



SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

San Diego Community College

Injury & Illness Prevention Program

District Office/Facilities

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PURPOSE

The Board of Trustees, recognizing that the health, safety, and well-being of its employees is of paramount importance in the management of the San Diego Community College District, affirms its commitment to create and maintain a safe and healthful working environment.

The San Diego Community College District Injury and Illness Prevention Program (IIPP) is a guide to assist college administrators and supervisors to promote the health and safety of their employees.

This document establishes methods to:

1. Identify, assess, and abate all workplace hazards.
2. Delegate responsibility for implementation and enforcement of the District's Injury and Illness Prevention Program at each of the District's places of operation.
3. Train all employees, supervisors and managers in the recognition of workplace hazards and proper safe work practices.
4. Provide that all employees will comply with safe work practices, giving recognition to employees who demonstrate compliance.
5. Create a system of communication between employees, supervisors, and management which will promote a safe working environment.
6. Investigate the causes of accidents.
7. Correct unsafe or unhealthy conditions, work practices, or work procedures in a timely manner.
8. Provide for adequate recordkeeping and documentation.

AUTHORITY CITATIONS

CCR, Title 8, § [3203](#)

CCR, Title 8, § [14300 – 14400](#)

DIVISION OF RESPONSIBILITIES

The Chancellor has appointed a Designee(s) to act as the IIPP administrator(s). The [Chancellor's Designee](#) has the authority and responsibility for implementing and maintaining this IIPP for the San Diego Community College District location of their responsibility. Supervisors are responsible for implementing and maintaining the IIPP in their work areas and for answering questions about the IIPP. A copy of this IIPP is available from each supervisor. Ultimately safety is the responsibility of each individual. Creating a broad based accountability for safety is the responsibility of the Chancellor and District leadership. The Chancellor has directed the Designee to implement the necessary procedures to insure that the District's policy is realized.

Chancellor's Designee

The [Chancellor's Designee](#) is responsible for the implementation and maintenance of this program, including:

- Conduct formal inspections of each of his/her assigned workplaces as outlined in the Inspection forms. The inspections shall include appropriate notice of the physical workplace, environmental hazards, work practices, new processes, recently reported accidents, and employee suggestions.
- Conduct investigations of all accidents that have resulted in serious injury;

- All hazards involving an imminent danger to employees or students shall be reported immediately to the College President, with a recommendation for prompt abatement.
- Recommend to the Safety Committee any additions or changes to the workplace safety rules contained in the Employee Safety Manual.
- Assist supervisors in conducting workplace hazard assessments to identify, evaluate, and correct hazards;

Risk Management

The Risk Management office is responsible for the implementation of this program, including:

- Evaluate the adequacy and consistency of safety related training in the department.

Facilities Management

The Facilities Management office is responsible for the implementation and maintenance of this program, including:

- Planning, organizing, and coordinating safety training.
- Train supervisors in their responsibilities under this Site Safety Plan.
- Maintain the records of inspection, hazard abatement, and training.

Supervisors

Supervisors are responsible for implementing San Diego Community College District's IIPP, including:

- Investigate all incidents and accidents within their department to determine root cause and to take corrective/preventative action. (This is distinct from the Workers' Compensation Claim Reporting process.)
- Conduct, document and maintain records of regularly scheduled safety inspections within the department
- Ensure that training, inspection, investigation records and employee health and safety records are forwarded to the Vice President of Administration to be retained for the designated period(s) of time
- Ensure that workplaces and equipment are safe, well-maintained, and in compliance with external agency regulations, generally accepted safe practices, and San Diego Community College District's policies, programs, and practices
- Establish safety-related work rules and procedures for all operations and exposures within their areas of responsibility
- Develop their own knowledge and skills in safety and health relative to their areas of responsibility and ensure that all employees receive safety training relative to their work exposures
- Ensure that workplace safety and health practices and procedures are clearly communicated through training programs and are understood by employees
- Enforce health and safety rules fairly and uniformly relative to job performance
- Evaluate employees on compliance with safe work practices
- Acknowledge employees who contribute to the maintenance of a safe workplace
- Discipline or refer for discipline those employees who fail to follow safe work practices
- Encourage employees to report workplace hazards without fear of reprisals

Employees

Employees are responsible for following the IIPP requirements:

- Inform themselves of conditions impacting their health and safety
- Participate in required training programs
- Adhere to healthful and safe practices in the workplaces
- Advise their supervisors of potential hazards in the workplace
- Report all “near miss” incidents and accidents immediately

COMPLIANCE

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices includes the following:

- Informing workers of the provisions of our IIPP
- Evaluating the safety performance of all workers
- Recognizing employees who perform safe and healthful work practices
- Providing training to workers whose safety performance is deficient
- Disciplining workers for failure to comply with safe and healthful work practices

COMMUNICATION

San Diego Community College District shall communicate with employees in a form readily understandable by all affected employees on matters related to occupational safety and health, including provisions designed to encourage employees to inform the employers of hazards at the worksite without fear of reprisal. San Diego Community College District uses various communication systems to relay information to all employees on matters relating to occupational safety and health, including:

- Safety Committees: Mesa College, City College, Miramar College, Continuing Education, District Office;
- Departmental safety meetings; and
- Anonymous and confidential hazard reporting.

These systems are described below:

Duties of College Safety Committees

Safety Committee meetings shall be held not less than quarterly but may meet more frequently, as determined by the committee. The committee members are appointed by the Vice President of Administration.

Committee’s activities include, but are not limited to, the following:

- Mandatory agenda items shall include:
 - A summary review of recommendations resulting from the Safety Officers formal inspections.

