

Antelope Valley Community College District

Injury and Illness Prevention Program (IIPP)

District	Antelope Valley Community College District
Covered worksites	Lancaster Campus; Palmdale Center; Fox Field Site
Executive authority	Jennifer Zellet, Ph.D., Superintendent/President
Program Administrator	Christian Hootman, Interim Director, Benefits and Risk Management
Program owner	Office of People, Culture & Talent - Risk Management
Status	Signed Final

Review cycle: within one year after approval and whenever regulations, operations, responsibilities, or recognized hazards materially change.

Document Control

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20260726.1	Jul 26, 2026	Office of People, Culture & Talent - Risk Management	Comprehensive revision prepared for Superintendent/President approval	Signed

Approval

This Injury and Illness Prevention Program is approved by the Superintendent/President and becomes effective upon signature.

Approver	Signature / Date
Jennifer Zellet, Ph.D., Superintendent/President	Signature: 
Effective upon approval	Date: Jul 26, 2026

Compliance Basis

California Code of Regulations, Title 8, section 3203 requires each employer to establish, implement, and maintain an effective written IIPP with the required program elements listed below.

This program follows Cal/OSHA's IIPP model-program structure and incorporates annual review, a designated program administrator, department-level safety responsibilities, documented inspections, incident investigations, employee access, and implementation records.

California Labor Code section 6401.9 requires the District to maintain a Workplace Violence Prevention Plan. AVCCD maintains the WVPP as a separate companion program with its own incident log, training, investigation, annual-review, and recordkeeping requirements.

The District maintains indoor and outdoor heat illness prevention procedures as a separate companion plan under 8 CCR sections 3395 and 3396.

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1. Policy Statement and Purpose

Antelope Valley Community College District (AVCCD or District) is committed to providing a safe and healthful workplace for employees and to reducing occupational injuries, illnesses, exposures, and near misses through effective prevention, hazard correction, communication, training, and accountability.

This Injury and Illness Prevention Program (IIPP) establishes the District's written framework for identifying and correcting workplace hazards; communicating safety information; training employees and supervisors; investigating workplace incidents; maintaining required safety records; and providing employee access to the written program.

The IIPP is an umbrella safety program. It does not replace specialized Cal/OSHA programs or District procedures that apply to specific hazards or operations, such as heat illness prevention, hazard communication, bloodborne pathogens, respiratory protection, confined spaces, lockout/tagout, workplace violence prevention, asbestos/lead management, ergonomics, emergency action, or department-specific safe work practices.

2. Scope

This IIPP applies to all AVCCD employees, including faculty, classified professionals, confidential employees, managers, supervisors, administrators, temporary employees, student workers, and other employees under District direction and control. Volunteers, interns, contractors, vendors, visitors, students, and members of the public are expected to follow applicable District safety requirements while on District property or engaged in District activities.

This IIPP applies at the Lancaster Campus, Palmdale Center, and Fox Field Site, and to District-sponsored off-site activities, field assignments, work-related travel, and District vehicles and equipment. It also applies to District-authorized remote or telework to the extent hazards are associated with assigned work or District-provided equipment.

3. Authority and Required IIPP Elements

This IIPP is established under California Labor Code section 6401.7 and California Code of Regulations, Title 8, section 3203. The program is intended to meet, at a minimum, the following required elements:

1. Identify the person or persons with authority and responsibility for implementing the program.
2. Include a system for ensuring employees comply with safe and healthy work practices.
3. Include a system for communicating with employees in a form readily understandable by all affected employees.
4. Include procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections and additional inspections when required.
5. Include procedures for investigating occupational injury, illness, exposure, and near-miss incidents.
6. Include methods and procedures for timely correction of unsafe or unhealthy conditions, work practices, and work procedures.
7. Provide training and instruction when the program is first established, for new employees, for employees given new job assignments, when new substances/processes/procedures/equipment are introduced, when new or previously unrecognized hazards are identified, and for supervisors regarding hazards under their direction and control.
8. Allow employee access to the written IIPP.
9. Maintain records required by Title 8 section 3203 and related standards.

4. Definitions

Term	Definition
Hazard	A condition, practice, material, process, equipment item, or exposure that can cause injury, illness, property damage, or environmental harm.
Imminent hazard	A condition that could reasonably be expected to cause death, serious physical harm, or significant exposure before normal correction can occur.
Near miss	An unplanned event or unsafe condition that did not result in injury, illness, or damage but had the potential to do so.
Serious injury or illness	A work-related injury or illness requiring inpatient hospitalization, amputation, loss of an eye, serious disfigurement, or other condition meeting Cal/OSHA reporting requirements.
Supervisor	Any administrator, manager, dean, director, chair, lead, or employee who directs work, assigns tasks, oversees employees, or controls a work area.

