

## Bowie State University Injury and Illness Prevention Program (IIPP)

### Purpose and Scope

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This Injury and Illness Prevention Program (IIPP) is designed to protect the health and safety of all employees at Bowie State University. The program outlines the following:

- Identification of person(s) with authority and responsibility for implementation
- Establishing a system for ensuring compliance
- Establishing a system of communication
- Identifying and evaluating workplace hazards
- Investigating occupational injuries and illnesses
- Correcting unsafe or unhealthy conditions, work practices and work procedures
- Training
- Recordkeeping

This IIPP also includes provisions for working in extreme heat and extreme cold, ensuring that employees are informed and prepared to handle these conditions safely.

This document applies to all University employees including paid work study students and paid student employees. All personnel shall comply with the provisions outlined in this document.

### Responsibilities

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#### *Cabinet Members:*

- Program and Policy Review: Participate in the review and pre-approval of new or revised environmental health and safety programs and policies affecting the University
- Appoint members for Building Safety Committee

#### *IIPP Program Administrator:*

- The IIPP is administered and managed by the Safety and Environmental Compliance Coordinator. Responsibilities include:
  - o Ensuring that all employees are provided with a safe work environment, including:
    - Training
    - Equipment
    - Enforcement of safety protocols
  - o Ensure that the BSU IIPP is reviewed annually.
  - o Oversee the development of written OSHA required environmental health and safety documents, training programs, and employee training matrices and schedules.
  - o Summarize environmental health and safety performance statistics

- Advise management, through the Building Safety Committee, on safety policy and procedure development needs, concerns, and progress
- Provide guidance on new or proposed regulatory requirements
- Assist in the identification of financial and physical resources necessary for the correction of substantiated safety deficiencies

*Directors, Managers, and Chairs:*

- Ensure that the IIPP is being followed within their departments.
- Substantiate the need for, and request through the appropriate management command chain, resources necessary for the correction of safety hazards.
- Evaluate, with the assistance of staff input, the effectiveness of safety programs implemented, and provide recommendations for improvement to the Building Safety Committee.
- Assist supervisors in taking appropriate actions against employees who knowingly and/or consistently violate safety rules and guidelines.
- Ensure that employees are appropriately trained for the responsibilities assigned.

*Supervisors and Lead Persons:*

- Ensure that the IIPP and other safety programs are followed within their work groups.
- Assist employees in identifying and correcting safety concerns.
- Identify and take appropriate action to correct safety and environmental health deficiencies.
- Notify their Manager/Chair when the correction of deficiencies requires the allocation of financial and physical resources beyond the Supervisor's or Lead Person's authority
- Recommend corrective or disciplinary action to the manager when employees knowingly and/or consistently violate safe work practices.
- Enforce the use of all required personal protective equipment (PPE), safety programs or procedures necessary for the safe completion of an employee's job responsibilities.
- Ensure that employees are appropriately trained for the responsibilities assigned.

*Employees:*

- Employees must adhere to safety practices, report unsafe conditions, and participate in training and safety programs related to their job descriptions
- Follow the guidelines of the BSU IIPP and any other environmental health and safety programs and avoid any acts that will create an unsafe work environment
  - Examples of types of unsafe acts may include, but are not limited to:
    - Violating a work rule regarding safety
    - Carelessness resulting in injury to self-and/or others
    - Misuse of University equipment
    - Misuse of University vehicles

- Failure to heed University posted caution and warning signs
  - Failure to report accidents or injuries involving self
  - Any other action deemed detrimental to the health and wellbeing of a university employee or the public
- Stop work authority (SWA):
    - Every employee of the University has the authority to temporarily stop their work, at any time, if the employee has a reasonable belief that there is a safety concern to the extent that performing the work may lead to injury or illness to themselves, a coworker, or any person on campus.
    - If the employee has a reasonable belief that there is a safety concern with a tool, piece of equipment or building infrastructure, and the employee has in their job description responsibility for the tool, piece of equipment or building infrastructure, they may take the step to shut off, disable, or avoid using the tool, piece of equipment or building infrastructure as a safety precaution, and they must immediately report this safety concern to their management chain and to the Environment, Health and Safety office (EHS).
    - Under no circumstances shall SWA be used without the reasonable belief that there is a safety concern and without making a report to their management and EHS.
    - Under no circumstances will any employee, supervisor or manager retaliate in any way, or initiate any disciplinary action against any employee for invoking SWA and making a safety report in good faith

#### Risk Assessment and Hazard Identification and Correction

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- Identifying workplace hazards related to extreme heat and extreme cold conditions is essential. Supervisors will conduct regular assessments to evaluate potential risks and make necessary adjustments to minimize exposure.
  - Heat-related hazards may include dehydration, heat exhaustion, and heat stroke.
  - Cold-related hazards may include frostbite, hypothermia, and cold stress.
- Encourage employees to report unsafe conditions or practices without fear of retaliation.
- Implement corrective actions for identified hazards in a timely manner, prioritizing based on severity and verify the effectiveness of corrective actions through follow-up inspections.

