Injury and Illness Prevention Program

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INTRODUCTION

Purpose

The Harvey Mudd College (HMC) Injury and Illness Prevention Program (IIPP) serves as the principal safety program for all workplace safety programs for Harvey Mudd College. This IIPP complies with the Cal/OSHA requirement to provide a safe and healthful workplace for all employees (California Code of Regulations Title 8, Section 3203). It establishes methods for identifying and correcting workplace hazards, providing employee safety training, communicating safety information, and ensuring compliance with safety programs.

The IIPP consists of the following core elements:

1. Program Governance and Accountability including Implementation responsibilities
2. Compliance
3. Communication
4. Identification and Reporting
    a. Hazards
    b. Injuries, Incidents, and Illnesses
5. Investigations
6. Hazard Correction and Control
7. Training
8. Heat Illness Prevention
9. Workplace Violence Prevention
10. Recordkeeping
11. Campus Safety Committee
12. IIPP Review Process

Policy Statement

The personal safety and health of every Harvey Mudd College employee is paramount. Harvey Mudd College is committed to establishing and maintaining a safety and health program conforming to regulatory standards and best practices for occupational safety to benefit those who live, work, and study on campus. Harvey Mudd College's goal is to prevent all workplace injuries and illnesses, environmental incidents, and property losses or damage. Achieving this goal is the responsibility of every member of the HMC community, including faculty, employees and contractors working at HMC.

1. PROGRAM GOVERNANCE AND ACCOUNTABILITY

To ensure effective implementation and oversight of the IIPP, Harvey Mudd College maintains the following governance structure:

IIPP Program Lead

The Assistant Vice President and Chief Human Resources Officer (AVP-CHRO) serves as the IIPP Program Lead;

Facilities Safety Lead

The Assistant Vice President for Facilities and Maintenance (AVP-FM) serves as the Operational Safety Lead;

HR Safety Lead

The Emergency Preparedness and Safety Manager serves as the HR Safety Lead.

RESPONSIBILITIES

Creating and maintaining a safe and healthy workplace is a shared responsibility. College leadership, managers, supervisors, employees, faculty, researchers, and the Safety Committee each play an important role in supporting the objectives of the IIPP.

- Responsibility for the overall administration and oversight of the Harvey Mudd College IIPP rests with the Assistant Vice President and Chief Human Resources Officer (AVP-CHRO), who serves as the IIPP Program Lead and is responsible for overall oversight of the IIPP, including policy administration, regulatory compliance, recordkeeping oversight, program evaluation, and coordination with College leadership regarding workplace health and safety matters.
- The Assistant Vice President for Facilities and Maintenance (AVP-FM), serves as the Operational Safety Lead and is responsible for supporting the implementation of campus safety programs, hazard mitigation activities, workplace inspections, and operational safety initiatives.
- The Emergency Preparedness and Safety Manager (EPS Manager) serves as the HR Safety Lead and is responsible for supporting the administration of the IIPP, coordinating safety-related training and communications, partnering with HR staff in overseeing injury and illness reporting processes, assisting with incident investigations and corrective action follow-up.
- The Claremont Colleges Services Environmental Health and Safety Department (TCCS EH&S), serves as the Technical Safety Advisor, and provides technical expertise, regulatory guidance, training support, inspections, hazard assessments, industrial hygiene services, and incident investigation assistance.

Together, these offices support the day-to-day administration, implementation, and continuous improvement of the College's IIPP. More specific responsibilities are set forth below. Keep in mind that more than one type of responsibility may apply, for example, if an employee is both a manager and a supervisor.

The HMC AVP-CHRO, in partnership with the AVP-FM, will provide guidance and assistance to minimize and/or prevent occupational injuries and illnesses in the workplace by:

- Informing others of the IIPP, and for maintaining and updating the IIPP;
- Reviewing regulations and recommending campus policies and programs accordingly;
- Providing guidance and assistance in identifying, evaluating, and correcting health and safety hazards.
- Investigating workplace injuries and recommending preventive and corrective measures;
- Providing support services to supervisors and managers with training materials, assistance, and program recommendations regarding safe work practices;
- Assisting in monitoring campus operations to help ensure safety policies and procedures are in place;
- Providing and/or coordinating emergency response for hazardous materials incidents;
- Serving as the official liaison with government and other regulatory agencies.