- Summarization of accident reports and investigations filed since the last meeting.
- Consideration of all safety related employee complaints or suggestions.
- In consultation with the Vice Chancellor of Human Resources, to liaison, as necessary, with union representatives concerning site safety issues.
- Review of SDCC Workers' Compensation loss data with the [Chancellor's Designee](#) (Risk Manager), semi-annually.
- Annually, at the beginning of the fall semester, review and update the Employee Safety Manual.
- Annually, at the beginning of the fall semester, in consultation with appropriate District Departments, review and update site Emergency and Evacuation plans and procedures.
- Develop Action Plans that address strategic planning occupational health and safety issues.
- Direct all hazard abatement dealing with work practices or equipment;
 - Liaison with Facilities concerning the abatement of environmental or other workplace hazards.
- Insure that all Supervisors and Managers receive sufficient safety training in order to fulfill their responsibilities under this IIPP.
- Publicly recognize superior compliance by individual employees with the spirit of this IIPP.
- Report semiannually on the status of the site safety efforts with improvement recommendations to the District Safety Plan to the District Safety Committee.

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. All workers are required to report occupational injuries and illnesses to their supervisor immediately. Workers will provide information to the supervisor for purposes of completing an Injury and Illness Incident and Investigation Report and will receive a worker's compensation claim form (DWC-1) to fill out. Our communication system includes:

- Direct one-on-one communication
- Training programs
- Posted or distributed safety information
- Campus Safety Committee
- District Environmental Health and Safety

Hazard Assessment

Periodic inspections to identify and evaluate workplace hazards shall be performed by college managers/supervisors.

Periodic inspections are performed according to the following schedule:

- When we initially establish our IIPP
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace
- When new, previously unidentified hazards are recognized
- When occupational injuries and illness occur; and
- Whenever workplace conditions warrant an inspection
- When permanent or part-time workers are hired or re-assigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.

Anonymous and Confidential Hazard Reporting

Any employee may report a hazard or share a health and safety concern anonymously.

The District's Anti-Reprisal Policy

Employees and students shall not be discharged or discriminated against in any manner for bona fide reporting of health and safety hazards to San Diego Community College District or to appropriate governmental agencies. Supervisors shall inform employees and students of this policy and encourage reporting of workplace hazards to the management.

Supervisors shall conduct periodic safety inspections of their facilities, equipment and projects to identify unsafe conditions and work practices. Records of these inspections and actions taken to correct any identified unsafe conditions shall be maintained by the appropriate manager or supervisor.

Supervisors will provide a report of observed violations that require correction to the appropriate department(s). The supervisor of the inspected unit is responsible for making and documenting the corrections to the listed violations.

IDENTIFICATION AND EVALUATION OF WORKPLACE HAZARDS

San Diego Community College District shall have procedures for identifying and evaluating workplace hazards, including scheduled periodic inspections to identify unsafe conditions and work practices.

The [Chancellor's Designees](#) are responsible for seeing that periodic inspections are conducted by deans, managers, supervisors, using the appropriate inspection form included in the Appendices. Staff and faculty are encouraged to use these forms or to assist in the development of inspection forms that better address the unique hazards of their particular work locations.

The Safety Office will communicate unsafe work conditions to the IIPP Administrator, the VPA.

Inspection Schedule

Inspections shall be conducted according to the following schedule, where applicable:

- Upon initial establishment of IIPP;
- When new substances, processes, procedures, or equipment which present potential new hazards are introduced;
- When new, previously unrecognized hazards are identified;
- When occupational injuries or illnesses occur; and
- Periodically, as defined below:
 - Monthly
 - All Fire Extinguishers, Eyewash and Safety Shower stations
 - Tri-Annually (at the end of each fall and spring semester and summer session)
 - District Operations - Carpentry, auto, maintenance, grounds, janitorial, storage, paint shop, and hazardous waste
 - Fine Arts (e.g., painting, printmaking, sculpture, and ceramics)
 - Applied Technology/Career/Vocational Program Areas
 - Health Sciences
 - Print shop
 - Media Center/Technology Support Services
 - Cafeteria and food services
 - Child Development Center and playgrounds
 - Chemistry laboratories and chemical storage areas
 - Biology laboratories and chemical storage areas
 - Annually (at the end of the summer session)
 - Administration offices
 - Classrooms (not identified above)
 - Auditorium, theaters
 - Learning Resource Center, book store, faculty/staff lounge
 - Athletic fields and bleachers
 - Gymnasiums, weight room, courts
 - All sidewalks, walkways, and parking lots
 - All other areas not previously identified in the tri-annual inspections

Outside Agencies

Several outside agencies conduct random, regular, or periodic inspections at San Diego Community College District campuses. They assist the District in achieving some of its inspection responsibilities. These include:

- Insurance carriers and brokers;
- Fire Marshal's Office;
- City Fire Department; and
- County Environmental Health Department.

Record Keeping of Scheduled and Periodic Inspections

Records of scheduled and periodic inspections to identify unsafe conditions and work practices shall be maintained for a minimum of one year. The records shall include:

- The name(s) of the person(s) conducting the inspection;
- Any descriptions of the unsafe conditions and work practices; and
- The actions taken to correct the identified unsafe conditions and work practices.

The department supervisor is responsible for follow -up and status report on corrective action requests. The supervisor shall forward the completed inspection to the [Chancellor's Designee](#) (VPA). The Chancellor's Designee is responsible for maintaining these records.

CORRECTING WORKPLACE HAZARDS

San Diego Community College District has a commitment to correct unsafe or unhealthful work conditions in a timely manner, based on the severity of the hazards.

If the unsafe condition cannot be immediately abated, a suitable timetable for correcting the unsafe condition based on the severity of the hazard shall be established by the appropriate college administrator(s).

