

# ASSOCIATED STUDENTS, INC. (ASI)

## Injury & Illness Prevention Program (IIPP)

**Please Post on Employee Bulletin Board**

**REVISED OCTOBER 2016**

### I. SAFETY POLICY STATEMENT

It is the policy of Associated Students, Inc. that accident prevention shall be considered of primary importance in all phases of operations and administration. This policy is in compliance with California Code of Regulations (CCR) title 8, Section 3203 standards.

It is the intention of ASI's management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of accidents is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt as to how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

The Human Resources and Safety Manager in consultation with the ASI Safety Committee is responsible for the implementation and management of the Injury and Illness Prevention Program.

When you have an accident or injury, everyone loses—you, your family, your fellow workers and ASI. Please work safely. It benefits everyone.

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Director/ Manager (print)

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Director/Manager (Signature)

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Date

*This Safety Policy Statement has been in existence since the creation of the ASI Injury and Illness Prevention Program in 1991.*

## Table of Contents

<u>Title</u>	<u>Page(s)</u>
I. Employee Compliance Policy	3
II. Safety Committee	4
III. Safety Communication	5
IV. Training Policy	6
V. Code of Safe Practices (COSP)	7-8
VI. Inspections and Corrections	9
VII. OSHA Visits	10-11
VIII. Accident Investigations	12-13
IX. Injury and Illness Reporting Req.	14
X. Health and Safety Record Keeping	15
XI. Fire Prevention	16-18
XII. Earthquake Procedures	19
XIII. Workplace Violence	20-21
XIV. ASI Shelter in Place	22

## I. EMPLOYEE COMPLIANCE POLICY

The prevention of accidents is an objective affecting all levels of the organization and its activity. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of his/her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Every effort will be made to provide adequate training to employees; however, if an employee is ever in doubt about how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Fellow employees who need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Violations of the ASI Safety Policies will be addressed by the supervisor of the employee who committed the violation. If any conduct violates one of the zero tolerance policies noted in the ASI Human Resources Policy Manual, it can be grounds for immediate dismissal.

Policies relating to safety in the HR Policy Manual include: Safety Policy #105, Standards of Conduct #300, Violence in the Workplace #320, Sexual Harassment #330, Drug and Alcohol Use in the Workplace #325 and Unlawful Harassment and Bullying #335.

## II. SAFETY COMMITTEE

### **The Members of the ASI Safety Committee are:**

A management member (when available) and a non-management member of each program will serve as a member of the ASI Safety Committee.

### **Meeting Dates:**

- The ASI Campus Safety Committee and the Aquatic Center Safety Committee meet in December, February, June and August of each year.

### **Safety Committee Responsibilities:**

- The ASI HR and Safety Manager prepares and makes available to the employees the minutes of each meeting and maintains these minutes for review by CAL/OSHA upon request.
- Safety Committee members will communicate relevant safety information back to their department.
- The Department Directors review the results of the periodic worksite inspections and oversee corrections and recommendations made as a result of the inspections.
- The ASI HR and Safety Manager reviews investigations of occupational accidents and cause of the accidents resulting in occupational injury, occupational illness, or exposure to hazardous substances and, where appropriate, submits suggestions to management for the prevention of future accidents.
- Department Directors review investigations of alleged hazardous conditions brought to their attention and report to the HR and Safety Manager.

### **Members of the 2016 Safety Committee Include:**

Aquatic Center:	Ashley Langenberg, Gary Cook, Matt Kobe and Rick Caulk
ASI Government Office:	Lisa Dalton
ASI Business Office:	Elvia Felix
Children's Center:	Denise Wessels
Human Resources:	Gennifer Lendahl Gonzales, HR Manager & Safety Officer
Peak Adventures:	Meredith Zanardi and one additional Peak
Adventures employee (chosen prior to each meeting)	
Student Engagement & Outreach:	Reuben Greenwald & Albert Delgado

### **III. Safety Communication Policy**

The responsibility of implementing the company safety program is to be shared by supervisory staff, with the overall administration of the ASI HR and Safety Manager. Information will be communicated from the HR and Safety Manager to the various departments under ASI supervision in Safety Committee Meetings to be held several times each year. The Safety Committee will be composed of both management and employees.