Chemical Hygiene Officer Responsibilities

The HMC Chemical Hygiene Officer is responsible for monitoring compliance with the Chemical Hygiene Plan. Elements of the HMC Injury and Illness Prevention Program may overlap with regulatory requirements of the OSHA Occupational Exposure to Hazardous Chemicals in Laboratories standard and the HMC Chemical Hygiene Plan. The HMC Chemical Hygiene Officer’s responsibilities include, but are not limited to, monitoring general safety in laboratories,

laboratory safety inspection and enforcement, and assisting administrators, faculty and staff with the development and revision of chemical safety programs and procedures, and laboratory safety training. The Chemical Hygiene Officer can be reached by phone at (909) 607-4217 or during regular office hours in room 2314 of the Jacobs Science Building.

The HMC Chemical Hygiene Officer works with administrators, faculty and other employees to develop and implement appropriate chemical hygiene policies and practices in the academic laboratories. The HMC Chemical Hygiene Officer:

- Monitors the procurement, use and disposal of chemicals used in laboratories;
- Ensures appropriate audits are maintained;
- Assists researcher and laboratory staff with the development of safety protocols for laboratory facilities;
- Trains laboratory staff on the HMC Chemical Hygiene Plan;
- Maintains and updates the HMC Chemical Hygiene Plan.

Management Responsibilities

"Management" includes all positions that assume programmatic and financial responsibility which may include department chairpersons, deans, department directors, area assistant vice presidents, vice presidents, and the president.

It is the responsibility of HMC Management to ensure:

- Model, communicate, and encourage a safe work culture and safe and healthy work practices;
- Supervisors under their management have the support, training and authority to implement appropriate the IIPP, safety and health policies, procedures, and programs as they apply to their particular areas;
- Supervisors and employees under their management report all work related illnesses, injuries and accidents.
- Areas under their management have both programmatic and financial support for safety and health programs, procedures, and equipment;
- Areas under their management are in compliance with HMC safety and health policies and applicable regulations;
- Supervisors under their management work with the AVP-CHRO, AVP-FM, EPS Manager, HMC Chemical Hygiene Officer and/or TCCS Environmental Health and Safety Department as appropriate to implement safety and health programs for their areas.

Supervisor Responsibilities

Supervisors are those having direct supervisory authority of other HMC staff, faculty or student employees which may include but are not limited to directors, managers, faculty members, proctors, and team leaders. Supervisors are a key person in the safety program due to the direct contact they have with employees.

It is the responsibility of every HMC supervisor to:

- Be familiar with this IIPP, implement it in their work area, and answer questions about the IIPP;
- Be familiar with the safety and health hazards to which employees under their supervision and control may be exposed;
- Promote, model, communicate and encourage safe work practices among employees;
- Determine the appropriate workplace safety training for employees;
- Inspect worksite(s) to identify and correct unsafe and hazardous conditions;
- Adequately warn employees of potential hazards;

- Train employees to use and maintain tools and equipment safely and properly;
- Immediately report employee work related illnesses and injuries per Harvey Mudd College Risk Management and TCCS Workers Compensation and Disability Administration workplace injury reporting requirements.
- Evaluate the safety performance of all workers who report to them;
- Disciplining employees or those who report to them for failure to comply with safe and healthful work practices;
- Report all work related injuries, illnesses, environmental incidents and property loss or damage and encourage employees to report them without fear of reprisal. Stop work if it poses an imminent hazard.

Employee Responsibilities

HMC employees are responsible for keeping themselves informed of workplace hazards, participating in training, following all applicable safety policies and procedures, and promptly reporting hazards and accidents.

