LAKE TAHOE COMMUNITY COLLEGE DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

Adopted by the Board of Trustees
March 29, 2005
# INJURY AND ILLNESS PREVENTION PROGRAM

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INJURY AND ILLNESS PREVENTION PROGRAM

I. INTRODUCTION

Pursuant to Senate Bill 198 all employers are required to establish and maintain a written Injury and Illness Prevention Program (IIPP).

The Injury and Illness Prevention Program must include:

- The identity of the person or persons with authority and responsibility for implementing the program.
- A means for identifying job safety and health hazards and for investigating accidents.
- Routine documented inspections and procedures to correct unsafe or unhealthy conditions.
- Documented training of new and current employees (including supervisors) in general safe work practices and specific hazards related to their job assignment.
- A method for ensuring employee compliance with safe and healthy work practices including recognition and disciplinary action.
- A system for communicating with employees on safety and health matters that assures employee participation. A safety and health committee is suggested as a means of meeting this element of the standard.

The effective date of the regulation is July 1, 1991.
II. DISTRICT COMMITMENT TO SAFETY AND HEALTH

A. Safety and Health Policy Statement

The policy of the Lake Tahoe Community College District is to take all practical steps to safeguard employees, students and the public from accidents and to provide a safe and healthy work and educational environment. Therefore, an Injury and Illness Prevention Program (IIPP) has been established for the Lake Tahoe Community College District.

It is the goal of the IIPP to save lives and prevent injury. In order to meet this goal, it is important that all employees support the IIPP and comply with all federal, state, and local laws and ordinances pertaining to accident prevention and safe working conditions.

All employees have an obligation to perform their job duties in a safe manner. Safety is everyone's responsibility and safe performance of duties is an integral part of overall job performance.

B. Objectives of the Injury and Illness Prevention Program

The District's Injury and Illness Prevention Program is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the safety and health of the district's employees, students and the public, and to provide a safe and healthy work environment. It is a tool to maintain a safe and healthy environment for working and learning.

C. Location of the Injury and Illness Prevention Program

A copy of the District's Injury and Illness Prevention Program is given to each regular employee. Another copy shall be kept at each site along with documentation of specific elements of the program (i.e., completed inspection checklists, site-specific job hazard assessments, supplemental training requirements, etc.) implemented at that site. A master copy of the Injury and Illness Prevention Program shall be kept in the office of the Vice President, Business Services.

D. Responsibilities for Safety and Health

All District employees have an obligation to work safely and maintain a safe and healthy work environment. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations in his/her area.
1. PROGRAM ADMINISTRATOR

The person with overall responsibility and authority for implementing the Injury and Illness Prevention Program is:

NAME: Chris Janzen

TITLE: Vice President, Business Services

PHONE NUMBER: 530-541-4660 ext. 219

DESCRIPTION OF AUTHORITY AND RESPONSIBILITY:

The Vice President, Business Services is the Program Administrator responsible for writing the program, providing resources for implementation, implementation, and training.

The Program Administrator's duties include, but are not limited to:

a) Maintaining a safety program that incorporates the current practices and policies adopted by the safety profession and Cal/OSHA as being most effective in preventing injuries, accidents, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.

b) Consulting directly with management personnel and employees on loss prevention matters, and providing guidance necessary to assure effective administration of this program.

c) Periodically evaluating compliance with the program within the District and its school sites and making periodic inspections of worker compliance with Cal/OSHA standards. The Program Administrator has authority to stop jobs when safety precautions are not being enforced. Verbal notification to stop a job will be followed by a written report to the Superintendent.

d) Ensuring that managers and supervisors are trained in workplace safety and are familiar with the safety and health hazards to which employees under their immediate direction or control may be exposed (i.e., Job Hazard Assessments), as well as applicable laws, regulations, and District safety rules and policies.

e) Ensuring that employees are trained in accordance with this program.

f) Developing methods for abating workplace hazards.

g) Ensuring that workplace hazards are abated in a timely and effective manner.

