places of Employment

Shade will be as close as practicable to workers when outdoor temperature equal or exceeds 80 degrees Fahrenheit. When the temperature is below 80°F, access to shade will be provided promptly, when requested by any worker. Shade sources may include shade structures (pop-up tent, umbrella, or canopies).

Note: The interior of a vehicle will not be used to provide shade unless the vehicle has a working air conditioner and is cooled down ahead of time.

Enough shade will be available at the site to accommodate all of the workers who are on a break at any point in time. During meal periods, there will be enough shade for all workers who choose to remain in areas designated for recovery and rest periods.

Workers will be informed of the location of the shade and will be encouraged to take a five-minute cool-down rest in the shade. Such access will be permitted at all times. A worker who takes a preventative cool-down rest break will be monitored, encouraged to remain in the shade, and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs and symptoms of heat illness have abated, and in no event less than 5 minutes in addition to the time needed to access the shade. *See the section on Emergency Response for additional information.*

As crews move, shade structures will be relocated to be placed as close as practicable to the workers so that access to shade is provided at all times. To ensure this is done, the supervisor will be responsible for moving the shade structures in each location or crew. All workers on a recovery, rest break, or a meal period will have full access to shade so they can sit in a normal posture without having to be in physical contact with each other.

In situations where it is not safe or feasible to provide access to shade (e.g., during high winds), the unsafe or unfeasible conditions will be documented, and alternative procedures will be used to provide access to shade that provides equivalent protection. The alternative procedure will be scheduled work done indoors.

Procedures for Access to Cool-Down Areas for Indoor Places of Employment

Cool-down areas will be located at each campuses Student Center/Café. The temperature in the indoor cool-down areas will be maintained at less than 82 degrees Fahrenheit by use of air-conditioned rooms.

The cool-down area will be available at the site to accommodate all of the workers who are on a break at any point in time and will be large enough so that all workers on break can sit in a normal posture fully in the cool-down area without having to be in physical contact with each other. To ensure this, we ensure the appropriate number of seating is available for work crews.

Workers will be informed of the location of the cool-down area(s) and will be encouraged and allowed to take cool-down breaks in the cool-down area whenever they feel they need a break. A worker who takes a preventative cool-down rest break will be monitored and asked if they are experiencing symptoms of heat illness. In no case will the worker be ordered back to work until signs or symptoms of heat illness have abated (*see the section on Emergency Response for additional information*). If a worker exhibits signs or symptoms of heat illness while on a preventative cool-down rest, then appropriate first aid or emergency response will be provided. Preventative cool-down rest periods will be at least 5 minutes, in addition to the time needed to access the cool-down area.

TEMPERATURE ASSESSMENT / WEATHER MONITORING

Monitoring the Weather for Outdoor Places of Employment

The supervisor will be trained and instructed to check the extended weather forecast in advance. Weather forecasts will be checked with the aid of the internet (<http://www.nws.noaa.gov/>). The work schedule will be planned in advance, taking into consideration whether high temperatures or a heat wave is expected. Advance planning should take place whenever the temperature is expected to reach 70 degrees Fahrenheit or higher.

Prior to each workday, the supervisor will monitor the weather at the worksite by the method described above. This critical weather information will be taken into consideration to evaluate the risk level for heat illness and when it will be necessary to make modifications to the work schedule (e.g., stopping work early, rescheduling the job, increasing the number of water and rest breaks).

The supervisor will use a thermometer throughout the job site and throughout the work shift to monitor for an increase in outdoor temperature and to ensure that once the temperature exceeds 80 degrees Fahrenheit, shade structures will be opened and made available to the workers. In addition, when the temperature equals or exceeds 95 degrees Fahrenheit, additional preventive measures, such as high-heat procedures, will be implemented. *See the high-heat procedures section for additional information.*

Temperature Assessment for Indoor Places of Employment

A thermometer will be used throughout the workplace to monitor temperature or heat index. Monitoring instruments will be maintained according to manufacturer's recommendations and the instruments used to measure the heat index shall be based on the heat index chart in Appendix A of Section 3396. The locations for the temperature measurements will be:

- San Jacinto Campus – Student Center/Cafeteria, Building 1100
- Menifee Valley Campus – Student Center/Cafeteria, Building 700
- Temecula Valley Campus – Student Center/Cafeteria, 1st Floor

The temperature or heat index will be measured and recorded by the Director of Maintenance and Operations at each campus. Workers and/or their union representatives will be actively involved in the planning, conducting, and recording of measurements of temperature or heat index.