Term	Definition
Workplace violence	Any act of violence or threat of violence that occurs in a place of employment, as defined by California Labor Code section 6401.9. The District's WVPP governs detailed prevention, response, training, incident logging, and recordkeeping procedures.

5. Roles and Responsibilities

5.1 Superintendent/President

Jennifer Zellet, Ph.D., Superintendent/President, has top-level executive authority for the IIPP and approves the program. The Superintendent/President may delegate implementation functions while retaining executive authority.

- Support District-wide injury and illness prevention as a core operational responsibility.
- Ensure reasonable resources are available to implement the IIPP and related safety programs.
- Promote accountability for safe operations, compliance, and hazard correction.

5.2 Program Administrator - Risk Management

Christian Hootman, Interim Director, Benefits and Risk Management, serves as the IIPP Program Administrator. The Office of People, Culture & Talent - Risk Management has authority and responsibility to direct, coordinate, maintain, implement, and evaluate the IIPP and related District safety programs. Functional tasks may be delegated, but Risk Management retains program oversight responsibility.

- Maintain the written IIPP and coordinate periodic review and updates.
- Advise departments on hazard identification, hazard correction, safety training, injury reporting, incident investigation, and regulatory compliance.
- Coordinate the Safety Committee, inspections, trend review, corrective-action tracking, and IIPP recordkeeping.
- Maintain or coordinate access to IIPP records, including inspection, investigation, correction, and training documentation.
- Coordinate with Facilities, Campus Safety/Sheriff, Human Resources, Student Services, academic departments, and managers regarding hazards that cross departmental lines.
- Evaluate potential work-related serious injuries, illnesses, or fatalities; conduct diligent inquiry; make or coordinate required Cal/OSHA reports; and retain reporting documentation.
- Coordinate the interactive process for disability-related workplace restrictions and risk-related accommodations when assigned by District practice.
- Coordinate workers' compensation-related safety follow-up, trend analysis, and prevention activities.

5.3 Safety Committee

The District maintains a Safety Committee consistent with AP 6800. The Committee reviews and makes recommendations concerning health and safety conditions on District property. Its membership, meeting schedule, minutes, and operating procedures are maintained separately.

The Safety Committee reviews this IIPP and relevant safety conditions, employee concerns, incident trends, inspection findings, hazard-correction status, training needs, and recommended corrective actions. The Committee may recommend changes to Risk Management and District leadership. Committee participation supplements, but does not delay or replace, the duties of Risk Management, supervisors, and responsible departments to inspect, investigate, correct hazards, train employees, and carry out other IIPP functions.

5.4 Administrators, Deans, Directors, Managers, Department Chairs, and Supervisors

- Implement this IIPP within their departments, programs, classrooms, labs, shops, offices, and work areas.
- Ensure employees receive required general and job-specific safety training before performing hazardous tasks.
- Ensure employees use safe work practices, required safeguards, and required personal protective equipment.
- Conduct or participate in documented workplace inspections at the frequency established by this IIPP or by Risk Management.
- Correct hazards within their authority promptly and escalate hazards requiring additional funding, Facilities work orders, specialized vendors, or administrative action.
- Receive and respond to employee hazard reports without retaliation.

- Report injuries, illnesses, exposures, and near misses promptly according to District procedures.
- Participate in incident investigations and corrective-action follow-up.
- Stop work when an imminent hazard, suspected mold disturbance, unsafe equipment condition, uncontrolled exposure, or other serious safety concern exists.

5.5 Employees

- Follow District safety policies, procedures, training, and supervisor instructions.
- Use required safeguards, guards, tools, ladders, equipment, and personal protective equipment properly.
- Report workplace hazards, unsafe practices, injuries, illnesses, exposures, and near misses promptly to a supervisor and/or Risk Management.
- Do not remove safety devices, bypass guards, use damaged equipment, or perform tasks for which they have not been trained or authorized.
- Participate in required safety training, inspections, investigations, and corrective actions as directed.
- Maintain work areas in a clean, orderly, and safe condition.
- Immediately report emergencies, serious hazards, threats, violence, fire, medical emergencies, or criminal activity through the appropriate emergency channels.