If a hazard presents an imminent danger to employees or building occupants and the hazard cannot be immediately corrected without endangering personnel and/or property, then all exposed personnel will be evacuated from the area. Employees remaining to correct the identified hazardous condition may do so only if they are properly trained.

Schedules for Correcting Hazards

- Hazards shall be corrected according the following procedures: When observed or discovered
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, all exposed personnel will be removed from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided with necessary safeguards

Resources

Resources to correct hazards include the following:

- Unsafe conditions that cannot be corrected with resources available to the supervisor must be reported to the next higher level of management
- If the correction required is part of District Facilities and/or campus Building Services shall coordinate and correct the hazard

INCIDENT, INJURY & ILLNESS REPORTING AND INVESTIGATIONS

San Diego Community College District shall investigate occupational injury or illness. When occupational injuries and illness occur, supervisors shall conduct safety inspections of their facilities, equipment and projects and interview injured workers and witnesses to identify unsafe conditions and work practices. Records of these inspections and actions taken to correct any identified unsafe conditions shall be maintained by the appropriate manager or supervisor.

Supervisors will complete the supervisor statement of occupational injury or illness and the witness statement of employee injury forms and report observed violations that require correction to the appropriate department(s) and administrator(s). These documents are attached by reference to this plan and are available in [Appendix A](#).

The supervisor of the inspected unit is responsible for making and documenting the corrections to the listed violations. Standardized procedures for reporting and investigating occupational injuries, illnesses, and accidents are reviewed below.

Reporting Procedures

Employees inform their supervisor of all work related accidents or illnesses immediately. The supervisor completes the [Injury and Illness Incident and Investigation Report](#). The supervisor provides the employee a worker's compensation claim form (DWC1) within 24 hours of the injury. If the employee needs medical treatment the supervisor will refer the employee to the District's authorized medical facility. The supervisor will notify Risk Management of the incident by sending the Injury and Illness Report to Risk Management as indicated on the Injury and Illness Incident and Investigation Report which is located on Risk Management's website and as an Appendix to this document. Refer to the Work Related Injury/Illness Flowchart found in the Appendix for additional information regarding the process. Risk Management maintains the Injury and Illness Incident and Investigation Reports for a minimum of five years.

Accident/Exposure Investigation

Procedures for investigating workplace accidents and hazardous substance exposures include:

1. Interviewing injured workers and witnesses;
2. Examining the workplace for factors associated with the accident/exposure;
3. Determining the cause of the accident/exposure;
4. Taking corrective action to prevent the accident/exposure from reoccurring, immediate corrective action should be taken when feasible; and
5. Recording the findings and actions taken on the [Injury and Illness Incident and Investigation Report](#).
Additional documentation such as model numbers and photos may be appropriate.

Additional Requirements for Reporting of Death or Serious Injury

Death or serious injury or illness is defined as more than 24-hours' hospitalization for other than observation; permanent disfigurement, and loss of body part. All serious injuries or fatalities shall be reported to Cal-OSHA within 8 hours of serious injury or the District will be fined \$5000. The supervisor shall contact Risk Management immediately to report all serious injuries. For serious injuries occurring after hours, the supervisor shall report the serious injury to the San Diego Regional Cal-OSHA office at (619) 767-2280 within 8 hours of the injury, and advise Risk Management the call was made.

TRAINING AND DOCUMENTATION

All workers, including managers and supervisors, shall have training and instruction on general and job-specific and health practices. Employees attending or receiving training mandated by this program will sign attendance sheets and actively participate in training. San Diego Community College District policy requires that all employees shall be trained to protect themselves from hazards in their working and educational environments. Supervisors shall assure that employees and students are trained in:

- General health and safety practices;
- Task-specific health and safety practices and hazards;
- Recognition and assessment of health and safety risks;
- Minimization of risks through sound safety practices and use of protective equipment;
- Regulations and statutes applicable to their activity; and
- San Diego Community College District's health and safety policies.

Training Program

San Diego Community College District has organized its training program as described below. The IIPP Administrator, VPA, reviews all safety related training for adequacy and consistency.

General Safety Training

All District employees shall receive IIPP training. This and other general safety training shall be provided by department managers or their designee. Training will include information on San Diego Community College District's health and safety policies and practices, employee health and safety rights and responsibilities, employee health and safety services at San Diego Community College District.

Job Specific Training

- Job specific training will be provided by the department manager, supervisor, or safety officer, often in conjunction with the IIPP Administrator, to employees where special hazards may be encountered;
- Training topics may include, but is not limited to, hazard communication (i.e., hazard identification, hazardous materials labeling, hazard reporting), emergency response and evacuation procedures, fire and earthquake safety, rights and responsibilities, personal protection, and record keeping.
- Additional training is provided for those employees with specific high-hazard exposures including those exposed in robotic labs, health services, vocational laboratories, athletics, science laboratories, as well as facility shops and food service areas.

Training Methods

- Training is by one or more of the following methods: Web-based safety training. (Based on the job classification; automatic assignment of training modules are tailored to job specific training requirements), formal and informal safety meeting, discussions, and class lecture;
- Safety Data sheets, videos, pamphlets, booklets, class syllabus, and postings may be used to supplement training; and
- All safety related training shall be in a communication form readily understood by the students or employees.

Training Schedule

Training shall be provided to all employees:

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

Training Resources

- Web-Based Training program ([Keenan SafeColleges](#)) is a valuable tool to assist managers. Based on job classifications, the program provides an automatic assignment of training modules tailored to job specific training requirements.
- Risk Management has power point presentations, a collection of safety publications, and access to safety professionals to assist supervisors and departments in implementing training programs.

Record Keeping of Training Records

Documentation of health and safety training for each and employee shall include:

1. Name or other identifier
2. Training dates
3. Type(s) of training
4. Training providers

This documentation shall be maintained for at least one year.