The Program Administrator may assign all or some of these tasks to other individuals within the District.
2. **ADMINISTRATORS**

Administration has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely depending on work areas, it is expected that an unrelenting effort will be directed toward controlling injuries, collisions, liabilities, and waste of materials at each site. To meet this goal, management will, to the best of their knowledge and ability:

a) Ensure that the policies and procedures set forth herein are complied with by all personnel under their direction. Ensure adherence to all safety directives and standards.

b) Provide the leadership and direction necessary for administering District and/or departmental safety policies, rules and regulations.

c) Devote a portion of staff meetings, as necessary, to review departmental accidents and to discuss plans to reduce losses.

d) Promote safety training and education. Review Job Hazard Assessments within their jurisdiction and ensure applicable supplemental training has been received.

e) Establish a policy of regular safety inspections of equipment, facilities and crews to ensure the safe operation and protection of District personnel and assets and to follow federal, state and local safety standards and regulations.

f) Ensure that all accidents are immediately investigated and reported promptly to Vice President, Business Services.

g) Encourage employees to bring to the District’s attention any potential health or safety hazard that may exist.

3. **MANAGERS/DIRECTORS/SUPERVISORS**

Each manager/director/supervisor shall ensure compliance with the provisions of the program within his/her department to ensure that:
a) All personnel are briefed and fully understand safety procedures and policies and enforce their use for each job class.

b) All employees, full-time or part-time, regular or temporary, are trained upon hire and retrained, when necessary, in safety procedures related to their job assignments. A Job Hazard Assessment Form has been completed for their site and all employees have received the required supplemental training.

c) Written documentation is maintained reflecting that each employee is fully trained for the job he/she is assigned to do, that he/she is familiar with the published work rules, and that he/she has received information indicating that compliance is mandatory.

d) All employees are instructed and understand the use and need for protective equipment relating to the job.

e) Necessary safety equipment and protective devices for each job are available and used properly. Initiative is taken in recommending correction of deficiencies noted in facilities, work procedures, employee job knowledge, or attitudes that adversely affect district loss control effort.

f) Safety meetings are conducted as necessary to review accidents, analyze their causes, and promote a free discussion of hazardous work problems and possible solutions.

g) All accidents are thoroughly investigated, recorded, and promptly reported to the Vice President, Business Services.

h) Prompt, corrective action is taken whenever hazards are recognized or unsafe acts are observed.

i) Employees understand that following safe work procedures is required of all District employees; adherence to District safety policies may be considered on performance evaluations; failure to comply with safety rules is grounds for disciplinary action.

j) In-service educational programs are planned periodically for all employees and that documentation is maintained for all educational activities.

k) Proper safety procedures are prepared and used for all hazardous operations.

l) All periodic inspections within his/her jurisdiction are completed as scheduled.

m) Chemical hazards are known to employees, material safety data sheets are available, and employees are trained on the safe use and disposal of such chemicals.
4. EMPLOYEES
Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves and others, and to be alert to safety issues. To accomplish this goal, employees will:

a) Adhere to all safety policies and procedures.

b) Report potential unsafe conditions to their immediate supervisor.

c) Keep work areas clean and orderly at all times and use all safeguards and safety equipment. Wear safety protective devices as necessary (or when instructed to do so).

d) Report injuries immediately and seek immediate medical attention when required.

e) Learn to lift and handle materials properly.

f) Cooperate and take part in the IIPP workshops, training, and safety meetings as appropriate.

g) Operate only machinery or equipment that he/she has been authorized to operate by his/her supervisor.

h) Use only the prescribed equipment for the job and use it properly.

5. STUDENTS
Students shall be encouraged to:

a) Support District safety requirements for employees and students.

b) Help the District in its hazard correction activities.

c) Serve on college safety committees when appointed.

6. FACULTY (In addition to those listed in Section 4.)

a) Train students in safe uses of equipment, machinery, and materials.

b) Maintain safe and orderly instructional areas.

c) Supervise students, with safety being the ultimate consideration.
III. HAZARD IDENTIFICATION, EVALUATION AND CONTROL

A. Inspections

1. Purpose
A safety inspection program is essential to disclose unsafe acts or conditions, determine causes, and to recommend corrective action.

