

INJURY & ILLNESS PREVENTION PROGRAM

For Compliance with:
California Code of Regulations,
Title 8
General Industry Safety Orders
Section 3203

California State University
Long Beach

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January 2007*

*Office of
Safety, Risk Management and Information Security*

Injury and Illness Prevention Program

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CSULB IIPP Program Description

In 1973, the state of California adopted its own safety and health program, as permitted by the federal Occupational Safety and Health Act (OSHA) of 1970. The California Department of Industrial Relations, Department of Occupational Safety and Health (Cal-OSHA) establishes comprehensive occupational safety and health regulations that protect the working women and men of California. Title 8 of the California Code of Regulations (CCR) mandates that all California employers develop an Injury and Illness Prevention Program (IIPP). The IIPP must detail the means and methods each employer will use to ensure the safety and health of its employees. This IIPP requirement is unique to California; there is no analog regulation in the federal standard. As such, the working men and women of California enjoy the unique protection and benefits required by this regulation. California State University, Long Beach (CSULB) maintains its IIPP in full compliance with state requirements. The University also seeks to ensure that all of our employees and contractors are cognizant of the requirements of this regulation and that their health and safety is protected by this program.

Injury and Illness Prevention Program Scope

The CSULB Injury and Illness Prevention Program (IIPP) is the capstone program for ensuring that employees of CSULB have working conditions that are safe and healthy. As required by California regulation, all other safety programs and required training are governed by the principles set forth in the CSULB IIPP. Training and inspection requirements for other enforcing agencies and/or certifying entities shall be harmonized to ensure compliance with California requirements and the requirements of the CSULB IIPP.

Policy Statement

It is the policy of CSULB to provide a safe and healthy campus environment for faculty, staff, students, and the public. To help achieve this goal, the university will promote a comprehensive IIPP that integrates a cooperative effort of the whole campus community to identify and eliminate unsafe conditions/ practices, to control health hazards, and to comply fully with all applicable safety and health regulations.

The President of CSULB is ultimately responsible maintaining a safe and healthy campus environment. As delegated by the President, CSULB employees are responsible for developing, implementing, enforcing and maintaining the University's IIPP. CSULB deans, directors, department chairs, managers, and supervisors shall take a leadership role in ensuring the program's effectiveness through developing the proper safety culture for those they supervise and ensuring that all operations under their control are conducted in compliance with applicable regulations and university policy. Additionally, each employee is responsible for preventing workplace injuries/illnesses by continuously performing their job duties consistent with university safety program requirements.

The CSULB IIPP provides the framework and context for the University's overall health and safety program, and establishes the University's commitment to a campus culture that creates a safe and healthy environment for our faculty, staff, students, contractors, and visitors.

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I. Responsibility

- Gary Pons, Assistant Director of Safety, Risk Management and Information Security, as delegated by the University President, is responsible for the implementation and management of the CSULB Injury and Illness Prevention Program (IIPP). In this respect he is responsible for ensuring the Office of Safety, Risk Management and Information Security (SRMIS) shall:
 - 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.
 - Maintain 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.
 - Conduct at least an annual review of this document and make the current revision available on the SRMIS web site.
- Deans and Directors shall:

Develop procedures that ensure effective compliance with the IIPP, as well as other university health and safety policies related to operations under their control.
- Managers and supervisors shall:
 - Develop and maintain area specific safety procedures.
 - Establish clearly outlined safety responsibilities in the job descriptions that govern their employees.

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- Conduct and document preliminary investigations of all reported industrial injuries and illnesses.
- Provide and document general and job specific safety training.
- Maintain current Material Safety Data Sheets (MSDS), either in hard copy or electronic form, for all hazardous materials used in their specific departments.
- Ensure that all hazardous materials are properly labeled, stored and, as appropriate, identified for disposal.
- Conduct and document periodic safety inspections of facilities, equipment and projects to identify unsafe conditions and practices.
- Initiate disciplinary action, as defined in the applicable employee Memorandum of Understanding (MOU), to employees who fail or refuse to follow established university safety program requirements.
- Ensure that all employees are provided with appropriate personal protective equipment (PPE) and are trained on the proper use and maintenance of such equipment.
- Ensure that all employees receive specific and periodic medical examinations that are applicable for their job description and meet mandated federal and state regulations.
- Maintain safety and health records including, but not limited to periodic inspections, accident investigations, corrective action documents and disciplinary documents consistent with the requirements of this document.
- Employees and students shall:
 - Implement established safe work practices at all times while performing their duties. This also includes accountability for using any issued PPE for protection against identified hazards.
 - Comply with all applicable university safety and health policies and regulations.
 - Report all unsafe conditions, when observed and without fear of reprisal, to their immediate supervisor, the SRMIS office or University Police.
- College of Natural Science and Mathematics (CNSM) Safety Department staff shall:

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- Ensure that all of the regulatory and program requirements detailed in this document and CNSM Safety Program Manual are met.
- Perform the duties and meet the regulatory requirements as the university's radiation safety officer, laser safety officer and biological safety officer.
- University Police Department staff shall:
 - Ensure that any work-related injury or illness to which they are a responder, resulting in hospitalization or death is verbally reported to the Assistant Director of SRMIS within 8 hours of its occurrence (See Accident Investigation Section).

