



INJURY AND ILLNESS PREVENTION PROGRAM

RESPONSIBILITY

The Injury and Illness Prevention Program (IIPP) administrator, Executive Director -Thomas Reeser, has the authority and responsibility for implementing the provisions of this program for Oceanside Community Service Television. He can be reached at 760 722-4433 Ext 102, reeser@koct.org

All Managers, supervisors and lead personnel are responsible for implementing and maintaining the IIPP in their work areas as well as answering worker questions about the program. A copy of this IIPP is available in KOCT Employee Handbook and in front office.

COMPLIANCE

Management is responsible for ensuring that all safety and health policies and procedures are clearly communicated and understood by all employees. Supervisors and lead personnel are expected to enforce the rules fairly and uniformly.

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

The following is our system of ensuring that all workers comply with the rules and maintain a safe work environment:

- Informing workers of the provisions of our IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices. This recognition is accomplished by informal and formal recognition
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices. The disciplinary process includes verbal warning, written warning, and possible termination.
- Other means that we use to ensure employee compliance with safe and healthful work practices include: recognizing employees who perform safe and healthful work practices, providing training to workers whose safety performance is deficient, disciplining workers for failure to comply with safe and healthful work practices.

COMMUNICATION

The following is our system of communication, designed to facilitate a continuous flow of two-way dialog between management, supervision and employees:

- New worker orientation, including a discussion of site-specific safety and health policies and procedures.
- Follow-through by supervision to ensure effectiveness.
- Workplace-specific safety and health training.
- Safety Meetings will be conducted on a monthly basis via an outlook email questionnaire. More frequently as deemed necessary by the creation of hazards or occurrence of injuries and illnesses.
- Effective communication of safety and health concerns between workers and supervisors, including language translation where appropriate.
- Posted and distributed safety information.
- A system for workers to anonymously inform management about workplace hazards. This is accommodated by managers, supervisors, and employees reporting any hazardous conditions or activities noted during daily routine operations. Hazards can be reported to their supervisors anonymously via email, note or verbally.
- Vehicle and site-specific codes of safe work practices.
- Other means we use to ensure communication with employees include recognizing that open, two-way communication between management and employee on health and safety issues is essential to an injury-free and productive workplace.
- The following system of communication is designed to facilitate a continuous flow of safety and health information between management and employee in a form that is readily understandable and consists of the following items: Management or Supervisor will conduct new worker orientation including a discussion of safety and health policies and procedures, to all new interns, volunteers and employees as to our IIP Program.

HAZARD ASSESSMENT

Periodic inspections to identify and evaluate workplace hazards shall be performed by Executive Director Thomas Reeser or Station Manager Jacob Rush according to the following schedule:

- When our Injury and Illness Prevention Program was first established;
- At least weekly job site inspections; performed by the Executive Director, Station Manager and/or the Production Supervisor. Inspection will be conducted each week. Inspections shall be made to identify and evaluate hazards prior to beginning of the shifts;
- When new substances, processes, procedures or equipment that present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign permanent or intermittent workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;
- Whenever workplace conditions warrant an inspection;
- Periodic inspections consist of identification and evaluation of workplace hazards utilizing applicable sections of the attached Hazard Assessment Checklist*, and any other effective methods to identify and evaluate workplace hazards. Identification and or evaluations can be placed in a "Safety" Suggestion Box located in the truck studio.

The following chemicals are used and/or stored at KOCT which may be hazardous to your health:

- Vehicles stored inside the building contain gasoline or diesel fuel, motor oil and battery acid (sulphuric acid)
- The battery operated lift contains sulphuric acid within its batteries
- Household cleaning and pest control chemicals – stored in break room and bathrooms:
 - Dish soap
 - Cleansers
 - Dusting spray
 - Floor cleaners
 - Bleach

- Chemicals stored in Garage – Large brown metal cabinet:
 - Spray paint in cans
 - Water based paint
 - Oil based paint – small amount
 - WD-40 lubricant
 - Paint Thinner
 - Contact cement: water and solvent based