2. Scheduled Inspections
Inspections of District facilities will be conducted as follows:

<table>
<thead>
<tr>
<th>District Facility</th>
<th>Frequency</th>
<th>Conducted by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Hazard Areas</td>
<td>Daily</td>
<td>As assigned by Program Administrator</td>
</tr>
<tr>
<td>Main Campus Operations</td>
<td>Monthly</td>
<td>Director, Maintenance &amp; Operations</td>
</tr>
<tr>
<td>Art and Science Areas</td>
<td>Monthly</td>
<td>Art and Science Faculty and Staff</td>
</tr>
<tr>
<td>Theater</td>
<td>Monthly</td>
<td>Theater Arts Faculty and Staff</td>
</tr>
<tr>
<td>Physical Education Building</td>
<td>Monthly</td>
<td>Maintenance Technician</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>Monthly</td>
<td>CDC Director</td>
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<td>Office Areas</td>
<td>Monthly</td>
<td>Office Personnel</td>
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<tr>
<td>Kitchen</td>
<td>Weekly</td>
<td>Food Service Manager</td>
</tr>
<tr>
<td>Maintenance Shop</td>
<td>Monthly</td>
<td>Maintenance Technician</td>
</tr>
<tr>
<td>District-wide</td>
<td>Bi-Annually</td>
<td>Liability Administrator or Insurance Carrier</td>
</tr>
</tbody>
</table>

3. Unscheduled Inspections
In addition to scheduled inspections and ongoing review, the Program Administrator may conduct unscheduled, unannounced inspections. The list of subjects for these inspections may be chosen randomly, but with particular emphasis on:

- General Maintenance
- Storage and Handling of Hazardous Materials
- Use of Personal Protective Equipment
- Proper Use and Storage of Equipment and Machinery

4. Red Tagging of Unsafe Facilities or Equipment
Facilities and equipment determined to be unsafe for use shall be tagged by the inspector and shall not be used until the condition has been corrected.

5. Documentation of Inspections
Inspection Checklist forms, appropriate for each site, will be kept in the Injury and Illness Prevention Program binder. Copies of completed inspection reports should be filed in the IIPP binder at each site and at the office of the Vice President, Business Services. The original should be forwarded to the Director of Maintenance and Operations, with the appropriate work orders, if corrective measures are required.
B. Employee Hazard Reporting Procedure

Employees should immediately make every effort to correct hazards within their control. Other hazards should be reported immediately to the employee's supervisor. Employees may also use the Report of Unsafe Condition or Hazard form to report hazards (anonymously, if they wish). The form should be submitted to the Director of Maintenance and Operations, along with completed work orders, if needed. Any work orders dealing with safety issues will be prioritized according to the seriousness of the hazard and completed in a timely manner.

C. Job Hazard Assessments

Each supervisor, in conjunction with the Program Administrator and the Safety Committee, shall maintain and periodically update a Job Hazard Assessment (JHA) form for the job classifications within his/her jurisdiction. The Job Hazard Assessment will be used to determine supplemental training requirements for each employee at each site. Current JHA shall be maintained in the Injury and Illness Prevention Program binder at each site.

D. Imminent Hazard

Whenever possible, the District will correct any hazard which might cause risk of imminent harm. When such a hazard exists which the District cannot correct immediately without endangering employees and/or property, all exposed personnel will be removed from the area of potential exposure except those necessary to correct the hazardous condition. All employees involved in correcting the hazardous condition will receive appropriate training in how to do so and will be provided with necessary safeguards and personal protective equipment.

IV. SAFETY AND HEALTH TRAINING

Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment and preventing injuries, illnesses, and accidents in the workplace. The District is committed to instructing all employees in safe and healthy work practices. To achieve this goal, the District will provide general safety procedures training and special hazards or safety procedures training specific to that employee’s work assignment.
A. Training Schedule

Training will be provided as follows:

a) Upon hiring and as appropriate thereafter;

b) When an employee is given a new job assignment for which training has not previously been provided;

c) When new substances, processes, procedures or equipment which represent a new hazard are introduced into the workplace;

d) When the District is made aware of a new or previously unrecognized hazard; and

e) When the District, Program Administrator, or department manager believes that additional training is necessary.

