
Injury & Illness Prevention Program

Sonoma State University

**1801 East Cotati Avenue
Rohnert Park, Ca 94928**

January 2014

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California Code of Regulations Title 8, Section 3203: Injury and Illness Prevention Program

Review and Approval

The Sonoma State University(SSU) Injury & Illness Prevention Program is hereby approved and effective on this date.



Ruben Armifiana
President

2.10.14

Date

SECTION ONE

Policy Statement and Scope

Sonoma State University has developed an Injury & Illness Prevention Program (IIPP) to comply with Cal-OSHA's General Industry Safety Order: "Injury & Illness Prevention Program" CCR Title 8, Section 3203. This regulation requires the development of a program to prevent accidents and injuries in the workplace. This written program is divided into the following sections:

- Program Responsibilities;
- Identification of Workplace Hazards;
- Accident Investigations and Response;
- Employee Communications;
- Training & Employee Information;
- Recordkeeping and Documentation; and,
- Program Audit and Review.

Sonoma State University provides information about work place safety and health hazards via a comprehensive written Injury & Illness Prevention Program which includes:

- Identification of hazards through hazard evaluations and investigations of injuries and illnesses;
- Periodic inspections and audits;
- Correction of safety related deficiencies;
- Training of employees; and
- A system for communicating with employees on safety matters.

SECTION TWO

Injury and Illness Prevention Responsibilities

2.1 Primary Responsibility

2.1.1 Executive Management

The ultimate responsibility for providing a safe, healthful and environmentally responsible workplace rests with the employer. Sonoma State University's Executive management recognizes this responsibility and is committed to providing the resources necessary to achieve this goal. The Vice President of Administration and Finance has been assigned Executive Management responsibilities of Environmental, Health, and Safety (EH&S) for Sonoma State University's operations and will appoint persons responsible for carrying out these aspects.

2.1.2 Director of Environmental Health & Safety

Sonoma State University's Director of Environmental Health & Safety is tasked with the development and implementation of Environmental Health & Safety (EH&S) programs for Sonoma State University. The Director of Environmental Health & Safety's IIPP responsibilities include:

- 1) Establishing and maintaining an independent EH&S verification system for inspections. This system will change as necessary and the latest version will be located in Appendix One;
- 2) Working with Managers to define and continuously improve Sonoma State University' EH&S policy;
- 3) Tracking health & safety regulatory developments, and keeping senior management apprised of regulations and standards that impact Sonoma State University;
- 4) Identifying and coordinating EH&S training needs with managers;
- 5) Maintaining active EH&S communication throughout Sonoma State University;
- 6) Acting as a liaison to regulatory agencies;
- 7) Applying for and maintaining EH&S related permits;
- 8) Providing Environmental Health & Safety expertise to the campus as necessary
- 9) Periodically reviewing and updating EH&S documents
- 10) Maintain separate medical files for the term of employment, plus 30 years for required medical monitoring.

2.1.3 Associate Vice Presidents, Senior Directors, Directors and School Deans

Each Director/Dean is responsible for the implementation of safety programs and awareness at the local level. Responsibilities of each Director/Dean include:

- 1) Assisting each supervisor, manager and faculty in taking personal ownership for safety;
- 2) Ensuring that supervisors/faculty do not assign employees/students tasks without having received adequate safety training;
- 3) Reviewing process safety controls to minimize hazards;
- 4) Identifying and coordinating EH&S training needs with supervisors and managers;
- 5) Ensuring all supervisors and managers follow established procedures for inspection, accident reporting, accident investigations, and emergency preparedness and response;
- 6) Maintaining copies of all EH&S-related documentation;
- 7) Reviewing and maintaining or delegating the retention of safety inspections, inspection follow up, and employee training records associated to their area of responsibility for a minimum of three years.

2.1.4 Appropriate Administrators

Appropriate Administrators have the best understanding of the hazards associated with the operations they oversee. For this reason, the Injury and Illness Prevention Program places the following responsibilities at this level:

- 1) Ensuring that every employee is trained on the specific hazards associated with his/her work area;
- 2) Completing a New Employee Department Orientation with all new, or transferred employees prior to initiating activities in their work area. This orientation should be documented and signed by employee;
- 3) Ensuring that all employees are aware of, and familiar with, emergency procedures;
- 4) Reinforcing training by monitoring the activities of employees for unsafe acts and implementing corrective action as necessary;
- 5) Documenting ALL safety training, which includes On-The-Job training logs maintained by responsible department for a minimum of three years;
- 6) Evaluating employees on the fulfillment of their EH&S responsibilities;
- 7) Conducting regular safety communication meetings (at a frequency determined by the Department Manager);
- 8) Ensuring that area housekeeping practices are maintained;
- 9) Documenting and correcting unsafe conditions and maintaining associated records for a minimum of three years;

- 10) Developing safe work practices as necessary and placing defective or unsafe equipment out of service; and,
- 11) Investigating all accidents within his/her department and submitting an Accident Investigation report to the Human Resources within 24 hours of the incident.

2.1.5 Employees

Employees are responsible for the safety of their own actions and for monitoring the safety of operations around them. The following are specific responsibilities of each employee with respect to safety:

- 1) Following documented safe work practices;
- 2) Promptly reporting any accidents, unsafe conditions, or unsafe acts to their Supervisor or Manager;
- 3) Suggesting solutions to improve the safety of the process, equipment, production materials, training, or the building;
- 4) Serving as a good role model to co-workers (and for Supervisors or managers: to subordinates) for safe work practices;
- 5) Being familiar with emergency & evacuation procedures;
- 6) Knowing the location of safety and emergency equipment and how to operate them;
- 7) Maintaining their personal work area in accordance with good housekeeping guidelines; and,
- 8) Purchasing and installing equipment and processes with health and safety in mind.