Web-Based Training program may be utilized to document health and safety training. The supervisor is responsible for updating the training records for their employees.

HAZARDOUS MATERIALS COMMUNICATION PROCEDURE

The purpose of this Hazardous Materials Communication Procedure (HazCom) is to insure that all hazardous materials used by employees in the performance of their duties are properly evaluated for their hazard, use and control; and that sufficient information about such materials are communicated to employees in such a manner that any risk to their health is eliminated. For the purpose of this procedure, hazardous materials are those so described by the California Occupational Safety and Health Act, (also known as “the Director’s List”). No employee shall be disciplined or otherwise harmed or criticized by the exercising of his/her rights under this procedure or the California Occupational Safety and Health Act. A copy of this procedure shall appear in each Employee Safety Manual.

Safety Data Sheets

Inasmuch as all manufacturers and distributors of hazardous materials are required by federal and state law to describe the hazards and methods of control in the form of a Safety Data Sheet (SDS), all purchases of materials for use in the workplace by an employee or third party contracted employee shall require a properly completed copy of the SDS upon or prior to delivery of the product.

No supervisor shall allow any employee to use or come into contact with any substance containing a hazardous material unless an SDS has been received by the workplace, place in the required SDS book, and the employee trained in the information contained in the SDS.

If a material is received without an SDS or if any employee (or his/her representative) requests access to a SDS that is not available, the supervisor, acting in consultation with the Safety Officer, will immediately contact the employee whose responsibility it was to purchase the material requesting that a proper SDS be obtained. That employee shall act on this request in writing as quickly as is reasonable, but in no case more than seven (7) days from the date that the supervisors learned that the required SDS was missing. If no response is forthcoming within twenty five days, a second written request shall be made and the matter shall be referred to the Safety Committee to act on the District’s obligation to inform the State Department of Industrial Relations. For the purposes of compliance with 8 CCR 5194(d), the District and its employees will rely on the information concerning the physical and health hazards of hazardous materials contained in the SDS supplied by the manufacturers or distributors of their products.

The senior supervisors for each workplace, (for purposes of this procedure a workplace is as determined by the site Safety Committee), shall maintain a book, easily and readily available to all employee, containing copies of SDS’s of all products containing hazardous material present in the workplace. The Safety Officers shall audit the completeness of the SDS book.

Supervisors shall be trained in understanding SDS by the Safety Officer and shall be responsible for training all employees reporting to them.

Hazardous Materials Containers and Labeling

1. Substances containing hazardous material should be kept in the containers supplied by the manufacturer. If, because bulk purchases of a hazardous substance must be inventoried in more than one location, additional containers must be of like safety quality to the original and duplicates of the manufacturers

- hazard and warning labels must be prominently attached to the additional containers.
2. In all other cases, if a hazardous material is transferred to a secondary container, the amount may not be more than is necessary for the daily use of a particular employee and the secondary container must remain in the workplace of that employee. Excess materials must be returned to the original container at the end of the employee's working day. Such temporary containers do not require warning or hazard labels.
 3. All containers of hazardous materials must be prominently labeled, in English, to show:
 - a. The identity of the hazardous material(s)
 - b. Appropriate hazard warnings
 - c. The name and address of the manufacturer
 - d. Defacing manufacture's labels is a violation of the law unless immediately replaced with similar information

Employee Training and Communication

All new employees shall be trained by their supervisor in this Hazardous Materials Communication Procedure and in the proper use and control of hazardous materials prior to their initially performing their duties. Employees shall receive additional training as necessary and, in all cases, when a new substance is introduced into the workplace.

Training may consist of information concerning general classes of hazardous materials rather than specific compounds and may be limited to those materials that the employee may be exposed to regularly or in a reasonably foreseeable emergency.

Training shall include at least the following:

1. Familiarity with this Hazardous Material Communication procedure. A copy shall be included in the Employee Safety Manual given to all employees.
2. The presence and location of all hazardous materials in the workplace, regardless whether the employees own duties require contact with the materials.
3. The location of the workplace SDS book and the employee's (or his/her representative's) right to easily access it at any time.
4. Familiarity with the form and information, with particular attention to the hazards represented, protective measures, and emergency procedures, contained in the SDS's applicable to substances the employee reasonably may come into contact.
5. Explanations of the warning and hazard labels.
6. The employee's right to be protected against discrimination or discipline for exercising any right extended to him under this procedure.

Training shall be documented by the Hazardous Material Training form and signed by the employee and training supervisor.

Recordkeeping

In accordance with the Hazard Communication Standard of the California Occupational Safety and Health Act:

SDS's for all substances used in the workplace shall be maintained for 30 years, and can be found on the [Keenan SafeColleges website](#). Records of employee training shall be maintained for a minimum of three years.

APPENDIX A: INJURY AND ILLNESS INCIDENT AND INVESTIGATION REPORT

San Diego Community College District Injury and Illness Incident and Investigation Report

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.
See CCR Title 8 14300.29(b)(6)-(10)

THIS FORM IS NOT TO BE FILLED OUT BY THE INJURED EMPLOYEE!

CALL RISK MANAGEMENT IMMEDIATELY.

WITHIN 24 HOURS OF THE INJURY, SEND A COMPLETED COPY OF BOTH PAGES OF THIS FORM TO RISK MANAGEMENT, ROOM 385, DISTRICT OFFICE.
PLEASE EMAIL TO SDCCDRISKMANAGEMENT@SDCCD.EDU
OR FAX A COPY TO (619) 388-6898. THEN SEND THE ORIGINAL.

