

OTIS COLLEGE OF ART & DESIGN

9045 Lincoln Blvd, Los Angeles, CA 90045

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

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

Mohammed Ahmed, Operations Manager

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INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

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INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

POLICY

Otis College of Art & Design's IIPP is developed for compliance as required by the California Occupational Safety and Health Administration (Cal/OSHA) to establish and implement an effective written Injury and Illness Prevention Program (IIPP) pursuant to the California Code of Regulations, Title 8, Section 3203. This program aims to establish a safe and healthy working environment. The program covers Otis employees in all job classifications, including student employees and academic and administrative staff. In addition, it also covers all independent contractors and vendors or any other workers that the employer controls or supervises on the campus premises where these workers are exposed to worksite and job assignment-specific hazards.

Otis IIPP is available on the college's [website](#), and a copy will also be available at each independent work site. You may also ask the Operations Manager's office for a copy of the IIPP and the relevant program portion that applies to your job. Please contact the Operations Manager's Office via email at mahmed@otis.edu or at (310) 846-2609.

To comply with all applicable laws relating to occupational safety and health, the college requires all employees' active participation and assistance. The policies and procedures outlined in this manual are mandatory and must be followed by all Otis employees and temporary and contracted vendors. At Otis College, no employee is required to work at a worksite that is unsafe, and all employees and vendors must be aware of conditions in all work areas that could cause injuries or illnesses. All employees of the College are strongly encouraged to immediately inform their supervisor of any potentially hazardous situation that could cause harm to the safety of the employee. Employees must report safety hazards or concerns to supervisors without fear of retaliation. Management will provide all necessary safeguards, programs, and equipment required to reduce the potential for accidents, illnesses, and injuries.

The aim of the IIPP program is to significantly reduce, mitigate and ideally eliminate the number of injuries and illnesses that may occur at the college's premises. To achieve this goal and successfully implement the program, all employees must support the program and follow all the guidelines provided in it. In addition, the collaboration and engagement of each employee about safety and health matters across departments are crucial for the program's success.

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DEFINITIONS

WORKPLACE - The workplace comprises the area of operations to which an employee is assigned. (i.e., Otis College of Art & Design Goldsmith Campus).

Confined Space – a confined space has the following properties:

- Existing ventilation is insufficient to remove dangerous air contamination and/or there is not enough oxygen in the space.
- Ready access or egress for the removal of a disabled employee is difficult due to the location and/or size of the opening(s).
- The area is not designed for continuous human occupancy.

Dangerous Air Contamination – it refers to an atmosphere that poses a threat of death, injury, acute illness, or disability due to the presence of flammable, explosive, toxic, or otherwise harmful substances. Flammable gas or vapor is considered dangerous if it exceeds 20% of its lower explosive limit. Combustible particulates are dangerous if their concentration exceeds 20% of the minimum explosive concentration. Toxic substances are dangerous if their atmospheric concentration immediately endangers life or health. It's important to note that controlling exposure to toxic substances is necessary even at concentrations below immediate life-threatening levels.

Oxygen Deficiency – an atmosphere containing oxygen at a concentration of less than 19.5% by volume.

Oxygen Rich – an atmosphere containing oxygen at a concentration of more than 22% by volume. This creates additional fire hazards.

RESPONSIBILITY

Successful implementation of IIPP requires the active interest, participation, and accountability of all employees at all levels. Thus, the College delegates the following safety duties by Job title to ensure the effectiveness of the IIPP.

Note: Please keep in mind that this is not an all-inclusive list. In some instances, employees will need to perform safety duties outside of their regular job responsibilities to prevent accidents.

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IIPP COORDINATOR

Chief Safety Officer - acts as a safety resource for the college and maintains program records. The officer will also be the College's primary person to deal with outside agencies regarding the safety program and its contents. The Operations Manager is currently responsible for this role. Additional duties include:

- Coordination of all loss prevention activities as a representative of management acting as a consultant to management in implementing and administering the Safety Program.
- Develop and implement loss prevention policies and procedures designed to ensure compliance with the applicable rules and regulations of all federal, state, and local agencies.
- Review all accident reports to determine cause and preventability.
- Conduct periodic reviews of the program and job sites to evaluate performance, discuss problems, and help solve them.
- Consult with representatives of the College's insurance carriers so that their loss control services will support the Safety Program.
- Review Workers' Compensation Claims. Help supply the insurance carrier with information about injured employees to keep loss reserves as low as possible.

DEPARTMENT HEADS, CHAIRS, AND MANAGERS

Must plan, organize, and administer the program by establishing policy, setting goals and objectives, assigning responsibility, motivating subordinates, and monitoring results. This supports and maintains an ongoing Safety, Injury, and Illness Prevention Program through the following:

- Providing clear understanding and direction to all management and employees regarding the importance of safety through developing, implementing, monitoring, and revising policies and procedures.
- Ensure compliance that the IIPP is being followed within their departments.
- Allocating resources by requesting through the appropriate management command chain to purchase necessary materials, equipment, PPEs, adequate time for training, maintenance tools for safety materials, and the correction of safety hazards.
- Overseeing development, implementation, and maintenance of the IIPP and other required safety programs.

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- Encourage staff for input/feedback and evaluate the effectiveness of the safety program implemented and provide suggestions for improvement via appropriate channels.
- Maintaining a company commitment to accident prevention by expecting safe conduct from all managers, supervisors, and employees.
- Holding all levels of management and employees accountable for accident prevention and safety.
- Give the necessary support to supervisors in taking appropriate actions against employees who are continually violating safety rules and guidelines.
- Review all accident investigations to determine corrective action.
- Ensure employees receive appropriate training for their assigned responsibilities.

Managers, Supervisors & Lead Personnel

Play a key role in preventing accidents on the job as they have direct contact with employees and know the safety requirements for various jobs. Safety responsibilities for these individuals include:

Disciplinary Action:

The failure of an employee to adhere to safety policies and procedures established by Otis College can have a serious impact on everyone concerned. An unsafe act can threaten the health and well-being of the employee committing the hazardous act and affect the safety of his/her coworkers and the community at large. Consequently, any employee who violates any of the College's safety policies will be subject to disciplinary action.

Note: Failure to promptly report any on-the-job accident or injury on the same day as the occurrence is considered a serious violation of the College's Code of Safe Practices. Any employee who fails to immediately report a work-related accident or injury, no matter how minor, shall be subject to disciplinary action.

Moreover, employees will be disciplined for infractions of safety rules and unsafe work practices, not just those resulting in an injury. Often, when an injury occurs, the accident investigation reveals a violation of an established safety rule and safety practices by an employee. Thus, in any disciplinary action, the supervisor should be cautious that discipline is given to the employee for safety violations and not simply because the employee was injured on the job or filed a Workers' Compensation claim.

**** Violations of safety rules and the Code of Safe Practices are considered equal to violations of other college policies.**

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Otis's disciplinary measures are consistent and compliant with the College's progressive discipline. When violations occur, the steps for disciplinary action are as follows:

1. Oral warning. Document it, including the date and facts on the "Safety Contact Report" form. Add any pertinent witness statements. Restate the policy and correct practice(s).
2. Written warning. Retrain as to correct procedure/practice.
3. Written warning with suspension.
4. Termination

As in all disciplinary actions, each situation is to be carefully evaluated and investigated. The step taken in the disciplinary process will depend on the severity of the violation, employee history, and regard to safety.

Managers and supervisors should consult with the Office of Human Resources if there is any question about whether disciplinary action is justified. The College may terminate employees immediately for willful or grave violations.

Note: You must be consistent in the enforcement of all safety rules.

SAFETY COMMUNICATION

This section establishes procedures designed to develop and maintain employee involvement and interest in the Safety Manual and IIPP. These activities will also ensure effective communication between management and employees on safety-related issues that are important to the College. The following are some of the safety communication methods that may be used:

- Periodic safety meetings with employees that encourage participation and open, two-way communication.
- New employee safety orientation and provision of the Code of Safe Practices.
- Provision and maintenance of employee bulletin boards discussing safety issues, accidents, and general safety suggestions.
- Written communications from management or the Safety Coordinator, including memos, postings, payroll stuffers, and newsletters.
- Anonymous safety suggestion program.

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Otis will inform employees about any changes regarding the College's Safety program. Management shall relay changes and improvements regarding the safety program to employees as appropriate. As necessary, employees will be involved in future developments and safety activities by contributing/sharing their ideas.

All employee-initiated safety-related suggestions shall be properly answered, either verbally or in writing, by the appropriate level of management. Unresolved issues shall be relayed.

All employees are encouraged to bring any safety concerns they may have to the attention of management. Otis College will not discriminate against any employee for raising safety issues or concerns.

Otis College also has a system of anonymous notification whereby employees who wish to inform the company of workplace hazards without identifying themselves may do so by phoning or sending written notice to the following address:

Mohammed Ahmed, Operations Manager
9045 Lincoln Blvd
Los Angeles, California
(310) 846-2609
mahmed@otis.edu

Emergency Medical Services and First Aid

Otis College ensures access to emergency medical services and first-aid assistance for all employees. The Chief Safety Officer will coordinate with departments in facilitating training in First-Aid to those who desire it.