The ASI departments currently include: Aquatic Center, Business Office and Administration, Children's Center, Government Office, Peak Adventures, Student Engagement and Outreach. Department Directors are responsible for reporting accidents and injuries directly to the HR and Safety Manager, Gennifer Lendahl-Gonzales at 278-5484. If any accident or injury results in hospitalization or death, it must be reported directly to CAL OSHA within eight hours by the Department Director or designee. Department Directors are responsible for giving all Workers Compensation Insurance Forms and any form or document related to an on-the-job injury or illness to the HR and Safety Manager, Gennifer Lendahl-Gonzales.

#### **Department Directors have the following responsibilities:**

- Review safety policies and procedures; become familiar with functions and responsibilities of supervision and the interrelationships with other departments.
- Develop a sound technical knowledge of all applicable CAL OSHA safety orders and regulations; also stay current with requirements made by other government agencies. Carry an emergency contact card with the CAL OSHA reporting number, as well as the numbers for other staff with possible significant responsibilities.
- Maintain a safety training program, which will cover hazards basic to all types of employment and those unique to each worker's job assignment.
- Correct unsafe and unhealthy work practices in a timely manner.
- Schedule and conduct regular safety training meetings with all employees.
- Maintain appropriate first aid supplies.
- Maintain records of all employees' training, correction of unsafe conditions, dates and results of workplace inspections.

*In addition, managers and supervisors will be responsible for seeing that their employees adhere to all rules and policies.*

#### IV. TRAINING POLICY

- Employee Safety Orientations will be conducted at the time of hire to:
  - Stress the importance of safety in the workplace.
  - Encourage employees to report hazards to a supervisor or to a member of the Safety Committee without fear of reprisal.
  - Receive employee's signature on the Injury & Illness Prevention Program Acknowledgement and the Code of Safe Practices forms, indicating they have received a safety orientation and information about the IIPP.
- Regular department safety meetings will be held to keep employees informed of safety and health matters.
- An ASI Safety Committee has been established to assist in communicating safety and health concerns to all levels of employees.
- Some safety and health information may be disseminated through corporate memoranda or pay envelope inserts.

Each employee is required to sign an acknowledgement stating they are aware of where the IIPP is located and that they will read and review the material within 15 days of employment. Employees should direct any questions they have to either the Human Resources and Safety Manager or their department director. Verbal discussions do not provide sufficient documentation to indicate that training has occurred.

## **V. CODE OF SAFE PRACTICES (COSP)**

*(ASI Departments May Use As Needed)*

Each Department is required to have a Code of Safe Practice (COSP) for their unique department needs. It may or may not include the following: Cash handling, chemical usage and power tool usage. See your Department Director for COSP that apply to your specific department.

**The following are general Code of Safe Practices employees must follow:**

*(Compliance of the COSP is critical due to possible OSHA compliance visits.)*

**Employees must be informed of their need to:**

1. Report all unsafe conditions and equipment to their supervisor or the Human Resources and Safety Manager.
2. Report all accidents, injuries and illnesses to a supervisor or the Human Resources and Safety Manager immediately.
3. All entrances and exits shall be kept unblocked, well lighted and unlocked during work hours.
4. Materials and equipment must not be stored against doors or exits, fire ladders or fire extinguisher stations.
5. Aisles must be kept clear at all times.
6. Work areas should be maintained in a neat, orderly manner. Trash and refuse are to be thrown in proper waste containers.
7. All spills shall be wiped up promptly.
8. Always use proper lifting techniques, utilizing hand trucks when appropriate. Never attempt to lift or push an object which is too heavy. If lifting over 40lbs, you are required to lift as a team.
9. Files and supplies shall be stored in such a manner as to prevent or lessen the likelihood of damage to the supplies or injury to personnel when they are moved. Heaviest items shall be stored closest to floor and lightweight items stored above.
10. All cords running into walk areas must be taped down or inserted through runner protectors to prevent them from becoming tripping hazards.
11. Never stack material precariously on top of lockers, file cabinets or other high places.
12. All hazards will be labeled and documented in the appropriate MSDS binder.