It is the responsibility of each HMC employee to:

- Be familiar with this IIPP, comply with it, and ask any questions about the IIPP needed to understand it, if any, to their supervisor, management or the IIPP Program Lead.
- Participate and cooperate in all safety training and comply with all postings and safety directions.
- Observe and comply with safe work practices per supervisor instructions in accordance with HMC safety and health policies and Cal/OSHA regulations. Review and understand their roles in the HMC IIPP and department-specific safety and emergency plans;
- Understand potential hazards and unsafe conditions and to know how to report unrecognized hazards;
- Review workplace chemical lists and know how to read a Safety Data Sheet, when applicable to an employee's job responsibilities;
- Conduct regular safety inspections of their work area in order to identify and correct hazards;
- Understand measures designed to minimize exposure to harmful substances or hazards including engineering controls, safe work practices, and personal protective equipment;
- Immediately report all work-related injuries, illnesses, accidents or near-misses to a supervisor and stop work if it poses an imminent hazard;
- Know the nearest location's safety information.

Faculty, Advisors and Senior Researchers Responsibilities

Faculty, advisors, and senior researchers are ultimately responsible for the design and supervision of laboratory, research and classroom exercises.

In addition to supervisor responsibilities, it is the responsibility of each HMC faculty, advisor and senior researcher to:

- Assess specific hazards and weigh potential risks against educational benefits;
- Follow safety rules and regulations as they relate to the activities in their areas of assignment;
- Identify where risks are unavoidable and provide student researchers and employees with an explanation of risks; a written set of safety instructions; and provide methods of enforcing safety protocols and procedures that can be followed and maintained.

2. COMPLIANCE

Program Compliance and Enforcement
HMC employees must follow safe and healthy workplace practices. Managers and supervisors are responsible for establishing and maintaining good health and safety practices and implementing corrective actions when deemed necessary. Best practices for improving compliance and enforcement of safety in the workplace may include:

- Recognition of employees for following safe and healthful work practices;
- Training and retraining employees where required;
- Integrating health and safety practices into new employee job descriptions and performance appraisals;
- Exercising disciplinary actions for failure to follow safe and healthful work practices.

Disciplinary Actions for Non-Compliance
If an employee is found to be in violation of the HMC IIPP, Cal/OSHA regulations, safety rules, and/or safety instructions, the employee's Vice President or designee/supervisor in consultation with the Assistant Vice President for Human Resources, will determine an appropriate remedy to the complaint based on the results of an investigation. If it is determined that disciplinary action is warranted, the particular form of discipline will depend on the nature of the offense. Discipline includes but is not limited to corrective action such as verbal and written warnings, performance improvement plan, suspension or termination of employment. No particular order, system or steps are required. The College may, in its sole discretion, issue the form of corrective action that it deems appropriate under the circumstances including immediate termination.

A person found in violation has the right to appeal the findings and/or disciplinary action under applicable College policies and procedures as identified in the Employee Handbook or Faculty Notebook.

3. COMMUNICATION

HMC communicates with employees in a form readily understandable by all those affected on matters related to occupational safety and health, including provisions designed to encourage employees to inform supervisors of hazards at the workplace without fear of reprisal. The methods of communicating used by HMC to relay information to all employees on matters pertaining to occupational safety and health may include but are not limited to the following:

HMC New Employee Safety Orientation
New employees are required to attend an orientation session that shall provide newly hired employees with general information on health and safety requirements and emergency procedures for the college. Information regarding training sessions is posted on the HMC Safety website.

New employees are required to read this IIPP, and the HMC Emergency Response Procedures. Each new employee is required to acknowledge receipt of this information by electronic acknowledgement during the Workday onboarding process. A record of acknowledgement will be maintained in each employee's Workday profile. The HMC IIPP and the HMC Emergency Response Procedures can be found on the HMC website at the following link: www.hmc.edu/employee-safety.

Staff Meetings
Periodic departmental staff meetings are required to be held that include discussions on safety related issues and topics.

Training
Harvey Mudd College will also communicate through training, further described in section 7 of this IIPP.

Health and Safety Publications
The HMC Assistant Vice President - Chief Human Resources Officer and Emergency Preparedness and Safety Manager maintains website information.