2.1.6 Facilities Management

As the primary group responsible for installing and maintaining equipment which may have hazardous energies or processes, facilities Services has the following safety responsibilities:

- 1) Developing written safe work practices for all necessary facilities maintenance operations;
- 2) Ensuring the safe design, operation, and maintenance of facility equipment processes (e.g., HVAC, plumbing, and electrical);
- 3) Coordinating equipment installations in a safe manner;
- 4) Communicating job hazards to all Facilities contractors prior to the commencement of any work. Ensuring that contractors provide Sonoma State University with advance notification of any hazardous operations that they will be conducting and communicating these hazards to the Environmental Health & Safety Department for review. Ensuring that contractors comply with all Sonoma State University standards and policies;

- 5) Performing inspections and preventative maintenance on all Facilities - related systems; and,
- 6) Maintaining housekeeping for all common areas.

2.1.7 Human Resources

The HR Office maintains employee files, and is responsible for the following:

- 1) Managing the workers' compensation process;
- 2) Reviewing all accident and injury reports;
- 3) Ensuring that medical restrictions are accommodated wherever possible;
- 4) Copy employee health records to Environmental, Health, & Safety to maintain a separate medical files for the term of employment, plus 30 years;
- 5) Returning medical records to terminated employees that were employed for one year or less; and,
- 6) Documenting, investigating, reporting and posting all recordable or reportable accidents and accident statistics on OSHA 300 log.

2.1.8 Purchasing

The safest approach for equipment safety is to control these items from the point at which they are first purchased. For this reason, the following safety responsibility is assigned to the Purchasing Department:

- 1) Ensuring that any proposed equipment, which may pose a possible risk to employee safety, has been approved by the Environmental Health & Safety Department.

2.1.9 Receiving

- 1) Maintain a program to safely refuse damaged hazardous materials deliveries and quarantine any deliveries of concern.

SECTION THREE

Identification of Workplace Hazards

3.1 Inspections

Periodic inspections are used by Sonoma State University to identify unsafe conditions and work practices. Inspections are performed:

- 1) Annually for administrative/office work areas.
- 2) Semi-annually in the first and third quarters of each year Laboratories, Shops, and hazardous material and equipment use areas will be inspected;
- 3) Whenever Sonoma State University is made aware of a hazard; and,
- 4) Whenever new substances, processes, procedures, or equipment are introduced that represent a new hazard inspection and training will be provided to affected employees;

Each area must identify the person(s) responsible for conducting, documenting and tracking inspections and associated corrective actions. Inspection results are provided to the department manager/supervisor/Dean so that important findings can be communicated immediately. Inspections are conducted by a representative of the department or functional area. An Inspection Checklist shall be used to document all issues identified during the inspection. Furthermore, corrective actions and completion dates shall be assigned to responsible parties (e.g., Supervisors) and shall be noted on the inspection document. For safety issues identified a Work Order will be completed as necessary, submitted and tracked to ensure appropriate corrections are made. If additional guidance is needed to resolve an identified hazard the matter should be brought to the campus Safety Committee or the EH&S Department.

Inspections shall include a review of previous findings to ensure completion. Copies of inspection findings should be maintained by each designee for their assigned area. Copies of Sonoma State University's General Inspection Checklist is included in Appendix One.

In addition to internal inspections, several "third-party" Environmental, Health & Safety inspections may occur over the course of a year which may include:

- Office of the State Fire Marshal: Fire Prevention.
- California Department of Industrial Relations (Cal-OSHA): Worker Safety inspections (complaint response or random).
- Sonoma County Health Department: Food Safety, Medical Waste, and storm water.

- Sonoma County Fire: Hazardous Waste, California Unified Program Agency (CUPA), and storm water.

3.2 New Equipment and Process Review

New equipment and process reviews are used by Sonoma State University to identify Environmental, Health & Safety deficiencies present in equipment being considered for purchase. By pro-actively reviewing new equipment, Sonoma State University can reduce the potential for personal injury, environmental impact, property damage and business interruption prior to the equipment arriving on site.

3.3 Hazard Evaluation

This section describes the potential occupational health & safety hazards associated with the jobs and responsibilities of employees working at Sonoma State University. This information is used to identify preventative work conditions and safe work practices.

Sonoma State University's system for identifying, evaluating, and preventing occupational health and safety hazards includes:

- Review of applicable General Industry Safety Orders (CCR Title 8) and other nationally recognized standards that apply to Sonoma State University operations;
- Review of all accident, injuries and illnesses that have occurred at Sonoma State University;
- Initial and periodic inspections of all work areas; and,
- Evaluation of information provided by employees.

Potential health and safety hazards at Sonoma State University can be divided into the following job classifications:

- Administrative/General;
- Academic;
- Entrepreneurial Services;
- Green Music Center
- Information Technology/Telecom; and,
- Facilities.

3.4 Safe Work Practices

Safe Work Practices provide a standardized set of operating procedures which include safety rules and procedures. The Safe Work Practices convey operational procedures, process information, safe work conditions, practices, and protective/safety equipment needed to eliminate or minimize identified safety and health hazards. These practices will be used for the employee training and inspection elements of Sonoma State University's IIPP.

The advantages of developing Safe Work Practices are as follows:

- Establishes safe workplace conditions, work practices and required protective equipment which can be described in an easy-to-prepare format;
- Are useful as a training tool for newly assigned employees and for refresher training for current employees;
- Properly written Safe Work Practices are easy to understand and recognized as the rules for a particular job;
- Are enforceable, if necessary, with disciplinary procedures because they are simply stated rules and recognizable as safety requirements which employees must follow; and,
- Can be incorporated into inspection programs as a set of requirements that should be monitored for compliance at each inspection interval.

Supervisors are responsible for ensuring Safe Work Practices within their areas are developed. Department Managers shall approve all such Safe Work Practices. A general outline of the minimum information to include in each Safe Work Practice and an example of a Safe Work Practice are presented in Appendix Two.