II. Adherence to Health and Safety Policies and Procedures.

- Campus managers and supervisors are responsible for the development of written policies and procedures related to:
 - Department safety and health requirements in subject areas including PPE, employee conduct, emergency exit procedures, etc.
 - Task specific procedures that include mandatory safety requirements.

SRMIS shall be consulted prior to the establishment of any written policy or procedure regarding employee safety and health to ensure that it complies with regulatory requirements and university policy.

- Campus managers shall include a statement concerning adherence to health and safety policies and procedures in each employee performance appraisal.
- Campus managers shall take appropriate disciplinary action, as detailed in the applicable MOU, with any employee who fails or refuses to follow established safety procedures.
- Annually, campus managers may nominate for the Governor's Employee Safety Award those employees who have made exceptional contributions to safety and health in their work place. In addition to the annual award, managers are encouraged to recognize employees who follow safe and healthful work practices. The method of recognition shall be determined by the department administrator.

III. Safety Communication

- Several mediums are utilized by CSULB to communicate with employees on matters related to occupational safety and health. SRMIS:
 - Publishes a quarterly newsletter to inform employees of current and relevant safety and health issues;
 - Provides employee safety training in many specialty areas;
 - Provides on-line communication through the department's web page: http://daf.csulb.edu/offices/univ_svcs/safetyrisk/index.html
 - Supplies updated safety notices for posting on Official University bulletin boards;
 - Advises campus administrative units on appropriate training procedures and updates;
 - Provides a proactive response to direct inquiries.
 - Participates on the Facilities Management Safety Awareness Team Committee.
 - Participates in departmental staff meetings to brief faculty and staff on specific, or requested, safety and health topics.

IV. Hazard Assessment and Control

- University managers or supervisors shall conduct periodic safety inspections of their facilities, equipment and projects to identify unsafe conditions and work practices. The appropriate (3 exist) University Model Inspection Checklist (Appendix A) shall be used to conduct the inspection. SRMIS will provide assistance and guidance on an as needed basis. Completed inspection records and any corrective actions taken to rectify an unsafe condition(s) shall be maintained by the appropriate manager for a minimum of 3 years.
- SRMIS will conduct audits of all department health and safety activities to ensure compliance with this and other applicable regulatory requirements. The frequency of these audits will be as follows:

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- Departments whose employees are engaged in office, clerical, accounting, or similar administrative tasks will be audited **annually**.
- Other university departments or offices whose employees engage in industrial type tasks (e.g., construction trades, material handling, laboratory processes, etc.) or a combination of administrative and industrial tasks will be audited **semi-annually**.
- Departments are responsible for engaging and correcting SRMIS audit findings, and providing a written response to SRMIS regarding those corrections. A time frame for implementing any corrective action(s) shall be included on the response and agreed upon by the department and SRMIS.
- Whenever a department adds, deletes or modifies a work task, material/product, piece of equipment or procedure that results in creating new or different exposure hazard(s), all affected employees must receive training specific to that hazard(s). The training must be provided prior to implementing the change and may be delivered by a qualified party determined by the department's manager or supervisor. Documentation of the training must be kept by the department for 30 years from the date of training.
- In addition to the periodic safety and health inspections conducted by each department, SRMIS will conduct specialized inspections. These inspections will typically be conducted as a result of a workplace accident or a request. Upon completion of each inspection, SRMIS will provide a report, to the department administrator, of the observed deficiencies and recommendations for corrective action(s). The department administrator is responsible for completing the corrective action(s) and returning the Notice of Corrected Violation form in Appendix A, page 25 to SRMIS within the required time frame.

V. Accident Investigation

Employee accidents occurring during normal working hours (Monday-Friday, 7:00 AM to 5:00 PM) must be reported (verbally) to SRMIS no later than **8 hours** following the incident. Additionally, the accident must be initially investigated, by the employee's administrator, and the Accident Report form forwarded to SRMIS no later than **24 hours** following the incident. The Accident Report form is available on the following website:

http://daf.csulb.edu/forms/univ_svcs/safetyrisk/index.html.