Periodic Postings
Safety posters and bulletins appear on bulletin boards outside of the Human Resources, Facilities and Maintenance Office, and Dining Services Office, and in other common area locations throughout campus and the HMC website.

Anonymous Complaints
As further explained below in section 4 of this IIPP, Harvey Mudd College has a system for employees to anonymously inform HMC about workplace hazards.

4. IDENTIFICATION AND REPORTING

Hazards Identification and Reporting
HMC's system and procedure for identifying, evaluating and reporting workplace hazards, includes but are not limited to:

- HMC Chemical Hygiene Officer, HMC Emergency Preparedness and Safety Manager, and TCCS EH&S routine safety inspections and accident investigations;
- Outside regulatory agencies or consultant inspections;
- Employee communication to the HMC Chemical Hygiene Officer, HMC Emergency Preparedness and Safety Manager, or the TCCS EH&S;
- Facilities & Maintenance work requests;
- Employee to supervisor and manager communications.
- Workplace Inspections

Employees who report existing or potentially hazardous conditions or unsafe work practices will not be disciplined or retaliated against. Reports can be made anonymously by submitting a Safety & Health Hazard Form on the HMC Website and submitting a completed form, excluding contact information, to the HMC Emergency Preparedness and Safety Manager, HMC Chemical Hygiene Officer, Office of Facilities & Maintenance, or Office of Human Resources.

Workplace Inspections
HMC's procedures for identifying and evaluating workplace hazards include supervisors scheduling periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards in accordance with Title 8 of the California Code of Regulations:

- When the Program is first established;
- Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and
- Whenever the employer is made aware of a new or previously unrecognized hazard
- When occupational injuries and illnesses occur; and

- Whenever workplace conditions warrant an inspection.

To assist supervisors in identifying and correcting potential hazards, the Emergency Preparedness and Safety Leaders Team (EPS-LT), HMC Chemical Hygiene Officer, and TCCS EH&S are available to conduct and make recommendations via regular surveys and/or audits (e.g., inspection of hazardous materials storage and disposal, and fire safety).
Several outside agencies, either by invitation of the college or by regulatory requirement, also conduct regular and/or periodic inspections at HMC. These agencies may assist the College in achieving some of its inspection responsibilities.

Reporting Injuries, Illnesses, Environmental Incidents, Property Loss or Damage

Employees are to report ALL workplace incidents (injuries, illnesses, and non-injury accidents), and near misses/unsafe conditions to their supervisors immediately.

Supervisors are to report ALL injuries, exposures or illnesses **immediately, following the guidance below.** After regular business hours and weekends report ALL injuries, exposures or illness to Campus Safety (909) 607-2000.

If an **employee/student employee** is injured, or becomes ill due to work, and requires immediate medical attention, please take the following steps:

1. **Call Campus Safety immediately** at **909.607.2000** for on-site response and support.
    - Campus Safety operates with 24-hour coverage.
2. **Contact the TravCare Nurse Line** at **855.385.6037** as soon as possible.
    - This step is essential for timely medical guidance and to initiate the workers' compensation process for employees of the college.
        - TravCare Nurse Line Flyer

Both the **injured or ill employee** and their **supervisor** are required to complete and submit an accident report within two days to the Office of Human Resources at hr@hmc.edu. Please submit both of the following forms:

- Employee's Report of Injury Form
- Supervisor's Report of Injury Form

If directed to an Occupational Clinic, please see the following information:

- Concentra West Inland Empire Locations

For **Students, Temporary Workers, and Visitors**, please complete and submit an accident report within two days to the Office of Human Resources at hr@hmc.edu. Please use the following form:

- Student/Visitor Accident Form

Additional information on reporting injuries may be found here:

- Reporting Injuries

Serious Injuries Reporting

Serious occupational injuries, illnesses or exposures to hazardous substances, as defined by Cal/OSHA, must be reported to Human Resources immediately when they become known to managers or supervisors. Serious injuries include inpatient hospitalization other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an

eye, or any serious degree of permanent disfigurement. Managers and supervisors must report injuries that meet the Cal/OSHA definition of Serious Injury to Campus Safety at (909) 607-2000 as soon as they are notified of the injury. Required information includes the injured employee's name, a brief summary of the incident, description of the injuries obtained by the employee, and a number where the reporting supervisor can be reached. Campus Safety can then assist as appropriate. A member of the HMC EPS team will immediately evaluate whether an incident meets Cal/OSHA's reporting requirements for serious injury, illness, or death and will make required notifications within mandated regulatory timelines (within eight hours). HMC's Assistant Vice President - Chief Human Resources Officer will ensure an incident investigation is conducted with a representative from the injured employee's department to determine any contributing conditions and develop corrective action plans.