Employees and/or their union representatives may contact the Director of Regulatory Compliance to participate in the planning, conducting, and recording of the temperature or heat index measurements. Records of the temperature or heat index measurements, whichever value is greater, will be retained for 1 year or until the next measurements are taken, whichever is later, and made available at the Human Resources, Risk Management office to workers or designated representatives upon request. The records will include the date, time, and specific location of all measurements.

Initial temperature or heat index measurements shall be taken where workers work and at times during the work shift when worker exposures are expected to be the greatest and when it is suspected to equal or exceed 82 degrees Fahrenheit. Measurements will be taken again when they are reasonably expected to be 10 degrees Fahrenheit or more above the previous measurements where workers work and at times during the work shift when worker exposures are expected to be the greatest.

Workers and/or their union representatives will be actively involved in identifying and evaluating other environmental risk factors for heat illness that may exist in the workplace. Workers may contact the Human Resources, Risk Management office to communicate identification of any other environmental risk factors for heat illness. Risk Management will review and evaluate any and all possible solutions to prevent heat illness.

CONTROL MEASURES – INDOOR

Control measures will be implemented when either of the following occurs at indoor places of employment:

- Indoor temperature or heat index is 87 degrees Fahrenheit or higher.
- Indoor temperature is 82 degrees Fahrenheit or higher and workers are either:
 - Wearing clothing that restricts heat removal or
 - Working in an area with high radiant heat.

Feasible engineering controls will be implemented first to reduce the temperature and heat index to below 87°F (*or temperature to below 82°F for workers working in clothing that restricts heat removal or working in high radiant heat areas*). Administrative controls will be added if feasible engineering controls are not enough to comply with the standard.

The following engineering controls will be implemented to lower the indoor temperature, heat index, or both to the lowest possible level. These controls help make the work environment cooler or create a barrier between the worker and the heat:

- Cooling fans or air conditioning
- Increased natural ventilation, such as open windows and doors when the outdoor temperature or heat index is lower than the indoor temperature and heat index
- Insulating/isolating heat sources from workers, or isolating workers from heat source
- Evaporative coolers
- Dehumidifiers

The following administrative controls will be implemented once all feasible engineering controls have been implemented. These controls are modified work practices that can reduce heat exposure by adjusting work procedures, practices, or schedules:

- Modify work schedules and activities to times of the day when the temperature is cooler or schedule shorter shifts, especially during heat waves. Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days.
- Rotate job functions among workers to help minimize exertion and heat exposure. If workers must be in proximity to heat sources, mark them clearly, so they are aware of the hazards.
- Require workers to work in pairs or groups during extreme heat so they can monitor each other for signs of heat illness.

HIGH HEAT PROCEDURES – OUTDOOR

High-Heat Procedures are additional preventive measures that this company will use when the temperature equals or exceeds 95 degrees Fahrenheit in outdoor places of employment.

During high heat periods, effective communication by voice, direct observation, or buddy system will be maintained so that workers at the worksite can contact a supervisor when necessary. If the supervisor is unable to be near the workers (to observe them or communicate with them), then cell phone, text, or two-way radios will be used.

Frequent communication will be maintained with workers working by themselves or in smaller groups by cell phone, text, or two-way radios to be on the lookout for possible symptoms of heat illness. The worker(s) will be contacted regularly and as frequently as possible throughout the day since a worker in distress may not be able to summon help on their own.

Effective communication and direct observation for alertness and signs and symptoms of heat illness will be conducted frequently. When the supervisor is not available, an alternate responsible person will be designated by the supervisor ahead of time. The responsible person must be assigned to observe and look for signs and symptoms of heat illness. The site supervisor will be the designated alternate responsible person. If a supervisor, designated responsible person, or any worker reports any signs or symptoms of heat illness in any worker, the supervisor or designated person will take immediate action commensurate with the severity of the illness (*see Emergency Response Procedures*).