First-Aid Kits

Each worksite must have access to a weatherproof container containing at least one fully stocked first-aid kit. Regular inspections shall be conducted to ensure cleanliness, replenishment of used items, and easy access to the contents.

The American National Standards Institute (ANSI) and International Safety Equipment Association (ISEA) - Minimum Requirements for Workplace First Aid Kits and Supplies (ANSI/ISEA Z3-8.1-2015) sets the minimum standards for workplace first aid kits and supplies. These kits are classified according to the variety and quantity of supplies needed to address common workplace injuries and sudden illnesses, such as major

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and minor wounds, burns, sprains, strains, and eye injuries. Since every work environment is different, it is recommended to supplement the kit contents based on the advice of a qualified individual in first aid.

The newest ANSI/ISEA standard introduces two classes of first aid kits: Class A and Class B. Class A kits address common workplace injuries, while Class B kits cater to more complex or high-risk environments. The minimum required components for each class are listed on incident reviews, international standards, and injury treatment practices. The quantities and sizes met the 2015 standard requirements.

Per the ANSI Z308.1-2015, below are the required Classes of First Aid Kits & Supplies:

First Aid Supply	Minimum Quantity		Minimum Size or Volume	
	Class A Kits	Class B Kits	(U.S.)	(Metric)
Adhesive Bandage	16	50	1 x 3 in.	2.5 x 7.5cm
Adhesive Tape	1	2	2.5 yd. (total)	2.3 m
Antibiotic Application	10	25	1/57 oz.	0.5g
Antiseptic	10	50	1/57 oz.	0.5g
Breathing Barrier	1	1		
Burn Dressing (Gel soaked)	1	2	4 x 4 in	10 x 10 cm
Burn Treatment	10	25	1/32 oz.	0.9g
Cold Pack	1	2	4 x 5 in.	10 x 12.5 cm
Eye covering (with means of attachment)	2	2	2.9 sq. in.	19 sq. cm
Eye Skin Wash	1 fl. Oz. total			29.6 ml
		4 fl. Oz. total		118.3 ml
First Aid Guide	1	1	n/a	n/a
Hand Sanitizer	6	10	1/32 oz.	0.9g
Medical Exam Gloves	2 pair	4 pair	n/a	n/a
Roller Bandage (2 inches)	1	2	2 in. x 4 yd.	5 cm x 3.66 m
Roller Bandage (4 inches)	0	1	4 in. x 4 yd.	10 cm x 3.66 m
Scissors	1	1	n/a	n/a
Splint	0	1	4.0 x 24 in	10.2 x 61 cm
Sterile Pad	2	4	3 x 3 in.	7.5 x 7.5 cm
Tourniquet	0	1	1 in. (width)	2.5 cm (width)
Trauma Pad	2	4	5 x 9 in.	12.7 x 22.9 cm
Triangular Bandage	1	2	40 x 40 x 56 in.	101 x 101 x 142 cm

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First-Aid

First Aid cabinets with the required items per ANSI and ISEA standards are available in every building and on each floor here at Otis College. Proper equipment or communication systems for transportation to medical facilities and emergency services shall be provided. Emergency service numbers are posted on every floor with appropriate procedures for a particular emergency. The Supervisor or Manager of each department shall identify the nearest medical facility and ensure transportation or communication methods are in place. Employees shall be informed of procedures through orientation, the Code of Safe Practices, and Safety meetings. Facilities for flushing eyes or drenching the body with clean water must be accessible if exposure to harmful materials is possible.

Accident Procedures

The following procedures should be followed if an employee gets injured during work.

- For severe accidents call **911** and request **paramedics**.
- Employees must report all work-related injuries to their Supervisor even if they do not feel it requires medical attention. Failure to do so may result in a delay in Workers' Compensation benefits and disciplinary action.
- The Supervisor, employee, and the College's Health Office (SWHC) shall determine if outside medical attention is needed. If there is uncertainty about the situation, the employee must be sent for a professional assessment to medical care/facility.
- If medical attention is not needed or the employee declined treatment, the Chief Safety Officer shall complete the Accident Investigation Report (Appendix I) for the record.
- If the employee cannot transport himself/herself for any reason, the College must facilitate transportation.
- For a serious accident that involves hospitalization for more than 24 hours, amputation, permanent disfigurement, loss of consciousness, or death, the supervisor/manager/safety officer shall contact the Human Resource Department at **310-665-6911**. Consequently, the HR office will communicate the incident to CAL/OSHA office in no less than **48 hours**.

Fall Protection

Fall protection is necessary when working in areas where there is a risk of falling more than 7 ½ ft. from the structure's perimeter, unprotected sides and edges, leading edges, through shaft ways and openings, sloped roof surfaces steeper than 7:12, or other sloped surfaces steeper than 40 degrees without sufficient protection. Fall protection is also mandatory when working in boom lifts.

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Fall Protection Types

One of the following four types of protection systems shall be used when employees are exposed to falling hazards over 7 ½ ft:

- Standard guardrails, cables, or floor hole covers
- Personal fall arrest system
- Positioning devices
- Fall restraint systems

Standard Guardrails, Safety Cables, or Covers

We employ the easiest and most cost-effective methods for fall protection, which have proven to be highly successful. Our preferred means of fall protection on job sites include standard guardrails, safety cables, floor hole covers, and skylight covers. The following rules apply when using these methods:

- Guardrails must be made of wood or equally sturdy materials and consist of a top rail, measuring between 42 and 45 inches in height from the upper surface to the floor, platform, runway, or ramp level, along with a mid-rail positioned halfway between the top rail and the floor.
- Wooden posts should have a cross-section of at least 2 x 4 inches and be spaced at intervals of 8 ft. or closer.
- Wooden top railings must be smooth and made of 2 x 4 inches or larger material. Double 1 x 4 inches members may be used, with one fastened in a flat position on top of the posts and the other in an edge-up position to the inside of the posts and the side of the top member. Mid rails should be at least 1 x 6 inches of material.
- The rails should be placed on the side of the post that provides the greatest support and protection.
- All guardrails, including connections and anchorage, must withstand a load of 13 pounds per linear foot applied horizontally or vertically downward at the top rail.
- Guardrails subject to heavy stress from material handling should be reinforced using heavier stock, closer spacing of posts, bracing, or other appropriate means.
- Floor, roof, and skylight openings should be guarded by standard railings and toe boards or covers. Covers must safely support the weight of a 200-pound person or workers and materials placed on them.
- Covers should be securely fastened to prevent accidental removal or displacement. They must bear a sign with legible letters not less than one-inch-high stating: "Opening – Do Not Remove." Chalk or keel markings are not acceptable.

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- Ladderway floor openings or platforms should have standard railings with toe boards on all exposed sides, except at the entrance, which should either have a swinging gate or be offset to prevent direct access.
- Floor holes that could be accidentally walked into should be guarded by standard railings with toe boards on all exposed sides or by a floor hole cover of appropriate strength and construction that is secured against accidental displacement. When the cover is not in place, standard railings should protect the floor hole.
- Wall openings with a drop of more than 4 feet and a bottom height less than 3 feet above the working surface should be guarded by standard railings and/or intermediate rails.
- An extension platform outside a wall opening, used for hoisting materials, should have side rails or equivalent guards meeting standard specifications. One side of the extension platform may have removable railings for easier material handling.
- Wall opening protection barriers should be constructed and mounted in a way that can withstand a load of at least 200 pounds applied in any direction (except upward) when in place at the opening.
- All elevator shafts without installed cages enclosed by solid partitions and doors should be guarded on all open sides with standard railings and toe boards.
- When using boom lifts, a full-body harness, and lanyard are required.

Personal Fall Arrest Systems

Personal fall arrest systems, consisting of a full-body harness and a shock-absorbing lanyard, are effective in preventing fall accidents. These systems catch you and safely stop you from hitting the lower level. When standard guardrails, safety cables, or covers are not practical, fall arrest systems will be our preferred means of protection. The following rules apply, in addition to manufacturer requirements and OSHA regulations:

- Ropes and straps used in lanyards and harnesses should be made of synthetic fibers, except when exposed to heat or flame during hot work.
- Anchorages for personal fall arrest equipment must be independent of platforms, capable of supporting at least 5000 lbs. per attached employee, or part of a complete system with a safety factor of at least two, supervised by a qualified person.
- The attachment point of the body belt should be in the center of the wearer's back. The attachment point of the body harness should be in the center of the wearer's back near shoulder level or above the head.
- The anchor end of the lanyard should be secured at a level not lower than the employee's waist, limiting fall distance to a maximum of 4 feet whenever possible.

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- Harnesses, lanyards, and components should be used only for employee protection as part of a personal fall arrest system and not for hoisting materials.
- Personal fall arrest systems subjected to impact loading should be immediately removed from service, inspected by a competent person, and deemed undamaged and suitable for reuse before using them again.
- Prompt rescue measures should be in place for employees in the event of a fall, or employees should be able to rescue themselves.
- Personal fall arrest systems must be inspected before each use for wear, damage, and deterioration. Defective components should be promptly removed from service.
- Any lanyard, safety harness, or drop line exposed to in-service loading should be immediately removed from service and not used again for employee safety.
- Personal fall arrest systems should not be attached to guardrails unless the guardrail can safely support the load.
- Competent persons should inspect each personal fall arrest system at least twice a year, following the manufacturer's recommendations. Inspection dates should be recorded and documented.
- Personal fall arrest systems should be rigged in a way that prevents an employee from free-falling more than 4 feet or contacting any lower level.
- Personal fall arrest systems should bring an employee to a complete stop, limit the maximum deceleration distance to 3.5 feet, and have sufficient strength to withstand twice the potential impact energy of an employee free-falling 6 feet or the system's permitted free fall distance, whichever is less.