SECTION FOUR

Accident Investigations and Response

4.1 Accident Investigations

Accident Investigations are intended to determine causative or contributing factors of occupational injuries and illnesses and for use in determining if any action is necessary in preventing recurrence. They are not intended to fix blame upon an individual or group of individuals. Accidents are defined as an unexpected and undesirable event, frequently resulting in an injury or property damage. Accidents that do not result in injury or property damage are often referred to as near misses. All accidents involving injury or property damage are to be investigated. Furthermore, near misses that could have produced significant injury or damage (e.g., hospitalization, death, environmental impact, considerable property damage or business interruption) must be investigated.

4.2 Accident Response and Corrective Action Process

When an accident occurs at Sonoma State University, the employee or co-worker notifies his/her supervisor about the event and, if necessary, dials 911 from a campus telephone to reach campus Police Services. Police services will summon outside emergency resources. Conditions that may require use of outside emergency assistance include, but are not limited to: fire, serious medical emergency, or chemical spill.

Calls should be made on internal lines so calls are routed through campus Police dispatch. If calling from a cell phone call 707-664-4444 or 911 from any personal cell on campus to reach SSU Police Dispatch. This will ensure faster response and SSU Police will be dispatched to render aide and ensure emergency personnel are guided to the exact location on campus.

If the accident takes place during normal University business hours and is not life threatening, the supervisor or manager who was notified of the accident should immediately contact Human Resources Workers' Compensation at 707-664-2664 and they will make arrangements for medical treatment and transport if necessary. When employees are injured outside of normal business hours the supervisor taking the report must make arrangements for transportation to and treatment at the local clinic or hospital, as posted on the SSU website at <http://www.sonoma.edu/erc/workers-compensation/incident-reporting.html> .

Employees who have received medical evaluation and treatment as a result of an on-the-job injury are to follow the doctor's directions for returning to work and working within restrictions.

The supervisor or manager who was notified of the accident is to fill out a Supervisor's Report of a Work Related Injury/Illness (Appendix Five and online at <http://www.sonoma.edu/erc/workers-compensation/incident-reporting.html>) immediately and is to provide the injured employee with the Employee's Claim For Workers' Compensation Benefit (Appendix Four and online at <http://www.sonoma.edu/erc/workers-compensation/incident-reporting.html>). Both of these claims are available from HR, the Compliance Office or from the University web site.

The supervisor sends a copy of the Supervisor's Occupational Injury and/or Illness/Report to HR within 24 hours. HR will file a Workers' Compensation claim and ensures the injury or illness is recorded on the OSHA 300 log.

HR determines, in conjunction with the Environmental Health & Safety, whether the cause of the accident can be quickly fixed or whether a more detailed corrective action plan is needed. If the problem is quickly fixed at the supervisor level, the action is documented through work order or appropriate report and filed in the employee's medical records, with Environmental Health & Safety, and with the supervisor.

If the problem requires more extensive review, HR, the Supervisor and potentially Environmental Health & Safety investigate the accident, determine what corrective action is necessary and assist the Supervisor with implementing those changes.

4.3 Accommodating Medical Restrictions

Any Sonoma State University employee returning to work after a medical absence of 10 or more days is required to bring a Return-to-Work authorization form signed by a physician to HR prior to returning to work (in some cases, the supervisor or HR may request a Return-To-Work authorization for medical absences less than 10 days). HR will then complete the following:

1. Assess the appropriateness of the employee returning to work based on the employee's present health status, and will evaluate the medical restrictions based on knowledge of the job requirements;
2. Confer with the supervisor to assure that an ill or injured employee's job is analyzed and that medical restrictions are accommodated, the employee is provided a temporary assignment that meets the physician's restrictions or the employee must remain off work; and
3. Authorize the employee returning to work by advising the supervisor of the return-to work status.

SECTION FIVE

Employee Communications

5.1 Introduction

It is Sonoma State University policy that there must be open, two-way communication between management and employees, especially with respect to environmental, health, and safety issues. No procedures or work practices should be implemented that impede this communication process. The following represents a model of this communication process.

The Sonoma State University IIPP is designed to allow and encourage employees to communicate with various levels of management on EH&S issues and also to provide the necessary mechanism for management to keep employees informed regarding matters important to their health and safety. Employees have been advised that there will be no reprisals or other job discrimination for expressing any concern, comment, suggestion, or complaint about a safety-related matter. Furthermore, employees are informed of their other rights and protection under the law, such as:

- Access to medical records;
- Access to Safety Data Sheets (SDS) for chemical use; and,
- Right to refuse unsafe/hazardous work.

5.2 University Safety Commitment

The key policy communicated to employees is as follows:

SAFETY & HEALTH AT SONOMA STATE UNIVERSITY

It is our policy to have a safe and healthful workplace. To that extent, we have implemented this Injury and Illness Prevention Program.

Members of management are expected to do everything within their control to assure a safe work environment and to comply with Federal, State, and Campus safety regulations and standards.

Employees are expected to obey safety rules, follow established safe work practices, and to exercise caution and good judgment in all of their work activities.

All employees are expected to report any unsafe conditions to their Supervisor, immediately. Employees at all levels of our organization must take responsibility to correct unsafe

conditions when possible. If corrections cannot be easily implemented, steps should be taken to make management aware of the issues and corrective actions as soon as possible.

By working together, we will be successful in maintaining a safe and healthful work place from which we will all benefit.

5.3. Communication and Safety Rules

To communicate general safety information and rules, all employees shall attend a *New Employee Orientation* during their initial orientation. Additionally, specific policies and procedures are to be reviewed with the new employee by the Supervisor. These orientations shall be documented by the supervisor.

Communication meetings are encouraged between Management/Supervisors and workers to cover all aspects of employee safety. These meetings can either be dedicated to cover EH&S issues, or can be part of other, regularly scheduled meetings (e.g., departmental staff meetings, planning meetings, group meetings, etc.)