An employee may stop their own work when they reasonably believe continuing would create an imminent danger, provided they immediately notify a supervisor or Risk Management. Supervisors, responsible managers, Risk Management, Facilities personnel responsible for the affected system, and Campus Security/Sheriff within its safety and security authority may stop work, isolate equipment, or restrict access pending evaluation.

5.6 Facilities, Maintenance, Operations, Grounds, Custodial, and Skilled Trades

- Maintain District facilities, building systems, shops, grounds, and equipment in a safe condition within assigned responsibilities and available resources.
- Respond to safety-related work orders based on severity, exposure potential, and operational priority.
- Coordinate with Risk Management when work may involve regulated materials or specialized hazards, including asbestos, lead, mold, silica, confined spaces, lockout/tagout, electrical hazards, fall protection, respiratory hazards, heat illness, or hazardous energy.
- Stop work and secure the area if suspected mold, asbestos-containing material, lead paint, uncontrolled electrical hazard, structural concern, or other potentially serious hazard is discovered.

5.7 Contractors and Vendors

- Contractors and vendors remain responsible for the safety of their employees and for compliance with applicable Cal/OSHA requirements.
- District departments that engage contractors must communicate known site hazards relevant to the contracted work and coordinate with Risk Management and Facilities when contractor work may create hazards for District employees, students, or visitors.
- Contractors must not begin work requiring permits, shut-downs, access controls, environmental controls, or specialized hazard controls until the responsible District department confirms required coordination is complete.

6. Compliance with Safe Work Practices

AVCCD uses a combination of communication, training, recognition, supervision, correction, and, when necessary, corrective personnel action to ensure compliance with safe work practices.

- Supervisors must set clear safety expectations for assigned employees and work areas.
- Employees who identify and report hazards, participate in safety improvements, or demonstrate safe work practices may be acknowledged through normal department recognition channels.
- Unsafe acts or refusal to follow required safety procedures must be addressed promptly through coaching, retraining, removal from unsafe tasks, or corrective action consistent with District policies, collective bargaining agreements, and applicable law.
- No employee may be retaliated against for reporting a hazard, injury, illness, exposure, workplace violence concern, or safety concern in good faith.

7. Safety Communication System

AVCCD will maintain a system of two-way safety communication in a form readily understandable to affected employees. Safety communication may include:

- New employee orientation and job-specific safety orientation.
- Safety meetings, tailgate meetings, department meetings, laboratory/shop briefings, and supervisor communications.
- Email, District intranet or web posting, bulletin boards, work orders, incident alerts, and written procedures.
- Safety committee review, department-level safety discussions, and targeted hazard briefings.
- Translation, interpretation, alternative format, or additional explanation when needed for employee understanding.

Employees may report safety concerns verbally or by email to a supervisor, directly to Risk Management at risk.management@avc.edu or 661-722-6300 extension 6311, in person through Risk Management in the Administration Building at the Lancaster Campus, or through the Facilities Work Request page at <https://www.avc.edu/facilities-services/facilities-work-request>. Employees may bypass their immediate supervisor and report directly to Risk Management. The District does not currently maintain an anonymous IIPP hazard-reporting channel. No employee will be retaliated against for a good-faith report.

8. Hazard Identification and Evaluation

Hazard identification and evaluation will occur through scheduled inspections, employee reports, incident investigations, regulatory updates, work orders, program reviews, hazard assessments, and operational planning.

8.1 Scheduled Periodic Inspections

Risk Management coordinates the inspection program. Supervisors and department designees must ensure documented inspections occur in their areas, and qualified personnel will participate when specialized hazards are involved. Minimum inspection frequencies are:

Area Type	Minimum Frequency	Examples
Offices, administrative areas, general classrooms	Annually	Trip hazards, electrical cords, housekeeping, exits, lighting, ergonomics, storage
Laboratories, shops, theaters, art studios, athletic training/work areas	Each semester or more often based on risk	Chemical storage, machine guarding, PPE, ventilation, equipment, emergency equipment
Facilities, maintenance, custodial, grounds, warehouses, central plant, fleet areas	Quarterly or more often based on risk	Tools, ladders, chemicals, powered equipment, heat, confined spaces, lockout/tagout, fall hazards
New, remodeled, or materially changed areas	Before occupancy or use when practicable, and after change	Furniture layout, egress, equipment placement, new processes
Areas with recurring injuries, incidents, or employee complaints	As directed by Risk Management	Targeted inspection or hazard assessment

8.2 Additional Inspections and Hazard Evaluations

Additional inspections or hazard evaluations must be conducted when any of the following occur:

- The District first establishes or materially revises this IIPP.
- A new substance, process, procedure, equipment item, building condition, technology, or work practice is introduced that may create a new hazard.
- The District is made aware of a new or previously unrecognized hazard.
- An occupational injury, illness, exposure, near miss, workplace violence incident, or trend indicates a potential hazard.
- A regulatory change, Cal/OSHA citation, fire/life-safety concern, insurance inspection, or other review identifies a need for evaluation.
- A work area is affected by water intrusion, suspected mold, indoor air quality concerns, fire/smoke impacts, chemical release, construction activity, power outage, heat event, or other abnormal condition.