INFORMATION ABOUT THE EMPLOYEE:

Full Name: _____ Date of Birth: _____
Street Address: _____ Date of Hire: _____
City: _____ State: _____ Zip: _____ Male Female
Home Telephone #: _____ Cell phone #: _____
Prefer to be reached at: Home Telephone # Cell Phone # Email: _____
Campus and Department: _____
Occupation/Position Title: _____
Employment Status: Regular, Full-time Part-time Open Enrollee
Regular work hours: Start _____ AM PM End _____ AM PM
Work Days: Sunday Monday Tuesday Wednesday Thursday Friday Saturday

INFORMATION ABOUT THE PHYSICIAN OR OTHER HEALTH CARE PROFESSIONAL:

Name of the physician or other health care professional: _____
Name of facility: _____ Street address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Was the employee treated in an emergency room? Yes No
If Yes, where: _____
Was the employee taken by ambulance? Yes No
Was the employee hospitalized overnight as an in-patient? Yes No
If Yes, where: _____
If hospitalized, was Risk Management immediately notified? Yes No
Date notified: _____ Time notified: _____ AM PM

INFORMATION ABOUT THE ACCIDENT OR ILLNESS:

Injury / Illness Date: _____ Injury / Illness Time: _____ AM PM Time Unknown
Date Injury / Illness Reported by the employee: _____ Time employee began work: _____
Specific Dept/Location of where incident happened. (i.e. Biology Room G): _____
If incident happened off site, provide name of location/facility: _____
Address: _____ City: _____ State: _____ Zip: _____
Did employee leave work? Yes No Date returned to work? _____
If employee died, what date did death occur: _____ Not Applicable
Date DWC-1 Claim Form was given to employee: _____

What was the employee doing just before the incident occurred? (Describe the activity, as well as the tools, equipment or material the employee was using. Be specific. *Examples: "Climbing a ladder while carrying roofing materials"; "Spraying chlorine from a hand sprayer"; "Daily computer key-entry".*)

Were the tools, equipment or materials used by the employee at the time of the incident in good condition?

Yes No **If No, describe the specific deficiencies:** _____

What happened? (Explain how the injury occurred. *Examples: "When the ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time"*)

What was the injury or illness? (Tell us the part of the body that was affected and how it was affected; be more specific than "hurt", "pain" or "sore". *Examples: "strained back", "chemical burn, hand"; "carpal tunnel syndrome".*)

What object or substance directly harmed the employee? (*Examples: "concrete floor"; "chlorine gas"; "computer".*)

Were there any workplace conditions, practices or lack of protective equipment that contributed to the accident? Yes No **If yes, describe the deficiencies:** _____

Will a new workplace Safety Rule be required? Yes No **If yes, please explain:** _____

Was the unsafe condition, practice or equipment problem corrected immediately? Yes No N/A

What corrective actions have been taken to prevent another occurrence? _____

Witnesses if available:

Name: _____

Phone Number: _____

Supervisor / Manager (Primary Investigator):

Print Name: _____

Date: _____

Signature: _____

Safety Officer

Print Name: _____

Date: _____

Signature: _____

APPENDIX B: SAFETY REPORT FORM



**SAN DIEGO
COMMUNITY COLLEGE
DISTRICT**

Safety Report Form San Diego Community College District

*Please use this form to make a safety suggestion or report an unsafe workplace condition or practice.
Reports may be made anonymously.*

Hazard Location:

Campus/Center _____
Building Name _____ Room Number and Description _____
Department _____ Other _____

Today's Date _____

Describe unsafe condition or practice (Include as many details as possible.
If outside on the grounds, you can draw a diagram on the back.) _____

Causes or contributing factors _____

Other Comments _____

Your suggestion for improving the situation described above _____

Has this matter been reported to the supervisor in the hazard area? Yes No

Has this matter been reported to the Facilities Services Call Center? Yes No

Has a Facilities Work Order been initiated? Provide WO # _____ Yes No

Optional Information: If you include your name, we will update you on action taken, but it is not required.

Your Name and Extension (Optional) _____

Your Department (Optional) _____

Employees are advised that use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take action against an employee in reprisal for exercising rights to participate in communications involving safety.

The District will investigate any hazard report or safety question from employees as required by the Injury and Illness Prevention Plan (BP 4800). The District's response will be communicated to the affected employee(s), unless the report is made anonymously.

Return to the District Risk Management Office

APPENDIX C: WORKPLACE SECURITY

Workplace Violence In California

The circumstances associated with workplace violence in California can be divided into three major types. However, it is important to keep in mind that a particular occupation or workplace may be subject to more than one type.

Type I - In California, the majority of fatal workplace assaults involve a person entering a small late-night retail establishment, e.g., liquor store, gas station or a convenience food store, to commit a robbery. During the commission of the robbery, a worker, or more likely, the proprietor, is killed or injured.

Workers or proprietors who have face-to-face contact and exchange money with the public, who work late at night and into the early morning hours, and who often work alone or in very small numbers are at greatest risk of a Type I event. While the assailant may feign being a customer as a pretext to enter the establishment, he or she has no legitimate relationship to the workplace.

Retail robberies resulting in workplace assaults usually occur between late night and early morning hours and are most often armed robberies. In addition to workers who are classified as cashiers, many victims of late night retail violence are supervisors or proprietors who are attacked while locking up their establishment for the night or janitors who are assaulted while cleaning the establishment after it is closed.

Other occupations/workplaces may be at risk of a Type I event. For instance, assaults on taxicab drivers also involve a pattern similar to retail robberies. The attack is likely to involve an assailant pretending to be a bona fide passenger during the late night or early morning hours who enters the taxicab to rob the driver of his or her fare receipts. Type I events also involve assaults on security guards. It has been known for some time that security guards are at risk of assault when protecting valuable property that is the object of an armed robbery.