Non-Injury Incident Reporting

This process is to ensure prompt reporting, investigation, documentation, and corrective action for non-injury incidents, including all accidents, involving College property, vehicles, equipment, or facilities. Report all non-injury incidents, including accidents involving College property promptly, regardless of the extent of damage.

Examples: Golf cart accidents, vehicle/property damage, equipment collisions, or other incidents involving College property.

Step 1: Prompt Notification:

- For **Employees, Student Employees,** and **Temporary workers:** Immediately report the accident to your Supervisor/Manager.
- For **Vendors/Service Providers:** Immediately notify the HMC employee, project manager, department representative, or other College contact who requested or is overseeing the work. The HMC employee must immediately report the accident to their Supervisor/Manager.
- For **Visitors**: Immediately notify the HMC employee whom you are visiting. The HMC employee must immediately report the accident to their Supervisor/Manager.

Step 2: Manager/Area Leader: Contact Campus Safety (909.607.2000)

Call Campus Safety as soon as possible to investigate the accident and complete a report.

Step 3: Notify Facilities and Maintenance and Submit a Work Order

Once Campus Safety has been notified, submit a work order immediately for any property damage, repairs, or safety hazards resulting from the accident.

Contact: Facilities and Maintenance: 909.621.8226 or email facilities@hmc.edu. Submit a work order here.

Step 4. Review and Follow-Up

Campus Safety will forward the accident report to the AVP of Facilities and Maintenance and the Office of Human Resources and/or Risk Management. Additional follow-up, guidance, or corrective actions may be recommended as needed.

Near Miss Reporting

A near miss is an incident that did not cause an accident, injury or illness, or property damage but had the potential to do so. Employees are encouraged and expected to report near misses, unsafe conditions, and unsafe behaviors before injury occurs to their supervisor.

5. INVESTIGATIONS

HMC will investigate and report workplace incidents to implement procedures and reduce the likelihood of future recurrence. An incident can be described as an unplanned event which results in an injury, illness, or non-injury accidents involving College property, vehicles, equipment or facilities.

The HMC Assistant Vice President - Chief Human Resources Officer is responsible for ensuring an investigation is performed to determine and correct the known cause(s) of an incident. Specific procedures that can be used to investigate workplace incidents and hazardous substance exposures include:

1. Interviewing injured personnel and witnesses;
2. Examining the injured employee's workstation for causative factors or otherwise determining, if possible, the cause of the incident;
3. Reviewing established procedures to ensure they are adequate and were followed;
4. Reviewing training records of affected employees;
5. Taking corrective actions to prevent the incident/exposure from reoccurring; and
6. Recording all findings and corrective actions taken.

The HMC Assistant Vice President - Chief Human Resources Officer will ensure the findings and corrective actions are documented using the HMC Injury/Incident Report form. Assistance is available from resources including the Supervisor, AVP-FM, HMC Chemical Hygiene Officer or TCCS Environmental Health and Safety Department. Corrective actions that are found to be incomplete should be routed back to the supervisor for further follow-up. All corrective actions that are not implemented in a reasonable period of time must be discussed with the department manager and/or appropriate Vice President. The AVP-CHRO is available to help resolve outstanding issues and problems.

6. HAZARD CORRECTION AND CONTROL

HMC is committed to correcting unsafe and/or unhealthy work environment conditions in a timely manner. Considerations are made based on the severity of the hazards. Correction and control may include stopping work, stopping unsafe work practices, changes to procedures, engineering controls, use of personal protective equipment, environmental monitoring, medical surveillance, and in-service training where necessary. HMC's Facilities & Maintenance Office may provide corrections through use of work orders or utilize outside contractors where specialized expertise is needed or when resources are not available in-house.