Workers will be reminded throughout the work shift to drink plenty of water and take preventative cool down rest breaks when needed. Supervisors will verbally encourage and remind employees to drink water via verbal notification, text message, or another audible device.

Pre-shift meetings will be held before the commencement of work to review the high-heat procedures, encourage workers to drink plenty of water, and remind workers of their right to take a cool-down rest when necessary.

Procedures for Handling a Heat Wave for Outdoor Places of Employment

Heat wave means any day in which the predicted high temperature for the day will be at least 80 degrees Fahrenheit and at least 10 degrees Fahrenheit higher than the average high daily temperature in the preceding five days.

- During a heat wave, all workers will be closely observed by a supervisor or designee. Regular communication in which workers are encouraged to communicate with their supervisor and their coworkers about how they are feeling and include any symptoms they may be experiencing.
- During a heat wave or heat spike, the workday will be cut short or rescheduled.
- During a heat wave or heat spike and before starting work, tailgate meetings will be held to review the Heat Illness Prevention Procedures, the weather forecast, and emergency response procedures. Workers will be provided with an increased number of water and rest breaks and observed closely for signs and symptoms of heat illness.
- Each worker will be assigned a “buddy” to be on the lookout for signs and symptoms of heat illness and to ensure that emergency procedures are initiated when someone displays possible signs or symptoms of heat illness.

ACCLIMATIZATION

Acclimatization is a process by which the body adjusts to increased heat exposure. The body needs time to adapt when working in hotter environments and this may take hours to several days depending on the employee and the particular day. Inadequate acclimatization can be significantly more perilous in conditions of high heat and physical stress. The following are additional protective procedures that will be implemented when conditions result in sudden exposure to heat that workers are not accustomed to:

- The weather will be monitored daily. The supervisor will be on the lookout for heat waves, heat spikes, or temperatures to which workers haven’t been exposed for several weeks or longer.
- New workers and those who have been newly assigned to a high-heat area will be closely observed by the supervisor or designee for the first 14 days. Supervisor will provide close visual observation and regular communication with workers about how they are feeling and any symptoms they may be experiencing.
- The intensity of the work will be lessened during a two-week break-in period by using procedures such as scheduling slower paced, less physically demanding work during the hot parts of the day and the heaviest work activities during the cooler parts of the day (early morning or evening). Steps taken to

lessen the intensity of the workload for new workers will be documented.

- For indoor work areas, this 14-day observation period applies when the temperature or heat index equals or exceeds 87 degrees Fahrenheit, or when the temperature or heat index equals or exceeds 82 degrees Fahrenheit when a worker wears clothing that restricts heat removal or when a worker works in a high radiant heat area.
- Workers and supervisors will be trained in the importance of acclimatization, how it is developed, and how these company procedures address it.

EMERGENCY RESPONSE

Effective means of bringing emergency services to the worker in need, or the worker in need to emergency services will be ensured by:

- **Call 911 in an emergency**
- Call Campus Safety at 951-639-5188 to report incident and request emergency services

For outdoor and indoor places of employment, workers will be provided a map of the worksite, also available online at <https://msjc.edu/locations/> that will allow them to give clear and precise directions to the worksite to avoid a delay of emergency medical service.

Effective communication will be ensured by voice, direct observation, buddy system, or electronic means, such as cell phone, text, or two-way radio and will be maintained so that workers can contact a supervisor when necessary. If the supervisor is unable to be near the workers (*to observe them or communicate with them*), then cell phone, text, or two-way radio may be used.

Appropriately trained and equipped personnel will be made available at the site to render first aid. **Contact Campus Safety at 951-639-5188 for first aid.** Workers may participate in Basic Life Support (BLS) training for certification, offered by the Risk Management office.

Determinations will be made if there is a language barrier present in the workplace that might inhibit the calling of emergency services. The measures will be taken to ensure emergency services can be promptly called to include communication when language barriers may be present, such as designating an English-speaking coworker on site.

To ensure that emergency medical services can be called, all supervisors will have access to or carry communication devices, such as cell phone or text. **Supervisors may call 911 in an emergency** or Campus Safety at 951-639-5188 for first aid. These communication devices will be checked prior to each shift to ensure that they are functional.

