

Bloomsburg University of Pennsylvania
Accident and Illness Prevention Program
Effective Date: July 1, 2013
Updated: July 22, 2016

A. General Overview

1. Bloomsburg University is committed to providing a safe environment for faculty, staff, students and visitors. It is our policy to maintain, as it is reasonably within the control of the University, a campus environment that will not adversely affect their health and safety or subject them to avoidable risks of accidental injury.

B. Authority

1. Bloomsburg University, under the leadership of the Safety Administrator, will establish an Accident and Illness Prevention Program (AIPP) as authorized in PRP 5221.

C. Goals and Objectives

1. Annually, the Office of Workplace Safety reviews relevant safety and injury data to determine areas of the University's safety program that can be improved upon. The Office determines the desired outcome of the improvements to the program, formalizing them as program Goals that are measurable, realistic and effective in improving employee safety.
2. The Office then determines specific actions and/or activities that, when completed, contribute to achieving the Program Goals. These actions are formalized as annual Program Objectives. The Office will monitor, and adjust as necessary the annual Objectives to ensure the annual Goals are met. When required, annual Program Goals will be adjusted to reflect current safety performance and effectiveness of the annual Objectives.

D. Responsibilities

1. Safety Administrator
 - a. The Safety Administrator is responsible for the development, implementation and maintenance of the Accident and Illness Prevention Program and other safety programs.
 - b. Assisting departments with compliance including safety meetings, trainings, informational materials, safety inspections and reporting programs.
 - c. Conduct accident/incident investigations to determine the cause and identify trends to establish corrective action. The focus of the review is to

develop means to prevent a reoccurrence of the accident/incident.

2. Department Directors

- a. Motivate employees to work safely.
- b. Be alert for unsafe employee acts and correct through training.
- c. Commit resources to assure that identified hazards are promptly corrected and that all employees are provided with the tools and equipment needed to safely perform their job.
- d. Ensure all employees use appropriate safety devices, safeguards and personal protective equipment.
- e. Routinely conduct surveys and inspections to assess program effectiveness and employee compliance.

3. Supervisors

- a. Assure effective implementation of the AIPP within their areas of responsibility.
- b. Assure that all employees comply with the safety procedures and rules.
- c. Assure that employees are provided with and use appropriate safety devices, safeguards and personal protective equipment.
- d. Assure that all employees receive required safety training and that they are knowledgeable of the AIPP criteria applicable to their jobs.
- e. Notify employees of any new safety rules and the potentially hazardous exposures to chemicals and toxic materials.
- f. Assures that accidents, injuries and illnesses are promptly reported and thoroughly investigated.

4. Employees

- a. Know and practice all applicable safety rules.
- b. Properly use and maintain personal protective equipment.
- c. Keep work area clean.
- d. Promptly report all accidents, injuries and illness to their immediate supervisor, regardless of the outcome.
- e. Report known work place hazards, unsafe conditions or work practices to your supervisor.
- f. Never remove or defeat any safety guard or device.
- g. Use only machines or equipment that are in good condition and proper working order in which you have been trained.

E. Hazard Identification and Abatement

1. Inspections will be conducted at least annually and on an as needed basis.
2. All hazards will be identified and abated as soon as feasible when any hazard is found to be an imminent threat to life, health or property, action shall be taken immediately to stop work and remove all personnel from the area, except those needed to abate the hazard.
3. All new operations will be assessed for compliance with accident and illness prevention regulatory criteria.
4. When work conditions change significantly, a worksite inspection will be performed to assess hazard potentials.
5. Job hazard assessments will be performed on routine jobs/tasks to identify potential hazards and to recommend engineering controls and personal protective equipment.
6. Analyses of accident and incident data will be performed as necessary to identify trends and to develop prevention programs.
7. Employees will report hazards to their supervisors.

F. Industrial Hygiene Services

1. Industrial hygiene is the science of recognition, evaluation and control of workplace hazards (chemical, biological, physical, etc.)
2. Industrial hygiene surveys will be conducted by the Office of Workplace Safety or by a qualified outside vendor under the direction of the Safety Administrator.
3. Examples of industrial hygiene survey at Bloomsburg include, but are not limited to the following:
 - a. Noise exposure
 - b. Mold
 - c. Radon levels
 - d. Chemical exposure
4. Industrial hygiene surveys will be conducted following established methodologies published by the EPA, OSHA, NOISH or other standard setting organization.
5. Workplace exposures which exceed established permissible exposure limits or other hazards identified during the survey, will be corrected using either engineering, administrative controls or personal protective equipment.
6. If an employee has a concern related to safety of their work environment, they should notify their supervisor, who will in turn notify the Office of Workplace Safety. The Office will conduct a preliminary investigation of the work area to determine the need for further evaluation. If necessary, the Office will conduct or arrange to have a qualified vendor conduct, an industrial hygiene survey of the work area. Any results will be shared with the employee. If an issue is identified by the survey, the Department's Manager and the Office of Workplace Safety will develop a work plan to address the issue.

G. Industrial Health Services

1. Where necessary, external medical services, consultants, specialists, counselors or other professionals may be utilized to evaluate an employee's ability to safely perform their job in such areas as:
 - a. Operating motor vehicles
 - b. Operating heavy equipment
 - c. Use of personal protection equipment
2. These screenings could include, but are not limited to:
 - a. Hearing Conversation Screening
 - b. Respirator Use Medical Clearance
 - c. Educational Seminars
 - d. Wellness Programs
 - e. Employee Assistance Programs
 - f. Fit-for-Duty/Return to Work Evaluations
 - g. Prompt Treatment of Work Related Injuries and Illnesses
 - h. Physical Therapy
 - i. On-Site Breath Alcohol Testing
 - j. Drug and Alcohol Testing
 - k. Drug and Alcohol Awareness Seminars
3. Each Department Manager, working with the Office of Workplace Safety, is responsible for identifying job tasks or functions or areas of their operations that could require an employee to participate in an industrial health program. Employees will be notified of the requirement to participate, and the date, time and location of any medical monitoring, testing or clearances required. The Department manager will ensure that records generated from any medical monitoring, testing or clearances are securely stored following the University's medical records policy.

