



INJURY & ILLNESS PREVENTION PLAN

Barstow Community College District

Title 8, CCR § 3203

Safety Committee
Rev. April 2025

BARSTOW COMMUNITY COLLEGE DISTRICT
2700 Barstow Road
Barstow, California 92311
(760) 252-2411

INJURY & ILLNESS PREVENTION PLAN

TABLE OF CONTENTS

INTRODUCTION & PURPOSE STATEMENT.....2

RESPONSIBILITIES OF DISTRICT PERSONNEL.....3

COMMUNICATION OF SAFETY AND HEALTH MATTERS.....4

TRAINING & INSTRUCTION.....5

COMPLIANCE.....5

HAZARD ASSESSMENT, REPORTING, AND CORRECTION.....6

INCIDENT INVESTIGATION.....8

RECORDKEEPING.....8

RELATED RESOURCES.....9

INTRODUCTION & PURPOSE STATEMENT

The Barstow Community College District (BCCD) has established administrative procedures to ensure the safety of employees and students on BCCD sites (AP 6800 Safety). BCCD works in accordance with applicable Occupational Safety and Health Administration (OSHA) regulations and the Injury and Illness Prevention Plan designed for non-high-hazard employers, as outlined in Title 8 California Code of Regulations Section 3203.

BCCD recognizes the importance of continually working toward a safer learning and working environment on BCCD sites. All BCCD personnel are encouraged to play an active role in campus safety. The Injury and Illness Prevention Plan establishes the practices for BCCD personnel to prevent and reduce accidents, injuries, illness, and any potentially unsafe conditions.

Please show support for BCCD's efforts by reviewing and understanding safety rules and practices, maintaining a safe work area, and reporting any incidents or potentially unsafe conditions.

Sincerely,

Eva Bagg, Ph.D.

Superintendent-President

RESPONSIBILITIES OF DISTRICT PERSONNEL

SAFETY COMMITTEE

Maintenance of the Injury and Illness Prevention Plan, including Barstow Community College District (BCCD) practices, procedures, and outlined safety activities, has been delegated to the Safety Committee (AP 6800 Safety). Review of safety issues, concerns, and updates will take place during monthly Safety Committee meetings. The committee has the authority to make recommendations relating to occupational safety and health matters.

BUILDING SAFETY OFFICERS (BSOs)

Each building on BCCD campus and external sites is assigned volunteer primary and alternate Building Safety Officers (BSOs). Each primary BSO is responsible for the safekeeping and maintenance of an emergency backpack containing supplies for use at their assigned location in the event of an emergent situation. Each emergency backpack should contain a personnel log sheet, first aid supplies, emergency whistle, face shields for performing cardiopulmonary resuscitation (CPR) or rescue breathing, Naloxone (NARCAN), and other emergency preparedness supplies provided by BCCD. Each primary BSO will also be provided a radio to communicate with security guards, other BSOs, managers, and other staff. The alternate BSO must be able to access the emergency backpack and BSO radio in case the primary BSO is unavailable. BSOs will receive periodic training. A list of BSOs, their assigned buildings, and emergency backpack locations will be maintained and available in the Office of the Vice President of Administrative Services.

MANAGEMENT

Management is pivotal in fostering a culture of safety awareness and accident prevention in the workplace. Their key responsibilities include:

- 1) **Enforce:** Implement all District safety rules in accordance with Administrative Procedures.
- 2) **Educate:** Acquire knowledge of local, state, and federal safety regulations.
- 3) **Train:** Provide training for all new and current employees on proper safety procedures and potential job hazards.
- 4) **Inspect:** Regularly examine work sites and equipment to ensure they are in safe condition and are being used correctly.
- 5) **Communicate:** Keep all employees informed about safety practices and accident prevention measures.
- 6) **Prepare:** Ensure readiness for emergencies by maintaining necessary supplies for an emergency.
- 7) **Document:** Record all employee injuries, discussions among the Safety Committee, and complete detailed incident reports promptly.
- 8) **Investigate:** Examine all injuries and accidents to identify causes and implement corrective measures.
- 9) **Lead by Example:** Demonstrate commitment to safety by adhering to all District safety protocols.