Positioning Device Systems

Positioning device systems enable hands-free work at heights and offer some fall protection, though they are less effective than railings or fall arrest systems. To enhance safety, positioning devices can be used in conjunction with fall arrest systems. The following guidelines should be followed:

- Positioning devices must prevent an employee from free falling more than 2 feet.
- Inspect positioning device systems for wear, damage, and deterioration before each use, and remove any defective components from service.
- Body belts, harnesses, and components should only be used for employee protection within a personal fall arrest system or positioning device system, not for lifting materials.
- Non-locking snap hooks are not allowed for use.
- Anchorage points for positioning device systems must be capable of supporting at least two times the intended load or 3,000 lbs., whichever is greater.

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Personal Fall Restraint

Fall restraint systems are designed to prevent falls by restricting the wearer's access to the edge or hazardous areas. Personal fall restraint can be achieved using body belts or harnesses.

- Body belts must be at least 1 5/8 inches wide.
- Anchorage points used for fall restraint should be capable of supporting four times the intended load.
- Restraint protection should be set up in a way that allows employees to move only up to the sides of the working level or area.

Note: Safety belts, harnesses, and lanyards that were placed in service or purchased on or before February 1, 1997, should be labeled as compliant with ANSI A10.14-1975. Personal fall arrest, personal fall restraint, and positioning device systems purchased or placed in service after February 1, 1997, should be labeled as meeting the requirements of ANSI A10.14-1991 or ANSI Z3591.1-1992 standards.

Electrical Safety & Lock-out/ Tag-out Program

Otis College has established the following procedures to safeguard our employees and minimize accident risks. Electrical safety, energy control procedures, and lock-out/tag-out practices shall be regularly reviewed, at least once a year, to ensure compliance with the requirements outlined below.

These procedures are mandatory for all employees. All employees shall receive training on the importance of electrical safety, energy control procedures, and lock-out/tag-out practices. Additionally, each new employee shall also receive instructions from their supervisor regarding the purpose and proper utilization of these procedures.

All Equipment and Installations

- Only trained, qualified, and authorized employees are allowed to make electrical repairs or work on electrical equipment or installations.
- All electrical equipment and systems shall be treated as energized until tested or otherwise proven to be de-energized.
- All energized equipment and installations shall be de-energized prior to the commencement of any work. If the equipment or installation must be energized for tests or other purposes, special precautions shall be taken to protect against the hazards of electric shock.
- All equipment shall be locked out to protect against accidental or inadvertent operation when such an operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy-isolating device bearing a lock.

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- Safety grounds shall always be used where there is a danger of shock from back feeding or other hazards.
- Polyester clothing or other flammable types of clothing shall not be worn near electrical circuits. Cotton clothing is much less likely to ignite from arc blasts. Employees working on live circuits shall be provided with Nomex or equivalent fire-resistant clothing.
- Suitable eye protection must be always worn while working on electrical equipment.
- Always exercise caution when energizing electrical equipment or installations. Take steps to protect employees from arc blasts and exploding equipment in the event of a fault.
- All power tools will be grounded or double insulated. Tools with defective cords or wiring shall not be used.
- Suitable temporary barriers or barricades shall be installed when access to open enclosures containing exposed energized equipment is not under the control of an authorized person.

Energized Equipment or Systems

Work on exposed energized parts of equipment or systems should only be carried out under the following conditions:

- The responsible supervisor has determined that the work can be performed while the equipment or systems are energized.
- The personnel involved have received instructions on the work techniques and hazards associated with working on energized equipment and appropriate equipment has been provided.
- Suitable personal protective equipment, including insulated gloves for voltages above 300 volts, is provided and used.
- Adequate eye protection, i.e. face shields, safety glasses, or goggles, is provided and used.
- Fire-resistant clothing, such as Nomex suits, is worn.
- Where necessary, suitable barriers, barricades, tags, or signs are in place to ensure personnel protection.

Once the required work on an energized is completed, an authorized person is responsible for:

- Removing all personnel and protective equipment from the work area.
- Reinstalling all permanent barriers or covers.

De-energized Equipment or Systems

Before working on de-energized electrical equipment or systems, a qualified person must:

- Notify all involved personnel.
- Securely lock the disconnecting means or remove conductors to prevent accidental energization.
- Attach suitable accident prevention tags to the disconnecting means.

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- Safely block or dissipate the energy from hazardous stored energy devices.
- Test the equipment to confirm it is de-energized.

Energizing (or Re-energizing) Equipment or Systems

Before energizing or de-energizing equipment or systems, a qualified and authorized person must:

- Ensure that all individuals are safely away from potential hazards that may arise from energization, such as arc blasts or explosions caused by unexpected faults.
- Remove locking devices and tags. Only the employee who applied for them is permitted to remove them. Locking devices and tags should be taken off once the work is finished and after the installation of protective guards and/or safety interlock systems.

Accident Prevention Tags

To effectively manage a particular hazard, appropriate accident prevention tags must be utilized. These tags should include, at a minimum, the following essential information:

- The purpose or reason for attaching the tag.
- The name of the individual who applied the tag and their contact details for communication.
- The date when the tag was affixed.

Lock-out/ Tag-out

During cleaning, servicing, or adjusting operations, machinery or equipment should be either de-energized or disengaged and locked out. If necessary, movable parts must be blocked to prevent accidental movement, unless movement is required for the specific task. Lockable controls should be locked out or sealed during repairs, and accident prevention signs or tags should be placed on equipment controls. Otis College will provide necessary accident prevention materials for anticipated repairs.

The Sequence of Lockout Procedure

1. Notify all affected employees about the requirement for a lockout and provide the reason.
2. If the equipment is running, shut it down using the designated stopping procedure (e.g., press the stop button, open toggle switch).
3. Engage the switch, valve, or other energy-isolating devices to disconnect or isolate the energy source(s) (electrical, mechanical, hydraulic, etc.) from the equipment.

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4. Dissipate or restrain stored energy such as capacitors, springs, elevated machine parts, rotating flywheels, hydraulic systems, and air/gas/steam/water pressure. This can be done through grounding, repositing, blocking, or bleeding down.
5. Lock out the energy-isolating devices using an individual lock assigned to each person.
6. Ensure that no person is exposed to hazards, and as a verification step, activate the push button or other normal operating controls to confirm that the equipment will not operate. CAUTION: Return operating controls to the neutral position after the test.

Procedure Involving More Than One Person

If multiple people are needed to secure equipment, each person must place their own personal lock on the energy isolating device(s). Alternatively, a designated individual from a work crew or a supervisor, with the crew's knowledge, can lock out the equipment on behalf of the entire crew. In this situation, it becomes the designated individual's responsibility to follow all steps of the lockout procedure and inform the crew when it is safe to work on the equipment. Furthermore, the designated individual should not remove a crew lock until it has been confirmed that all individuals are away from the equipment.

Testing Equipment During Lockout

During maintenance and repair operations, it is often necessary to test and energize machinery before further work can be carried out. The following steps should be followed:

- Ensure that all personnel are safely cleared from the area.
- Remove tools and materials from the equipment.
- Take off lockout devices and re-energize systems, following the established safe procedure.
- Proceed with the tryout or test.
- Once again, neutralize all energy sources, purge all systems, and apply lockout measures before continuing work.

In cases where the established lock-out procedure is not feasible due to equipment design or performance limitations, suitable alternative worker protection should be provided.

Restoring Equipment to Service

To return the equipment utilized to normal operation, the following procedures must be followed:

- Remove all non-essential items.
- See that all equipment components are operationally intact, including guards and safety devices. Repair or replace defective guards before removing lockouts.

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- Remove each lockout device using the correct removal sequence.
- Make a visual check before restoring energy to ensure that everyone is physically clear of the equipment.

Confined Space Operations

In a work environment, we may sometimes encounter confined spaces, which require special safety precautions. Confined spaces could be filled with dangerous air contaminants, prone to fire, or other hazards that put employees at risk that could lead to serious injuries or death. Employees at Otis College must adhere to the following minimum standards for preventing employee exposure to air contamination hazards and/or oxygen deficiency in confined spaces. Please note that in some cases, additional precautions may be necessary.

Types of confined spaces include:

- Vaults
- Pits
- Tubs
- Vats
- Ducts
- Boilers
- Silos
- Sewers
- Compartments

Before Entering to Confined Space:

- Develop clear operating and rescue procedures and share them with employees. Include surveillance to prevent drifting vapors.
- Train all employees, including standby personnel, on procedures and potential hazards.
- Disconnect, blind, or block off lines or hoses carrying harmful substances. Prevent accidental reconnection.
- Remove flammable or harmful substances from the space as much as possible.
- Test the air for contamination or oxygen deficiency. Keep written records and allow employees to review them.
- If multiple spaces are connected, test and record each one. Follow procedures based on the most hazardous condition.