#### *Periodic Departmental Self Inspections*

- Self-inspections of trade and educational workshops, spaces, and laboratories, where power equipment and/or hazardous materials are used, are to be conducted on a periodic basis.

- Upon completion of the inspection, the inspecting employee shall provide the completed inspection checklist or other form of documentation, with findings and corrective actions needed or taken to the department manager or chair.
- The department manager or chair shall ensure that any uncorrected safety deficiencies are appropriately addressed.
- EHS recommends that departments conduct inspections semi-annually

#### *Periodic Environmental Health & Safety Inspections*

- Inspection goals aim to improve the effectiveness of the Campus Safety Program through:
  - o Evaluating the level of compliance with environmental health and safety training
  - o Identifying safety deficiencies, for the purpose of correcting hazardous conditions and/or regulatory violations before unfavorable consequences result, requirements
  - o Evaluating the accuracy of health and safety record keeping practices

#### *Inspection Procedures*

- EHS may choose to notify the department in advance of the inspection date and time; however, prior notification is not required.
  - o All campus buildings will be subject to inspection under this procedure. Departments handling hazardous materials or potentially hazardous equipment will undergo more frequent inspections than those not handling hazardous equipment.
- As part of the inspection process, EHS will assess the department's safety performance from the previous year, including incident statistics, periodic inspection results, and training records.
- Upon completing the physical inspection of the area or facility, EHS will evaluate the effectiveness of the department's safety initiatives. A report will be generated outlining areas for improvement and recommending corrective actions. This report will be provided to the designated coordinator for review and implementation.

#### *Communication*

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- Hold regular safety meetings to discuss safety concerns, incidents, and suggestions for improvement.
- Distribute safety bulletins and post safety information in common areas.
- Employees shall have access to all safety-related information, including bulletin boards, training materials, and policies.

#### *Safety Programs*

- The website is maintained by the Office of Risk Management and provides extensive safety information, as well as a description of safety programs and policies. Risk Management and EHS Programs include:
  - Respiratory Protection
  - Lock Out / Tag Out
  - Hazardous Materials Management
  - Confined Space Entry
  - Medical Monitoring
  - Pollution Prevention
  - Emergency Preparedness
  - Radiation & Laser Safety

### *Reporting Requirements*

- Fatalities & Severe Injuries
  - Supervisors must immediately report the following incidents to the Environmental Health & Safety (EHS) Office:
    - Fatality – Report within 8 hours.
    - In-patient hospitalization, amputation, or loss of an eye – Report within 24 hours.
  - How to Report:
    - Call EH&S at [insert contact number] immediately.
    - EHS will notify MOSH at 410-527-4499 or OSHA’s 24-hour hotline at 1-800-321-6742.
    - EH&S will document the incident and coordinate further investigations.
- Other Work-Related Injuries & Illnesses
  - For all other workplace injuries or illnesses:
    - Employee Responsibilities:
      - Immediately report the incident to your supervisor.
      - Seek medical attention if necessary.
      - Complete an Incident Report Form within 24 hours.
    - Supervisor Responsibilities:
      - Ensure the injured employee receives necessary medical attention.
      - Submit the completed Incident Report Form to EHS and Human Resources (HR) within 24 hours.
    - EHS Responsibilities:
      - Review the report and determine if further action is required.
      - Maintain a record of all incidents for compliance with OSHA and MOSH.
- Workers' Compensation Reporting

- EHS and HR will submit the Employer's First Report of Injury (FROI) to the Maryland Workers' Compensation Commission (WCC) within 10 days of the incident.
- Employees may file a claim directly with WCC if needed.
- Recordkeeping & Compliance
  - EHS will maintain OSHA Forms 300, 301, and 300A for recordable injuries and illnesses.
  - The OSHA 300A Summary will be posted annually from February 1 to April 30.
  - Periodic safety training and incident reviews will be conducted to enhance workplace safety.
- Contact Information
  - For reporting incidents or further assistance, contact:
    - EHS Office: [Insert Contact Info]
    - Human Resources: [Insert Contact Info]



## Procedures for Working in Extreme Heat

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### *Training and Education:*

- Employees will be trained annually to recognize the signs of heat-related illnesses, acclimatization importance, and the importance of hydration and rest.
- Employees will be trained to recognize the following symptoms:
  - Heat Exhaustion: Heavy sweating, weakness, dizziness, nausea, and headache.
  - Heat Stroke: Confusion, loss of consciousness, lack of sweating, and a body temperature above 103°F.
- Training records, acclimatization schedules, and incident reports will be maintained.
- Records will be made available upon request to MOSH or employees.