13. Never leave desk or cabinet drawers open that present a tripping hazard. Use care when opening and closing drawers to avoid pinching fingers.
14. Do not open more than one upper drawer at a time, particularly the top two drawers on tall file cabinets.
15. When carrying material, caution should be exercised in watching for and avoiding obstructions, loose material, etc.
16. All electrical equipment shall be plugged into appropriate wall receptacles or into an extension of only one cord of similar size and capacity. Three-pronged plugs shall be used to ensure continuity of ground.
17. Appliances such as coffee pots and microwaves shall be kept in working order and inspected for signs of wear, heat, or fraying of cords.
18. Fans used in work areas shall be guarded. Guards must not allow fingers to be inserted through the mesh.
19. Equipment such as scissors, staplers, etc., shall be used for their intended purpose only and shall not be misused as hammers, pry bars, screwdrivers, etc. Misuse can cause damage to the equipment and possible injury to the user.
20. When working at a desk, have all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body.

***I have read and understand the Code of Safe Practices and agree to follow the practices and ask questions if I do not understand. I understand I can report a work-related injury or illness without fear of retaliation by my supervisor/employer. I understand that violating a safety policy or procedure may lead to disciplinary action up to and including termination of employment.***

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Employee's Signature

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Date



## VI. INSPECTIONS AND CORRECTIONS

Departments should conduct self-inspections at least three times per year: before school starts in the fall, before school starts in the spring, and at least once during the summer. At that time any corrections that need to be made should be completed and documented. For example, when you have an employee conduct the self-inspection, special attention should be paid to any and all notations. Those items noted should be corrected right away and documented in writing and attached to your self-inspection form.

Departments are free to develop their own self-inspection forms or use a modified version of the sample self-inspection form located at <S:\HUMAN RESOURCES\Safety\Self Inspection Checklist.docx>. All Checklists should document the date of the inspection and the date of the corrective action and a copy should be sent to the Human Resources and Safety Manager for recordkeeping.

## VII. OSHA VISITS

When Cal OSHA receives an employee complaint that is considered “low risk” they will generally notify you of the complaint via a letter. If you receive a letter:

- Begin documentation of the issue
- Investigate the issue and keep notes/records
- Take appropriate action to rectify the issue
- Pull any training related material or records regarding the issue
- Keep your IIPP available or know where to find it online S: HR: Safety
- HR will keep your past OSHA logs available. (These are the ones we post each year). They should be posted in a common area from February 1 – April 30. If OSHA comes during this time, make sure your logs are posted

When an OSHA inspector shows up onsite the first things you should do are:

- Ask for identification
- Contact your director or next level manager
- Escort the individual to a private conference room (if you need to walk them through your area or department, try to keep them where they were originally) Anything an inspector sees while on-site, is open for discussion \*Never leave them unattended\*
- Offer them something to drink (politeness and likability can be key during a site visit)

They should identify the reason for their visit when they introduce themselves. However, they are not required to do so when they arrive.

Typically there are three parts to an on-site visit from OSHA. They are: an opening conference, a walk through, and a closing conference.

### Opening Conference:

During the Opening Conference OSHA will identify the reason for their visit. They may ask for documents relating to the reason they’re there and names of employees who are potential witnesses.

### Walk Through:

OSHA will most likely want to view the area of the complaint. An inspector can typically **ONLY** view areas related to the reason they are there. It is important to always remain polite and never argue with the inspector. Take a note pad with you and take notes. Anything they see during this walk through

can be cited if not up to standard. Once aware of a complaint, be sure to do your own inspection first.

Closing Conference:

During this time, the inspector will let you know what your next steps are and the deadlines you have. Typically you will have 24 hours to 14 days to complete any follow up. Missing a deadline will likely result in a fine.

## VIII. ACCIDENT INVESTIGATION

Accident investigations will be conducted by the Human Resources and Safety Manager and/or Department Director as soon as possible following the accident. Documentation of the accident will be done using the Accident Injury Forms. An Action Plan will be developed with the help of the Department Director and supervisor to correct hazards/unsafe conditions or safety violations. A follow-up report will be given to the Department Director in order for the program to ensure that precautions have been taken and hazards have been removed.

The purpose of an investigation is to find the cause of an accident, prevent future occurrences, but not to fix blame. An unbiased approach is necessary to obtain objective findings.