Confined Space Entry if Test Show No Hazard

If air tests confirm the absence of hazardous air contamination or oxygen deficiency, entry and work in the space can proceed, following these conditions:

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

- Regular air testing, as per the pre-entry procedures, should be carried out frequently to prevent the occurrence of dangerous air contamination or oxygen deficiency during operations.
- If dangerous air contamination or oxygen deficiency does arise, work must halt, employees must exit the space, and additional precautions must be implemented.

Confined Space Entry if Test Show Hazards

If tests show dangerous air contamination or imminent development, the following requirements apply:

1. Enhance existing ventilation.
2. After additional ventilation removes contamination, entry and work may proceed.
3. No ignition sources until dangerous contamination from flammable substances is eliminated.
4. Use proper ventilation for oxygen-consuming equipment.
5. Allow easy entry and exit whenever possible.
6. In cases where providing an easy exit from spaces equipped with automatic fire suppression systems using toxic gases or gases that displaces oxygen or total foam flooding is not possible, these systems should be deactivated. If deactivation is not practical or safe, respiratory protective equipment such as self-contained breathing apparatus (**SCBA**) must be used during entry and work in such spaces.

Confined Spaces Where Dangerous Air Contamination Cannot be Removed by Ventilation

Here at Otis College, our policy dictates that we will engage in work within confined spaces solely if we can ensure their safety using the methods outlined above. Employees shall strictly avoid operating in confined spaces that pose an ongoing risk of air contamination or oxygen deficiency. Undertaking such tasks demands additional measures and precautions that are beyond our immediate capabilities. Should the need for such work arise, a distinct program will be formulated to address it.

Forklifts

According to the US Bureau of Labor Statistics, from 2011 -2017, 614 workers lost their lives in forklift-related accidents, and more than 7,000 non-fatal injuries occurring every year. Otis College has adopted the following Forklift Safety Program.

General

Otis College requires all powered industrial truck operators to undergo and pass specified training and evaluation programs to ensure their competence and safety. Prior to allowing employees to operate such trucks (except for training purposes), they must successfully complete this training.

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

Training Program Implementation

Trainees may operate a powered industrial truck only:

- Under the direct supervision of a person who has the knowledge, training, and experience to train operators and evaluate their competence, and
- Where such an operation does not endanger the trainee or other employees.

To guarantee the safe operation of powered industrial trucks, Otis College requires that every operator demonstrates competence by successfully completing the designated training and evaluation. Before granting permission for an employee to operate a powered industrial truck, except for training purposes, the college will verify that the employee has successfully finished the necessary training program.

Training Program Content

Powered industrial truck operators shall receive initial training in the following topics.

- Operating instructions, warnings, and precautions specific to the authorized truck types.
- Differentiating between trucks and automobiles.
- Familiarization with truck controls, instruments, and their functions.
- Understanding engine or motor operation.
- Steering and maneuvering techniques.
- Visibility considerations, including load-related restrictions.
- Proper utilization and limitations of forks and attachments.
- Knowledge of vehicle capacity and stability.
- Inspection and maintenance tasks required by the operator.
- Refueling, charging, and battery recharging procedures.
- Operating limitations and restrictions.
- Adherence to additional instructions, warnings, or precautions stated in the vehicle's operator's manual.
- Workplace-related topics, such as surface conditions, load composition and stability, load manipulation, pedestrian traffic, narrow aisles, hazardous locations, ramps, and sloped surfaces, closed environments, and other potentially risky environmental conditions.

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

Refresher Training and Evaluation

To ensure the ongoing competency of powered industrial truck operators, refresher training shall be conducted, accompanied by an evaluation of its effectiveness. This process aims to verify that operators possess the necessary knowledge and skills to operate the trucks safely.

Refresher training will be provided in the following situations:

- When an operator has been observed operating the vehicle unsafely.
- After an operator has been involved in an accident or a near-miss incident.
- When an evaluation indicates that the operator is not operating the truck safely.
- If an operator is assigned to operate a different type of truck.
- Whenever there is a change in the workplace conditions that could potentially impact the safe operation of the truck.

If an operator has previously received training in a specified topic and is found competent to operate the truck safely, additional training in that topic is not required. However, areas specific to the operating environment will still be covered, even for previously trained operators.

Certification

Otis College will provide certification for each operator, confirming that they have received the necessary training and evaluation as mandated above. The certification will include the operator's name, the training, and evaluation dates, as well as the identity of the person(s) responsible for conducting the training and evaluation.

Office Safety

To prevent office accidents, Otis College has established the following rules for our office staff. The College also aims to include office employees in regular safety meetings. If you come across any safety hazards or have concerns, please notify the Operations Manager's Office at 3108462609.

- Immediately report all accidents and injuries, no matter how minor, to your Supervisor.
- Correct or report any observed safety hazards.
- Clean up spills promptly to prevent slipping hazards.
- Avoid stretching cords across aisles to prevent tripping hazards.
- Prohibit climbing on shelves or standing on chairs; use a step stool or ladder instead.
- Keep all chair legs on the floor and avoid tilting chairs too far back.
- Strictly prohibit possession or use of alcohol or controlled substances on the premises.

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

- Disallow any form of horseplay.
- Close file draws when not in use.
- Avoid opening multiple file drawers simultaneously to prevent cabinet tipping.
- Do not store heavy objects overhead that could fall during an earthquake.
- Keep flammable or combustible materials away from heaters or other heat sources.
- Seek guidance from your supervisor if unsure about how to perform a task safely.
- Operate only equipment that you are trained and authorized to use.
- Adhere to safe lifting procedures, including:
 - Bend your knees, not your back.
 - Keep the load close to your body.
 - Maintain a straight-back posture.
 - Lift with your legs, not your back.
 - Avoid lifting and twisting simultaneously.

HAZARD IDENTIFICATION AND EVALUATION

To assist in the identification and correction of hazards, Otis College has developed the following procedures. These procedures are representative only and are not exhaustive of all the measures and methods implemented to guard against injury from recognized and potential hazards in the workplace. New hazards discovered or improved work procedures developed will be promptly added to Otis' Safety Manual.

The following methods help identify hazards in the workplace:

- Loss analysis of accident trends
- Accident investigation
- Employee observation
- Employee suggestions
- Regulatory requirements for our industry
- Outside agencies such as the fire department and insurance carriers
- Periodic safety inspections

Loss Analysis

The Chief Safety Officer will conduct periodic loss analyses. These will help identify areas of concern and potential job hazards. The analyses should be communicated to management, supervision, and employees through safety meetings and other appropriate means.

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

Accident Investigation

The Supervisor, Manager, or other designated individual will investigate all work-related accidents in a timely manner. This includes minor incidents and "near accidents", as well as serious injuries. An accident is defined as any unexpected occurrence that results in injury to personnel, damage to equipment, facilities, or material, or interruption of normal operations. Accident investigations will be conducted to identify and correct unsafe conditions and practices. These investigations apply for all work-related injuries and illnesses that result in employees being unable to perform their job properly.

Responsibility for Accident Investigation

Immediately upon being notified of an accident, the Supervisor, Manager, or other designated individual shall investigate. The investigation aims to determine the cause of the accident and corrective action to prevent future recurrence, not fixing blame or finding fault. An unbiased approach is necessary to obtain objective findings.

The Purpose of Accident Investigations:

- To prevent or decrease the likelihood of similar accidents.
- To identify and correct unsafe work practices and physical hazards. A combination of these two factors often causes accidents.
- Identifying training needs makes training more effective by focusing on aspects that are most likely to cause accidents.

Types of Incidents the College Investigates, include:

- Fatalities
- Serious injuries
- Minor injuries
- Property damage
- Near misses

Procedures for Investigation of Accidents

Immediately upon being notified of an accident, the Supervisor, Manager, or other designated individual will:

- Visit the accident scene as soon as possible while facts and evidence are still fresh and before witnesses forget important details and to make sure hazardous conditions to which other employees or customers could be exposed are corrected or have been removed;
- Provide needed first aid or medical services for the injured employee(s).

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

- If possible, interview the injured worker at the scene of the accident and verbally "walk" him/her through a re-enactment. All interviews should be conducted privately. Interview all witnesses individually and talk with anyone who has knowledge of the accident, even if they did not witness it. Report the accident to the Operations Manager at (310) 846-2609. The Safety Coordinator should notify/report all serious accidents to the insurance carrier within 24 hours.
- Consider taking signed statements in cases where facts are unclear, or there is an element of controversy.
- Thoroughly investigate the accident to identify all accident causes and contributing factors. Document details graphically. Use sketches, diagrams, and photos as needed. Take measurements when appropriate
- All accidents that involve death, disfigurement, amputation, loss of consciousness, or hospitalization must be reported to Cal/OSHA within 24 hours.
- Focus on causes of hazards. Develop an analysis of what happened. How did it happen? And how could it have been prevented? Determine what caused the accident itself, not just the injury.
- Every investigation must also include an action plan. How can such accidents be prevented in the future?
- In the event a third party or defective product contributed to the accident, save any evidence as it could be critical to the recovery of claim costs.