ALL EMPLOYEES

Individual effort is key to campus-wide safety. All BCCD staff are responsible for the following:

- 1) Attending new-employee orientations and safety trainings;
- 2) Understanding and adhering to safety rules;
- 3) Reporting unsafe acts or conditions to department managers and Risk Management;
- 4) Referring to the Emergency Action Plan (EAP); and
- 5) Participating in communications regarding campus safety updates.

CAMPUS SECURITY

Contracted security guards are tasked with enhancing the safety and security of the campus. Their roles include patrolling the campus, monitoring for suspicious activities, responding to emergencies, and enforcing campus security policies. They work in close coordination with management to ensure a unified and effective response to incidents. Guards are trained and licensed according to state and local regulations, ensuring their practices align with the college's safety protocols and values, including adherence to legal and regulatory standards. The guards are required to report all security-related incidents through the college's established reporting channels, ensuring transparency and accountability in handling campus safety issues.

COMMUNICATION OF SAFETY AND HEALTH MATTERS

Matters concerning occupational safety and health will be communicated to employees by written documentation, formal and informal training, meetings and postings. Safety meetings or briefings between supervisors and the employees may take place at any time and may be formal or informal. These meetings will allow for dissemination of safety information, generate safety awareness, provide discussion regarding safety procedures, and provide an opportunity for employees to inform their employer of workplace hazards. BCCD encourages administrators, employees, faculty, and students to submit suggestions for any safety improvements that could benefit anyone or everyone at Barstow Community College District to Risk Management. No employee will be retaliated against for reporting hazards or for making suggestions related to safety.

COMMUNICATION THROUGH THE SAFETY COMMITTEE

The Safety Committee's purpose is to encourage and facilitate dialogue between management and employees on occupational safety and health related matters. Monthly meetings' agenda and minutes are posted to BoardDocs for staff, students, and the general public to view.

The committee is composed of members from the following groups:

- Vice President of Administrative Services;
- Director of Maintenance and Operations;
- Executive Director of Campus Operations;
- Director of Student Life and Conduct;
- One student member from ASG;

- Two faculty members appointed by the Academic Senate in consultation with the Barstow College Faculty Association (BCFA); and
- Three members from the California State Employees Association, Chapter 176.

COMMUNICATION THROUGH ANNUAL SAFETY AND SECURITY REPORT

District Administrators will prepare and annually update a report of all occurrences reported to campus security personnel or local law enforcement of any arrests for crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities (AP 3500 Campus Safety). In accordance with the Jeanne Clery Disclosure Act, the Annual Safety and Security Report is submitted to the BCCD Board of Trustees and posted on the BCCD website's Risk Management page.

TRAINING AND INSTRUCTION

NEW EMPLOYEE ORIENTATION SAFETY TRAINING

Within 30 days of employment, all new staff will receive a New Employee Orientation Safety Training, which will include information regarding:

- Injury and Illness Prevention Plan (IIPP);
- Emergency Response Guide;
- Reporting process and forms for safety hazards, accidents, injuries, illness, and other incidents;
- Emergency Action Plan (EAP);
- Chemical hygiene training (if applicable);
- Information regarding Building Safety Officers (BSOs); and
- Opioid overdose prevention and the "Administering Naloxone" Training Video from the California Department of Public Health (CDPH).

HAZARDS TRAINING

Employees affected by the introduction of new equipment, chemicals, or procedures at their workplace will be given the appropriate familiarization and safety training prior to their use. Supervisors will be trained to recognize potentially hazardous conditions and will familiarize themselves with occupational safety and health hazards to which employees under their immediate direction and control are exposed.

COMPLIANCE

Under BP 3050 Institutional Code of Ethics, all BCCD employees must act within applicable laws, codes, regulations, and BCCD Board Policies and Administrative Procedures. Employees will not be discriminated against for work-related injuries. Injuries will not be included in performance

evaluations unless the injuries result from an unsafe act. All personnel will be given instruction and an opportunity to correct unsafe behavior. The violation by any BCCD personnel of the BCCD Board Policies or Administrative Procedures may result in discipline, up to and including termination of employment (BP 3050 Institutional Code of Ethics).

