



# **INJURY AND ILLNESS PREVENTION PROGRAM**

**2025 01**

## INTRODUCTION

It is a primary goal of Notre Dame de Namur University to provide a safe and healthy environment for all individuals on campus.

In order to minimize work related injury and illness, Notre Dame de Namur University has established and maintains this Injury and Illness Prevention Program (IIPP). Along with the guidelines set forth in this IIP Program, NDNU also strives to comply with all health and safety laws applicable to NDNU operations.

All NDNU employees are responsible for knowing and implementing the safety practices set forth in this IIP Program and for reporting any unsafe practices, conditions, or hazards.

Our Injury and Illness Prevention Program consists of the following elements:

- Designation of Responsibility
- Safety and Health Compliance
- Communication
- Training and Instruction
- Hazard Assessment
- Hazard Correction
- Accident Exposure/Investigation
- Recordkeeping

## Responsibility

### Overall Responsibility:

The Injury and Illness Prevention Program (IIPP) administrator, Mary Haesloop, Executive Director of Human Resources, is responsible for implementing and maintaining this IIP Program for Notre Dame de Namur University.

Divisional Vice Presidents, Chief Officers, and School Deans are responsible for implementing the IIP Program in their divisions and departments, for proper enforcement of all authorized and applicable safety rules and regulations, and for answering employee questions about the IIP Program.

The Employee Safety Council comprised of a representative from the following areas: Facilities, Grounds, Conference and Events, Public Safety, Housing, and Natural Science shall meet 2-3 times per year to review employee safety issues, rules and procedures, and prior accident and incident reports.

All employees are personally responsible for complying with safety rules and policies, for using safety equipment provided or required, and for reporting all unsafe conditions, injuries, work related illnesses, or accidents.

A copy of this IIP Program is available from the Human Resource Department, from the Divisional Vice Presidents, Chief Officers, and School Deans, and on the campus web <http://ndsp.ndnu.edu/administration/Human%20Resources/Policies%20and%20Procedures/IIPP%202009-2010.pdf>

### Specific Responsibility:

As an employee, your specific responsibility and role in the IIP Program is significant, and you are expected to:

- Use common sense and good judgment at all times
- Read and comply with all safety regulations and policies
- Inform your manager of any unsafe conditions or hazards
- Report immediately any work related injury or illness to your manager
- Contact Human Resources to submit the appropriate Workers Compensation forms
- Attend established training sessions and adhere to all safety directions and procedures

## **Compliance**

All employees are responsible for complying with safe and healthful work practices. Non compliance may result in disciplinary action.

Our system of ensuring that all workers comply with these practices includes the following:

1. Informing workers of the provisions of the IIP Program at hire, and at staff meetings
2. Recognizing employees who perform safe and healthful work practices by providing positive feedback in performance reviews.
3. Providing training to workers where needed or whose safety performance is deficient
4. Disciplining employees for failure to comply with safe and healthful work practices

## **COMMUNICATION**

All Divisional Vice Presidents, Chief Officers, and Deans are responsible for communicating safety and health information in a form that is readily understandable by all employees. At NDNU we encourage all employees to inform their managers of any unsafe or hazardous conditions without fear of reprisal. Effective communication is achieved by the following:

1. New employees receive a copy of the IIPP at hiring and will be advised to ask questions.
2. All employees are informed of the IIP Program at departmental staff meetings
3. NDNU provides training where needed.
4. Safety notices and policies are posted and updated as needed.
5. Employees are encouraged to report any unsafe or hazardous conditions to management by reporting the condition to their manager, or to the IIP Program administrator, Mary Haesloop, in Human Resources.
6. Employees shall report any work-related injury and illness suffered to a manager immediately

## **TRAINING AND INSTRUCTION**

All employees shall have training and/or instruction on general and job-specific safety and health practices. Training and/or instruction is provided:

- To all new employees at hire
- To all employees given new job assignments for which training or instruction has not been previously provided
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and present a new hazard
- Whenever the employer is made aware of a new or previously unrecognized hazard
- To all employees with respect to hazards specific to each employee's job assignment

## **BASIC SAFETY RULES AND INSTRUCTION**

General workplace safety and health practices include, but are not limited to, the following:

### **General Safe Practices**

- Be familiar with the NDNU IIP Program
- Be familiar with the NDNU Fire Prevention and Emergency Action Plans
- Know the procedures for reporting hazardous or unsafe conditions, or work related injuries
- Proper housekeeping – keep stairways and aisles clear, work areas neat and orderly, and promptly clean up spills
- Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety
- Proper storage – avoid stacking goods or boxes in an unstable manner and do not store goods against doors, exits, fire extinguishing equipment and electric panels
- Report known hazardous conditions immediately
- No employees should perform a job that appears unsafe
- No employee should use toxic chemicals or substances without fully understanding their toxic properties, knowing safe handling procedures, and wearing appropriate safety equipment and clothing
- Any work-related injury or illness suffered, however slight, must be reported to a manager at once.