B. Training of Supervisors and Employees

The District will be responsible for providing and developing formal safety training in specific areas for supervisors and employees as applicable.

C. Areas of Training

Injury and Illness Prevention Program (IIPP)
Hazardous Waste Operations and Emergency Response (HAZWOPER)
Bloodborne Pathogens
Personal Protective Equipment (PPE)
Fire Safety and Fire Extinguisher Operation
Electrical Safety Related Work Practices, including Confined Spaces
Communications Standard “Community Right-To-Know
Ergonomics
Emergency Action Plans
OSHA’s Laboratory Standard
Other programs as necessary

D. Documentation of Training

Documentation of training for each employee shall be maintained in writing by completing the Training Verification Form. A copy of each Training Verification Form shall be maintained on file at the Business Services office.
V. COMMUNICATION WITH EMPLOYEES ON SAFETY AND HEALTH ISSUES

A. Safety Meetings

Safety meetings are one method of communicating safety to employees. Safety meetings will be conducted by department managers as required. During these meetings, each manager shall discuss with the employees under his or her direct supervision such issues as:

a) New hazards that have been introduced or discovered in the workplace;

b) Causes of recent accidents or injuries and the methods adopted by the District to prevent similar incidents in the future; and

c) Any health or safety issue deemed by the manager to require reinforcement.

B. Anonymous Notification Procedures

Employees may inform the District of workplace hazards anonymously by submitting a Report of Unsafe Condition or Hazard Form to the Director of Maintenance & Operations. The Director of Maintenance & Operations shall investigate all such reports in a prompt, thorough, and confidential manner.

C. Posters/Signs

The District will distribute safety and health posters. Where appropriate, signs and posters will be used to help maintain a high level of safety awareness on the job.

D. Newsletter

The District will distribute safety newsletters and bulletins. Sample issues will be maintained in the Injury and Illness Prevention Program binder.

E. Safety Committee

1. District Safety Committee

The District Safety Committee shall be appointed through established procedure. It shall include representatives from faculty, classified staff, students, and administrators to meet the District's needs.

The District Safety Committee will serve in an advisory capacity and shall:
a) Assist the Program Administrator in the development of safety policies, regulations, site-specific job hazard assessments, inspection techniques, and schedules.

b) Aid the Program Administrator in the review and analysis of accident reports. Make recommendations to the Program Administrator with regard to the elimination of safety hazards or unsafe practices.

c) Assist in conducting periodic on-site safety inspections.

d) Assist in the development of in-service safety training programs and/or their use.

e) Assist the Program Administrator in the review and selection of literature and other material suitable for distribution throughout the District to assist in training or advertising the Injury and Illness Prevention Program.

f) Assist the Program Administrator in developing a budget for the implementation of the Injury and Illness Prevention Program.

The District Safety Committee should meet as necessary to develop safety programs and consider District safety needs, at least quarterly.

It is the responsibility of the District Safety Committee to share safety posters, films, pamphlets, accident data, and other safety and health information.

2. Responsibilities of Safety Committee Chairperson and Secretary

The committee will elect a chairperson and a secretary. It will be the responsibility of the chairperson to:

- Schedule all meetings
- Prepare an agenda for all meetings
- Conduct all meetings
- Follow up on committee recommendations

It will be the responsibility of the secretary to:

- Keep minutes of all meetings on file
- Convey a copy of meeting minutes to the Program Administrator

VI. ACCIDENT INVESTIGATION

A. Purpose

The purpose of accident investigation is to determine the causes of accidents and what can be done to prevent similar accidents from recurring.
B. District Policy

Employees involved in a work-related accident shall fill out a workers’ compensation form in the Human Resources office. All work-related accidents involving employee injuries and/or property damage will be investigated by the District in a timely manner. Minor incidents and near misses will be investigated as well as serious accidents. A near miss is an incident which, although not serious in itself, could have resulted in a serious injury or significant property damage. Investigation of these instances may prevent serious accidents in the future. Accident investigations will be documented in writing using the Incident Report form.