### *Work Practices:*

- When temperatures exceed 90°F, supervisors will implement additional safety measures, including frequent breaks in shaded or air-conditioned areas.
- A water station will be provided with access to cool water for employees at all times.
- Encourage employees to wear lightweight, light-colored clothing to help reduce heat stress.
- Rest and Shade Breaks:
  - Employees will be provided with shaded or climate-controlled areas for rest breaks.
  - Shaded areas will accommodate the number of employees using them and allow seating in a normal posture.
  - Rest breaks will be implemented as follows:

- 90-100°F Heat Index: Minimum of 10-minute rest every 2 hours.
- Above 100°F Heat Index: Minimum of 15-minute rest every hour.

#### *Acclimatization Procedures*

- Newly exposed employees or those returning after a 7-day absence will follow a 5-14 day acclimatization schedule.
- Supervisors will monitor employees using:
  - Phone or radio communication
  - Buddy systems
  - In-person observation

#### *Monitoring for Heat Stress:*

- Supervisors will monitor the signs of heat exhaustion and heat stroke, including dizziness, nausea, confusion, and fainting. Employees should report any symptoms immediately.

#### *Drinking Water Provision*

- Sufficient amounts of cool, potable water will be provided to employees.
- A minimum of 32 ounces of drinking water per hour per employee will be made available.
- Drinking water stations will be positioned as close to the work area as practicable.
- Hydration Encouragement
  - Employees will be encouraged to drink water frequently.
  - Supervisors will conduct verbal reminders during high-heat conditions.
  - Posters and visual aids promoting hydration will be displayed.

#### *Heat PPE:*

- Lightweight, breathable clothing, hats, and sun protection should be used when working in extreme heat conditions.
- Cooling vests, misting stations, and shaded rest areas will be provided as needed.
- Indoor climate-controlled spaces may substitute for shaded rest areas when appropriate

#### *Emergency Response:*

- In the event of heat exhaustion or heat stroke, the affected employee will be moved to a cool environment, rehydrated, and monitored. If symptoms persist, emergency medical services should be contacted immediately.

#### *Procedures for Working in Extreme Cold*

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#### *Training and Education:*

- Employees will be trained annually on the risks of cold stress, frostbite, and hypothermia, and on the proper clothing and behavior to avoid these conditions.

#### *Work Practices:*

- When temperatures drop below 32°F, employees will be provided with appropriate clothing, including insulated layers, gloves, hats, and boots.
- Work schedules will be adjusted to minimize exposure to the cold, and breaks will be scheduled in warm areas.
- Regular monitoring will be done to ensure that employees do not suffer from cold-related conditions.

#### *Monitoring for Cold Stress:*

- Supervisors will watch for signs of frostbite (numbness, pale skin) and hypothermia (shivering, confusion, slurred speech). Employees will be encouraged to report any discomfort or signs of cold stress immediately.

#### *Cold PPE:*

- Employees should be equipped with insulated clothing, hats, gloves, and other weather-appropriate gear when working in cold conditions.

#### *Emergency Response:*

- In the event of hypothermia or frostbite, affected employees will be moved to a warm location, and warm, dry clothing will be provided. Emergency medical services will be contacted if symptoms do not improve or if the condition worsens.

#### *Reporting and Investigation of Illnesses and Injuries*

- Employees are required to report any work-related illnesses or injuries, including those related to extreme heat or cold. Reports will be investigated promptly, and corrective actions will be taken to prevent future occurrences.
- Supervisors will document each incident and review the circumstances to improve future preparedness.

#### *Safety Committee Charters*

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- Safety Committees are charged with the task of recommending programs and policies that will address occupational safety and environmental quality within the campus community and the prevention of occupational injuries and illnesses by proactively mitigating hazards unique to the work activities and facilities of the University. The committees will meet at least **six** times per year and be chaired by the Safety and Environmental Compliance Coordinator. The chair is responsible for providing administrative support to the committee.



- Safety Committees should consider doing the following:
  - Reviewing the findings of Audits and Inspections
  - Participating with EHS in the Annual Inspection of their Department's work areas, and addressing corrective actions when safety weaknesses are discovered
  - Identifying departmental training needs
  - Reviewing work-related accidents (near misses and injuries/illnesses) and providing management with recommendations for corrective action
  - Considering employee concerns regarding work-related hazards, and providing management with recommendations for corrective action
  - Making meeting records available to employees.

#### Continuous Improvement

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The IIPP will be reviewed and updated periodically to ensure its effectiveness, incorporating feedback from employees and supervisors and making necessary changes based on new information or conditions.