Accurate & Prompt Investigations

- Ensures information is available
- Can quickly correct causes of hazards
- It helps identify all contributing factors
- Reflects management concern
- Reduces the chance of recurrence

Investigation Tips

- Avoid placing blame
- Document with photos and diagrams, if needed
- Be objective, get the facts
- Reconstruct the event
- Use open-ended questions

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

Questions to Ask

When investigating accidents, open-ended questions such as "who?", "what?", "when?", "where?", "Why?" and "how?" will provide more information than closed-ended questions such as "Were you wearing gloves?"

Examples include:

- How did it happen?
- Why did it happen?
- How could it have been prevented?
- Who was involved?
- Who witnessed the incident?
- Where were the witnesses at the time of the incident?
- What was the injured worker doing?
- What was the employee working on?
- When did it happen?
- When was the accident reported?
- Where did it happen?
- Why was the employee assigned to do the job?

The single, most important question that must be answered as the result of any investigation is:

"What do you recommend be done (or have you done) to prevent this type of incident from recurring?"

Once the Accident Investigation is Completed

- Take or recommend corrective action
- Document corrective action
- Management and the Chief Safety Officer will review the results of all investigations
- Consider safety program modifications
- Information obtained through accident investigations could be used to update and improve our current program

Employee Observation

Managers and Supervisors shall be continually observing employees for unsafe actions and taking corrective action as necessary.

Employee Suggestions

Employees are encouraged to report any hazard they observe to their supervisor. Otis College will not retaliate, discipline, or discharge employees for reporting any workplace hazard or unsafe condition.

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However, employees who do NOT report potential hazards or unsafe conditions they are aware of will be subject to disciplinary action.

Regulatory Requirements

All industries are subject to government regulations relating to safety. Many of these regulations are specific to our type of business. Copies of pertinent regulations can be obtained from the Chief Safety Officer.

Outside Agencies

Several organizations will assist us in identifying hazards in our workplace. These include safety officers from other contractors, insurance carrier safety and health consultants, private industry consultants, the fire department, and Cal/OSHA Consultation.

Periodic Safety Inspections

Periodic safety inspections ensure that physical and mechanical hazards are under control and identify situations that may become potentially hazardous. Inspections shall include a review of the work habits of employees in all work areas. These inspections will be conducted by the Supervisor, Manager, or other designated individual. Periodic workplace inspections will be scheduled and can be conducted on an as-needed basis using the following criteria:

- When new substances, processes, procedures, or equipment are used.
- When new or previously unrecognized hazards are identified.
- Periodically by the Supervisor.
- Periodically by the Chief Safety Officer.

**** When occupational illness and injuries occur, the IIPP Coordinator or designee will conduct the investigation.**

These inspections will focus on both unsafe employee actions as well as unsafe conditions. The following is a partial list of items to be checked.

- The proper use, condition, maintenance, and grounding of all electrically operated equipment.
- The proper use, condition, and maintenance of safeguards for all power-driven equipment.

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- Compliance with the Code of Safe Practices.
- Housekeeping and personal protective equipment.
- Hazardous materials.
- Proper material storage.
- Provision of first aid equipment and emergency medical services.

All hazards identified will be corrected as soon as practical per the Otis College hazard correction policy.

Suppose imminent or life-threatening hazards are identified which cannot be immediately corrected. In that case, all employees must be removed from the area, except those with special training required to correct the hazard and who are well-equipped with the necessary safeguards.

CORRECTION OF UNSAFE AND HAZARDOUS CONDITIONS

Unsafe conditions, practices, or procedures shall be corrected promptly based on the severity of the hazards. It is the responsibility of all employees to take appropriate action to correct a hazardous situation that could cause injury or illness. This includes correcting safety issues under their control, keeping the workspace free of hazards, notify the safety officer or other appropriate supervisor/manager about known hazards and issues not under your control. The following procedures will be used to evaluate, prioritize, and correct identified safety hazards. Hazards identified should be corrected in order of priority:

Hazard Evaluation

Factors that are considered when evaluating hazards include:

- Potential severity - The potential for serious injury, illness, or fatality
- Likelihood of exposure - The probability of the employee encountering the hazard
- Frequency of exposure - How often do employees encounter the hazard
- Number of employees exposed
- Possible corrective actions - What could be done to minimize or eliminate the hazard
- The time necessary to correct - The time required to mitigate or eliminate the hazard

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Techniques for Correcting Hazards

- **Engineering Controls:** This could include machine guarding, ventilation, noise reduction at the source, and provision of material handling equipment. These are the first and preferred methods of control.
- **Administrative Controls:** The following most desirable method would include rotation of employees or limiting exposure time.
- **Personal Protective Equipment:** Includes back support belts, hearing protection, respirators, and safety glasses. These are often the least effective controls for hazards and should be relied upon only when other controls are impractical.

Documentation of Corrective Action

All corrective action taken to mitigate hazards should be documented. Depending on the circumstances, one of the following forms should be used:

- Safety Contact Report
- Safety Meeting Report
- Memo or letter
- Safety inspection form

All hazards noted on safety inspections will be rechecked on each subsequent inspection, and notations made as to their status.

EMPLOYEE SAFETY TRAINING

California law requires that employers must train their employees in safe methods of performing their job. Otis College is committed to instructing all employees in safe and healthful work practices. Awareness of potential hazards and knowledge of how to control them are critical to maintaining a safe and healthy work environment and preventing injuries. Thus, each employee will receive training on general safety issues and safety procedures pertaining to their respective work assignments.

Every new employee must receive guidance from their respective Supervisor in the general safety requirements of their job. Otis will provide a copy of the College's Code of Safe Practices to each employee. Managers, Supervisors, and employees shall be trained at least twice per year on various accident prevention topics.

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Training provides the following benefits:

- Makes employees aware of job hazards
- Teaches employees to perform jobs safely
- Promotes two-way communication
- Encourages safety suggestions
- Creates interest in the safety program
- Fulfills Cal/OSHA requirements

In the following scenarios, employee training shall be provided:

- All new employees will receive a safety orientation on their first day on the job.
- All new employees will be given a copy of the Code of Safe Practices and are required to read and sign for it.
- All employees given a new job assignment for which they have not received training shall receive training before assuming their new assignment.
- Whenever new substances, processes, procedures, or equipment that represent a new hazard are introduced into the workplace.
- Whenever Otis College is made aware of a new or previously unrecognized hazard.
- Whenever management believes that additional training is necessary.
- After all, serious accidents.
- When employees are not following safe work rules or procedures.

Training topics shall include, but not be limited to:

- Employee's safety responsibility
- General safety rules
- Code of Safe Practices
- Safe job procedures
- Ergonomics
- Use of hazardous materials
- Use of equipment
- Emergency procedures
- Safe lifting and material handling practices
- Contents of a safety program

Documentation of Training

All training will be documented on one of the following three forms:

- **New Employee Safety Orientation**
- **Employee Safety Contact Form**
- **Safety Meeting Report**

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

Actual demonstrations of the proper way to perform a task are beneficial in most cases.

The following training method should be used

- **Tell them** how to do the job safely
- **Show them** how to do the job safely
- **Have them tell you** how to do the job safely
- **Have them show you** how to do the job safely
- **Follow up** to ensure they are still performing the job safely

RECORD KEEPING & DOCUMENTATION

Records of scheduled and periodic inspections (to identify unsafe conditions and work practices, including the names of the person(s) conducting the inspection, the unsafe conditions and the work practices that have been identified, as well as the action(s) taken to correct the identified unsafe conditions and work practices, and training provided), will be maintained at least (2) years.

Documentation of our safety and health training for each worker shall have the name of the employees trained, the date and type of training provided, and the name of our training provider.

** The copy of the investigation report must be sent to the Operations Manager's office via email at mahmed@otis.edu.

The Workers Compensation (WC) Otis's representative must be immediately notified when an employee has a serious accident or injury, such as amputation, concussion, fatality, or beyond a 24-hour stay at a hospital and/or medical center. The representative must notify Cal/OSHA via telephone within 8 hours of the incident. If the incident occurs after hours or on the weekend, the supervisor must contact the WC Otis representative's office telephone and leave a voicemail report of the incident. Promptly the next working day, the WC Otis representative must notify Cal/OSHA by telephone:

CAL/OSHA Los Angeles District Office: (213) 576-7451

The following information is required by Cal/OSHA when reporting a serious incident:

- Time & Date of accident
- Employer's name, address, and telephone number

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

- Name and Job title of the person reporting the accident
- Address of site of accident or event
- Name of person to contact at the site of the accident
- Name and address of injured employee(s)
- Nature of the injury
- Location where injured employee(s) was moved to
- List and identify other law enforcement agencies present at the site of the accident
- Description of the accident and whether the accident scene or instrumentally has been altered.