Employee accidents occurring after hours (between 5:01 PM and 6:59 AM Monday – Friday), on weekends, holidays, other campus closures or for employees on university approved travel, during the normal course of their job duties, must also be reported (verbally) to SRMIS no later than **8 hours** following the incident, or when the “campus” becomes aware of the accident. Cal-OSHA considers “campus knowledge” to be a person assumed to be in authority witnessing or responding in some manner to the incident. For our purposes, these persons are defined as a college or department dean/director/department chair/manager/supervisor, faculty member and university police officer. This person(s) is required to ensure that University Police (562-985-4101 or at ext. 54101) is immediately notified. University Police will then immediately notify a pre-designated SRMIS representative. The Accident Report form for an after hours incident must be forwarded to SRMIS no later than **24 hours** following the incident or the **next business day** following the incident, whichever is **shorter**.

Employee accidents involving a serious injury or illness are those incidents where the employee(s) requires in-patient hospitalization in **excess** of **24 hours**, for other than medical observation, or in which the employee(s) suffers a loss of any member of the body or suffers any permanent disfigurement. Any accident that involves a serious injury/illness, hospitalization (taken by private/state vehicle or ambulance) or death **must** be immediately reported (verbally) to SRMIS, by the “authority”, but no longer than **8 hours** after the incident. The “authority” shall provide the verbal and written notifications consistent with the above-referenced procedure and whether it is an “on” or “off” hours incident. SRMIS will immediately notify Cal-OSHA, by telephone, of any employee accident involving a serious injury or illness or death. Failure of the University to notify Cal-OSHA within the 8 hour time frame will result in a citation and fine. If the University can demonstrate that **exigent** circumstances exists, the time frame for the verbal report to Cal-OSHA may be made no longer than **24 hours** after the incident.

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The preliminary investigation report, completed on the Accident Report form shall include the following information for each employee involved:

What happened?

- Include a complete description of what took place and the nature of the injury/illness to the employee that prompted the report.

Why did the accident happen?

- Obtain and relay all the facts surrounding the accident:
 - What was the sequence of events, both behaviorally by the employee(s) and in the work area, leading up to the accident?
 - Were proper operating procedures established for the task involved?
 - Were proper work procedures being followed, and if not, why?
 - Was the employee trained and qualified to perform the tasks involved?
 - What is/are the root cause(s) of the accident?

What should be done?

- The investigation must determine the root cause(s) of the accident and the most reasonable corrective action(s). The intent is **not** to establish blame, but to ensure a like incident does not occur in the future. This shall be accomplished by college/departmental management effectively communicating the results of the investigation to affected staff and ensuring that the corrective actions are implemented.

What action has been taken?

- Actions already taken to reduce or eliminate the exposures being investigated should be noted, along with those remaining to be addressed. Any interim or temporary precautions should also be noted. Any pending corrective actions and reason for delaying its implementation should be identified.

The accident investigation report shall also include this additional information:

- Time and date of accident.
- Employers name, address and telephone number.
- Name and Job title, or badge number of person reporting the accident.
- Address and location of the site of accident or event.

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- Name of person to contact at site of accident.
- Name and address of the injured employee(s).
- Nature of injury.
- Location where injured employee(s) were moved to.
- List and identity (name and badge number) of any law enforcement personnel present at the site of the accident.
- Description of accident and whether the accident scene or instrumentality was altered.

In the event that a contract employee suffers a work-related injury or illness in the course of working on a University sponsored project, it is the responsibility of the contractor to notify the applicable University representative within 1 hour of the incident. The contractor is also responsible for ensuring the affected employee(s) are provided, if necessary, with proper and timely medical treatment. All university contractors shall comply with all applicable California Labor Code and Cal-OSHA regulations regarding work-related injuries or illness.

VI. Correction of Unsafe Conditions and Work Practices

At the completion of an IIPP audit or inspection request performed by SRMIS, the affected college or department may receive a Notice of Safety Violation (see Appendix A). Receipt of a Notice will require the responsible manager to take the necessary corrective action(s) and, if the unsafe condition cannot be immediately abated, develop a suitable timetable for correcting the unsafe condition based on the severity of the hazard. A Report of Corrected Safety Violations shall be completed by the appropriate administrator and returned to the SRMIS office upon completion of the abatement action.

SRMIS shall assist in hazard assessment by indicating the hazard classification for each unsafe condition noted on the Notice of Safety Violation.

- The following hazard classification will be used:

Class IV hazard is any condition or practice where there is reasonable certainty that it can be expected to cause death or serious physical injury or illness. SRMIS will determine the existence of a Class IV hazard and immediately terminate the work practice or physical operation that creates the hazard. When the hazard has been mitigated, the task or process can continue.