Type II - A Type II workplace violence event involves an assault or threat by someone who is either the recipient or the object of a service provided by the affected workplace or the victim. Type II events involve fatal or nonfatal injuries to individuals who provide services to the public. These events chiefly involve assaults on public safety and correctional personnel, municipal bus or railway drivers, health care and social service providers, teachers, sales personnel, and other public or private service sector workers who provide professional, public safety, administrative or business services to the public.

Law enforcement personnel are at risk of assault from the "object" of public safety services (suspicious persons, detainees, or arrestees) when making arrests, conducting drug raids, responding to calls involving robberies or domestic disputes, serving warrants and eviction notices and investigating suspicious vehicles. Similarly, correctional personnel are at risk of assault while guarding and transporting jail or prison inmates.

Of increasing concern, though, are Type II events involving assaults to the following types of service

providers:

1. Medical care providers in acute care hospitals, long-term care facilities, outpatient clinics and home health agencies
2. Mental health and psychiatric care providers in inpatient facilities, outpatient clinics, residential sites and home health agencies
3. Alcohol and drug treatment providers
4. Social welfare providers in unemployment offices, welfare eligibility offices, homeless shelters, probation offices and child welfare agencies
5. Teaching, administrative and support staff in schools where students have a history of violent behavior
6. Other types of service providers, e.g., justice system personnel, customer service representatives and delivery personnel

Unlike Type I events which often represent irregular occurrences in the life of any particular at-risk establishment, Type II events occur on a daily basis in many service establishments, and therefore represent a more pervasive risk for many service providers.

Type III - A Type III workplace violence event consists of an assault by an individual who has some employment-related involvement with the workplace. A Type III event usually involves a threat of violence, or a physical act of violence resulting in a fatal or nonfatal injury, by a current or former worker, supervisor or manager; a current or former spouse or lover; a relative or friend; or some other person who has a dispute involving an worker of the workplace.

Available data indicates that a Type III event is not associated with a specific type of workplace or occupation. Any workplace can be at risk of a Type III event. However, Type III events account for a much smaller proportion of fatal workplace injuries than Types I and II. Nevertheless, Type III fatalities often attract significant media attention and are perceived as much more common than they actually are.

Injury and Illness Prevention Program For Workplace Security

Our establishment's IIP Program for Workplace Security addresses the hazards known to be associated with the three major types of workplace violence. Type I workplace violence involves a violent act by an assailant with no legitimate relationship to the workplace who enters the workplace to commit a robbery or other criminal act. Type II involves a violent act or threat of violence by a recipient of a service provided by our establishment, such as a client, patient, customer, passenger or a criminal suspect or prisoner. Type III involves a violent act or threat of violence by a current or former worker, supervisor or manager, or another person who has some employment-related involvement with our establishment, such as a worker's spouse or lover, a worker's relative or friend, or another person who has a dispute with one of our workers.

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Responsibility

We have decided to assign responsibility for security in our workplace. The IIP Program administrator for workplace security is _____ and has the authority and responsibility for implementing the provisions of this program for _____.

All managers and supervisors are responsible for implementing and maintaining this IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from each manager and supervisor.

Compliance

We have established the following policy to ensure compliance with our rules on workplace security. Management of our establishment is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all workers.

All workers are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Our system of ensuring that all workers, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include:

- Informing workers, supervisors and managers of the provisions of our IIP Program for Workplace Security.
- Evaluating the performance of all workers in complying with our establishment's workplace security measures.
- Recognizing workers who perform work practices which promote security in the workplace.
- Providing training and/or counseling to workers whose performance is deficient in complying with work practices designed to ensure workplace security.
- Disciplining workers for failure to comply with workplace security practices.
- The following practices that ensure worker compliance with workplace security directives, policies and procedures _____

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Communication

We have established the following policy to ensure compliance with our rules on workplace security. Management of our establishment is committed to ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all workers.

All workers are responsible for using safe work practices, for following all directives, policies and procedures, and for assisting in maintaining a safe and secure work environment. Our system of ensuring that all workers, including supervisors and managers, comply with work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which

create a security hazard for others in the workplace, include:

- Informing workers, supervisors and managers of the provisions of our IIP Program for Workplace Security.
- Evaluating the performance of all workers in complying with our establishment's workplace security measures.
- Recognizing workers who perform work practices which promote security in the workplace.
- Providing training and/or counseling to workers whose performance is deficient in complying with work practices designed to ensure workplace security.
- Disciplining workers for failure to comply with workplace security practices.
- The following practices that ensure worker compliance with workplace security directives, policies and procedures: _____

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Hazard Assessment

We will be performing workplace hazard assessment for workplace security in the form of periodic inspections. Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence are performed by the following observer(s) in the following areas of our workplace:

| Observer | Area |
|----------|------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Periodic inspections are performed according to the following schedule:

1. _____ Frequency (daily, weekly, monthly, etc.)
2. When we initially established our IIP Program for Workplace Security
3. When new, previously unidentified security hazards are recognized
4. When occupational injuries or threats of injury occur
5. Whenever workplace security conditions warrant an inspection

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in worker work practices, and may require assessing for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for Type I workplace security hazards include assessing:

1. The exterior and interior of the workplace for its attractiveness to robbers.
2. The need for security surveillance measures, such as mirrors or cameras.
3. Posting of signs notifying the public that limited cash is kept on the premises.
4. Procedures for worker response during a robbery or other criminal act.
5. Procedures for reporting suspicious persons or activities.
6. Posting of emergency telephone numbers for law enforcement, fire and medical services where workers have access to a telephone with an outside line.
7. Limiting the amount of cash on hand and using time access safes for large bills.
8. Other: _____

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Inspections for Type II workplace security hazards include assessing:

1. Access to, and freedom of movement within, the workplace.
2. Adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.
3. Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Workers skill in safely handling threatening or hostile service recipients.
5. Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
6. The use of work practices such as "buddy" systems for specified emergency events.
7. The availability of worker escape routes.
8. Other _____

Inspections for Type III workplace security hazards include assessing:

1. How well our establishment's anti-violence policy has been communicated to workers, supervisors or managers.
2. How well our establishment's management and workers communicate with each other.
3. Our workers', supervisors' and managers' knowledge of the warning signs of potential workplace violence.
4. Access to, and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
5. Frequency and severity of worker reports of threats of physical or verbal abuse by managers, supervisors or other workers.
6. Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

7. Worker disciplinary and discharge procedures.
8. Other: _____

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Incident Investigations

We have established the following policy for investigating incidents of workplace violence.