9. Hazard Correction and Control

Unsafe or unhealthy conditions, work practices, or work procedures must be corrected in a timely manner based on severity, probability, exposure, operational impact, and regulatory requirements.

Facility repairs will be tracked through the Facilities work-order system; department-level corrections will be documented by the responsible supervisor; and significant or unresolved hazards will be tracked by Risk Management in a central corrective-action log. Risk Management will follow up on high-priority or overdue items and verify closure when warranted.

9.1 Correction Priorities

Priority	Condition	Required Action	Target Timing
Critical	Imminent danger, serious injury potential, uncontrolled exposure, life safety issue	Stop work, isolate area, notify supervisor and Risk Management/Campus Safety/Facilities as appropriate	Immediate
High	Hazard likely to cause injury or illness if not corrected	Interim controls and corrective action plan	As soon as feasible; document interim controls
Moderate	Hazard with lower probability or severity but requires correction	Correct through department action, work order, training, or procedure revision	Reasonable timeframe based on risk
Low	Housekeeping, minor administrative, or improvement item	Correct locally or include in inspection follow-up	Routine follow-up

9.2 Hierarchy of Controls

When correcting hazards, AVCCD will use the hierarchy of controls in the following preferred order:

10. Elimination of the hazard.
11. Substitution with a safer material, method, or process.
12. Engineering controls such as guards, ventilation, barriers, sound reduction, temperature controls, or equipment redesign.
13. Administrative controls such as scheduling, procedures, training, signage, staffing, work rotation, or access restrictions.
14. Personal protective equipment when hazards cannot be fully controlled by more effective means.

Interim controls must be used when final correction cannot be completed immediately. Interim controls may include stopping work, restricting access, tagging equipment out of service, temporary barriers, temporary ventilation, additional supervision, revised procedures, or temporary reassignment of work.

10. Injury, Illness, Exposure, and Near-Miss Reporting

Employees must report all work-related injuries, illnesses, exposures, and near misses promptly, regardless of severity. Supervisors must ensure immediate care is provided when needed and must not delay emergency response to collect paperwork or complete administrative steps.

- For emergencies and urgent situations on District property, immediately contact the AVC Campus Sheriff at 661-722-6399 or extension 4444 from a campus telephone. The AVC Campus Sheriff will coordinate police, fire, or emergency medical response. Call 911 directly when the AVC Campus Sheriff cannot be reached without delay, when directed to do so, or when the emergency occurs away from a District site.
- For non-emergency work-related injuries or illnesses, notify the supervisor and call Company Nurse at 877-518-6702. Company Nurse will triage the employee and direct the employee to an authorized medical site or self-care. The supervisor must immediately notify Risk Management by email at risk.management@avc.edu, even when self-care is recommended or treatment is declined.
- If an employee is transported by ambulance or reports that they are going to an emergency room during business hours, the supervisor must immediately speak with Risk Management or another PCT representative by calling 661-722-6300 extension 6311. Email or voicemail alone is insufficient. After hours, the supervisor must make live contact with the After Hours Administrator and/or AVC Campus Security.
- Following the initial report and Company Nurse triage, Risk Management determines and sends the applicable notices and forms, which may include the Injured Workers Flyer, Employee Statement of Accident, DWC-1 claim form, leave acknowledgment, and current Medical Provider Network materials.
- For hazardous substance exposures, suspected exposure, chemical release, bloodborne pathogen exposure, mold disturbance, heat illness symptoms, electrical shock, or respiratory exposure, stop the affected work when appropriate and notify Risk Management immediately.
- For workplace violence incidents or threats, follow the District Workplace Violence Prevention Plan and emergency response procedures.

- For vehicle incidents, property damage, student/visitor injuries, or incidents involving third parties, notify Risk Management according to District incident reporting procedures.

Risk Management is responsible for evaluating potential work-related deaths and serious injuries or illnesses, conducting diligent inquiry, making or coordinating required reports to Cal/OSHA, and retaining reporting documentation. A designated administrator may act when necessary to meet the reporting deadline. Under 8 CCR section 342, a report must be made as soon as practically possible, but no later than eight hours after the District knows, or with diligent inquiry would have known, of the death or serious injury or illness.