Class III hazard is a hazard that can cause severe injury, serious illness, and property or equipment damage.

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Class II hazard exists that can cause minor injury or illness. Equipment damage may result.

Class I hazard exists that can result in the need for first aid treatment.

At any time when a **Class IV** hazard is identified during any safety inspection or otherwise becomes known, immediate corrective action shall be taken by the responsible manager. When a **Class IV** hazard exists which cannot be immediately abated without endangering employees' and/or property, all students and employees shall be evacuated from the area except those who may be necessary to correct the hazardous condition.

SRMIS and University Police shall be notified immediately upon recognition that a **Class IV** hazard situation exists. All other hazard class scenarios shall also be immediately reported to SRMIS and each will be addressed on a case by case basis with the individual college or department manager.

VII. Safety and Health Training

Effective dissemination of safety information is an essential element of a successful IIPP. It is necessary to provide employee training on general safe work practices and specific instruction related to hazards unique to each employee's job assignment.

- University supervisors are the primary safety trainers. However, University deans and directors must ensure that supervisors under their charge are trained to recognize and abate safety and health hazards to which their employees are exposed. Part of a supervisor's safety training responsibility includes ensuring that their college's or department's safety training records are appropriately maintained by the specific college or department. Additionally, each safety training class be recorded on a document at least as comprehensive as the Sample Safety Training Record Roster provided in this document (See Appendix B). The only exception to this process is the College of Natural Science and Mathematics. The safety training responsibility for this college lies within its safety department staff. Their requirements are the same as those detailed in this document.
- Training and instruction which ensures that each employee is knowledgeable about the materials and equipment they will be working with, what known hazards are present and how they are controlled shall be provided to:
 - All new employees
 - All employees given new job assignments for which training has not previously been received and documented.

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- Whenever new substances, processes, procedures or equipment are introduced into the workplace and represent a new hazard.
- Whenever the employer is made aware of a new or previously unrecognized hazard.
- Supervisors to familiarize themselves with the safety and health hazards to which employees under their responsibility may be exposed

- Training and instruction shall inform employees:
 - That the success of the CSULB IIPP depends on mutual cooperation.
 - Of the safe work procedures required for their jobs, and how these procedures protect them against exposure.
 - When personal protective equipment is required or needed, how to use it and maintain it in good condition.
 - What to do if emergencies occur in the workplace.

- All employees must be informed and understand that:
 - They shall not undertake a job until they have received instructions on how to perform it properly and safely.
 - They shall not undertake any job that appears to be unsafe.
 - Mechanical safeguards must always be kept in place.
 - They are to report to their immediate supervisor all unsafe conditions encountered during work.
 - Any work-related injury or illness suffered, however slight, must be reported immediately to the appropriate administrator.
 - Personal Protective equipment must be used when and where required, and maintained properly.

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- It is also the responsibility of the college or department to determine the frequency of training its employees. The Cal-OSHA sample training matrix in Appendix D will provides a resource for long term planning related to safety training. SRMIS will also provide guidance to any college or department.
- SRMIS is responsible for the following related to safety training:
 - Developing procedures to identify employees who work in positions that require training.
 - Assisting managers and supervisors in their development of safety training programs by providing advice, guidance and information concerning regulatory requirements relative to training content.
 - Providing monthly New Employee Safety Training
 - Providing other training resources such as videos, training packets, PowerPoint presentations and on-line training materials through the SRMIS website :

http://daf.csulb.edu/offices/univ_svcs/safetyrisk/index.html

- Providing specific training which includes, but may not be limited to:
 - Bloodborne Pathogens
 - Respiratory Protection and Respirator Use
 - Portable Fire Extinguishers
 - CPR/First Aid

VIII. Record keeping

Cal-OSHA regulations have requirements for the maintenance and retention of records for occupations injuries and illnesses, medical surveillance, exposure monitoring, inspections and other activities relevant to occupational health and safety. To comply with these many requirements, and to demonstrate that critical elements of this IIPP are being implemented, the following records retention schedule shall be kept by the University:

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- SRMIS shall maintain the following records for the minimum length of time indicated below:

Record Description	Retain for:
Notices of Safety Violations	3 years
Reports of Corrected Safety Violations	3 years
Employee safety training documents conducted by the SRMIS office.	Duration of employment career
Cal/OSHA 300 Log and Summary of Occupational Injury and Illness	5 years
IIPP audit and inspection records	3 years
Accident Report forms	3 years
Safety postings	3 years

- University colleges and departments shall maintain the following records for the minimum length of time indicated below:

Record Description	Retain for:
Periodic inspection records	3 years
Safety meeting agendas	3 years
Employee safety training documents	Duration of employee's career

The applicable college or department is responsible for maintaining these records and must be able to present them to Cal-OSHA or other regulatory agency if requested. SRMIS IIPP audits will include a review of the college's or department's record keeping practices.

