

INJURY & ILLNESS PREVENTION PROGRAM

Employee Orientation

WHAT IS THE WORKPLACE INJURY AND ILLNESS PREVENTION PROGRAM?

California State law requires UCSC to have an effective, written workplace injury and illness prevention program. The Injury & Illness Prevention Program for your department is sometimes referred to as the IIPP, I2P2, or Title 8-3203. The primary purpose of the written plan is to describe the steps the University takes to ensure a healthy workplace for all its employees. Specifically, the plan explains and documents how the department:

- Detects and corrects unsafe/unhealthy work conditions;
- Encourages workers to report unsafe conditions without fear of reprisal;
- Communicates health and safety issues in a way that is understandable to all workers;
- Ensures that workers comply with safe work practices.

WHO DOES THIS LAW COVER?

This law covers all University employees in all job classifications, including academic and administrative staff.

WHAT IS YOUR ROLE?

Everyone has a role in workplace health and safety! Success in this effort requires a partnership of commitment and cooperation between you and the University. As a minimum, the University provides training on how to work safely when you begin a new job, when a new potential hazard is added to your work environment and with each new job assignment. You, as an employee, have an obligation to work in a safe, responsible manner and in accordance with the safety training you receive. You also need to inform your supervisor about hazards you observe in the workplace and be generally familiar with your department's injury and illness prevention plan.

WHAT YOU NEED TO KNOW!

- Know the potential health and safety hazards of your job and how to protect yourself.
- Know how to report unsafe conditions; don't undertake a job that appears unsafe.
- Understand measures for minimizing exposures. These can include safe work practices, engineering controls (such as hoods, glove boxes, control booths) and personal protective equipment (such as gloves, safety glasses and respiratory protection). Personal protective equipment must be used when and where required and must be maintained properly.
- Report any work-related injury and illness to your supervisor.
- Know what to do in an emergency.

HOW TO GET MORE INFORMATION

The written plan covering specific health and safety issues in your department is kept on file by your supervisor. Your **supervisor** will make the plan available for your review and will answer your questions or help you find answers to your questions about workplace health and safety. Another valuable resource available to you is the **Environmental Health & Safety Office**.

**I have read the above information on the Injury and Illness Prevention Program.
I understand what the program is and what my initial responsibilities are.**

Print Name

Sign Name

Date