Hazards are corrected in a timely manner once observed, reported and/or discovered. If an imminent hazard exists, work in the area should cease, and the appropriate supervisor be contacted. If the hazard cannot be immediately corrected without endangering employees or property, all unnecessary personnel must be evacuated from the area. Individuals entering the hazard area to correct the condition must have protective equipment, completed training and other necessary safeguards before addressing the situation.

Corrective measures that require engineering controls or modifications of procedures will be reviewed in accordance with regulatory standards and requirements.

7. TRAINING

The best way to maintain a safe work environment is to ensure employees are aware of the hazards and safety procedures associated with their workplace. Cal/OSHA and the HMC IIPP

require all employees be trained in general safe work practices. Specific training on dealing with any hazards unique to each employee's job assignment must also be provided. All training must be documented. Training can be completed during group safety training programs, or one-on-one sessions with supervisors or their designees. If employees do not have the training required to complete a job safely, they must inform their supervisors so they can be trained before beginning work.

Safety training has two parts, General and Occupational Safety. General Safety training is required for all HMC employees. Occupational Safety training requirements are based on each employee's job tasks.

When an employee changes job functions that entail new tasks, the employee's supervisor shall review the employees' previous safety training records to ensure past training is adequate for the current job assignments. If past training is not adequate, additional training is required.

General Safety Training
All HMC employees are required to receive General Safety training regardless of their job assignment. This training is provided upon hire and can be scheduled with the HMC Emergency Preparedness and Safety Manager. The following safety trainings are required by Cal/OSHA for all HMC employees:

- Injury and Illness Prevention Program orientation
- Emergency Procedures, Injury and Accident Reporting
- Workplace Violence Prevention training

Occupational Safety Training
Supervisors are expected to assist employees with determining the appropriate Occupational Safety training needed for their worksite and job assignment. Occupational Safety training identified by the supervisor for the employee must:

- Consist of safety information specific to the hazard and equipment used by employee;
- When appropriate, meet the requirements for specific occupational regulations associated with the work area and/or job task.

Supplemental Safety Training
Employees will receive supplemental Safety training, as requested by their supervisor, when:

- Given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever HMC becomes aware of a new or previously unrecognized hazard.

Supervisor Training
All levels of management are responsible for the safe performance of their assigned departmental functions and ensuring their direct reports receive proper training to work in a safe and healthful manner. In addition to the General Training, managers, supervisors, and any employee responsible for assigning work tasks to employees are required to have the following training:

- Injury and Illness Prevention Program orientation
- Emergency Procedures, Injury and Accident Reporting and related Investigations
- Workplace Violence Prevention training
- Supervisor Safety training;
- Occupational Safety training appropriate for their job assignment and worksite;
- Refresher training as deemed necessary by regulatory requirements, safety inspections

or safety audits.

Mode of Training
Employees and supervisors may use any of the following methods to accomplish appropriate General, Occupational or Refresher Safety Training:

- Workshops and training presentations sponsored by an appropriate professional organization, the TCCS Environmental Health and Safety Department, the HMC Chemical Hygiene Officer or the HMC Emergency Preparedness and Safety Manager;
- Computer-based or other appropriate occupational safety training modules;
- Occupational Safety training videos;
- Departmental safety training meetings

All safety training must include information that is specific to the employee's job task and/or worksite. All training must be documented and include the date of training, name of trainer, description of training topic covered, and attendance record.

Completion of required safety training shall be tracked through the College's designated learning management system (Vector or HSI) or uploaded to the Workday training site.

8. HEAT ILLNESS PREVENTION

Harvey Mudd College is committed to protecting employees from heat-related illnesses and complying with applicable Cal/OSHA Heat Illness Prevention requirements for both indoor and outdoor work environments. Departments whose employees may be exposed to elevated temperatures shall implement appropriate preventive measures and training to reduce the risk of heat-related illness.