HAZARD ASSESSMENT, REPORTING, AND CORRECTION

HAZARD ASSESSMENT

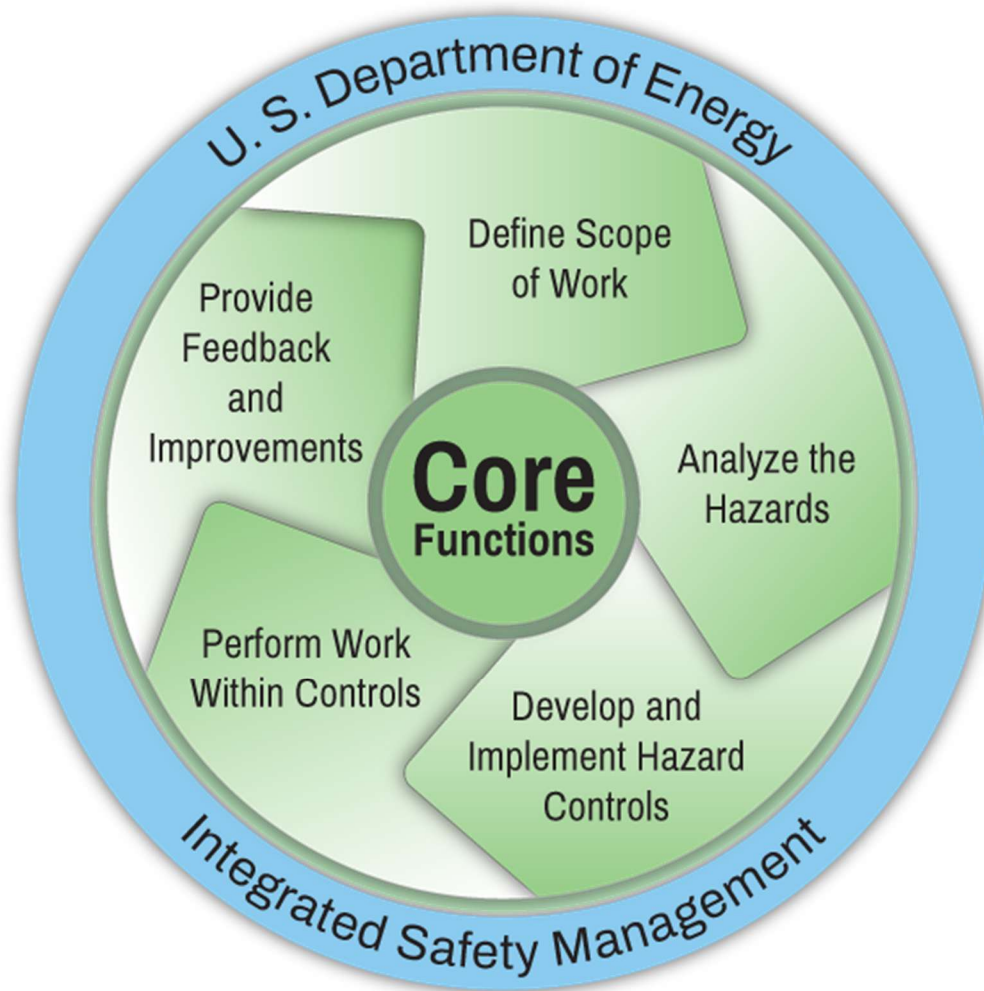
Hazard identification and control is an ongoing process and is fundamental to the effectiveness of the IIPP. Supervisors are responsible for hazard assessment for their assigned work areas. Supervisors can seek technical support from Risk Management. Hazardous items and weapons, including firearms, knives, explosives or other dangerous objects are prohibited on any BCCD facility or site (AP 3530 Weapons on Campus). An assessment should be completed to identify workplace hazards when new substances, processes, procedures, or equipment which present potential new hazards are introduced, or whenever new hazards, injuries, or illnesses are recognized/reported.

INTEGRATED SAFETY MANAGEMENT (ISM)

The Office of Environment, Health, Safety & Security (EHSS) of the U.S. Department of Energy (DOE) outlines the Integrated Safety Management (ISM) hazard assessment procedure to provide the necessary structure for any work activity that could potentially affect workers, the public, and the environment (EHSS, 2022).