## **General Office Safety**

- Do not leave desk, file, cabinet doors open since they create a tripping or bumping hazard
- Avoid causing cabinets to tip, do not open more than one drawer at a time
- Ensure that items are stored properly and avoid overhead storage in your work area to reduce risk of injury during an earthquake.
- Observe proper computer workstation ergonomic guidelines
- Do not use extension cords or overload outlets

## **Preventing Slips, Trips, and Falls**

- Keep your work area and all walkways clean and well lighted at all times
- Be aware of trip/fall hazards such as cracked walkways, fraying carpets, etc. and report to your manager immediately
- Exercise special caution during wet weather when entering buildings, using walkways, crossing drainage areas
- Wear appropriate footwear for your job
- To retrieve items above your reach, do not use chairs, boxes, stacked cartons or other items as ladders
- Spills should be cleaned immediately. If you must leave the area, notify other employees of the hazard. If the spill is an unknown substance, contact a manager or supervisor

## **General Grounds and Facilities Safety**

- Use personal protective equipment (eye protection, ear protection, gloves, etc.) appropriate for the job
- Select the right tool for the job – if the proper tool is not available, notify your manager
- Only trained persons should operate power tools
- Do not operate any machinery without guards in place
- Only use properly grounded electrical devices
- Follow all safety procedures and guidelines as established by your department
- Report all hazardous conditions immediately
- Do not leave equipment unattended
- Inspect equipment prior to use, maintain and store equipment appropriately and safely
- Do not use equipment for other than intended use

## **HAZARD ASSESSMENT**

Periodic inspections to identify and evaluate workplace hazards shall be performed by managers and employees in the areas of their workspace.

- Periodic inspections are performed according to the following schedule:
- When the IIPP was initially established
- 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 injury and illnesses occur
- Whenever workplace conditions warrant an inspection

## **HAZARD CORRECTION**

Unsafe or unhealthy conditions or practices, or known hazardous situations, shall be corrected in a timely manner. If possible, hazards should be corrected when observed or discovered. Employees should correct observed hazards if they are able to do so safely, i.e. spilled liquid on a floor. If the hazard is not one easily corrected by the employee, it is the employee's responsibility to alert a manager.

## **ACCIDENT /EXPOSURE INVESTIGATION**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses
- Examining the workplace for factors associated with the accident/exposure
- Determining the cause of the accident/exposure
- Taking corrective action to prevent the accident/exposure from reoccurring
- Recording the findings and actions taken.

## **RECORDKEEPING**

Documents related to the IIPP must be kept for at least three years or longer as required. The documents will be kept in the Human Resources Office. These documents include, and are not limited to:



### Employee's Report of Injury Form

Instructions: Employees shall use this form to report all work related injuries, illnesses, or “near miss” events (which could have caused an injury or illness) – no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

I am reporting a work related: <input type="checkbox"/> Injury <input type="checkbox"/> Illness <input type="checkbox"/> Near miss	
Your Name:	
Job title:	
Supervisor:	
Have you told your supervisor about this injury/near miss? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury/near miss:	Time of injury/near miss:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what led up to the injury/near miss. (continue on the back if necessary):	
What could have been done to prevent this injury/near miss?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? <input type="checkbox"/> Yes <input type="checkbox"/> No	



If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	Supervisor:
Your signature:	Date:



### Hazard Investigation Report

To: \_\_\_\_\_ Date: \_\_\_\_\_

From: \_\_\_\_\_ Re: \_\_\_\_\_

Date of Evaluation of Hazard: \_\_\_\_\_

Evaluation of Hazard:

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1. Recommended Corrective Action:

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2. Interim Corrective Action:

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3. Follow Up:

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4. Date Corrective Action Completed: \_\_\_\_\_

By: \_\_\_\_\_ Signature: \_\_\_\_\_



## SAFETY MEETING LOG

DATE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

DEPARTMENT MANAGER/FACILITOR: \_\_\_\_\_

SUBJECT: \_\_\_\_\_

ATTENDANCE:

Name	Signature

ISSUES DISCUSSED:

SUGGESTIONS:

ACTION/FOLLOW-UP:



## **Injury And Illness Prevention Program**

I have received, read, understand, and are held accountable for the following:

The Notre Dame De Namur University Injury and Illness Prevention Policy. At any time it can be accessed on the

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_