An additional method of communicating information directly to employees will be the use of Bulletin Boards. From time to time it may be necessary to issue EH&S information or reminders to employees in the form of bulletins. Safety posters, memoranda from management, and required postings (e.g., Workers' Compensation notices, OSHA posters, etc.) will be posted on bulletin boards for employee review.

5.4 Safety Committee

Sonoma State University has established a Safety Committee as a critical element of its safety program. The Committee consists of members of the campus community including management, staff, students, and union representatives. The Committee meets monthly and is primarily concerned with maintaining a safe work environment for all employees and the campus community. The Safety Committee addresses various employee concerns regarding safety and provides updates on campus projects etc. The Safety Committee prioritizes all requests and issues received and forwards the required actions to the responsible personnel.

5.5 Safety Suggestion and Concerns

Safety committee members are expected to communicate with co-workers and other community members to bring any suggestion or concerns forward as well as share what is discussed at the meetings.

5.6 Employee Compliance and Safety Concerns

Sonoma State University recognizes that employee contributions to the EH&S program serve the university well by assisting in creating a safe and healthful work environment and often improve employee morale and productivity. As such, it is important for employees to be recognized for these contributions. When employees are evaluated by their supervisors and

managers, safety and health performance should be evaluated with the same level of importance as productivity, technical ability, quality, dependability, and so on.

Poor safety performance must be addressed just as poor performance measures in other areas must be addressed. Violation of EH&S policies cannot be tolerated because of the potentially severe consequences. The outcome of such violations could include:

- Personal injury or illness;
- Injury or illness inflicted upon co-workers;
- Environmental impact;
- Equipment, property, or facility damage; and,
- Business interruption and financial loss.

Therefore, violations of EH&S policies may be subject to disciplinary action, according to SSU policy and applicable collective bargaining unit agreements.

Consult HR for specific information and procedures regarding disciplinary action.

In addition positive incentives for compliance are also in place. These include nomination of employees for the Governor's Employee Safety Award, Safety Awareness Program and encouragement to supervisors to write letters of commendation for employees under their direction who have made noteworthy achievements in the area of occupational health and safety.

For additional information, contact EH&S, ext. 42932.

SECTION SIX

Training & Employee Information

6.1 General Safety Information

Sonoma State University will provide training and instruction to:

- 1) All employees upon implementation of the IIPP;
- 2) To all new employees;

On-The-Job-Training (OJT) will be provided by each specific Department for:

- 3) All employees given new job assignments for which training has not been previously received;
- 4) Whenever new processes, procedures, or equipment are introduced in to the work place and represent a new hazard; and,
- 5) Whenever the department is made aware of a previously unrecognized hazard.

Training and instruction shall include:

- 1) A review of potential safety and health hazards identified in employee work areas (See New Employee Department Orientation checklist and Environmental Health & Safety addendum checklist, as provided by Human Resources);
- 2) Necessary means of minimizing potential hazards, including safe work conditions and work practices; and,
- 3) Instruction on any safety equipment or personal protective equipment which should be used.
- 4) On-the-Job-Training (OJT) will be provided by each department. This training will provide knowledge on the inspection, proper personal protection and safe use of any and all potentially hazardous equipment or tasks that are required to be undertaken. This and ALL training must be documented. A sign-in sheet is provided in Appendix Three.

6.2 New Employee Orientation

One of the most critical employee training programs is New Employee Orientation. This training program includes several components that will vary based on job classification, as follows:

1. General New Employee Orientation and benefits information provided by Human Resources on a regular basis. Safety training is also required through on line training system located at <https://ldaps.sonoma.edu/training/> .
2. More specific training based on job classification (e.g., Office Ergonomics for office workers, Lockout/Tagout for Facilities personnel, Global Harmonization (Hazard Communication) for employees working with chemicals) provided by EH&S or approved designee. Some of these trainings will be provided through computer based courses at the url listed above.
3. Detailed job specific and on-the-job training based on specific job duties (e.g., Chainsaw operation, material handling, mixing and disposal) provided by Department Supervisor or approved designee. Must be supported by written procedures as outlined in Appendix Two.

It is mandatory that all new employees attend the necessary training. The Supervisor will review safety information with an employee on his/her first day of work. The New Employee Checklist provided by Human Resources and email from the Training Management System will help guide the supervisor to identifying ALL required safety training for the specific job.

6.3 Workers' Compensation

Human Resources shall take the following action with respect to Workers' Compensation:

- Provide a Facts About Workers' Compensation pamphlet (Appendix Four) and an explanation of workers' compensation benefits to new employees at the time of hire;
- Regularly interpret workers' compensation reports for management;
- Provide web-based access to injury compensation information and forms; and
- Provide Supervisor training regarding Workers' Compensation regulations:
 - Necessity of reporting occupational injuries/illnesses no later than 24 hours of knowledge of the injury;
 - Providing a claim form to the injured employee no later than 24 hours after the injury;
 - Ensuring that employees claiming a work-related injury are not discriminated against; and
 - Notifying employees that they may pre-select a physician.

SECTION SEVEN:

Recordkeeping and Documentation

7.1 Inspections

Inspection records of Sonoma State University work areas will be kept by the responsible designee of each Department for a period of three years.

7.2 Training Records

Training records include on the job training and any other job specific or safety related training received. All trainings must be documented. Training documentation must include the name of the employee, their signature, training date(s), trainers name and training provided.

Most training records are maintained through computer based training management system, EH&S, and Human Resources, but department specific training records (see Appendix Three) of Sonoma State University employees will be kept by the Department presenting the training for a period of at least three years following successful completion of a class. It is advised that the director/supervisor maintain copies of all employee training in addition to the trainer's records.

7.3 Industrial Hygiene Records

Medical surveillance records are to be maintained by the Environmental Health & Safety Department for the duration of employment plus thirty years. For employees that have worked less than one year, medical records do not have to be retained provided that they are returned to the employee upon termination.

