

Moss Landing Marine Laboratories Injury and Illness Prevention Program (IIPP) -Summary

The following elements are included in the IIPP:

1. POLICY

Moss Landing Marine Laboratories will institute and administer a comprehensive and continuous occupational Injury and Illness Prevention Program (IIPP) for all employees and students. The health and safety of the individual, whether in the field or laboratory, shop or office will take precedence over all other concerns. The goal is to prevent accidents, to reduce personal injury and illness, and to comply with all safety and health standards according to the California Code of Regulations, Title 8.

Contact: Environmental Health and Safety Officer (Safety Coordinator), Jocelyn Douglas
phone 771-4451; cell 750.9563

2. RESPONSIBILITY

Moss Landing Marine Laboratories Injury and Illness Prevention Program (IIPP) is implemented under the direction of the MLML Director. The MLML Safety Coordinator is responsible for ensuring the various directives and procedures outlined in the IIPP are followed. The Chemical Safety Officer is responsible for the implementation of the Chemical Hygiene Plan. The MLML Marine Superintendent manages the safety program at Boat Operations. The SJSU Office of Safety and Risk Management oversees the entire program.
Contact: Safety Coordinator

3. EMPLOYEE COMPLIANCE

Employees who follow safe and healthy work practices will have this fact recognized and documented on their performance reviews. Employees who are unaware of correct safety and health procedures shall be trained or retrained. Intentional violations of safe work practices may result in disciplinary action in accordance with MLML policies.

Contact: Supervisor

4. COMMUNICATION

Matters concerning occupational safety and health shall be communicated to employees via written documentation, staff meetings, formal and informal training, and posting of notices. Communication from employees to supervisors and/or safety representatives about unsafe or unhealthy work conditions is encouraged and may be verbal or written, as well as anonymous.

NO EMPLOYEE WILL BE PENALIZED OR RETALIATED AGAINST IN ANY WAY FOR REPORTING HAZARDS OR POTENTIAL HAZARDS OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.

Contact: Supervisor or Safety Coordinator

5. INSPECTIONS

Each Supervisor shall conduct an inspection/investigation to identify unsafe work conditions and practices under the following circumstances:

- a. At least once a semester in all work areas, and

- b. Whenever new substances, processes, procedures or equipment are introduced into the workplace that represent a new occupational safety or health hazard, and
- c. Whenever the supervisor is made aware of a new or previously unrecognized hazard.

Contact: Supervisor

6. INJURY AND ILLNESS INVESTIGATION

Occupational injuries and illnesses shall be investigated and documented in accordance with established MLML procedures.

Contact: Safety Coordinator

7. CORRECTION OF UNSAFE OR UNHEALTHY CONDITIONS

Whenever an unsafe or unhealthy condition, practice, or procedure is observed, discovered, or reported, the Supervisor or Safety Coordinator shall take appropriate corrective measures in a timely manner based on the severity of the hazard. Employees will be informed of the hazard and any interim protective measures taken until the hazard is corrected.

Employees may not enter an imminent hazard area without the use of protective equipment, training AND specific approval of the program administrator or designee.

Contact: Safety Coordinator

8. TRAINING

Supervisors are responsible to see that those under their direction receive training on general workplace safety as well as specific instructions with regard to hazards unique to any job assignment. (See attached "Employee Training Document").

When the supervisor is unable to provide the required training, he/she should notify the Safety Coordinator and request another qualified person give such training.

Contact: Supervisor or Safety Coordinator

9. DOCUMENTATION

The Safety Coordinator shall ensure that safety inspections are performed, documented, and kept on file in the work area. The Safety Coordinator shall also keep copies of reported unsafe conditions or work practices, as well as documentation of correction of hazards. All records shall be kept on file for three (3) years. In addition the Safety Coordinator or designee shall also retain documentation of safety and health training attended by each employee including employee name, training dates, types of training, and name of training provider. This documentation shall be kept for three (3) years following the separation of the employee from MLML.

Contact: Safety Coordinator or Supervisor

10. HARASSMENT / DISCRIMINATION / INTIMIDATION

MLML is committed to a harassment-free workplace. The mission of the laboratories cannot be realized in an atmosphere of fear and intimidation. To this end, any act of discrimination or harassment, including threatening remarks, will not be tolerated. If you feel you are a victim of any harassment, immediately report the incident to your supervisor, the Safety Coordinator, or the Director.

Contact Jocelyn Douglas for questions on chemical safety, acquisition, storage, use or disposal

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Contact Barry Giles, Facilities Supervisor, for problems with or questions about the physical plant

For an emergency or accident, contact your supervisor or dial 9-911