Appendix A

Model Periodic Inspection Schedules

CSULB General Facility Inspection Checklist

Location: _____ Date: _____ Telephone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title : _____

- | Y | N | NA | Administration |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees received General Safety training? (NEST, fire, earthquake, ergonomics, lifting emergency evacuation, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all employees familiar with the use of MSDSs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees been instructed in how to operate the equipment they are required to use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all employees current on any specialized training (lock out/tag out, confined space, respirator use and fit testing, etc.) needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all training records complete and current for each employee? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are OEM equipment manuals for all equipment on site and available for use by employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all employees have access to the department "Action Plan" and know their responsibilities? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the Cal/OSHA Information Poster, Worker's Compensation Bulletin, and Annual Injury and Illness summaries posted? |
| Fire Safety | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fire exits clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all aisles cleared with at least a 44 inch pathway and building exit corridors completely cleared? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all flammable solvents in excess of 10 one gallon containers stored in approved flammable storage cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are spray-painting operations which employ flammable materials conducted inside approved spray booths? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are flammable gas cylinders stored at least 20 feet away from oxygen cylinders and/or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are fire separations intact (no holes in fire walls, no doors to exit corridors propped open etc.) ? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are charged, wall mounted fire extinguishers (of the appropriate type) available within 75 feet of all work stations? |

Y N NA

- Is there an inspection card attached to each fire extinguisher, and are monthly inspections properly documented?

Electrical Safety

- Are all plugs, cords, and receptacles in good condition (no exposed conductors, splices, or broken insulation)?
- Are all circuit breaker and power disconnect panels accessible, with labels identifying the function of each switch?
- Are plug adapters and multiples connection extenders banned? (Install additional outlets or properly rated fused power strips in lieu of extenders or adapters.)
- Is permanent building wiring installed away from public or occupant contact (in conduit, raceways, or walls)?
- Are ground fault interrupter devices available for use in wet areas?
- Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise install additional outlets to reach equipment. Do not link extension cords together.)

Machine Safety

- Is defective equipment promptly repaired? (If the defect poses imminent danger, remove equipment from service.)
- Are all machine guards fro belts, gears, and points of operation in place and adjusted properly?
- Are machine and tool switches safe (easy access to disengage and stay off if de-energized and re-started)?
- Are gas welding torches equipped with flash-back arrestors? Are arc welders properly grounded to safe wiring?
- Are air tanks >1.5 cubic feet (11.22 gallon) capacity inspected as evidenced by a current posted Ca/OSHA Pressure Vessel Unit permit?
- Do compressed air nozzles have relief ports to safely vent if the orifice is blocked?
- Are cranes, slings, ropes, hoists, jacks, jack stands, etc. inspected prior to each use, and used safely?

General Safety

- Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
- Are cabinets, shelves, and equipment greater than 5 feet high secured to prevent toppling during an earthquake?
- Are cutting blades (and other non-medical sharps) disposed of in rigid containers to prevent injury to personnel?
- Are guardrails installed around floor openings and lofts, along catwalks, etc. to prevent employee falls?

- | Y | N | NA | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Where equipment must be serviced by employees at elevated locations on roofs (greater than 6 feet in elevation) are guard rails installed or is an approved and engineered fall protection system in place? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are potable water, soap and towels available for employee hand washing? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all plumbing fixtures served by industrial water labeled to prevent drinking? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are forklifts inspected frequently for defects (and inspection records maintained), equipped with required safety devices, and operated in a safe manner? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are excessive noise levels adequately controlled? (Contact SMRIS for assistance in monitoring.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is an approved and inspected first aid kit available, and it's location known to all employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining shelf contents, especially above exits and employee work stations.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cross-connections between potable water and sewer inlets promptly identified and abated (remove hoses which extend into sinks or down drains) , and leaking backflow protection devices promptly repaired? |

Hazardous Materials/Spill Protection

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemicals stored to prevent spills? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are carcinogens handled safely to reduce employee exposure? (Report use of regulated carcinogens to SRMIS.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemicals separated by hazard class (acids, bases, oxidizers, flammable, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemicals inventoried with copies provided to SRMIS? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemical wastes properly segregated and stored with CSULB hazardous waste tags attached to the containers? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all hazardous wastes disposed of by SRMIS and not discharged into the sewer or storm drain systems? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Where corrosive chemicals are used, is a plumbed emergency shower available within 10 seconds travel by employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are gloves suitable for the hazard warranting protection available and in use (welding, chemical protection, general protection)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is eye protection suitable for the hazard warranted and ANSI rated available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is an emergency eyewash available within 10 seconds of all chemical splash or mechanical hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is hearing protection suitable for the hazard warranting protection available? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are safety shoes available for those employees subject to falling, crushing or penetrating hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are hard hats appropriate for the hazard and ANSI rated available to employees and used? |