7.4 Medical Records

The following guidelines will be used by the Environmental Health & Safety Department in the handling of employee medical records:

- Employee health records will be retained for the duration of employment plus 30 years;
- Separate confidential and non-confidential information records on employee health records will be kept;
- Access to confidential health information will be controlled; and

- Subpoenas and other information requests will be complied with while protecting privileged information on litigated and other files.

7.5 Accident Statistics - OSHA 300 Log

The following guidelines will be used by the HR in maintaining the OSHA 300 Log. This activity will be completed by Employee Relations & Compliance:

- Maintain a log and summary of all recordable occupational injuries and illnesses at Sonoma State University;
- Total the injuries and illnesses on the OSHA 300 Log and conspicuously post a summary copy of the log locally (no later than February 1, until March 1, annually);
- Report any serious occupational incident to EH&S immediately. If unsure about the definition of serious injury consult EH&S immediately. EH&S will report incident to local Cal-OSHA office within 8 hours.

7.6 Accident Investigation & Employee Complaints

Accident investigation information will be maintained with Workers' Compensation files. Employee complaints will be addressed through the Safety Committee and will be summarized in the minutes from the Safety Committee Meeting that corresponds to the month after the issue was raised.

SECTION EIGHT

Program Audit and Review

Sonoma State University's Director of Environmental Health & Safety will conduct an annual review of the Injury & Illness Prevention Program to ensure that the program reflects current company policies and practices, complements management responsibilities and incorporates any process or facilities changes that have occurred.

Appendix One

**Safety Inspection Checklist and
EH&S Safety Inspection Verification Procedures**

Injury Illness Prevention inspections Verification Procedure

1. Complete Verification of a minimum of 12 semi- annual and 4 annual inspection locations from the most current list of inspectors. Areas should not receive new inspection verification until all areas on the list have been inspected. This will ensure all high hazard areas are audited, at minimum, every 4 years.

Scope of Verification:

1. Ensure that inspections were completed within the required timeframes and frequencies
2. Ensure each inspection has been communicated to management as stipulated in Section 3.1 of IIPP.
3. Ensure all findings (problems) have been addressed and proof of close-out is included.
4. Prior to closing out this work order all deficiencies must be documented and corrected.

The above scope will be completed using the example template inspection form attached and completed verifications will be maintained by EH&S.

GENERAL INSPECTION CHECKLIST

Department
Prepared by
Date
Location

NOT APPLICABLE	SATISFACTORY	NEEDS IMPROVEMENT	NEEDS IMMEDIATE ATTENTION	COMMENTS
----------------	--------------	-------------------	---------------------------	----------



GENERAL	NOT APPLICABLE	SATISFACTORY	NEEDS IMPROVEMENT	NEEDS IMMEDIATE ATTENTION	COMMENTS
1. Evacuation procedures posted					
2. Aisle clearance maintained, 36" or more. Corridors, hallways, exits and aisles unobstructed					
3. Cabinets and shelves above 48" are anchored					
4. Stored materials kept secure and limited in height to prevent collapse. Heavier material kept close to the floor					
5. Emergency supply kit available					
6. Earthquake restraints on storage shelves above 60"					
7. Eating, drinking, or smoking around chemicals prohibited					
8. Chairs in good repair					
9. Electrical and phone cords located to prevent tripping hazard					
10. All required signs posted					
HAZARDOUS MATERIALS					
12. Material Safety Data Sheets readily available for hazardous materials					
13. Hazardous waste disposal procedures in place					
14. All hazardous materials containers segregated and labeled properly					
15. Hazardous waste segregated, labeled, and registered with EH&S					
16. Flammable materials clearly marked and stored in approved metal cabinets					
17. Hazardous Material Inventory List up to date _____ (most recent date)					
18. Safety shower, eye wash tested within the last year/36 inch clearance					
19. Hazardous materials containers clean and free from evidence of spills					
20. Double containment for incompatible materials					
21. Adequate ventilation provided					

NOT APPLICABLE

SATISFACTORY

NEEDS IMPROVEMENT

NEEDS IMMEDIATE ATTENTION

COMMENTS

	NOT APPLICABLE	SATISFACTORY	NEEDS IMPROVEMENT	NEEDS IMMEDIATE ATTENTION	COMMENTS
FIRE PROTECTION					
22. Fire pulls unobstructed and sprinkler head with 18" of vertical clearance					
23. Fire (corridor) doors are not blocked or held open					
24. All door self closures are operable					
25. Nothing stored within 18" of fire sprinklers					
26. Exits, exit ways, and exit signs illuminated, with signs making direction of exit clear					
27. Sign reading "No Exit" where door or passage might be confused as exit					
ELECTRICAL SAFETY					
29. Extension cord and cube adapter use minimized, used properly. Electrical cords and power strips are not plugged together (daisy-chain).					
30. Power strips UL approved with overload protection. Not acceptable for heavy machinery that draws large current					
31. Electrical equipment grounded with three pronged plug					
32. Electrical switches, outlets, and appliances in good repair					
33. Access to electrical panels and circuit breakers unobstructed, 36"					

Comments: _____

	NOT APPLICABLE	SATISFACTORY	NEEDS IMPROVEMENT	NEEDS IMMEDIATE ATTENTION	COMMENTS
SHOP SAFETY					
34. Personal protective equipment used and maintained properly					
35. Power tools bolted down, automatic shut off devices operable, and equipped with proper markings					
36. Lock-out/tag-out equipment available for trained personnel					
37. Power tools used properly, with guards and interlocking devices maintained					
38. Cables and ropes in good condition					
39. Machine safety guards present on points of operation including gears, belts, pulleys, etc.					
40. Ladders maintained in safe condition					
41. Local exhaust/ventilation provided, maintained, and used for grinder saws, saws and welding equipment					
42. Shop equipment has automatic startup warning sign where appropriate (e.g., air compressor)					
43. Welding areas equipped with fire extinguisher, welding screens and appropriate markings and color coded hoses are used					
44. Gas cylinders stored upright, properly chained with safety caps installed when cylinders are not in use					
45. Chemical containers in good condition and sealed when not in use					
46. Hazardous materials dispensed by approved pump. Gravity flow not in use					
47. Rags saturated with flammable liquids stored in approved metal containers					
BIOLOGICAL HAZARD					
48. Infectious waste properly stored and labeled, labels posted on containers and refrigerators					
49. Approved needle/sharps container available and used					
50. Biohazard signs displayed					