Access to Water
Employees working in environments where heat exposure may occur shall have access to potable drinking water that is fresh, suitably cool, and readily accessible. Supervisors shall encourage employees to drink water frequently throughout their work shift, particularly during periods of elevated temperatures or strenuous activity.

Access to Shade
When the outdoor temperature is greater than or equal to 80 degrees Fahrenheit, shade shall be provided and maintained in one or more areas while workers are present that are either open to the air or provided with ventilation or cooling. When the outdoor temperature is less than 80 degrees Fahrenheit, shade shall be made available and provided upon request by an employee.

Cool-Down and Recovery Periods
Employees shall be permitted and encouraged to take preventative cool-down or recovery periods in a shaded, air-conditioned, or otherwise cool location whenever they feel the need to protect themselves from overheating. Employees experiencing symptoms of heat-related illness shall immediately notify their supervisor and be provided an opportunity to rest and recover before returning to work. Cool down areas will be maintained at less than 82 degrees.

Heat Illness Response Procedures
Employees must promptly report, and supervisors must monitor employees for symptoms of heat illness, including dizziness, weakness, headache, nausea, confusion, excessive sweating, or other signs of heat-related distress. Supervisors shall respond immediately to reports of heat

illness symptoms, provide appropriate shade and other resources, move affected individuals to a cool location, and contact Campus Safety for emergency medical services when warranted. Employees exhibiting signs of severe heat illness shall not be left alone and shall receive prompt medical attention. Employees will not be allowed to work until signs or symptoms of heat illness have abated.

High Heat Procedures
Supervisors and Managers will implement high-heat procedures when: The outdoor temperature reaches or exceeds 95 degrees Fahrenheit or employees must enter designated confined space areas for repair or maintenance. High heat procedures can include additional communication, monitoring of heat illness symptoms, reminding workers to drink plenty of water, and meetings to review these procedures with employees.

Supervisor Responsibilities and Training
Supervisors responsible for employees working in heat-affected environments shall receive training on heat illness prevention and response, temperature monitoring, including the recognition of common heat illness symptoms, risk factors, emergency response procedures, requirements for water and cool-down periods, and methods for monitoring employees during periods of elevated
temperatures. Supervisors shall take reasonable steps to adjust work activities, schedules, and rest periods when environmental conditions increase the risk of heat-related illness.

Employee Training
Employees who may be exposed to elevated temperatures shall receive training on heat illness prevention, including the importance of hydration, prevention of heat illness and methods to do so, recognizing signs and symptoms of heat illness, the availability of cool-down periods, process for reporting symptoms, and emergency response procedures.

Acclimatization
Employees who are new to working in heat-exposed environments, returning from extended absences, or assigned to unusually strenuous work during hot conditions may require additional monitoring and gradual adjustment to heat conditions. Supervisors should provide increased observation and support during these periods to reduce the risk of heat-related illness.

Compliance and Disciplinary Action
All employees of any kind are required to follow these heat illness provisions. Failure to follow these provisions may result in discipline up to and including termination.

9. WORKPLACE VIOLENCE PREVENTION PLAN

Harvey Mudd College maintains a separate Workplace Violence Prevention Plan (WVPP) in compliance with California Labor Code Section 6401.9. Employees shall receive workplace violence prevention training as required by law. Incidents involving workplace violence, threats, intimidation, or concerning behavior shall be reported in accordance with the WVPP.

10. RECORDKEEPING

Harvey Mudd College shall maintain records necessary to demonstrate compliance with the IIPP, applicable Cal/OSHA regulations, and other workplace safety requirements. Records may be maintained electronically or in hard copy and shall be retained in accordance with applicable

legal and regulatory retention requirements.

The Office of Human Resources, Facilities and Maintenance, Environmental Health and Safety personnel, supervisors, and other designated departments are responsible for maintaining records applicable to their areas of responsibility.

Safety Data Sheets (SDSs) and other employee exposure records shall be maintained for at least thirty (30) years in accordance with applicable Cal/OSHA and OSHA record retention requirements.