- | Y | N | NA | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are aprons or other suitable protective clothing available to employees subject to chemical splashes, oil, grease, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are lock out/tag out procedures followed, and appropriate locks, Accident Prevention tags, and other LOTO securing devices available and used on isolate hazardous energy sources? |

Other Notations

Comments

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CSULB IIPP OFFICE SAFETY INSPECTION CHECKLIST

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Location _____ Date _____ Phone _____

Supervisor _____ Department _____

Inspector _____ Job title _____

Administration and training

Yes No N/A 1. Are all safety records maintained in a centralized file for easy access?

Yes No N/A 2. Are the safety records (inspections, training documents, ect.) current?

Yes No N/A 3. Have all employees attended Injury & Illness Prevention Program training (provided by SRMIS)?

Yes No N/A 4. Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?

Yes No N/A 5. Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?

Yes No N/A 6. Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary (must be posed during February, at a minimum), and Emergency Response Guide flipchart posted? Is the SRMIS newsletter being received and posted?

Yes No N/A 8. Are annual workplace inspections being performed and documented?

General safety

Yes No N/A 9. Are exits, fire alarms, pull boxes, and sprinklers clearly marked and unobstructed?

Yes No N/A 10. Are aisles and corridors unobstructed to allow unimpeded evacuations?

Yes No N/A 11. Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? For extinguisher service, contact Facilities Management at 5-HELP.

Yes No N/A 12. Are ergonomic issues being addressed for employees using computers?

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Yes No N/A 13. Is a fully stocked first-aid kit available? Is the location known to all employees in the area?

Yes No N/A 14. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?

Yes No N/A 15. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?

Yes No N/A 16. Is the office kept clean of trash and recyclable materials promptly removed?

Electrical safety

Yes No N/A 17. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?

Yes No N/A 18. Are circuit breaker panels accessible and labeled?

Yes No N/A 19. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?

Yes No N/A 20. Is lighting adequate throughout the work environment?

Yes No N/A 21. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. Extension cords are for temporary use only.

Yes No N/A 22. Are portable electric heaters being used? Is the user department aware of Executive Order 987 banning the use of resistance heaters in university facilities?

Yes No N/A 23. Is the paper cutter guard in place?

Student Health Center SAFETY CHECKLIST

SAFETY OFFICER (or designee) _____	Date Inspected _____ Department _____		
Perform safety check in the 3rd to 4th week of the month. Please record any problems and document corrective action. Safety checklist is due in to the Chief Safety Officer by the 5th of the following month.			
1. EMERGENCY CONTACT	YES	NO	Corrective action/Resolution
Emergency Call list posted (post it notes do not qualify as acceptable list)			
2. FIRE EXTINGUISHER	YES	NO	Corrective action/Resolution
Is it mounted in it's proper place?			
Is access clear with nothing blocking it?			
Is the tag present and current?			
3. FIRST AID	YES	NO	Corrective action/Resolution
First aid kit available nearby			
Do all employees know where it is?			
Is there a fire blanket nearby and do all employees know where it is located?			
MSDS book readily available and all employees know where it is located. (online ok-post instruct)			
4. EMERGENCY LIGHTS	YES	NO	Corrective action/Resolution
Emergency lights unobstructed			
Emergency flashlight plugged into wall			
5. EYE WASH/SHOWER STATION	YES	NO	Corrective action/Resolution
Is it mounted in it's proper place?			
Is access clear with nothing blocking it?			
Is it in working order? (test eye wash only)			
6. CHEMICAL SPILL KIT	YES	NO	Corrective action/Resolution
Is one available in the area or very nearby?			
Hazard warning labels posted			
7. HANDWASH STATION	YES	NO	Corrective action/Resolution
Are soap and paper towels available?			
8. PERSONAL PROTECTIVE EQUIPMENT	YES	NO	Corrective action/Resolution
Are goggles and or shields available?			
Storage drawers that contain them labeled?			
Gloves available?			
Proper lab coats clean and available?			
Are employees wearing proper attire?			
Are employees wearing closed toe shoes?			
9. BIOHAZARD WASTE	YES	NO	Corrective action/Resolution
Each waste container has red biohazard label			
Sharps container labeled and less than 2/3 full			
Are the containers in good condition?			
No overflowing trash cans or trash on floor			
Main Biohazard storage room clean and locked			