The five core safety functions are applied in a continuous cycle as follows:

1. **Define the Scope Work:** Missions are translated into work, expectations are set, tasks are identified and prioritized, and resources are allocated.
2. **Analyze the Hazards:** Hazards associated with the work are identified, analyzed, and categorized.
3. **Develop and Implement Hazard Controls:** Applicable standards and requirements are identified and agreed upon, controls to prevent/mitigate hazards are identified, the safety envelope is established, and controls are implemented.
4. **Perform Work within Controls:** Readiness is confirmed and work is performed safely.
5. **Provide Feedback and Continuous Improvements:** Feedback information on the adequacy of controls is gathered; opportunities for improving the definition and planning of work are identified and implemented (EHSS, 2022).



Reference: EHSS. A Basic Overview of Integrated Safety Management Brochure, October 2022:

https://www.energy.gov/sites/default/files/2022-11/ISM%20--%20BROCHURE%20-%20PRINT%20-%20508_0.pdf

INCIDENT REPORTS

Behavioral incidents involving students which took place at a BCCD site should be reported to the Office of the Vice President of Student Services using the *Student Conduct Incident Form*, found on the [Student Conduct](https://www.barstow.edu/student-services/office-vice-president-student-services/title-ix/student-conduct) page of the BCC website (<https://www.barstow.edu/student-services/office-vice-president-student-services/title-ix/student-conduct>).

Any other type of security or safety incident which took place at a BCCD site should be reported to Risk Management using the *Incident/Injury Report Form (IIR)*, which is updated regularly and can be found on the [Risk Management](https://www.barstow.edu/about-bcc/administrative-services/risk-management) page of the BCCD website (<https://www.barstow.edu/about-bcc/administrative-services/risk-management>).

INJURY REPORTS

Employees who are injured at work must report the injury immediately by contacting the Company Nurse line at 1-833-572-0746 to provide information regarding the injury and access appropriate medical care. The Search Code for BCCD is QT822. Once Company Nurse has been contacted, the employee must immediately notify their supervisor.

Any non-employee injury which took place at a BCCD site should be reported to Risk Management using the *Incident/Injury Report Form* (IIR).

HAZARD REPORTS

Anyone who discovers any unsafe or unhealthy condition should immediately report the condition to their supervisor, which will be shared with Risk Management.

INFECTIOUS DISEASE REPORTING

Employees will complete the “Self-Health Check” to report that they have tested positive for/been diagnosed with COVID-19: https://campuscloud.readyeducation.com/#/cb/web-form/2CQbdEF-07rSwv_NC1QTrg/start. After completion of the Self Health Check, Human Resources will contact the employee for purposes of contact tracing and arranging leave. More information regarding the Self Health Check can be found on BCCD’s COVID-19 webpage at <https://www.barstow.edu/covid-19>.

INCIDENT INVESTIGATION

Risk Management is responsible for performing an initial investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interview injured personnel and witnesses.
- Examine the injured employee's workstation for contributing factors (if applicable).
- Review established procedures to ensure they are adequate and followed (if applicable).
- Review training records of affected employees (if applicable).
- Determine all contributing causes to the accident.
- Take corrective actions to prevent the accident/exposure from reoccurring.
- Record all findings and actions taken.

Records of findings and corrective actions are maintained in the department of Risk Management.

RECORDKEEPING

Documents related to the IIPP are maintained in a safe and convenient location for recordkeeping. The following records will be maintained in the Risk Management Department:

- *Incident/Injury Report Form* (IIR)

- Any records regarding Safety Committee meetings
- Any records regarding investigations, inspections, and audits
- Authorizations & Permits
- Other safety records specific to BCCD

Departments should maintain records of site-specific training, safety meetings (agendas, minutes, handouts), and safety talks.

RELATED RESOURCES

Additional safety resource plans related to the IIPP can be found on the BCCD website. These plans include but are not limited to the following:

- AED Plan
- Chemical Hygiene Plan
- Emergency Response Plan
- Fire Prevention Plan
- Hazard Communication Plan
- Heat Illness Prevention Plan
- Infectious Disease Prevention Plan
- Lock Out Tag Out Plan
- Workplace Violence Plan

Each safety resource plan is updated by the Safety Committee in collaboration with other departments as appropriate.