	NOT APPLICABLE	SATISFACTORY	NEEDS IMPROVEMENT	NEEDS IMMEDIATE ATTENTION	COMMENTS
LABORATORY SAFETY					
51. Warning signs posted for physical hazards (i.e., radiation, lasers and biohazards)					
52. Chemical containers in good condition, labeled appropriately, and properly capped					
53. Appropriate storage provided and utilized for temperature sensitive, water reactive, and flammable materials					
54. Materials stored in refrigerators are compatible. Refrigerator is labeled <i>Chemical Storage. No Food or Drink</i>					
55. Necessary personal protective equipment provided and maintained (PPE includes: gloves, aprons, respirators, face shields, etc.)					
56. Chemical safety procedures posted and followed where chemicals are used or stored					
57. Spill control material and procedures in place					
58. Laboratory heating devices (i.e., hot plates or bunsen burners) are not to be left unattended when in use					
59. Experiments or processes are not to be left abandoned and/or unidentified					
60. Hazardous materials dispensed by approved pumps. Gravity flow not in use					
61. Rags impregnated with flammable liquids stored in approved metal containers					
62. Overflow standpipes installed and maintained properly					
63. Equipment use is compatible with design and purpose					
64. Fume hoods inspected annually for indicator and adequate air flow					
65. Fume hoods are not to be used for storage or lined with combustible materials					
66. Gas cylinders stored upright, properly chained with safety caps installed when cylinders are not in use					

Plan of Action Approved by Dean, Director, Department Chair or Department Head

Signature

Date

EH&S Safety Inspection Review

Conducted on
1/27/14 9:45 AM

Score
0/6 - 0%

Table of Contents

EH&S SAFETY INSPECTION REVIEW - 0/6 - 0%	1
Disclaimer	2
Confidentiality Statement	2
AUDIT	4
1.0 - Previous inspection	4
2.0 Inspection History Review	4
3.0 Findings and Recommendations	4
Sign Off	4

Audit - 0/6 - 0%

Question	Response	Details	
1.0 - Previous inspection		Score (0/2) 0%	
1.1 - Has the last inspection been reviewed?			
1.2 - Are there no outstanding actions?			
2.0 Inspection History Review		Score (0/4) 0%	
2.1 - We're previous inspections completed on required intervals?			
2.2 - were there findings?			
2.3 - Were findings addressed and documented?			
3.0 Findings and Recommendations		Score (0/1) 0%	
Sign Off			
On site representative			
Auditor's signature			



SEARCH

Advanced

You are in the Facilities Workorder workspace.

Home

New Work Order

Reports

Workspace Calendar

Administration

More

SAVE

Help

Edit Preventive Maintenance Template (CAMP EH&S Injury Illness Prevention) for Facilities Workorder

Title

Campus wide - Complete Inspection Verification for Injury Illness Prevention inspections as follows:

Facility

Campus (105-0)

Room

na

Required Date

current date and time

WO Type

PM

Status

Open

Priority

Medium

Equipment

Equipment Code

Total Estimated Hours

Total Misc Cost

Closure Code

No Choice

Contact Information*

Select Contact

History

Clear

Last Name*

Dawson

First Name*

Craig

Email Address*

dawsonc@sonoma.edu

User ID

dawsonc

Department*

3087

Phone*

42932

Description

Description

Font family

Font size

1. Complete Verification of a minimum of 12 semi-annual and 4 annual inspection locations from the most current list of inspectors. Areas should not receive a new inspection until all areas on the list have been inspected. This will ensure all high hazard areas are audited, at minimum, every 4 years.

Scope of Verification:

1. Ensure that inspections were completed within the required timeframes and frequencies

Charge To

Craft Estimates

Misc Costs

Billing Fields

Crafts Assigned and Notifications

Crafts Assigned

Workspace Members

- +Admin
- +All Carts
- +Auto Shop
- +BSE
- +Carpenter
- +Custodial
- +Custodial-Day
- +Electric

Crafts Assigned

- Craig Dawson
- Admin

Attachments

- +Grounds
- +Grounds Auto
- +Inflation
- +Lawn Service

- +Movers
- +Paint

Services

- +Recycling
- +Refrigeration
- +Individual Users

[No files currently attached]

Create Appointment - Windows Internet Explorer

SAVE Cancel Help

Schedule a Preventive Maintenance Appointment - Thursday January 16, 2014

Title Inspection Verification for Injury Illness Prevention

Start Time Mon Day Year Hour Min
 11 3 2014 8 00 AM All day event

End Time Mon Day Year Hour Min
 11 3 2014 9 00 AM

General Info Invitees Email Confirmation Recurrence

Recurrence Activate Recurrence

Daily
 Weekly
 Monthly
 Yearly

Every November 16
 The first Monday of every November

No end date
 End by Mon Day Year

PST (GMT-0800)

The complete description reads as follows:

1. Complete Verification of a minimum of 12 semi- annual and 4 annual inspection locations from the most current list of inspectors. Areas should not receive a new inspection until all areas on the list have been inspected. This will ensure all high hazard areas are audited, at minimum, every 4 years.

Scope of Verification:

1. Ensure that inspections were completed within the required timeframes and frequencies
2. Ensure each inspection has been communicated to management as stipulated in Section 3.1 of IIPP
3. Ensure all findings (problems) have been addressed and proof of close-out is included.
4. Prior to closing out this work order all deficiencies must be documented and corrected.