- Chemicals stored in Shop – Large gray metal cabinet and tool cart:
 - Solder, lead or non-lead based on original spools.
 - Typically no acid fluxed solder is used or kept in the area
 - Paint Thinner
 - Lacquer thinner
 - Acetone
 - Denatured alcohol
 - Isopropyl alcohol, 70% and 99%
 - Contact cleaner – petroleum based
 - Various glues and cements in small quantities
 - Silicone lubricants – small tubes
 - Tape head cleaners – Isopropyl alcohol based
 - Screen cleaners – water/detergent based
 - New and spent batteries may be stored in the shop and studio equipment room.
 - Spent batteries are collected in plastic containers and taken to recycling periodically.

- ✓ Chemicals stored in the shop are typically in containers of one pint or less.
- ✓ Cements and glues are stored in small tubes as purchased
- ✓ All chemicals generally show their native packaging and appropriate warnings.
- ✓ An exception to the above may be paints off stored in alternate cans and not clearly marked.
- ✓ KOCT does not use any bulk chemicals in its business processes.

ACCIDENT/EXPOSURE INVESTIGATIONS

Investigation of workplace accidents, hazardous substance exposures and near-accidents will be done by each department Supervisor/Manager and shall promptly be investigated, thoroughly analyzed,

and reported in writing to Thomas Reeser. All accidents involving personal injury and/or property damage or the potential there for, once they occur.

Accident investigation reports shall be submitted within 24 hours of the first notice to the Supervisor/Manager and will include:

- Visiting the scene as soon as possible;
- Interviewing affected workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure/near-accident;
- Determining the causes of the accident/exposure/near-accident;
- Taking corrective action to prevent the accident/exposure/near-accident from reoccurring;
- Recording the findings and corrective actions taken on the attached OSHA Form 301.

HAZARD CORRECTION

Unsafe or unhealthy work conditions, practices or procedures at our work facilities shall be corrected in a timely manner based on the severity of the hazards, and according to the following procedures:

- When observed or discovered;
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the necessary protection;
- All such actions taken and dates they are completed shall be documented on the attached Identified Hazards and Correction Record*.

TRAINING AND INSTRUCTION

All workers, including management, supervisors, and lead personnel shall have training and instruction on general and job-specific safety and health practices. Training and instruction shall be provided as follows:

- When the IIPP is first established
- To all new workers
- To all workers given new job assignments for which training has not previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard
- Whenever we become aware of a new or previously unrecognized hazard
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed
- To all workers with respect to hazards specific to each employee's job assignment.

This training will include (but is not limited to):

- Explanation of our IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Availability of toilet, hand-washing, and drinking water facilities.

- Provisions for medical services and first aid, including emergency procedures.
- Proper housekeeping, such as keeping stairways and isles clear, work areas neat and orderly, and promptly cleaning up spills.
- Prohibiting horseplay, scuffling, or other acts that adversely influence safety.
- Proper storage to prevent:
 - Stacking goods in an unstable manner
 - Storing materials and good against doors, exits, for extinguishing equipment and electrical panels.

Where applicable our training may also include:

- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Proper food and beverage storage to prevent them from becoming contaminated.

In addition, we provide specific instructions to all workers regarding hazards unique to their job assignment such as lighting and electricity to the extent that such information was not already covered in other training.

RECORDKEEPING

Our organization has ten or more employees and keeps records as follows:

1. Records of scheduled and periodic inspections including the person(s) conducting the inspection, the workplace hazards (i.e., unsafe conditions and work practices that have been identified) and the action(s) taken to correct the identified unsafe conditions and work practices, are recorded on the Hazard Assessment Checklist* and the Identified Hazards and Correction Record* and the Investigation/Corrective Action Report*. These records are maintained for at least one (1) year.
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on the Worker Training and Instruction Record*. This documentation is maintained for at least one (1) year.

*Forms and checklists that you used to help you put into place your written program and document the various elements of your IIPP.

1. Hazard Assessment Checklist
2. Hazards and Correction Record
3. Investigation/Corrective Action Report
4. Reportable OCHA Form
5. Recordable OCHA Form
6. Employee Receipt Verification Form (Signature Required)