11. Incident Investigation

The purpose of incident investigation is prevention, not blame. Investigations should identify root causes, contributing factors, and corrective actions that will reduce the likelihood of recurrence.

All reported incidents and near misses will be reviewed to determine whether further investigation or corrective action is needed. Supervisors conduct the initial investigation of routine or minor incidents with Risk Management support. Risk Management leads or coordinates investigations involving serious, complex, recurring, or high-potential incidents. Facilities, Campus Security/Sheriff, and qualified subject-matter personnel participate when the incident involves their responsibilities or expertise.

Procedures for investigating workplace injuries, illnesses, exposures, near misses, and hazardous incidents include, as applicable:

15. Ensure injured or affected persons receive needed medical care and the area is made safe.
16. Secure the area, preserve evidence when appropriate, and prevent further exposure or injury.
17. Notify the supervisor, Risk Management, Facilities, Campus Safety/Sheriff, or other responsible department based on the incident type.
18. Visit the incident scene as soon as practical.
19. Interview the injured employee, affected employee, witnesses, and supervisors as appropriate.
20. Review equipment, materials, environmental conditions, work procedures, training records, prior reports, and applicable safety requirements.
21. Determine direct causes, root causes, and contributing factors.
22. Identify corrective actions, responsible persons, and completion dates.
23. Track corrective actions to completion and verify effectiveness when warranted.
24. Retain investigation records according to the recordkeeping section of this IIPP.

12. Training and Instruction

AVCCD will provide effective safety training and instruction to employees and supervisors. Training must be understandable to affected employees and appropriate to the hazards, tasks, equipment, substances, work areas, and procedures involved.

Keenan SafeColleges is the District's primary platform for general IIPP training, using separate supervisor and nonmanagement courses. PCT/Risk Management coordinates assignment and tracking of general IIPP training. Supervisors and affected departments provide and document job-specific, equipment-specific, and specialized training.

12.1 Required IIPP Training Triggers

- When this IIPP is first established or materially revised.
- To all new employees as part of onboarding or job assignment.
- To employees given new job assignments for which training has not previously been provided.
- When new substances, processes, procedures, equipment, or hazards are introduced to the workplace.
- When the District is made aware of a new or previously unrecognized hazard.
- To supervisors so they are familiar with the safety and health hazards to which employees under their direction and control may be exposed.
- When retraining is assigned because of an incident, unsafe practice, knowledge gap, or other demonstrated need.

12.2 Core Training Topics

Core IIPP training should include:

- Employee rights and responsibilities under the IIPP.
- How to report hazards, injuries, illnesses, exposures, near misses, and workplace violence concerns without fear of retaliation.
- General safe work practices, emergency procedures, incident reporting, and hazard correction procedures.
- Job-specific hazards, equipment, safeguards, and PPE requirements.
- Department-specific procedures and applicable companion safety programs.

12.3 Job-Specific and Specialized Training

Supervisors, with support from Risk Management and subject-matter departments, must identify job-specific training needs. Specialized training may be required for areas such as laboratories, shops, custodial operations, grounds, maintenance, fleet operations, athletics, theater/stage operations, food service, hazardous materials, bloodborne pathogens, respiratory protection, asbestos/lead awareness, heat illness prevention, lockout/tagout, fall protection, powered industrial trucks, aerial lifts, confined spaces, ergonomics, and workplace violence prevention.

13. Employee Access to the IIPP

Employees and employee representatives have the right and opportunity to examine and receive a copy of the written IIPP. AVCCD will make the IIPP available through one or more of the following methods:

- Posting the current IIPP on the District Risk Management & Environmental Health webpage at <https://www.avc.edu/people-culture-and-talent-hr/risk-management-environmental-health>.
- Providing a printed or electronic copy upon request to risk.management@avc.edu or by calling PCT at 661-722-6300 extension 6311.
- Maintaining a master copy through PCT/Risk Management in the Administration Building at the Lancaster Campus.

A qualifying request for access will be fulfilled as soon as reasonably practicable and no later than five business days after receipt, consistent with 8 CCR section 3203. PCT/Risk Management will coordinate accessible electronic copies, large print or other alternative formats, translation or interpretation, and additional explanation as reasonably necessary for employees to access and understand the program.