Program Records

Chief Safety Officer will ensure the maintenance of all Safety Manual and IIPP records, for the listed periods, including:

<i>New Employee Safety Orientation Forms</i>	<i>Length of Maintaining Records</i>
<i>Disciplinary actions for safety</i>	<i>1 Year</i>
<i>Safety Inspections</i>	<i>2 Years</i>
<i>Safety meeting reports</i>	<i>2 Years</i>
<i>Safety Contact Reports</i>	<i>2 Years</i>
<i>Accident Investigations</i>	<i>5 Years</i>
<i>Cal/OSHA Log 300A of Injuries</i>	<i>5 Years</i>
<i>Inventory of Hazardous Materials (if any)</i>	<i>Forever</i>
<i>Employee exposure or medical records</i>	<i>Forever</i>

Records are available to review at:

Human Resource Office and Operations Manager's office

9045 Lincoln Blvd,

Los Angeles, California

(310) 846-2609

Appendix I - Unsafe Conditions or Hazards Report Form

OTIS COLLEGE OF ART & DESIGN
REPORT OF UNSAFE CONDITIONS OR HAZARDS AT A WORKSITE

DEPARTMENT: _____

Unsafe Condition or Hazard

Name (optional): _____ Job Title: _____

Location of Hazard: _____

Building: _____ Floor: _____ Room: _____

Date and Time the condition or hazard was observed: _____

Description of the unsafe condition or hazard: _____

What changes would you recommend addressing the condition or hazard?

Employee Signature (Optional): _____ Date: _____

Management Committee Investigation

Name of the person investigating unsafe condition or hazard: _____

Outcomes of the investigation (Attach additional sheets if necessary): _____

Proposed action to be taken to correct the hazard or unsafe condition: _____

Signature: _____ Date: _____

** Completed copies of this form should be routed to the appropriate Supervisor or department.

** This form must be maintained in department files for at least a one year.

APPENDIX II – Accident Investigation Form

**OTIS COLLEGE OF ART & DESIGN
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT**

NAME OF INJURED: _____ JOB TITLE: _____

SEX: _____ DOB(M/D/Y): _____

DATE OF INCIDENT: _____ HOUR: _____ AM/PM

DATE REPORTED: _____ HOUR: _____ AM/PM

ACCIDENT LOCATION: _____

WITNESS: NAMES; ADDRESSES; PHONE NUMBERS

1. _____

2. _____

TIME NOTIFIED: _____ TIME ON SCENE: _____ TIME OFF SCENE: _____

FIELD INVESTIGATION: _____

EXACT LOCATION OF INCIDENT: _____

DESCRIBE THE INCIDENT LOCATION INCLUDING LIGHTING, WALKING SURFACE, WEATHER, MEASUREMENTS, ETC. THAT COULD HAVE CONTRIBUTED TO OR PREVENTED THE INCIDENT: _____

DESCRIBE INJURY/ILLNESS: _____

DESCRIBE DEMEANOR OF PERSON INVOLVED AND INCLUDE STATEMENTS: _____

DESCRIBE ANY OTHER FACTOR THAT MAY CONTRIBUTE TO UNDERSTANDING HOW THE ACCIDENT OCCURRED: _____

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

DESCRIBE HOW THE INCIDENT OCCURRED, STATE FACTS, CONTRIBUTING FACTORS, CITE WITNESS AND SUPPORT EVIDENCE:

STEPS TAKEN TO PREVENT SIMILAR INCIDENT: _____

DID THE EMPLOYEE SEEK MEDICAL CARE? YES NO

IF YES, NAME OF MEDICAL FACILITY/DOCTOR: _____

DATE/TIME: _____

INVESTIGATOR'S SIGNATURE: _____

DATE/TIME FORM COMPLETED: _____

INVESTIGATOR'S NAME (PRINT): _____



APPENDIX III - SAFETY ACTION FORM

*OTIS COLLEGE OF ART & DESIGN
SAFETY ACTION FORM*

DESCRIPTION OF UNSAFE CONDITION: _____

LOCATION: (BE SPECIFIC: ROOM #, ETC.)

DATE REPORTED: _____

MAP INCLUDED: YES NO

WEATHER: WET DRY

DATE INSPECTED: _____

PICTURES TAKEN: YES NO

AREA COMPLIANCE WITH FIRE AND SAFETY CODES: YES NO

WORK ORDER ISSUED: YES NO WORK ORDER #: _____

SCHEDULED COMPLETION DATE: _____

WORK COMPLETED: _____

REPAIRED BY: _____ DATE: _____

SIGNATURE: _____



Appendix IV – Safety Training Attendance Record

Department					
Topic of Training Session					
Instructor(s)	Location	Date	Time	Length	
<p>Otis College is legally required to maintain records regarding safety training activities. Please complete the questions below to document your attendance.</p>					
Name(print)	Department	Phone (O)	Employee I.D.	Job Title	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

This form must be kept in the department files for at least one year for record.

APPENDIX V – COVID-19 PREVENTION PLAN (CCP)

OTIS COLLEGE COVID -19 Prevention Plan (CCP)

Otis College of Art & Design's COVID-19 Prevention Program (CCP) is developed for compliance as required by the California Occupational Safety and Health Administration (Cal/OSHA) to establish and implement an effective written CCP pursuant to the California Code of Regulations (CCR), Title 8, Section 3205. The CCP is designed to control employees' exposure to the SARS-CoV-2 Virus (severe acute respiratory syndrome coronavirus 2) that causes COVID-19 (Coronavirus Disease 2019) that may occur in our workplace. This program is based on the most available information about COVID-19 and the current situation in both the local community and nationwide. The guidance and recommendation are revised once updates from the Cal/OSHA and local health authorities are received. Otis College will continuously monitor the most current prevention program and ensure the ongoing effectiveness of the COVID-19 plan or guidance.

The COVID-19 Prevention Program (CCP) applies to all employees, contracted vendors, and temporary workers operating in the Otis facility for a longer period.

Authority & Responsibility

The Human Resource Department, along with Operations, has the overall authority and responsibility for implementing the provisions of this CPP in our workplace. All managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work area and ensuring employees receive answers to questions about the program in a language they understand.

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

Application of the Otis College Injury & Illness Prevention Program (IIPP)

COVID-19 is a recognized hazard in our workplace that is addressed through our IIPP. Which will be effectively implemented and maintained to ensure the following:

1. When determining measures to prevent COVID-19 transmission and identifying and correcting COVID-19 hazards in our workplace:
 - a. All persons in our workplace are treated as potentially infectious, regardless of symptoms, vaccination status, or negative COVID-19 test results.
 - b. COVID-19 is treated as an airborne infectious disease. Applicable State of California and the Los Angeles County Department of Public Health Department (LACDPH) orders and

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

guidance will be reviewed when determining measures to prevent transmission and identifying and correcting COVID-19 hazards. COVID-19 prevention controls include:

- Remote work.
- Physical distancing.
- Reducing population density indoors.
- Moving indoor tasks outside.
- Implementing separate shifts and/or break times.
- Restricting access to work areas.

2. Training and instruction on COVID-19 prevention are provided:

- When this CPP was first established.
- To new employees.
- To employees given a new job assignment involving COVID-19 hazards and who have not been previously trained.
- Whenever new COVID-19 hazards are introduced.
- When we are made aware of new or previously unrecognized COVID-19 hazards.
- For supervisors to familiarize themselves with the COVID-19 hazards to which employees under their immediate direction and control may be exposed.

3. Procedures to investigate COVID-19 illnesses at the workplace include:

- Determining the day and time a COVID-19 case was last present; the date of the positive COVID-19 tests or diagnosis; and the date the COVID-19 case first had one or more symptoms. **Appendix C** Investigating COVID-19 cases will be used to document this information.
- HR department's procedure to effectively identify and respond to persons with COVID-19 symptoms at the workplace. Also, encouraging employees to report COVID-19 symptoms and to stay home when ill.

4. Effective procedures for responding to COVID-19 cases at the workplace include:

- Immediately excluding COVID-19 cases (including employees excluded under CCR, Title 8, section 3205.1).

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

- Review current **California Department of Public Health (CDPH)** guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- If an order to isolate, quarantine, or exclude an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted.
- If the removal of an employee would create undue risk to a community's health, Otis College may submit a request for a waiver to Cal/OSHA in writing to rs@dir.ca.gov to allow employees to return to work if it does not violate local or state health official orders of isolation, quarantine, or exclusion.
- Upon excluding an employee from the workplace based on COVID-19 or close contact, Otis College will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Otis College's leave policies and leave guaranteed by contract.

Identification and Evaluation of COVID-19 Hazards

Otis College implements the following to identify and evaluate COVID-19 Hazards at a worksite.

- Conduct workplace-specific evaluations using **Appendix A: Identification of COVID-19 Hazard** form as needed.
- Document and maintain the vaccination status of our employees as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter our workplace.
- Develop and implement COVID-19 guidelines to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace.
- Review applicable orders and general and industry-specific guidance from the State of California CAL/OSHA and the local health department related to COVID-19 hazards and prevention, including:

INJURY & ILLNESS PREVENTION PROGRAM (IIPP)

- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls, such as maximizing the effectiveness of ventilation and air filtration.
- Conduct periodic inspections using **Appendix B: COVID-19 Inspections** form as needed to identify and evaluate unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee Participation

Otis employees and their authorized representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by communicating concerns to supervisors and managers. This would assist the College in identifying and addressing the concern in a timely manner for the safety of employees.

Employee Screening

Although employee screening is not mandatory, employees are strongly encouraged to report any COVID symptoms that they may experience to their supervisor, manager, or Human Resources office in a timely manner. Symptoms of COVID-19 include the following, but not extensively, cough, fever, loss of appetite, vomiting, diarrhea, headache, etc.