Our procedures for investigating incidents of workplace violence, which includes threats and physical injury, include:

1. Reviewing all previous incidents.
2. Visiting the scene of an incident as soon as possible.
3. Interviewing threatened or injured workers and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident.
6. Taking corrective action to prevent the incident from recurring.
7. Recording the findings and corrective actions taken.
8. Other: _____

Hazard Correction

Hazards which threaten the security of workers shall be corrected in a timely manner based on severity when they are first observed or discovered.

Corrective measures for Type I workplace security hazards can include:

1. Making the workplace unattractive to robbers.
2. Utilizing surveillance measures, such as cameras or mirrors, to provide information as to what is going on outside and inside the workplace.
3. Procedures for the reporting suspicious persons or activities.
4. Posting of emergency telephone numbers for law enforcement, fire and medical services where workers have access to a telephone with an outside line.
5. Posting of signs notifying the public that limited cash is kept on the premises.
6. Limiting the amount of cash on hand and using time access safes for large bills.
7. Worker, supervisor and management training on emergency action procedures.
8. Other: : _____

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Corrective measures for Type II workplace security hazards include:

1. Controlling access to the workplace and freedom of movement within it, consistent with business necessity.
2. Ensuring the adequacy of workplace security systems, such as door locks, security windows, physical barriers and restraint systems.
3. Providing worker training in recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
4. Placing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
5. Providing procedures for a "buddy" system for specified emergency events.
6. Ensuring adequate worker escape routes.
7. Other: _____

Corrective measures for Type III workplace security hazards include:

1. Effectively communicating our establishment's anti-violence policy to all workers, supervisors or managers.
2. Improving how well our establishment's management and workers communicate with each other.
3. Increasing awareness by workers, supervisors and managers of the warning signs of potential workplace violence.
4. Controlling access to, and freedom of movement within, the workplace by non-workers, including recently discharged workers or persons with whom one of our worker's is having a dispute.
5. Providing counseling to workers, supervisors or managers who exhibit behavior that represents strain or pressure which may lead to physical or verbal abuse of co-workers.
6. Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
7. Ensure that worker disciplinary and discharge procedures address the potential for workplace violence.
8. Other: _____

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

Training and Instruction

We have established the following policy on training all workers with respect to workplace security.

All workers, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the IIP Program for Workplace Security is first established and periodically thereafter. Training shall also be provided to all new workers and to other workers for whom training has not previously been provided and to all workers, supervisors and managers given new job assignments for which specific workplace security training for that job assignment has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace security training and instruction includes, but is not limited to, the following:

1. Explanation of the IIP Program for Workplace Security including measures for reporting any violent acts or threats of violence.
2. Recognition of workplace security hazards including the risk factors associated with the three types of workplace violence.
3. Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
4. Ways to defuse hostile or threatening situations.
5. Measures to summon others for assistance.
6. Worker routes of escape.
7. Notification of law enforcement authorities when a criminal act may have occurred.
8. Emergency medical care provided in the event of any violent act upon a worker; and
9. Post-event trauma counseling for those workers desiring such assistance.

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

NOTE: No one is required to use this Model Program. However, if you determine that workplace security hazards exist in your workplace, you may want to use some or all of this Model Program or develop your own program independently.

We have chosen the following checked items for Type I training and instruction for managers, supervisors and workers:

- Crime awareness.
- Location and operation of alarm systems.
- Communication procedures.
- Proper work practices for specific workplace activities, occupations or assignments, such as late night retail sales, taxi-cab driver, or security guard.
- Other: _____

We have chosen the following checked items for Type II training and instruction for managers, supervisors and workers: Self-protection.

- Dealing with angry, hostile or threatening individuals.
- Location, operation, care, and maintenance of alarm systems and other protective devices.
- Communication procedures.
- Determination of when to use the "buddy" system or other assistance from co-workers.
- Awareness of indicators that lead to violent acts by service recipients.
- Other: _____
- _____
- _____

We have chosen the following checked items for Type III training and instruction for managers, supervisors and workers: Pre-employment screening practices.

- Worker Assistance Programs.
- Awareness of situational indicators that lead to violent acts.
- Managing with respect and consideration for worker well-being.
- Review of anti-violence policy and procedures.
- Other: _____
- _____
- _____

APPENDIX D: EXPOSURE RISK ASSESSMENT

Category I Employees are defined as all employees (including part-time, adjunct faculty, interim, or substitute employees) in that job classification that have potential occupational exposure.