14. Recordkeeping and Document Retention

AVCCD will maintain records sufficient to demonstrate implementation of this IIPP. Records may be maintained electronically or in paper form. Retention periods may be extended if required by law, litigation hold, claim administration, grant or insurance requirements, collective bargaining obligations, or District records schedules.

Record Type	Minimum Retention	Responsible Office/Department
IIPP versions and annual reviews	Current version plus 3 years	Risk Management
Inspection records and hazard assessments	At least 1 year	Department and Risk Management
Hazard correction records and work-order evidence	At least 1 year after closure	Department, Facilities, Risk Management
Incident and near-miss investigation records	At least 3 years	Risk Management and department
General IIPP training records	At least 1 year	PCT/Risk Management and training system
Specialized training records	Period required by the applicable standard; otherwise at least 1 year	Responsible department and Risk Management
Cal/OSHA serious-incident reports and supporting documentation	At least 5 years	Risk Management
Safety Committee records	At least 3 years	Risk Management
Workplace violence prevention records	Period required by Labor Code section 6401.9 and the WVPP	Risk Management
Medical and exposure records	Period required by the applicable standard; often employment plus 30 years	Risk Management/PCT or designated medical custodian

Partial recordkeeping exemption. As a community college district operating establishments classified within an industry listed in Appendix A to 8 CCR section 14300.2, including NAICS 6112, Junior Colleges, the District is partially exempt from routinely maintaining Cal/OSHA Forms 300, 300A, and 301. This establishment-specific exemption does not apply if OSHA, the Bureau of Labor Statistics, or the Division of Occupational Safety and Health directs the District in writing to

maintain or produce the records. It also does not relieve the District of its obligation to immediately report a work-related death or serious injury or illness under 8 CCR section 342. See https://www.dir.ca.gov/t8/14300_2.html.

15. Program Review and Continuous Improvement

Risk Management will coordinate review of the IIPP within one year after approval and at least annually thereafter, and whenever significant changes occur. Review will evaluate program effectiveness, injury and illness trends, inspection findings, employee reports, hazard correction status, training completion, regulatory changes, and department feedback.

The Safety Committee reviews the IIPP at least annually and may recommend changes based on employee concerns, incident trends, inspection findings, regulatory developments, and changes in District operations.

The annual review should produce documented updates or a documented determination that no material update is needed. Revised versions should include a version date and summary of significant changes.

16. Companion Safety Programs and Procedures

The following companion programs and procedures will be current and in place no later than the approval date of this IIPP. They are maintained as separate District safety documents because they contain specialized regulatory or operational requirements. This IIPP serves as the umbrella document for coordination and accountability.

Companion Program / Procedure	Primary Owner(s)	IIPP Linkage
Workplace Violence Prevention Plan (WVPP)	Risk Management with Campus Security/Sheriff and PCT	Separate program required by Labor Code section 6401.9, including training, incident log, investigation, annual review, and records.
Indoor and Outdoor Heat Illness Prevention Plan	Risk Management with Facilities and affected departments	Written companion plan under 8 CCR sections 3395 and 3396, including water, shade/cool-down areas, acclimatization, emergency response, training, and required measurements.
Hazard Communication Program	Risk Management with affected departments	Chemical inventories, SDS access, labeling, employee training, nonroutine tasks, and contractor coordination.
Bloodborne Pathogens Exposure Control Plan	Risk Management with affected departments	Occupational exposure determination, controls, vaccination, training, exposure reporting, and post-exposure evaluation.
Respiratory Protection Program	Risk Management with affected departments	Required respirator use may begin only after applicable medical evaluation, fit testing, selection, training, and other program requirements are complete.
Ergonomics / Repetitive Motion Injury Prevention	Risk Management and supervisors	Evaluation and controls for workstation and task-related musculoskeletal risks.
Asbestos and Lead Management	Facilities Services with Risk Management support	Identification, access controls, qualified assessment, and regulated-material procedures.
Mold, Water Intrusion, and Indoor Air Quality	Facilities Services and Risk Management	Prompt reporting, stop-work controls, assessment, drying, qualified remediation, and clearance when warranted.
Lockout/Tagout and Electrical Safety	Facilities Services	Only trained and authorized Facilities employees or qualified contractors may perform covered work.
Emergency Action / Fire Prevention / Evacuation	Campus Security/Sheriff and Facilities, coordinated with Risk Management	Emergency reporting, evacuation, alarms, drills, fire prevention, and responder coordination.
Fleet / Driver Safety	Risk Management, Facilities, Event Services, and vehicle-using departments	Authorized drivers, vehicle inspections, incident reporting, and safe driving expectations.
Laboratory Safety	Academic division/dean and laboratory supervisors, with Risk Management support	Area-specific hazards, PPE, equipment, chemical controls, and training.
Shop and Career-Technical Safety	Academic division/dean and shop supervisors, with Risk Management support	Machine guarding, PPE, hazardous materials, equipment, and training.
Theater and Stage Safety	Academic division/dean and theater supervisors, with Risk Management support	Rigging, fall, electrical, equipment, and production-specific controls.
Athletics Safety for Employees	Athletics administration and supervisors,	Employee-specific task, equipment,

Companion Program / Procedure	Primary Owner(s)	IIPP Linkage
	with Risk Management support	environmental, and training controls.