- The accident scene will be inspected and analyzed as soon as possible.
- The injured worker will be interviewed, and if possible, asked to explain every detail of the accident and if anyone else was involved.
- Witnesses will be interviewed and asked for written statements if needed.
- All interviews will be conducted in a private location and only those with a need to know will receive information.
- Medical information will be kept locked in a filing cabinet in the Human Resources and Safety Manager's office and access will be limited to only those with a need to know.
- Causes and hazards will be focused on. An analysis of what caused the accident and how it could have been prevented (change in staff behavior, training, new equipment, new policy/procedures, etc.) will occur. The cause of the accident itself will be determined, not just what caused the injury. If safety policies/procedures have been violated, appropriate action will occur, up to and including termination of employment.
- If a third party or defective product contributed to the accident, evidence will be gathered and saved. It could be critical in the recovery (third party recovery) of claims cost.
- In accordance with OSHA regulations, ASI shall report immediately (within 8 hours) by telephone or Fax to the nearest District Office of the Division of Occupational Safety and Health any serious injury or illness, or death, of an employee. Serious injury or illness means any injury or illness, which requires in-patient hospitalization for more than 24 hours for other than observation which an employee suffers, a loss of any member of the body or suffers any serious degree of permanent disfigurement.

(See CCR Title 8, Section 342). **A Workers Compensation Claim Form (DWC 1) will be provided to workers within 3 days.**

### **ADDITIONAL TRAINING FOLLOWING AN ACCIDENT**

**Additional training or re-training will be offered when the following occur:**

1. An increase in the number of “near misses” which could have resulted in injuries or illnesses.
2. Defensive driving when company vehicles are to be used.
3. A recent upswing in actual accident experience.
4. High injury or illness incidence.
5. Expansion of operations or new employment.
6. A change in work process, new process, or new equipment.
7. All employees given job assignments for which training has not previously be received.
8. Whenever ASI is made aware of new or previously unrecognized hazards.

## IX. INJURY & ILLNESS REPORTING REQUIREMENTS

The purpose of investigating accidents is not to deny benefits to those injured on the job, but to ensure that injuries are truly job related and to avoid them in the future.

Investigation also provides details that may be needed for insurance and legal purposes. Disputes over rights and responsibilities can end up in court. The following forms must be submitted to the Human Resources Department and can be found by going to: <S:\HUMAN RESOURCES\Workers Compensation\Accident and Injury Reporting>.

### ***1) Employer's Report of Occupational Injury or Illness form:***

This form must be completed and faxed to the Human Resources and Safety Manager, Gennifer Lendahl-Gonzales, at (916) 278-6278 or to Sedgwick at (916) 951-8052 immediately after knowledge of the accident or injury. The information on this form is used by the Workers' Compensation Insurance to file a claim.

### ***2) Employee's Claim for Workers' Compensation benefits form:***

The law requires that employees receive the *Claim for Workers' Compensation Benefits* no later than **three days** after the injury or illness. This form must be completed and faxed to the HR and Safety Manager, Gennifer Lendahl-Gonzales, at 278-6278 or to Sedgwick at 916-951-8052 *immediately* after knowledge of the accident or injury. The information on this form is used by the Workers' Compensation Insurance Company to file a claim and approve payment for medical bills.

You must have the employee complete the top part, you complete the bottom section, give employee their copy, and fax original to Human Resources or Sedgwick. The form must be complete and the employee must sign. Review the information/instructions attached to the form if you need more information or contact human resources.

## **X HEALTH AND SAFETY RECORDKEEPING**

In compliance with the CAL/OSHA regulations, ASI is required to maintain the following Health and Safety records and recordkeeping systems;

- Obtain a report on every injury or illness requiring medical treatment. Injured employee must be given the *Employee's Claim for Workers' Compensation Benefits*.
- Complete the *Employer's Report of Occupational Injury and Illness* for recordable cases.
- Record each injury or illness on the CAL/OSHA Log and Summary of Occupational Injuries and Illnesses. CAL/OSHA Form 300.
- Every year, prepare the summary CAL/OSHA form 300, post it no later than February 1<sup>st</sup> and keep it posted where employees can see it until April 30, and provide copies as required.
- HR will keep the CAL/OSHA Form 300 for 5 years.
- During the year, periodically review these records to see where the injuries and illnesses are occurring and in what number. Look for any patterns or similar accidents. These records will be used to pinpoint where immediate corrective action is needed.

## XI. FIRE PREVENTION PLAN

### PURPOSE

The purpose of this program is to establish procedures that will help protect employees during an emergency such as fire or earthquake and, if necessary, help them safely evacuate the building.