C. Responsibility For Accident Investigation

The supervisor of the affected area shall be responsible for conducting the accident investigation in a timely manner.

D. Procedures For Investigation Of Accidents

The following facts shall be gathered by the accident investigator:

Who was involved? Include injured employees and witnesses.

What happened? Describe what took place and include any equipment/machinery/tools which were involved.

When did the accident occur? What time of day, day of the week, shift, did the accident occur? Was an employee working overtime involved?

Where did the accident occur? Describe the location where the accident occurred and any special characteristics.

Based on these facts, determine:

Why the accident occurred. Was an involved employee properly trained? Were proper operating procedures followed? Was faulty equipment involved?

How could this accident have been prevented?

What action has been taken to prevent similar accidents from occurring in the future.

VII. ENFORCEMENT OF THE SAFETY PROGRAM

Disciplinary System

An effective Injury and Illness Prevention Program requires employee participation. Employees shall comply with all safety rules and regulations implemented by the District. Disciplinary action taken for violations will follow the established process for all employees as defined in the Education Code and Board Policy (Chapter V Section 5.06 N.).
VIII. FORMS FOR USE IN IMPLEMENTING SAFETY PROGRAMS

LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Report of Unsafe Condition or Hazard

Location of condition believed to be unsafe or hazardous: ______________________________________

Date and time condition or hazard observed: ________________________________________________

Description of unsafe condition or hazard: _________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

What Changes Would You Recommend to Correct the Condition or Hazard? _____________________

____________________________________________________________________________________

____________________________________________________________________________________

Optional:
Signature: ______________________ Date: ____________________

District Response:
Name of person investigating report: ______________________________________________________

Results of investigation (what was found? was condition unsafe or a hazard?). 

____________________________________________________________________________________

____________________________________________________________________________________

Action taken to correct hazard of unsafe condition, if appropriate (or, alternatively, information provided to employees as to why condition was not unsafe or hazardous).

____________________________________________________________________________________

____________________________________________________________________________________

Signature of person investigating the report: ________________________________________________

Return to Program Administrator in Business Office
# LAKE TAHOE COMMUNITY COLLEGE DISTRICT

## Job Hazard Assessments

### STANDARD TRAINING

*ALL EMPLOYEES*

- Injury and Illness Prevention Program (IIPP)
- Hazard Communication Standard “Community Right-to-Know”
- Emergency Action Plans
- Fire Protection and Prevention
- Ergonomics

### SUPPLEMENTAL TRAINING

**AS NEEDED BY POSITION DESCRIPTION**

1. Bloodborne Pathogens
2. Personal Protective Equipment (PPE)
3. Cal/OSHA Laboratory Standard
5. Electrical Safety Related Work Practices
6. Confined Spaces

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>SUPPLEMENTAL TRAINING REQUIRED:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative and Business Offices</td>
<td>None</td>
</tr>
<tr>
<td>Art</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>Computer Applications/Office Technology</td>
<td>5</td>
</tr>
<tr>
<td>Bookstore</td>
<td>None</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>1, 2</td>
</tr>
<tr>
<td>Computer Services</td>
<td>5, 6</td>
</tr>
<tr>
<td>Computer Science Labs</td>
<td>None</td>
</tr>
<tr>
<td>Disability Resource Center (DRC)</td>
<td>None</td>
</tr>
<tr>
<td>Department</td>
<td>Training Periods</td>
</tr>
<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>Food Service/Culinary Arts</td>
<td>1, 2, 5</td>
</tr>
<tr>
<td>Library</td>
<td>None</td>
</tr>
<tr>
<td>Maintenance &amp; Operations</td>
<td>1, 2, 4, 5, 6</td>
</tr>
<tr>
<td>Media Services</td>
<td>2, 3, 4, 5</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1, 2, 6</td>
</tr>
<tr>
<td>Photo Lab</td>
<td>2, 3, 5</td>
</tr>
<tr>
<td>Reprographics</td>
<td>2, 6</td>
</tr>
<tr>
<td>Science Labs</td>
<td>1, 2, 3, 5, 6</td>
</tr>
<tr>
<td>Student Support Center</td>
<td>None</td>
</tr>
<tr>
<td>Theater</td>
<td>1, 2, 3, 4, 5, 6</td>
</tr>
<tr>
<td>Faculty*</td>
<td>None (except as noted below)</td>
</tr>
</tbody>
</table>