16.1 Workplace Violence Prevention Plan Coordination

AVCCD maintains a current WVPP as a separate controlled document. The WVPP identifies responsible persons, involves employees and authorized representatives, establishes reporting and anti-retaliation procedures, addresses emergencies, provides training, identifies/evaluates/corrects workplace violence hazards, governs post-incident response and investigation, maintains a violent incident log, and retains required records.

Because a college campus includes public access, student interactions, public meetings, evening operations, parking areas, behavioral crises, cash-handling locations, law-enforcement response, and employee-to-employee concerns, the WVPP should be operationally coordinated with Campus Safety/Sheriff, Student Services, Human Resources, Behavioral Intervention/CARE processes where applicable, and Risk Management.

16.2 Heat Illness Prevention Coordination

AVCCD maintains a combined written Indoor and Outdoor Heat Illness Prevention Plan under 8 CCR sections 3395 and 3396. The plan addresses potable drinking water, shade or cool-down areas, preventative cool-down rest periods, acclimatization, emergency response, weather and temperature monitoring, supervisor responsibilities, and employee training. Indoor procedures address the 82°F applicability threshold, higher-control triggers, employee involvement, and required temperature or heat-index measurements. Required measurement records are retained for at least 12 months or until the next measurements are taken, whichever is later. See <https://www.dir.ca.gov/title8/3396.html>.

16.3 Mold, Water Intrusion, and Indoor Air Quality Coordination

Employees who observe water intrusion, visible mold-like growth, persistent musty odor, or building conditions that may support mold growth must report the concern promptly to their supervisor and Facilities/Risk Management. Employees must not disturb suspected mold or suspect building materials. Work must stop in the affected area if disturbance may occur or if employees may be exposed. AVCCD uses qualified outside vendors for mold remediation. Risk Management and Facilities determine whether assessment, containment, drying, remediation, or clearance documentation is needed based on the scope, duration, affected materials, occupant concerns, and professional guidance.

16.4 Communicable and Infectious Disease Coordination

The District addresses recognized workplace communicable and infectious disease hazards through this IIPP, applicable Cal/OSHA standards, public-health requirements, workers' compensation procedures, and outbreak-specific measures. PCT/Risk Management coordinates employee-health and workplace-response matters, while specialized occupational exposures are addressed through the Bloodborne Pathogens Exposure Control Plan or other applicable program.

Appendix A - Employee Hazard / Safety Concern Report

Use this form to report unsafe conditions, unsafe practices, near misses, indoor air quality concerns, ergonomic concerns, equipment concerns, or other workplace safety issues. Employees may also report concerns verbally to a supervisor or Risk Management.

Date reported	
Reported by	
Department / location	
Hazard or concern description	
Immediate action taken, if any	
Supervisor notified	
Risk Management notified	
Recommended corrective action	
Follow-up / closure	

Appendix B - Periodic Workplace Inspection Checklist

This checklist may be adapted for offices, classrooms, labs, shops, grounds, maintenance areas, athletic areas, storage areas, and other District worksites.

Item	Yes	No	N/A	Corrective Action / Notes
Exits, aisles, and paths of travel are clear and unobstructed.	☐	☐	☐	
Floors, stairs, ramps, and walking surfaces are free of slip/trip hazards.	☐	☐	☐	
Electrical cords, outlets, panels, and power strips are used safely.	☐	☐	☐	
Storage is stable, secure, and not excessive or blocking sprinklers.	☐	☐	☐	
Fire extinguishers, alarms, emergency equipment, and eyewash/showers are accessible as applicable.	☐	☐	☐	
Equipment, tools, ladders, guards, and safeguards are in safe condition.	☐	☐	☐	
Chemicals are labeled, stored properly, and SDS information is available as applicable.	☐	☐	☐	
PPE is available, appropriate, and used where required.	☐	☐	☐	
Ventilation, temperature, lighting, and noise appear appropriate for the work.	☐	☐	☐	
Ergonomic concerns have been reviewed or referred as needed.	☐	☐	☐	
Housekeeping is adequate.	☐	☐	☐	
Known hazards from prior inspections have been corrected or tracked.	☐	☐	☐	