I. AIPP Orientation and Training

1. Every employee will receive accident and illness prevention orientation training including Fire Safety and Emergency Evacuation. Other employees will receive more specific safety training as their position requires.
2. Follow up or refresher training will be conducted as needed and/or annually depending on the requirements and regulations.
3. Each new employee will receive training before being assigned to any hazardous work duties.
4. Employees shall be extended additional training as needs are indicated by accident investigations, surveys, job hazard assessments or recommendations of a supervisor.
5. All training records will be maintained by the Office of Workplace Safety.

J. Employee Involvement

1. A Safety Committee will be formed in compliance with PRP 5220. This committee includes a representation from a cross section of the campus community.
2. Suggestions and comments are encouraged from employees. Employees can submit their suggestions or comments by contacting the Office of Workplace safety at 570-389-4792 or send an email to bdeleon@bloomu.edu.
3. Safety training programs covering a broad spectrum of safety topics are available by contacting the Office of Workplace Safety.

K. Emergency Operation Plan

1. The University has developed and maintains an Emergency Operation Plan to address emergencies that could occur at the University. The plan will be reviewed and updated at least on an annual basis or as needed by the Emergency Operation Plan working group.

L. Safety Rules and Enforcement

1. Some hazards cannot be engineered out or handled specifically through design improvements. Standard operating procedures and practices must be established to prevent employee injury or illness. Standard operating procedures and practices – safety rules – when followed are an effective method to reduce, control or eliminate potential risks to employees. Safety rules intended to address areas within the control of supervisory management and all operating employees. Some safety rules may be required for regulatory compliance.
2. Supervisors/Department heads in each area are responsible for ensuring appropriate safety rules are in place for the hazards their employees may encounter during their work shift. Supervisors/Department heads are accountable for compliance with standards and regulations and they must insist all employees comply with prevailing safety and health standards and regulations.
3. In addition to university wide safety rules, the Office of Workplace Safety is available to assist Department heads with the development of job specific safety rules for their areas.
4. Enforcement: The University uses progressive discipline to enforce safety rule infractions. The process of verbal warning, written warnings and counseling, time off with or without pay and dismissal can all be used depending on the situation and the level of offense. Not complying with a safety rule can range from non-serious to highly hazardous, oversight versus deliberate action and isolated impairment versus repeated offenses. All discipline must comply with collective bargaining agreements, be fair and appropriate for the situation. Employees that are not included in

the collective bargaining agreement will be subject to the same enforcement and discipline policies and procedures as employees in the bargaining unit.

M. Accident Reporting, Investigation and Recordkeeping

1. The purpose of accident reporting and investigation is to identify the cause of the accident without placing blame, so that corrective action can be taken to prevent similar accidents from occurring in the future. Timely reporting of accidents is essential. Injuries/accidents must be reported as soon as possible after they occur.
2. Investigation of accidents enables the university to gather information that can be used to make changes to prevent the reoccurrence of accidents from similar causes. Determining the causes without placing blame and developing solutions to eliminate them is an effective way of reducing future injury and illness. It is important that all accidents be reported to the employee's supervisor as soon as possible after the occurrence – serious, non-serious and near misses. A near miss is one in which an incident occurs, but there are no injuries or property damage.
3. Supervisors should take an interest in every incident that occurs in their department and are responsible for investigating them to learn all the contributing causes for the incident and then take corrective action to eliminate the causes.
4. At a minimum, once immediate first aid has been rendered, emergency rescue or evacuation has taken place and the appropriate university officials have been notified, the following action should be taken by the supervisor:
 - a. Secure the Accident Site to prevent any further injuries from occurring as a result of the same hazard
 - b. Preserve and document any evidence, including any pictures taken of the site
 - c. Obtain names of witnesses and statements, if appropriate
 - d. Initiating the completion of an Accident Investigation Form
 - e. Work with the Office of Workplace Safety to identify contributing causes
 - f. Work with the Office of Workplace Safety to identify recommendations and corrective actions to address the contributing causes
5. The Office of Workplace Safety will be involved in investigating each accident. It is crucial that the supervisor provide the Office of Workplace Safety with any information they have obtained. After completion of the investigation, reports with recommendations are provided to the manager of the area where the accident occurred. Supervisors are responsible for ensuring recommendations and related corrective actions are completed.

6. Property damage incidents shall be verbally reported to your supervisor as soon as possible.
7. Injury and Accidents records will be maintained by the Safety Administrator.

N. First Aid, CPR and Other Emergency Treatment

1. Campus Police Officers are trained and are current in First Aid and CPR training.
2. First Aid and CPR classes are offered to faculty and staff on a periodic basis by the Human Resources Department.
3. **For all medical emergencies call 911.**

O. Evaluating AIPP Effectiveness

1. Conducting Safety Inspections.
2. Review of Accident/Incident reports.
3. Comparisons of safety statistics with other Universities.
4. Gathering information from students, faculty, employees and supervisors/managers/administrators.
5. The AIPP coordinator will review and revise the AIPP, as needed, to meet the goals and objectives of the program.