When a worker shows signs or symptoms of severe heat illness, emergency medical services will be called (Dial 911), and steps will immediately be taken to keep the stricken worker cool and comfortable to prevent the progression to more serious illness. Under no circumstances will the affected worker be left unattended.

During a heat wave, heat spike, or hot temperatures, workers will be reminded and encouraged to immediately report to their supervisor any signs or symptoms they are experiencing. Workers and supervisors will be trained in these written procedures for emergency response.

Procedures for Handling a Sick Worker

When a worker displays possible signs or symptoms of heat illness, a trained first aid worker or supervisor will evaluate the sick worker and determine whether resting in the shade or cool down area drinking cool water will

suffice or if emergency service providers will need to be called. A sick worker will not be left alone in the shade or cool down area as their condition could take a turn for the worse.

When a worker displays possible signs or symptoms of heat illness and no trained first aid worker or supervisor is available at the site, Dial 911. Emergency service providers will be immediately called. Employees will also call Campus Safety at 951-639-5188 to report that emergency services are on their way.

Emergency service providers will be called immediately if a worker displays signs or symptoms of severe heat illness:

- Decreased level of consciousness
- Staggering
- Vomiting
- Disorientation
- Irrational behavior
- Incoherent speech
- Convulsions
- Red and hot face
- Does not look okay
- Does not get better after drinking cool water and resting in the shade

While the ambulance is en route, first aid will be initiated (e.g., cool the worker by placing the worker in the shade, removing excess layers of clothing, placing ice packs in the armpits and groin area, and fan the victim). We will not let a sick worker go home, because even if they start to feel better, their condition could worsen, and they may die before reaching a hospital.

If a worker displays signs or symptoms of severe heat illness (e.g. decreased level of consciousness, staggering, vomiting, disorientation, irrational behavior, incoherent speech, convulsions, red and hot face) emergency service providers will be called (Dial 911), the signs and symptoms of the victim will be communicated to them, and an ambulance will be requested.

TRAINING

To be effective, training must be understood by workers. Therefore, it must be given in a language and vocabulary the workers understand. Training records will be maintained and will include the date of the training, who performed the training, who attended the training, and the subject(s) covered. Training records will be maintained by Human Resources, Risk Management office.

1. Supervisors will be trained prior to being assigned to supervise other workers. Training will include MSJC's written procedures and the steps supervisors will follow when workers exhibit symptoms consistent with heat illness.
2. Supervisors and workers will be trained as it is MSJC's responsibility to provide water, access to cool-down areas or shade, preventative cool-down rests, and first aid, as well as the workers' right to exercise their rights under this standard without retaliation.
3. Supervisors and workers will be trained in appropriate first aid and/or emergency response to different types of heat illness and made aware that heat illness may progress quickly from mild signs and symptoms to a serious, life-threatening illness.
4. Supervisors will be trained on how to track the weather at the job site (by monitoring predicted temperature or heat index highs and periodically using a thermometer). Supervisors will be instructed on how weather information will be used to modify work schedules, increase the number of water and rest breaks, or cease work early if necessary.

5. All workers and supervisors will be trained prior to working. Training will include all aspects of implementing this company's written procedures, including access to sufficient water and shade or cool-down areas, cool down rests, high-heat procedures, emergency response procedures, control measures, importance of frequent consumption of water, different types of heat illness, common signs and symptoms of heat illness, and acclimatization procedures. Workers and supervisors will also be trained on the environmental and personal risk factors of heat illness, as well as the burden of heat load on the body caused by exertion, clothing, and personal protective equipment. The importance of immediately reporting signs and symptoms of heat illness will be especially emphasized.
6. In addition to initial training, workers will be retrained annually.
7. Workers will be trained on the steps for contacting emergency medical services, including how they are to proceed when there are non-English speaking workers, how clear and precise directions to the site will be provided, how to transport ill workers to a point where they can be reached by an emergency responder, and the importance of making visual contact with emergency responders at the nearest road or landmark to direct them to their worksite, if necessary.
8. New workers will be assigned a "buddy," or experienced co-worker, to ensure that they understand the training and follow company procedures.