Appendix C - Incident / Exposure / Near-Miss Investigation Report

Date/time of incident	
Location	
Employee(s) or person(s) involved	
Supervisor / department	
Incident type	Injury / illness / exposure / near miss / property damage / workplace violence / other
Description of what happened	
Immediate actions taken	
Witnesses interviewed	
Equipment/materials/procedures involved	
Root causes / contributing factors	
Corrective actions assigned	
Completion verification	

Appendix D - Hazard Correction Log

Date	Location	Hazard	Priority	Interim Controls	Responsible Person	Date Closed

Appendix E - Safety Training Record

Training Topic	Date	Trainer / System	Employee Name	Employee ID	Signature / Completion Evidence

Appendix F - Employee IIPP Access Request Log

Date Requested	Requester	Format Requested	Date Provided	Provided By

Appendix G - Department IIPP Implementation Checklist

Requirement	Owner	Status	Notes
Department employees know how to access the IIPP.	Supervisor		
New employees receive IIPP and job-specific safety orientation.	Supervisor		
Periodic inspection completed and documented.	Supervisor/Designee		
Open hazards are tracked to completion.	Supervisor/Risk Management		
Training matrix reviewed for required safety training.	Supervisor/Risk Management		
Emergency procedures and reporting contacts are posted or communicated.	Supervisor		
Specialized programs reviewed for applicable operations.	Supervisor/Risk Management		
Contractor/vendor work is coordinated for known hazards.	Responsible manager		

Reference Sources Reviewed

The following authorities and reference sources support this program. Risk Management will review controlling authorities for changes as part of the annual IIPP review.

- Cal/OSHA, California Code of Regulations, Title 8, section 3203, Injury and Illness Prevention Program: <https://www.dir.ca.gov/title8/3203.html>
- Cal/OSHA, California Code of Regulations, Title 8, section 342, Reporting Work-Connected Fatalities and Serious Injuries: <https://www.dir.ca.gov/title8/342.html>
- Cal/OSHA, California Code of Regulations, Title 8, section 14300.2, Partial Exemption for Establishments in Certain Industries: https://www.dir.ca.gov/t8/14300_2.html
- Cal/OSHA, California Code of Regulations, Title 8, section 3396, Heat Illness Prevention in Indoor Places of Employment: <https://www.dir.ca.gov/title8/3396.html>
- Cal/OSHA, Injury and Illness Prevention Model Program for Non-High Hazard Employers: https://www.dir.ca.gov/dosh/dosh_publications/IIPP-Model-nonhigh-hazard.html
- Cal/OSHA, Developing Your Workplace Injury and Illness Prevention Program: https://www.dir.ca.gov/dosh/dosh_publications/iipp.pdf
- Cal/OSHA, Workplace Violence Prevention for General Industry (Non-Health Care Settings): <https://www.dir.ca.gov/dosh/Workplace-Violence/General-Industry.html>
- Cal/OSHA, Heat Illness Prevention Guidance and Resources: <https://www.dir.ca.gov/dosh/heatillnessinfo.html>
- AVCCD, AP 6800 Occupational Safety: <https://www.avc.edu/sites/default/files/administration/board/board%20policy/Administrative%20Procedures%20-%20Chapter%206%20-%2028Business%20and%20Fiscal%20Affairs%29.pdf>
- San Bernardino Community College District, Injury and Illness Prevention Plan, 2024: <https://sbccd.edu/district-services/safety-risk-management/safety-programs/documents/sbccd-injury-illness-prevention-plan-2024.pdf>
- Riverside Community College District, Injury and Illness Prevention Plan, 2022: <https://www.rccd.edu/admin/bfs/risk/documents/safety/IIPP.pdf>
- Marin Community College District, Injury and Illness Prevention Program, 2024: <https://police.marin.edu/sites/default/files/Injury-Illness-Prevention-Program.pdf>
- Santa Clarita Community College District / College of the Canyons, AP 6800 Injury and Illness Prevention Program: https://www.canyons.edu/_documents/administration/board/bp-ap/6000businessservices/AP6800.pdf
- Cuesta College, Injury and Illness Prevention Program, 2023: https://www.cuesta.edu/about/documents/hr_docs/work-related-injury-information/Injury_Illness_Prevention_Program_IIPP_2023.pdf