Student Health Center SAFETY CHECKLIST

10. FLAMMABLE LIQUIDS	YES	NO	Corrective action/Resolution
Max 10 gal flammable liquid stored in the lab			
F. liquids over one gal stored in safety cans			
Vents on flammable storage sealed			
Cabinet closed and in good condition?			
11. GAS CYLINDERS	YES	NO	Corrective action/Resolution
Cylinders are adequately secured (even empty)			
UF Compressed gas rules are posted			
Is cylinder stored away from a heat source?			
Cylinders w/o regulators capped			
Current tag or date			
12. BIOLOGICAL SAFETY HOOD	YES	NO	Corrective action/Resolution
Service tag attached and inspection <1 year recent			
No spills and appears clean with no obstructions			
13. STORAGE	YES	NO	Corrective action/Resolution
Refrigerators clearly labeled "No food or beverage"			
Storage room walk path clear			
Boxes stacked higher than 5 feet are secured			
Storage room appearance clean			
14. ELECTRICAL			Corrective action/Resolution
Elec.and/or phone cords properly secured to floor			
Equipment plugged directly to wall or UL power surge protectors is used			
Extention cords properly secured			
15. PASSAGEWAYS/HALLS	YES	NO	Corrective action/Resolution
Exit signs clearly visible			
Walkway is free of obstructions			
No water, spills of other debri			
16. GENERAL	YES	NO	Corrective action/Resolution
No spilled water or material on the floor?			
Nothing looks out of order or unusual			
OTHER:	YES	NO	Corrective action/Resolution
	YES	NO	Corrective action/Resolution

Reviewed by: _____

Chief Safety Officer

Date _____

Appendix B
Sample Training Record Roster

Appendix C (Non-mandatory)

Illness Prevention

Illness Prevention at California State University Long Beach

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This non-mandatory, but recommended, strategy for illness prevention involves the basic steps listed below:

- If you smoke, quit smoking. If you do not smoke, don't start.
- Use alcohol and caffeine in moderation. Try to shift to low caffeinated or decaffeinated beverages.
- Eat a healthy diet. Consult the Center for Disease Control and Prevention website - <http://www.mypyramid.gov> – to see the new recommendations for healthy eating. There are now 12 different food pyramids to choose from, based on an individual's daily calorie requirements, and the amount of exercise they get.
- Exercise regularly. While not everyone can ride a bicycle to work, or kayak, or run a marathon, it is always possible to fit exercise into a daily schedule. Walking is an excellent exercise method, and most people can integrate walking into the work routine. Current recommendations are to start a walking program goal of taking 2000 steps per day. These do not need to be rigorous, but the rate should reflect your normal walking pace. Try to expand your step number at regular intervals, with the goal of doubling your step count in 3 months, and an end step count of 8-10,000 steps per day.
- Get plenty of rest. Your normal work and off-work activity should allow you to get a minimum of 7 hours undisturbed sleep per night. Obviously, persons with young families or who are caring for relatives at home may not always achieve this number, but eventually, seven hours per night as an average should be the goal.
- **Wash your hands!** This simple step can do more to limit the spread of disease on campus than any other health behavior. Our hands are constantly exposed to bacteria and virus reservoirs, and we do not realize it. Such seemingly benign activities as shaking hands, opening a door, using a computer keyboard, turning on a faucet, turning on a light switch, or using a telephone can expose us to unanticipated sources of bacteria and other disease producing organisms. Hand washing technique is simple, and you should wash your hands after every restroom visit, before and after eating, or any time you are in a public venue. The following routine should be used for hand washing:
 - Turn on the water in the sink. Use hot water (not more than 120° F).
 - Wet your hands, then apply a copious amount of soap.
 - Rub your hands together to agitate and distribute the soap around all hand regions (between fingers, on the back of your hands, and around and under any jewelry). This activity should take between 35-45 seconds or about how long it takes to sing "Happy Birthday" twice.
 - Rinse your hands to remove latent soap and suspended foreign material. Do not turn off the water with your bare hand.

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- Extract towels from the dispenser (if it is not self dispensing, use a paper towel remnant to activate the lever). Dry your hands completely, and use the soiled towel to turn off the water. Use the towel again to open the restroom door, and dispose of the towel in an appropriate receptacle.

Taking these basic steps to a healthy lifestyle will mean you are better able to resist infectious disease. Taking these simple steps will also help to improve your general health, and ensure that both your work time and leisure activities will be more productive and enjoyable.

Appendix D Sample Training Matrix

The following matrix (list) is compiled by the California Department of Occupational Safety and Health (Cal/OSHA) as an aid to employers to review the training requirements for employees found in Title 8.