November 3, 2014

Day Week Month Year

November

	S	M	T	W	T	F	S
W44							1
W45	2	3	4	5	6	7	8
W46	9	10	11	12	13	14	15
W47	16	17	18	19	20	21	22
W48	23	24	25	26	27	28	29
W49	30						

Create Appointment

Preferences

Availability

Mon Day Year

GO

Display Teams: All Appointments Monday November 3, 2014

All day event	✕	✕	Inspection Verification for Injury Illness Prevention
	✕	✕	Check for light out 1037
	✕	✕	Check for lights out 1038
	✕	✕	Check & replace lights out 1039
	✕	✕	Check & replace lights out 1040
	✕	✕	Check & replace lights out 1041
	✕	✕	Student Center Weekly Smoke Damper Testing
08:00AM			
09:00AM			
10:00AM			
11:00AM			
12:00PM			
01:00PM			
02:00PM			
03:00PM			
04:00PM			
05:00PM			

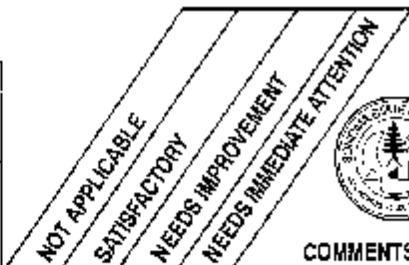

PST (GMT-0800)

Refresh Print Close Help

Appendix Two

Safe Work Practices Example

GENERAL INSPECTION CHECKLIST

Department	 			
Prepared by				
Date				
Location				
GENERAL				COMMENTS
1. Evacuation procedures posted				
2. Aisle clearance maintained, 36" or more. Corridors, hallways, exits and aisles unobstructed				
3. Cabinets and shelves above 48" are anchored				
4. Stored materials kept secure and limited in height to prevent collapse. Heavier material kept close to the floor				
5. Emergency supply kit available				
6. Earthquake restraints on storage shelves above 60"				
7. Eating, drinking, or smoking around chemicals prohibited				
8. Furniture's in good repair				
9. Chairs/work station equipped for VDT use as necessary				
10. Electrical and phone cords located to prevent tripping hazard				
11. All required signs posted				
HAZARDOUS MATERIALS				
12. Material Safety Data Sheets readily available for hazardous materials				
13. Hazardous waste disposal procedures in place				
14. All hazardous materials containers segregated and labeled properly				
15. Hazardous waste segregated, labeled, and registered with EH&S				
16. Flammable materials clearly marked and stored in approved metal cabinets				
17. Hazardous Material Inventory List up to date _____ (most recent date)				
18. Safety shower and eye wash maintained and inspected monthly				
19. Hazardous materials containers clean and free from evidence of spills				
20. Double containment for incompatible materials				
21. Adequate ventilation provided				

General Guidelines for developing safe work practices

Safe Work Practices provide a standardized set of operating procedures which include safety rules and procedures. The Safe Work Practices convey operational procedures, process information, safe work conditions, practices, and protective/safety equipment needed to eliminate or mitigate identified safety and health hazards. These practices will be used for the employee training and to ensure potentially hazardous tasks are completed safely in a consistent well understood manner.

The safe work procedure is normally broken into four sections. If waste is generated than a fifth section should be incorporated to describe the disposal process.

1. Identify the types of personal protective equipment necessary
 - Safety shoes –If foot cutting or crushing hazard exists
 - Protective eyewear – Safety glasses, goggles, face shield
 - Hearing Protection – Sustained noises over 80db
 - Gloves – When cutting, burning, chemical exposure hazards exist
 - Hard hats – when falling objects may exist or low head clearances
 - Chemical aprons – When chemical splash hazards exist
2. Identify necessary training and who is responsible prior to attempting tasks
3. Identify, in order, safety inspections and checks required prior to equipment operation
4. Describe approved method for operating equipment or otherwise completing task.

SAFE WORK PRACTICES – CHEMICAL TRANSFER

Date Prepared: April, 2000

Date reviewed: Not Applicable

Developed by: _____

Approved by: _____

Section One – Personal Protective Equipment

- Chemical goggles and/or face shield
- Closed toed chemical resistant shoes
- Chemical resistant Apron
- Chemical resistant gloves
- Respiratory Protection (if required)

Section Two – Training

- Required to have Hazard Materials Handlers Training presented by EH&S
- Required to have specific On-The-Job training by approved technician
- Respiratory Protection training presented by EH&S (if respirator is used)

Section Three – Preparation

- Ensure containers are compatible with material
- Ensure all necessary grounds straps are in place and continuity has been verified
- Inspect and dawn all necessary personal protective equipment
- Ensure spill cleanup material is available and compatible with transfer material
- Ensure ventilation is operational and if transferring flammable material that no ignition source is present.
- Ensure containers are labeled with required information (i.e., Chemical Name, Primary hazard)

Section Four – Procedure

- Final check of appropriate grounds
- Lift container if small and manageable enough to safely do so or use an appropriate transfer pump to transfer material
- Transfer at an appropriate rate to minimize splashing
- Once transfer is complete close containers
- Clean equipment and properly manage empty containers (contact EH&S if unsure).

Appendix Three

Training Documentation

Training & Development Attendance Sheet

Class Name: _____

Training Date: _____

Trainer(s): _____

	PRINT NAME	SIGNATURE	DEPARTMENT NAME	STATUS		
1	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
2	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
3	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
4	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
5	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
6	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
7	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
8	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
9	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu
10	_____	_____	_____	<input type="checkbox"/> Sta	<input type="checkbox"/> Fac	<input type="checkbox"/> Stu

Appendix Four

**Employee's Claim for Workers' Compensation
Benefits**

Appendix Five

Supervisor's Injury Report

Appendix Six

**California Code of Regulations Title 8, Section 3203:
Injury and Illness Prevention Program**

Injury and Illness Prevention Program

(a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program (Program). The Program shall be in writing and, shall, at a minimum:

- (1) Identify the person or persons with authority and responsibility for implementing the Program.
- (2) Include a system for ensuring that employees comply with safe and healthy work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.
- (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system of anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

EXCEPTION: Employers having fewer than 10 employees shall be permitted to communicate to and instruct employees orally in general safe work practices with specific instructions with respect to hazards unique to the employees' job assignments as compliance with subsection (a)(3).