APPENDIX A

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Subchapter 7. General Industry Safety Orders

Group 1. General Physical Conditions and Structures Orders

Introduction

§3203. Injury and Illness Prevention Program.

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

- (1) Identify the person or persons with authority and responsibility for implementing the Program.
- (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

Exception: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

- (4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards:

(A) When the Program is first established;

Exception: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

Exception: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(8) Allow employee access to the Program.

(A) As used in this subsection:

1. The term “access” means the right and opportunity to examine and receive a copy.

2. The term “designated representative” means any individual or organization to whom an employee gives written authorization to exercise a right of access. A recognized or certified collective bargaining agent shall be treated automatically as a designated representative for the purpose of access to the Program.

3. The term “written authorization” means a request provided to the employer containing the following information:

- a. The name and signature of the employee authorizing a designated representative to access the Program on the employee's behalf;
- b. The date of the request;
- c. The name of the designated representative (individual or organization) authorized to receive the Program on the employee's behalf; and
- d. The date upon which the written authorization will expire (if less than one (1) year).

(B) The employer shall provide access to the Program by doing one of the following:

1. Provide access in a reasonable time, place, and manner, but in no event later than five (5) business days after the request for access is received from an employee or designated representative.

a. Whenever an employee or designated representative requests a copy of the Program, the employer shall provide the requester a printed copy of the Program, unless the employee or designated representative agrees to receive an electronic copy of the Program.

b. One printed copy of the Program shall be provided free of charge. If the employee or designated representative requests additional copies of the Program within one (1) year of the previous request and the Program has not been updated with new information since the prior copy was provided, the employer may charge reasonable, non-discriminatory reproduction costs (per Section 3204(e)(1) (E)) for the additional copies. or,

2. Provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the Program. Unobstructed access means that the employee, as part of his or her regular work duties, predictably and routinely uses the electronic means to communicate with management or coworkers.

(C) The Program provided to the employee or designated representative need not include any of the records of the steps taken to implement and maintain the written Program.

(D) If an employer has distinctly different and separate operations with distinctly separate and different Programs, the employer may limit access to the Program (or Programs) applicable to the employee requesting it.

(E) The employer shall communicate the right and procedure to access the Program to all employees.

(F) Nothing in this section is intended to preclude employees and collective bargaining agents from collectively bargaining to obtain access to information in addition to that available under this section.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

Exception: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

EXCEPTION NO. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if

the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

- (1) Meets regularly, but not less than quarterly;
- (2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;
- (3) Reviews results of the periodic, scheduled worksite inspections;
- (4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;
- (5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;
- (6) Submits recommendations to assist in the evaluation of employee safety suggestions; and
- (7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

Note: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).

5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), Exception No. 1, new Exception No. 3 through Exception No. 4, Note2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).
8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).
9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).
10. Editorial correction of subsection (a)(4) (Register 2002, No. 46).
11. New subsections (a)(8)-(a)(8)(F) filed 3-3-2020; operative 7-1-2020 (Register 2020, No. 10).

APPENDIX B



Book	Board Policies
Section	Chapter 6 - Finance & Administrative Services
Title	Occupational Safety
Code	BP 6800
Status	Active
Legal	49 Code of Federal Regulations Parts 40 and 655 29 Code of Federal Regulations Part 1910.101 et seq.; Title 8 Section 3203; Government Code Section 7597.1;
Adopted	July 6, 2023
Last Revised	February 8, 2024
Last Reviewed	June 25, 2025
Prior Revised Dates	2/8/2024

The Vice President of Human Resources or designee shall establish administrative procedures to ensure the safety of employees and students on District sites including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco on all public grounds.

Also see AP/BP 3508 Campus Security, AP/BP 3505 Emergency Response Plan, AP/BP 3570 No Smoking and Tobacco Free Campus, AP 6850 Hazardous Materials, AP 7343 Industrial Accidents and Illness, and AP/BP 3510 Workplace Violence.

SUPERVISOR STATEMENT OF OCCUPATIONAL INJURY OR ILLNESS

Department/School Site: _____

Name of injured employee: _____

Occupation: _____

Date of injury or illness: _____ Time: _____ AM _____ PM _____

Was medical treatment offered? Yes _____ No _____ Was treatment refused? Yes _____ No X _____

Was employee given a claim form? Yes _____ No _____

What type of medical treatment was given?