*Faculty in the art, drama, photography and science departments are required to attend supplemental training. The superintendent/president, vice presidents and deans should attend supplemental training required of their departments.
LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Training Verification

Name of Employee: 

Date Employed: ___________ Position: ____________________________

Name of Training Supervisor: ____________________________

I, ____________________________, have been trained and instructed in the following and agree to follow all College safety and health rules, policies and procedures (and have received the following written material).

A. General Safety and Health Issues

<table>
<thead>
<tr>
<th>Employee</th>
<th>Training Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The College's Injury and Illness Program</td>
<td></td>
</tr>
<tr>
<td>2. Community Right-To-Know</td>
<td></td>
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<tr>
<td>3. Emergency Procedures</td>
<td></td>
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<tr>
<td>4. Fire protection and Prevention</td>
<td></td>
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<tr>
<td>5. Ergonomics</td>
<td></td>
</tr>
</tbody>
</table>

B. Hazards Specific to Employee's Job

<table>
<thead>
<tr>
<th>Employee</th>
<th>Training Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Job Hazard Analysis</td>
<td></td>
</tr>
<tr>
<td>2. Personal Protective Equipment</td>
<td></td>
</tr>
<tr>
<td>3. Bloodborne Pathogens</td>
<td></td>
</tr>
<tr>
<td>4. OSHA's Laboratory Standard</td>
<td></td>
</tr>
<tr>
<td>5. Hazardous Waste Operations and Emergency Response (HAZWOPER)</td>
<td></td>
</tr>
<tr>
<td>6. Electrical Safety and Related Work Practices</td>
<td></td>
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</tbody>
</table>

________________________________________  _______________________
Employee's Signature  Date

I, ____________________________, have trained or instructed in all of the above noted categories. I also observed the employee performing his/her job tasks on ____________________________ and observed him/her performing in a safe and healthful manner in accordance with this training and instruction.

________________________________________  _______________________
Signature of Training Supervisor  Date

c: Employee
   Human Resources
LAKE TAHOE COMMUNITY COLLEGE DISTRICT

INCIDENT REPORT

REPORTED BY: ___________________________ DATE REPORTED: ___________________________
Name □ Employee □ Student □ Visitor □ Other

PERSON(S) INVOLVED: ________________________________________________________________
□ Employee □ Student □ Visitor □ Other

MAILING ADDRESS: _________________________________________________________________
TELEPHONE: ___________________________

TYPE OF INCIDENT: _________________________________________________________________
(Examples: Bodily Injury, Vandalism, Theft, Break-in, Fire, Etc.)

INCIDENT OCCURRED: Date: ___________________________ Time: ________________________

WHERE: ________________________________________________________________
INSTRUCTOR: ___________________________

CLASS NAME & NUMBER: ___________________________

South Lake Tahoe Police Department Notified: □ Yes Date: ___________________________ □ No

DESCRIPTION OF CIRCUMSTANCES: Describe the incident, accident, injury or illness and cause (if known). Include the nature of any injury, illness, property damage, any first-aid administered, or action taken as a result of this incident.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

ESTIMATED DOLLAR LOSS: $ __________________

WITNESSES (if applicable):
Name: ___________________________
Telephone Number: ___________________________

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

SIGNATURE (of reporter) ___________________________ DATE ___________________________

RETURN COMPLETED FORM TO BUSINESS OFFICE WITHIN 24 HOURS OF INCIDENT

☐ Student Accident (Human Res.) ☐ Dean: ___________________________
☐ Workers’ Comp. (Human Res.) ☐ Other: ___________________________
☐ Director, Human Resources ☐ Incident File - V.P. Business Services ___________
☐ Maintenance Dept. Notified ___________________________

*** End of IIIP ***