### FIRE PREVENTION

Prevention is the best protection against fire. Many fires start in storage areas where non-compatible materials are stored together or where clutter and trash provides kindling to assist the start of a fire. Fire is also a hazard in areas where electrical equipment is used. Sparks or static discharge from such equipment can ignite litter, oil and grease, or vapors from stored fuels. For these reasons, good housekeeping and proper storage of materials are necessary.

The following rules for fire prevention apply to all operations:

- Combustible scrap, debris, and waste materials (oily rags, paper, wood shavings etc.) must be cleaned up and placed in covered metal containers.
- Keep all work areas, particularly around electrical machinery, clear of litter.
- Immediately clean up spilled oil or solvents.
- Never use compressed air around open flames, fuels, oil, or grease.
- Flammable liquids on the work site must be kept to a minimum and stored in self-closing, non-combustible, metal containers. Such containers must be labeled with the word “FLAMMABLE” in large letters. Flammable liquids must be stored in approved flammable storage cabinets. For example the flammable storage cabinets at the Aquatic Center are located in their shop.
- Flammable liquids, gases, or dusts must not be used near open flames, sparks, incandescent surfaces, or other sources of ignition.
- All electrical circuits must be protected by the correct capacity fuse or circuit breaker.
- Fire extinguishers suitable for the types of materials in the work area shall be provided. Not all types of extinguishers can be used on electrical or flammable liquid fires. Be sure to read the labels on all extinguishers and know what type of fire they are to extinguish. Employees in all departments should receive fire extinguisher training.
- **NEVER USE WATER TO EXTINGUISH FIRES ON ELECTRICAL EQUIPMENT, GASOLINE, OIL, OR GREASE.**
- Unplug all electrical equipment at the end of the workday. This includes shop machinery, coffee makers, electric heaters etc.
- Stored materials must be compatible. Compatible means they don't react violently on contact, such as oxygen and grease. They should also be readily accessible and secured so they aren't accidentally knocked over.
- Flammable or combustible materials will not be stored within 25 feet of a designated exit.



- Exits must be clearly marked and kept unobstructed. The main entrance doors and all designated exits must be unlocked when the building is occupied.

### **RESPONSIBILITY**

The University Union shall be responsible for regular maintenance on equipment and systems installed to prevent or control fires for those programs housed in the University Union. The Aquatic Center and the Children's Center will need to provide and maintain their own fire equipment. All employees shall be responsible for preventing the accumulation of flammables or combustible waste materials.

### **INCIDENTS OR INJURIES REQUIRING EMERGENCY RESPONSE**

1. If on campus, call 911 from a campus phone. Do not make emergency calls to 911 from your cell phone because that will cause unnecessary delay. You may program in (916) 278-6851 into your cell phone so that you can reach the Campus Police.
2. State that there is an emergency
3. Describe the nature of the emergency (medical, fire, security etc.).
4. Give the location of the emergency (address, building location etc.).
5. Say how many people need help.
6. Stay on the line to answer questions. DO NOT HANG UP UNTIL TOLD TO.
7. Cooperate fully with emergency responders.

### **FOLLOW-UP ACTION**

1. Provide assistance to injured persons **if** trained to do so
2. If appropriate, take action to control access and secure the area to prevent further injuries or property damage and to preserve the scene for an investigation.
3. Obtain the names and addresses of witnesses or possible witnesses before they leave the scene.
4. Inform the appropriate supervisor or manager.
5. If possible, take photographs or make a sketch of the incident scene.

### **FIRE**

1. Use a suitable extinguisher if the fire is small and an exit is readily available. Activate manual pull alarm if accessible. Employees need to know the locations of all pull alarms in their area.
2. If the fire cannot be put out with an extinguisher, notify others within the immediate area and evacuate the building immediately, using designated exits, and closing all doors behind you.
3. Contact the fire department by calling 911 from an area outside the fire zone.
4. If the fire is detected by automatic sensors, the building evacuation bells will ring. All personnel must leave the building when the bells ring.

5. If the building is smoky, drop to the floor and crawl toward the nearest exit to avoid breathing smoke.
6. If fire is present or suspected, feel doors before you open them. If a door is warm DO NOT OPEN IT! Find another escape route.
7. After leaving the building, all employees will assemble away from building entrances, so everyone can be accounted for.
8. No persons are to reenter the building until they are told they can by the fire department.