Per CDPH, individuals with certain conditions may have a high risk for COVID-19 infection, including but not limited to older adults (>65), individuals with chronic illness, immunocompromised, etc. If you're asked to return to campus to work and fall into any of these categories, please contact Human Resources (**humanresources@otis.edu**). You are not required to disclose your diagnosis(es), but HR will be able to guide you through the reasonable accommodation process, if needed, to perform the essential functions of your job.

Correction of COVID-19 Hazards

Otis College will document unsafe or unhealthy work conditions, practices, or procedures on Appendix B: COVID-19 Inspection form and ensure address the concerns in a timely manner depending on the severity of the hazards. As new hazards have been identified at a worksite, Operations will collaborate with Facilities Management and other relevant departments to mitigate the risk of hazards in the future.

Control of COVID-19 Hazards

Management of Staff in Office Environments

Staffing must be carefully planned by department managers so that the office is not overstaffed. Face covering indoors is required regardless of vaccination status. An employee is not required to wear a face mask while working alone in a confined office space. However, employees working in the same space but separated by a cubicle partition are still required to wear a face mask.

Face Coverings

Employees will be provided face coverings and required to wear them:

- When required by order from the CDPH. This includes spaces within vehicles when a CDPH regulation or order requires face coverings indoors.
- During outbreaks and major outbreaks.
- When employees return to work after having COVID-19, 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test, or after close contact.

Face coverings will be clean, undamaged, and worn over the nose and mouth.

The following exceptions apply:

- When an employee is alone in a room or vehicle.
- While eating or drinking at the workplace, provided employees are at least six feet apart and, if indoors, the supply of outside or filtered air has been maximized to the extent feasible.
- While employees are wearing respirators required by the employer and used in compliance with CCR, Title 8 section 5144.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Such employees shall wear an effective non-restrictive alternative, such as a face shield with a drape on the bottom if the condition or disability permits it.
- During specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.

If an employee is not wearing a face covering due to exceptions above, the COVID- hazards will be assessed, and action taken as necessary.

Employees will not be prevented from wearing a face covering, including a respirator, when not required by this section, unless it creates a safety hazard. More information can be found at <https://www.otis.edu/covid-19-response-hub/current-guidelines>.

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PPE (Personal Protective Equipment)

The College will evaluate the need for PPE (such as gloves and face shields) as required by section 3380 and provide and ensure the use of such PPE as needed. We provide and ensure the use of respirators in compliance with section 5144 when deemed necessary by Cal/OSHA.

Cleaning and Disinfecting

Otis College implements cleaning and disinfection measures for frequently touched surfaces and exposed workspace. The cleaning crew, which is overseen by the Facilities Management, is aligned with the frequency and scope of cleaning and disinfection as determined by Labor Code section 6409.6(a)(4). Moreover, employees are instructed to use wipes and sanitizers to disinfect workspaces and commonly used items.

Should we have a COVID-19 case on our worksite, the following procedures shall be followed:

After investigating the case, the HR department will notify in writing the Facilities Management immediately of the worksite incident. The cleaning notification request will be to the cleaning crew manager.

The cleaning crew usually responds to emergency cleaning requests within 5 hours. If the incident occurs in an area that can be isolated until adequate cleaning measures are completed, such as restrooms, offices, the area can be blocked.

Shared tools, equipment, and Personal Protective Equipment

Employees are strongly discouraged from sharing food, drink, coffee, milk, trash bins, work supplies, or other items that could result in cross-contamination. All food and drinks that might be placed in refrigerators must be labeled.

Employees must refrain from sharing PPEs, including gloves, masks, and face shields. Outside vendors that may visit employees' offices must sign documents using their own pen and if possible, turn paper processes into electronic processes and approvals.

Hand Sanitizing

According to the guidelines from CDPH, hand sanitizers with more than 70 percent, Isopropyl alcohol are effective in mitigating contracting the COVID-19 virus. However, handwashing with water for at least 20 seconds is the most effective way to significantly decrease the risk of contracting the COVID-19 virus. To implement effective hand sanitizing procedures, employees are strongly encouraged to wash their hands

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frequently, at least for 20 seconds, particularly after contacting other individuals on surfaces that may or may not carry the virus. Every restroom in each building is equipped with a handwashing sink and soap that employees can use to wash their hands anytime.

Methanol-based hand sanitizers **are not** allowed at Otis and will not be provided to employees. Employees are strongly advised not to use methanol-based sanitizers. Hand sanitizers with at least 70 percent Isopropyl alcohol are available in dispensers on every floor of each building.

Ventilation

Otis College will identify and evaluate how to maximize ventilation, to the extent possible, with outdoor air using the highest filtration efficiency compatible with our existing ventilation system. Outside/outdoor air needs to be minimized in the event of other hazards, such as heat. The ventilation system is properly maintained, adjusted, and managed by the Facilities Management department.

The College maximizes the supply of outside fresh air to 100% except when EPA Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold. In buildings with mechanical ventilation, the MERV-13 filters are being utilized which are replaced monthly. In accordance with CCR, Title 8 section 5142 the heating, ventilating, and air conditioning (HVAC) systems for all the campus buildings are operated continuously during working hours, with limited exceptions.

Vaccination

Otis College strongly encourages all faculty and staff to be vaccinated. This mandate is common amongst our higher education counterparts throughout Los Angeles. Free vaccines are available throughout Los Angeles and on our campus. The Students Health and Wellness Center (SWHC) will be providing COVID-19 vaccines to students, staff, and faculty at various times during the year.

Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

People are considered fully vaccinated once they have received at least one dose of COVID bivalent vaccine. However, as immunity from the vaccine wanes over time, the LA Public Health authorities strongly recommend that people keep up to date with the booster shots.

Investigating and Responding to COVID-19 Cases

Otis College, via the HR department, has developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and the onset of symptoms, and identifying and recording COVID-19 cases. **Appendix C: Investigating COVID-19 Cases** form could be utilized if needed.

- Employees who have potential COVID-19 exposure at Otis College workplace will be: Offered COVID-19 testing at no cost during their working hours (if possible. Employees are encouraged to get tested regardless of their symptoms and in accordance with CDPH and LACDPH guidelines (three-five days after initial exposure or symptoms develop).
- Employees must report a positive test result or whether symptoms develop to the **Human Resources** department so the department can determine the employee's appropriate return to work date and conduct additional contact tracing, if necessary.

The **HR department** will:

- Investigate who may have had close contacts, including an evaluation of the activities of the COVID-19 case and locations at the workplace which may have been visited by the COVID-19 case during the infectious period and will instruct exposed employees to remain off work if suggested and in compliance with the local public health department guidelines.
- The HR department will also provide written notice via email in a form readily understandable by employees; people at the worksite may have been exposed or considered to be "close contacts" and the appropriate precautions to take. The communication to the employees shall be in the manner the department normally uses to communicate employment-related information, such as email.
- The department would also notify independent contractors, vendors, and other employees at the worksite of the COVID-19 case during the infectious period. HR will also provide the notice required by the Labor Code section 6409.6(a)(2) and (c) to the authorized representative, if any, of the COVID-19 case and of any employee who had close contact. In addition, the department provides the notice required by Labor Code section 6409.6(a)(4) to the authorized representative, if any, of any employee who was at the worksite as the COVID-19 case during the infectious period.

Employees can contact the Human Resources department to learn more about their benefits (**humanresources.otis.edu**).

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Additionally, the College will investigate whether worksite conditions could have contributed to the risk of COVID-19 exposure. Based on the outcome of the investigation, the College will take effective action to mitigate the risk of exposure to COVID-19 hazards.

In case of a COVID-19 outbreak on campus:

Otis will make every effort to contain the spread through various means, including testing, contact tracing, and isolation of those affected, working with the local health department Los Angeles County Department of Public Health (LACDPH). Employees will be directed to consult with their healthcare providers for testing and contact tracing.

Depending on the extent of the COVID-19 outbreak at Otis College campus, the College might enforce temporary restrictions to assess an imminent threat to public health to conduct mass testing and expand cleaning due to the outbreak.

COVID-19 is treated as an airborne infectious disease. Applicable State of California, LACDPH, and CDPH orders and guidance will be reviewed when determining measures to prevent outbreaks. COVID-19 prevention controls include remote work, physical distancing, reducing population density indoors, moving indoor tasks outside, etc.

Contact Tracing

Contact tracing is the process of identifying people who came into contact with a confirmed COVID-19-positive person and is done to help mitigate the spread of the disease. Otis College would conduct contact tracing, if required, under the supervision and guidance of the Local Public Health Authority.

In the event of a known positive test result reported to Otis College, and/or if the Human Resources department has been told of any positive test by an employee, HR will lead contact tracing to identify other employees who could be a close contact of the infected individual. Otis will hold the identity of the infected individual confidential.

Otis College Response to Resurgence Scenarios

If an employee falls ill and is symptomatic of COVID-19, the employee should seek medical care within 24 hours and be tested as soon as possible. The individual should refrain from reporting to work until they have had confirmation of their status and remain in contact with the Human Resources Department regarding their test results.