SAFETY AND HEALTH TRAINING AND INSTRUCTION REQUIREMENTS

REFERENCED IN SUBCHAPTER 4 & 7, TITLE 8, CALIFORNIA CODE OF REGULATIONS
(August 2006)

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 TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Ca/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 For Employers with Intermittent Workers in Agriculture (English & Spanish) Guide to Developing IIPP
Accident Prevention Signs and 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	
Agricultural Equipment & Tractors	3441(a) 3664(b)	Initial Annual	Involved Employees Operators	Agricultural-Industrial Tractors Farm Labor Contractors Guide

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Ca/OSHA PUBLICATION
Anthophyllite (Non-Asbestos)	5208.1(n)	Initial Annual	Exposed Employees	
Asbestos/Asbestos Awareness	1529(k)(9)(B) 5208(j)(7)(B) 1529	Initial Annual	Employees likely exposed =>PEL and those who perform Class I-IV operations	
Class I-IV Operations	1529(o)(4) 341.9	Initial Annual	Competent Person Qualified Person	
Building Inspector Project Designer	341.16	Initial	Assigned	
Cement Pipe	341.17	Initial	Exposed Employees	
Asbestos Consultant Site Surveillance Technician	341.15	Initial	Certified Persons	
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	Best Practices Approach for Reducing Bloodborne Pathogens Exposure 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	5157(g) 5158(c)(2)	Initial Program Update Changes	Affected Employees	Confined Space: Is It Safe To Enter
Marine Terminal Operations	3463(b)(5)(B)		Exposed Employees	
Cotton Gins/ Processing Mach.	4646		Qualified Person	
Control of Hazardous Energy	3314(j)	Initial	Authorized Employees	Lockout/Blockout

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
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 yrs	Mobile and Tower Crane Operators Qualified Person Authorized Employees	
Cranes/Hoisting Equipment - Marine Terminals	3472(d)(3)	Initial	Operators	
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 and 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 and Machinery (Construction)	1510(b)	Initial	Qualified Person	
Erection and 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 the Construction Industry (English/Spanish) (Spanish Update Sheet)
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 Task to the Person: Ergo for the Very Small Business Easy Ergo for the Computer User
Ethylene Dibromide (EDB)	5219(j)	Initial Annual	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
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
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	
Formaldehyde	5217(n)	Initial Annual	Exposed Employees	
Fumigation – General	5221(b)	Initial	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Ca/OSHA PUBLICATION
Hazard Communication	5194(b)(1)	Initial New chemicals or processes	Exposed Employees	Guide to CA Hazard Communication Regulation
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	5098(a)(4) 5097(d)(5)(A)&(B)	Initial Retraining	Employees Provided Protectors	
Conservation	5099(a)	Initial Annual	All Employees Exposed to =>85 dBA TWA	
Heat Stress	3395(e)	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) Guide to Developing IIPP
Inorganic Arsenic	5214(m)	Initial Annual	Exposed Employees	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Job Hazard(s)	3203(a)(7) 1510(a) & (c)	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(l)(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/Blockout	3314 3314(j)	Initial When Updated	Affected Employees Qualified Person	Lockout/Blockout
Machinery and Equipment	1510(b)	Before Use	Qualified Person	Lockout/Blockout
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	
Miter Saws	4307.1(c)	Initial	Operators	
Noise Exposure	5099(a)	Initial Annual	Employees Exposed = > 85dBA TWA	
Openings/Holes – Floors and Roofs	3212(b)		Qualified Person	
Paper Converting/ Printing Machines – Hand-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	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
Pesticide Safety	5194(h)	Initial New Hazards	Handlers & Applicators	
Pile Driving	1600		Competent Person	
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	
Process Safety Management	5189(g)	Initial Refresher & Supplemental Certification	Involved Employees	
Pulp, Paper and 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 & C	Initial Annual	Users	Resp. Protection in the Workplace New Respirator Reg. (Fact Sheet)
Roofing	1509(a) 1730(b)(8)-(9)	Initial	Qualified Person	Roofing Safety (Tailgate Topic)
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 and Dismantlers: Qualified Person	
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	

TRAINING TOPIC	T8 SECTION	FREQUENCY OF TRAINING	TYPICAL JOB CLASSIFICATION	Cal/OSHA PUBLICATION
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 & MultiPiece Rim Wheel (Tailgate Topic)
Window Cleaning	3282(d) &(f) 3286(a)(2)	Initial	Assigned Employees	

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; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

Examples: Mobile **Crane** and Tower Crane Operators 5006.1(a)
 Scaffold Erection and Dismantling Supervisors 1637(k)(1)
 Demolition 1736

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: **Excavation** - Inspectors 1541
 Fall Protection Plan implementers and supervisors 1671.1
 Lift Slab Construction 1522.1

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