| CATEGORY I EMPLOYEES | | |
|----------------------------|---|---|
| DEPARTMENT/PROGRAM | POSITION/EMPLOYEES | ACTIVITY WITH POTENTIAL EXPOSURE |
| Allied Health | Instructors and Lab Technicians | Instruction and supervision of students involved in patient care: Injections, dressings, etc. Handling sharps and medical waste. |
| Biological Sciences | Instructors and Lab Technicians | Supervising students' finger pricking for blood-draw. Instructing and assisting with blood tests. Handling biohazardous waste. |
| Child Care | Instructors Instructor Aides | Possible exposure to children's wounds, bloody mucous or stools, etc. |
| College Police | Officers and Security Personnel | Involvement in physical altercations involving blood or other body fluids. Public safety employee expected to render first aid in course of work. |
| Custodial Department | Custodians | Cleaning up blood/body fluid spills. Handling soiled feminine hygiene products. |
| Disabled Student Services | Coordinator, Learning Disabilities Specialist, Senior Student Services Technician and Instructional Assessment Technician | Possible exposure to wounds, blood/body fluid |
| Emergency Medical Services | Instructors, Facilitators, Lab Technicians | Instruction and supervision of students involved in patient care: Injections, dressings, etc. Handling sharps and medical waste. |
| Health and Wellness Center | Coordinator/Director RN/Nurses and Secretaries | Direct patient care: Injections, immunizations, wound care and first aid. Designated first aid provider (routine part of job). |
| Maintenance Department | Maintenance Personnel | Possible exposure to blood/body fluids when working with plumbing. |

APPENDIX E: CHANCELLOR DESIGNEES

San Diego City College

Vice President Administration
(619) 388-3428

San Diego City College Facilities

Regional Facilities Officer
(619) 388-6422

San Diego Mesa College

Vice President Administration
(619) 388-2990

San Diego Mesa College Facilities

Regional Facilities Officer
(619) 388-2814

San Diego Miramar College

Vice President Administration
(619) 388-7815

San Diego Miramar College Facilities

Regional Facilities Officer
(619) 388-7823

San Diego Continuing Education

Vice President Administration
(619) 388-4884

San Diego Continuing Education Facilities

Regional Facilities Officer
(619) 388-4844

District Office

District Architect
(619) 388-6548
Risk Manager
(619) 388-6953

District Service Center

Director of Facilities
(619) 388-6430

San Diego Community College District & Facilities

Risk Manager
(619) 388-6953

APPENDIX H: CURRENT MEDICAL CONTRACTOR

Sharp Rees-Stealy Occupational Health Services Facility

Inform the receptionist if you have had an exposure to blood or other potentially infectious materials and need an appointment immediately.

Work-Related Injury Treatment Authorization

For treatment authorization and worker's compensation referrals, contact the Risk Management office at 619-388-6953.

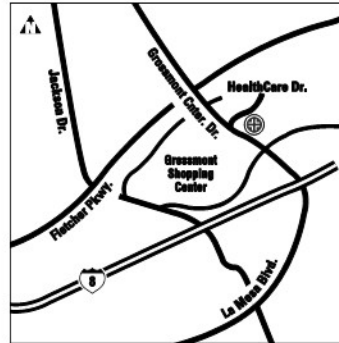
In the event of a

WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Rees-Stealy Occupational Health Services Facility:**



CHULA VISTA
525 Third Ave.
Chula Vista, CA 91910
(619) 585-4050
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



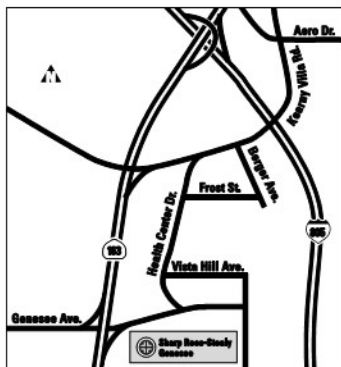
LA MESA
Grossmont Medical Plaza,
Ste. 601
5525 Grossmont Center Dr.
La Mesa, CA 91942
(619) 644-6600
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



DOWNTOWN
300 Fir St.
San Diego, CA 92101
(619) 446-1524
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 10 p.m., daily (except
certain holidays)



RANCHO BERNARDO
16950 Via Tazon
San Diego, CA 92127
(858) 521-2350
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



GENESE
2020 Genesee Ave.
San Diego, CA 92123
(858) 616-8400
Occupational Health Services
7 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
No urgent care at this location



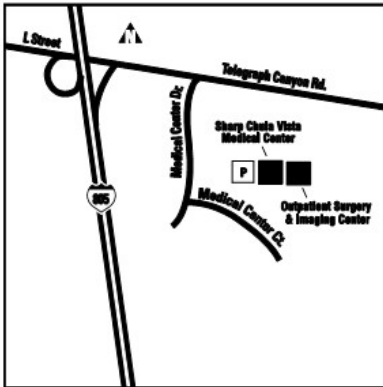
SORRENTO MESA
10243 Genetic Center Dr.
San Diego, CA 92121
(858) 526-6150
Occupational Health Services
8 a.m. to 5 p.m., Mon. to Fri.
Urgent Care Center
8 a.m. to 8 p.m., daily



AFTER-HOURS CARE

For a WORK-RELATED INJURY or ILLNESS

**Send Employee to the Nearest
Sharp Hospital Emergency Department**



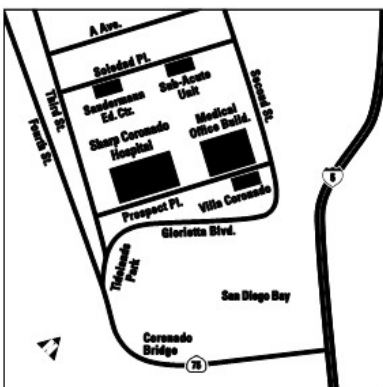
Sharp Chula Vista Medical Center

751 Medical Center Ct.
Chula Vista, CA 91911
(619) 502-5800



Sharp Grossmont Hospital

5555 Grossmont Center Dr.
La Mesa, CA 91942
(619) 740-6000



Sharp Coronado Hospital

250 Prospect Pl.
Coronado, CA 92118
(619) 522-3600



Sharp Memorial Hospital

7901 Frost St.
San Diego, CA 92123
(858) 939-3400



Date: _____