First aid _____ Paramedics _____ Emergency room _____
Hospitalization _____ Clinic _____ Authorized _____

Was employee required to leave work due to this injury or illness? Yes _____ No _____
Date _____

Has employee returned to work? Yes _____ returned: _____ No, still off work _____

Date last worked _____

Name of person to whom the injury or illness was reported: _____

Timeliness of reporting: If the accident was not reported immediately, why not?

Location where accident or exposure occurred: _____

Was the injury or exposure witnessed? Yes _____ No _____

WITNESS INFORMATION

Name: _____ Name: _____

Address: _____ Address: _____

City/State/Zip: _____ City/State/Zip: _____

Telephone: _____ Telephone: _____

Body part injured (check all that apply and indicate left and/or right):

☐ Head	☐ Upper back	☐ Finger (which?)	☐ Ankle
☐ Face	☐ Lower back	☐ Upper leg	☐ Foot
☐ Eye	☐ Arm	☐ Lower leg	☐ Toe (which?)
☐ Neck	☐ Wrist	☐ Knee	☐ Other _____

Nature of injury or illness:

☐ Scrape	☐ Burn	☐ Fracture	☐ Cold-related problem
☐ Cut	☐ Sprain/strain	☐ Skin problem	☐ Loss of consciousness
☐ Puncture	☐ Foreign body	☐ Chemical-related problem	☐ Respiratory
☐ Bruise	☐ Poisoning	☐ Heat-related problem	☐ Other _____

What was employee doing at the time of injury or exposure?

Person, object or substance that directly injured employee: _____

Check any of the following unsafe actions which apply:

☐ Haste/unsafe speed	☐ Improper procedure	☐ Unsafe lifting
☐ Not authorized	☐ Unsafe equipment usage	☐ Unsafe position
☐ Disregard of instructions	☐ Defective equipment/tools	☐ Running/jumping
☐ Lack of knowledge/skill/training	☐ Inattention	☐ Poor Housekeeping
☐ Failure to use proper equipment	☐ Assault	☐ Act of other
☐ Inadequate protective gear	☐ Horseplay	☐ Physical handicap
☐ Carelessness	☐ Alcohol/drugs	☐ Other _____

☐ I know the injury occurred on duty.

☐ I have no specific knowledge that the injury occurred on duty.

What steps have been taken or recommended to prevent a recurrence?

Comments:

Supervisor's signature: _____ Date: _____

APPENDIX D

IN THE EVENT OF A WORKPLACE INJURY *EN CASO DE UNA LESIÓN EN EL LUGAR DE TRABAJO*



STEP 1

Injured Employee Notifies Supervisor of Incident.

Empleado lesionado notifica a su Supervisor del incidente.

If this is a life or limb threatening injury immediately call 911.

Si se trata de una lesión que amenaza la vida o una extremidad, llame inmediatamente al 911.

STEP 2

Injured Employee Immediately Call S1 Medical Nurse Triage.

Supervisor & empleado lesionado llamen inmediatamente a S1 Medical Nurse Triage.

1-833-691-9022

STEP 3

S1 Medical Nurse Triage gathers pertinent information and guides the Injured Employee to appropriate care.

S1 Medical Nurse Triage recopila información pertinente y guía al empleado lesionado a atención adecuada.

STEP 4

S1 Medical Nurse Triage immediately notifies Medical Facility if injured employee is arriving and sends Incident Reports to employer.

S1 Medical Nurse Triage inmediatamente notifica al centro médico si el empleado lesionado está por llegar y envía informes de incidente al empleador.

IMPORTANT

Please call S1 Medical Nurse Triage prior to seeking any treatment for non-life threatening emergencies and before leaving the job site when possible.

IMPORTANTE

Por favor llame a S1 Medical Nurse Triage antes de procurar tratamiento para emergencias que no constituyan una amenaza a la vida y antes de abandonar el lugar de trabajo cuando sea posible.



CALL **24-HOURS**
LLAME **LAS 24 HORAS**

APPENDIX E

EMPLOYEE TRAINING RECORD

[illegible]