If an employee has been in contact with someone who has a confirmed case of COVID-19, regardless of

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symptoms, they should notify HR Immediately. The employee may be asked to self-quarantine for 5- 10 days. This individual may continue working from home if they are able. For more on isolation and close contact, please see the next section.

System for Communicating

Otis College of Art & Design's goal is to ensure and implement effective two-way communication with employees in a form that can be readily understood and that includes the following information:

- Employees should report COVID-19 symptoms and hazards to their supervisor, manager, and Human Resources department.
- Employees are also encouraged to report symptoms, exposure, and hazards without fear of reprisal
- Employees with medical or other conditions that put them at high risk of severe COVID-19 illness can request and discuss potential accommodations with the Human Resources Department.
- Testing will be available for exposed employees at a worksite (if possible) and when testing is required.
- Employees are also notified of confirmed positive COVID-19 cases at a worksite.
- Employee benefits are communicated through the HR Department

The College also ensures that the following is implemented:

- Employees that had close contact are offered COVID-19 testing, if possible, at no cost during their working hours, except for returned cases as defined in 3205(b)(11).
- Employees, contractors, and vendors are offered authorization to test at a local facility.
- The information on benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below, will be provided to these employees.
- Written notice within one business day of our knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representatives), independent contractors, and other employers on the premises at the same worksite as the COVID-19 case during the infectious period. These notifications will meet the requirements of T8CCR section 3205(c)(3)(B) and Labor Code section 6409.6(a)(4); (a)(2); and

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(c).

COVID-19 Testing

COVID-19 tests are available at no cost, during paid time, to all of our employees who have had close contact in the workplace. Upon excluding an employee from the workplace based on COVID-19 or close contact, Otis College will provide excluded employees information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws. This includes any benefits available under legally mandated sick leave, workers' compensation law, local governmental requirements, and Otis College leave policies and leave guaranteed but contract.

Please reach out to **Helene Wilbourne**, Assistant VP of HR via email at **hwilbourne@otis.edu**, for any questions regarding testing.

The College is not required to make testing available for returned cases as defined in Title 8 section 3205(b)(11).

Training and Instruction

Training and relevant updates are provided to the Otis College Community through our Shared Governance model, which includes the Staff and Faculty Councils. Also, formal training is shared through Academic Affairs communication channels such as the Annual Convocation, Department Chair Meetings, and weekly Faculty and Staff meetings.

Otis College provides effective training and instruction that includes:

- Information regarding COVID-19-related benefits (including mandated sick and vaccination leave) to which the employee may be entitled under applicable federal, state, or local laws.
- Information about how COVID-19 is transmitted and how employees could mitigate the risk of infection.
- The right of employees to request a respirator for voluntary use, as required by section 3205, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be provided with effective training and instruction according to section 5144(c)(2) requirements, including how to wear them properly.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective

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equipment. Since COVID-19 is an airborne disease, N95s, and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.

- The conditions where face coverings must be worn at the workplace.
- Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Exclusion (Isolation) of COVID-19 Cases and Employees who Had a Close Contact

Close Contact– Per CAL/OSHA section 3205(b)(1), “close contact” is anyone who was within six feet of an infected person for a total of 15 minutes or greater within any 24-hour period. The infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person has any symptoms or tests positive for COVID-19. Regardless of the use of face-covering, an individual is still considered to be in close contact while around COVID-19-positive cases. The College considers a “close contact” that meets the definition in section 3205(b)(1) unless it is otherwise defined by CDPH; “infectious period” meets the definition in 3205(b)(9), unless it is otherwise defined by CDPH; and “worksite” meets the section 3205(b)(12) definition.

Exclusion (Isolation) – Positive Cases

Otis employees who test positive for COVID-19, regardless of vaccination status, should stay home from work for at least five (5) days from symptom onset or the test date if asymptomatic. After five days, employees without symptoms and a negative rapid antigen test can return to work. If testing is refused or not possible, employees can return after ten (10) days. Under the Cal/OSHA non-emergency standards regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

Otis employees, regardless of vaccination status and who had close contact with a positive case or have been exposed to the worksite where there is a positive COVID case, must test within three to five days after the

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last close contact exposure. If the exposed employee refuses to test or cannot test, the employee shall be excluded and can return to work after 10 days if they don't show or have any symptoms.

As updates are available from CDPH for persons who had close contact, including any guidance regarding quarantine or other measures to reduce transmission, the College will review and make the necessary updates in the future.

The Human Resource Department will provide employees at the time of exclusion with information on available benefits and employee rights. Information about employees excluded from work, continuing and maintaining employee earnings, wages, seniority, and all other employees' rights and benefits can be found at <https://www.dir.ca.gov/dlse/COVID19Resources/2022-SPSL-FAQs.html>.

Reporting, Recordkeeping, and Access

Otis College will:

- Report information about COVID-19 cases and outbreaks at our workplace to the local health department LACDPH whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330 (h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and representatives of Cal/OSHA immediately upon request.
- Use **Appendix C: Investigating COVID-19** Cases form to keep a record of and track all COVID-19 cases as needed. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. These records will be kept and retained for two years beyond the period in which it is necessary to meet the requirements of CCR, Title 8, sections 3205, 3205.1, 3205.2, and 3205.3.

The notices required by subsection 3205(e) will be kept in accordance with Labor Code section 6409.6 or any successor law.

Return-to-Work Criteria

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COVID-19 cases, regardless of vaccination status or previous infection, and those who do not develop symptoms or symptoms are resolving, cannot return to work until the following requirements are met. In addition, all confirmed faculty and staff members shall meet with a human resource representative to execute contact tracing:

- COVID-19 cases who do not develop COVID-19 symptoms will not return to work during the infectious period.
- COVID-19 cases who develop COVID-19 symptoms will not return to work during the shorter of either of the following:
 - o The infectious period.
 - o Through 10 days after the onset of symptoms and at least 24 hours have passed since a fever of 100.4 degrees Fahrenheit or higher has resolved without the use of fever-reducing medication.
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case must wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began, or if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.

If an order to isolate, quarantine, or exclude an employee is issued by a local or state health authority, the employee will not return to work until the period of isolation or quarantine is completed, or the order is lifted.

Highest Ranking Official and Approver of the Program

X

Ankush Mahindra
VP of Finance & Administration

Date

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Appendix A: Identification of COVID-19 Hazards (Sample Template)

All individuals are considered potentially infectious, regardless of symptoms or test results. Areas, where people gather or interact, will be closely monitored.

We will evaluate potential workplace exposure for all individuals, including coworkers, visitors, and contractors, considering their entry, exit, movement, and stationary work.

The person conducting the evaluation: _____ **Date:** _____

Name(s) of employee and authorized employee representative that participated: _____

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers.	Existing and/or additional COVID-19 prevention controls

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Appendix B: COVID-19 Inspections (Sample Template)

Date: _____ Name of person conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Ventilation* (amount of fresh air and filtration maximized)			
Additional room air filtration*			
Administrative			
Hand washing facilities (adequate numbers and supplies)			
Hand Sanitizers (adequate number and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (where required; must be clean, undamaged, worn over nose/mouth)			
Gloves/Face shields/ Respiratory protection			

*Identify and evaluate how to maximize ventilation with outdoor air; the highest level of filtration efficiency compatible with the existing ventilation system, and whether the use of portable or mounted HEPA filtration units or other air cleaning systems would reduce the risk of COVID-19 transmission. Review applicable orders and guidance from the State of California and local health departments related to COVID-19 hazards and prevention have been reviewed, including the [Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtrations, and Air Quality in Indoor Environments](#) and information specific to your industry, location, and operations. We maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100 for any pollutant or if opening windows or maximizing outdoor air by other means would cause a hazard to employees, for instance from excessive heat or cold.

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Appendix C: Investigating COVID-19 Cases (Sample Template)

All personal identifying information of COVID-19 cases or persons with COVID-19 symptoms and any employee-required medical records will be kept confidential unless disclosure is required or permitted by law. Un-redacted information on COVID-19 cases will be provided to the local health department, CDPH, Cal/OSHA, and the National Institute for Occupational Safety and Health (NIOSH) immediately upon request and when required by law.

Date COVID-19 case (suspect or confirmed) became known: _____

Date investigation was initiated: _____

Name of person(s) conducting the investigation: _____

COVID-19 Case Summary

Name	Contact Info	Occupation	Location	Last day and time present	Date of positive test and/or diagnosis	Date of first symptoms

Summary of employees, independent contractors, and employees of other employers that came in close contact. **[CCR Title 8, section 3205 does not require recordkeeping for close contacts].**

Name	Contact Info	Date notified	Date offered COVID-19 testing (employees only)

Summary notice of a COVID-19 case (employees, employers, independent contractors) - during the infectious period and regardless of close contact occurring.

Name	Date notified

Summary notice of a COVID-19 case (authorized representative of the COVID-19 case and employee who had close contact).

Name	Date notified

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was the local health department notified? Date?

Appendix D: COVID-19 Training Roster

Date training completed:

The person that conducted the training:

Employee Name	Signature

Injury & Illness Prevention Program (IIPP)

Date Document Reviewed	Reviewed By/ Title
1/26/23	Mohammed Ahmed, Operations Manager
6/1/23	Mohammed Ahmed, Operations Manager