Records that may be maintained under this program include, but are not limited to:

Safety Training Records
Documentation of employee safety training, orientation, supervisor training, and job-specific safety training shall be maintained. Training records should include the employee's name, date of training, training topic, trainer name, duration and attendance or completion documentation.

Workplace Inspection Records
Records of workplace inspections, safety audits, hazard assessments, and corrective actions shall be maintained to document the identification and correction of workplace hazards.

Incident Investigation Records
Records of work-related injuries, illnesses, property damage incidents, and associated investigations shall be maintained, including findings, corrective actions, and follow-up measures.

Exposure Monitoring Records
Where required by applicable regulations, records of industrial hygiene monitoring, exposure assessments, environmental sampling, and related evaluations shall be maintained in accordance with regulatory requirements.

Medical Surveillance and Exposure Records
Medical surveillance records, employee exposure records, and other occupational health records shall be maintained and retained in accordance with applicable federal and state confidentiality and record-retention requirements.

Workplace Violence Prevention Records
Records required under the Workplace Violence Prevention Plan (WVPP), including violent incident logs, workplace violence investigations, hazard assessments, corrective actions, and employee training records, shall be maintained in accordance with applicable legal requirements.

Occupational Injury and Illness Records
Human Resources shall maintain occupational injury and illness records as required by Cal/OSHA, including the OSHA 300 Log, OSHA 300A Summary, and OSHA 301 Incident Reports, and shall post the annual summary in accordance with applicable regulatory requirements.

Corrective Action Documentation
Records of hazard correction, abatement measures, engineering controls, administrative controls, and other safety improvements shall be maintained to demonstrate timely resolution of

identified hazards.

Record Access and Confidentiality
Safety records shall be maintained in a manner that protects employee privacy and confidentiality while allowing access as required by law. Employees, former employees, authorized representatives, and regulatory agencies may review applicable records in accordance with state and federal requirements.

Program Review and Retention
Records maintained under this program shall be retained for the period required by applicable law and regulatory standards. In general, most records will be kept for at least five years with exposure or other employee medical records under this IIPP kept for 30 years or the duration of employment if the employment exceeds 30 years. The College will periodically review safety records, incident trends, inspection findings, training completion data, and corrective action status to evaluate the effectiveness of the IIPP and identify opportunities for continuous improvement.

11. CAMPUS SAFETY COMMITTEE

Harvey Mudd College maintains a Campus Safety Committee to promote a safe and healthy work environment and support the ongoing implementation of the IIPP. The Committee serves as a collaborative forum for identifying workplace safety concerns, reviewing safety-related information, and recommending improvements to reduce the risk of injury, illness, and property damage.

The Campus Safety Committee includes representatives, as appropriate, from Emergency Preparedness and Safety, Human Resources, Facilities and Maintenance, Academic Affairs, research laboratories, and other departments or operational areas as determined by the College.

The Campus Safety Committee may be responsible for:

- Promoting employee awareness of workplace safety practices, training opportunities, and regulatory requirements.
- Encouraging open communication regarding safety concerns and fostering a culture of shared responsibility for workplace safety.
- Assist in identifying emerging risks and recommending strategies to enhance campus safety.
- Recommending corrective actions and preventive measures to address identified hazards and reduce future risk.
- Evaluating the effectiveness of existing safety programs and procedures.

The Campus Safety Committee shall meet periodically, maintain meeting records as appropriate, and communicate recommendations to college leadership and relevant departments for consideration and implementation. The Committee serves in an advisory capacity and supports the College's commitment to continuous improvement in workplace health, safety, and environmental stewardship.

12. IIPP REVIEW PROCESS

The IIPP shall be reviewed annually and whenever:

- Significant organizational changes occur

- New hazards are identified
- Serious injuries or near misses occur
- Regulatory requirements change
- Major facility modifications are completed

REFERENCES

- *Injury and Illness Prevention Program,* California Office of Occupational Safety and Health Agency. Title 8 Section 3203.

APPROVAL & REVISIONS

Approved by Cabinet in September 2011.
Updates made and approved in September 2026.