(4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.

(A) When the Program is first established;

EXCEPTION: Those employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with previously existing section 3203.

(B) Whenever new substances, processes, procedures, or equipment are introduced to the workplace that represent a new occupational safety and health hazard; and

(C) Whenever the employer is made aware of a new or previously unrecognized hazard.

(5) Include a procedure to investigate occupational injury or occupational illness.

(6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:

(A) When observed or discovered; and,

(B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

(7) Provide training and instruction:

(A) When the program is first established;

EXCEPTION: Employers having in place on July 1, 1991, a written Injury and Illness Prevention Program complying with the previously existing Accident Prevention Program in Section 3203.

(B) To all new employees;

(C) To all employees given new job assignments for which training has not previously been received;

(D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;

(E) Whenever the employer is made aware of a new or previously unrecognized hazard; and,

(F) For supervisors to familiarize themselves with the safety and health hazards to which employees under their immediate direction and control may be exposed.

(b) Records of the steps taken to implement and maintain the Program shall include:

(1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for at least one (1) year; and

EXCEPTION: Employers with fewer than 10 employees may elect to maintain the inspection records only until the hazard is corrected.

(2) Documentation of safety and health training required by subsection (a)(7) for each employee, including employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for at least one (1) year.

EXCEPTION NO. 1: Employers with fewer than 10 employees can substantially comply with the documentation provision by maintaining a log of instructions provided to the employee with respect to the hazards unique to the employees' job assignment when first hired or assigned new duties.

EXCEPTION NO. 2: Training records of employees who have worked for less than one (1) year for the employer need not be retained beyond the term of employment if they are provided to the employee upon termination of employment.

Exception No. 3: For Employers with fewer than 20 employees who are in industries that are not on a designated list of high-hazard industries established by the Department of Industrial Relations (Department) and who have a Workers' Compensation Experience Modification Rate of 1.1 or less, and for any employers with fewer than 20 employees who are in industries on a designated list of low-hazard industries established by the Department, written documentation of the Program may be limited to the following requirements:

A. Written documentation of the identity of the person or persons with authority and responsibility for implementing the program as required by subsection (a)(1).

B. Written documentation of scheduled periodic inspections to identify unsafe conditions and work practices as required by subsection (a)(4).

C. Written documentation of training and instruction as required by subsection (a)(7).

Exception No. 4: Local governmental entities (any county, city, city and county, or district, or any public or quasi-public corporation or public agency therein, including any public entity, other than a state agency, that is a member of, or created by, a joint powers agreement) are not required to keep records concerning the steps taken to implement and maintain the Program.

Note 1: Employers determined by the Division to have historically utilized seasonal or intermittent employees shall be deemed in compliance with respect to the requirements for a written Program if the employer adopts the Model Program prepared by the Division and complies with the requirements set forth therein.

Note 2: Employers in the construction industry who are required to be licensed under Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code may use records relating to employee training provided to the employer in connection with an occupational safety and health training program approved by the Division, and shall only be required to keep records of those steps taken to implement and maintain the program with respect to hazards specific to the employee's job duties.

(c) Employers who elect to use a labor/management safety and health committee to comply with the communication requirements of subsection (a)(3) of this section shall be presumed to be in substantial compliance with subsection (a)(3) if the committee:

(1) Meets regularly, but not less than quarterly;

(2) Prepares and makes available to the affected employees, written records of the safety and health issues discussed at the committee meetings and, maintained for review by the Division upon request. The committee meeting records shall be maintained for at least one (1) year;

(3) Reviews results of the periodic, scheduled worksite inspections;

(4) Reviews investigations of occupational accidents and causes of incidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future incidents;

(5) Reviews investigations of alleged hazardous conditions brought to the attention of any committee member. When determined necessary by the committee, the committee may conduct its own inspection and investigation to assist in remedial solutions;

(6) Submits recommendations to assist in the evaluation of employee safety suggestions; and

(7) Upon request from the Division, verifies abatement action taken by the employer to abate citations issued by the Division.

NOTE: Authority cited: Sections 142.3 and 6401.7, Labor Code. Reference: Sections 142.3 and 6401.7, Labor Code.

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.

2. Editorial correction of subsection (a)(1) (Register 77, No. 41).

3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).

4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).

5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).

6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).

7. Amendment of subsection (b)(2), Exception No. 1, new Exception No. 3 through Exception No. 4, Note 2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).

8. Editorial correction of subsections (a)(6)(A) and (a)(7)(A) (Register 95, No. 22).

9. Amendment of subsections (b)(1)-(2) and (c)(2) filed 6-1-95; operative 7-3-95 (Register 95, No. 22).

HISTORY

1. New section filed 4-1-77; effective thirtieth day thereafter (Register 77, No. 14). For former history, see Register 74, No. 43.
2. Editorial correction of subsection (a)(1) (Register 77, No. 41).
3. Amendment of subsection (a)(2) filed 4-12-83; effective thirtieth day thereafter (Register 83, No. 16).
4. Amendment filed 1-16-91; operative 2-15-91 (Register 91, No. 8).
5. Editorial correction of subsections (a), (a)(2), (a)(4)(A) and (a)(7) (Register 91, No. 31).
6. Change without regulatory effect amending subsection (a)(7)(F) filed 10-2-92; operative 11-2-92 (Register 92, No. 40).
7. Amendment of subsection (b)(2), EXCEPTION No. 1, new EXCEPTION No. 3 through EXCEPTION No. 4, NOTE 2, and amendment of subsection (c)(2) filed 9-13-94; operative 9-13-94 pursuant to Government Code section 11346.2 (Register 94, No. 37).