### **TRAINING**

ASI will advise each employee of the fire hazards of the materials, processes and equipment the employee may be exposed to and shall review those parts of the fire prevention plan that the employee must know to be protected in an emergency. Such training shall be reviewed at least annually.

All employees should be aware of their responsibilities under the Emergency Action and Fire Prevention Plan at the following times:

- When the plan is first implemented.
- Whenever the employee's responsibilities under the plan change.
- Whenever the plan is changed.
- Upon employee's initial assignment.

Training should also include a review of exit routes and assembly points, the alarm sound and emergency procedures. Such training should be reviewed at least annually.

## **EARTHQUAKE RESPONSE**

1. If inside the building, stay there and take cover immediately.
2. Get under a desk, table, or doorframe during the shaking. **STAY AWAY FROM WINDOWS!**
3. Evacuate the building immediately after the shaking subsides. Assemble in a safe area clear of overhead electrical line, utility poles, block walls, etc., which might fall during aftershocks. Be alert for fallen high-tension lines that may be touching metal objects on the ground.
4. Assist injured persons.
5. If trained, use CPR and first-aid techniques. Summon proper medical care as soon as possible. Remember, after an earthquake utilities, police, and fire agencies may not be readily available. **DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL.**
6. Call the fire department only if there is a fire.
7. Remain outside the building until emergency response personnel say you can reenter.
8. Report all broken utility lines to emergency responders.

## **XII. VIOLENCE IN THE WORKPLACE:**

### **Early Signs**

- Direct or veiled verbal threats of harm.
- Intimidation of others.
- Carrying a concealed weapon or flashing a weapon to test reactions.
- Paranoid behavior. Perceiving that the whole world is against them.
- Moral righteousness and believing the organization is not following its rules and procedures.
- Inability to take criticism of job performance.
- Expression of extreme desperation over recent family, financial or personal problems.
- History of violent behavior.
- Extreme interest in semiautomatic or automatic weapons and their destructive power to people.
- Fascination with incidents of workplace violence and approval of the use of violence under similar circumstances.
- Disregard for the safety of co-employees.
- Obsessive involvement with the job, often with uneven job performance and no apparent outside interests.
- Being a loner and having a romantic obsession with a coworker who does not share this interest.

Individuals who show some of these early warning signals will be assessed by their supervisor(s) and an appropriate plan of action developed. It is important to note that effective hiring procedures and reference background checks must be done before making employment offers. All employees must be cognizant of noticing and reporting breaches of workplace security.

### **TYPES OF WORKPLACE VIOLENCE**

Workplace violence events can be placed in three major categories:

**Type I:** This even involves an assault by a person not related to establishing in any manner for the purpose of performing a criminal or violent act. The majority of workplace homicides in California involve a person entering a small late-night retail establishment to commit a robbery. During the commission of the robbery an employee is killed or injured. The assailant has no legitimate relationship to the workplace.

- *Any department who handles money directly may be considered to be at a slight risk for Type I event because cash is being handled and on occasion. As such, we must be diligent in identifying hazards in the workplace. Physical violence or verbal threats of violence cannot be tolerated.*

**Type II:** This even involves an assault by someone who is a customer in the workplace. These events are less common than Type I but are increasing. Type II events usually involve assaults on public safety and correctional personnel. They can, however, involve any private or public sector employee who provides services.

- *Occasionally a conflict with a customer will occur. There are several possible situations. Here are a few of the more common.*
  - *Parent being protective of their child confronts an employee who has taken a disciplinary action toward the child.*
  - *A Customer who has a bit too much alcohol and is belligerent toward the employee.*
  - *If the event escalates to a level where the employee feels threatened, they are instructed to get another employee to assist and then direct the customer to a higher level employee. In the event the employee feels physical harm will occur they are instructed when they feel safe to do so, to get law enforcement involved. Call 911.*

**Type III:** Type III workplace violence consists of an assault by an individual who is an employee with the workplace. Type III events are not associated with a specific type of workplace or occupation. They can involve current employees, former employees, or a person who is known to a current employee (spouse, relative, friend, etc.)

- *For a Type III situation ASI will deal with the situation on a case by case basis. If the event involves physical harm the immediate action is to call law enforcement.*

### **AVOIDING SITUATIONS THAT MAY LEAD TO WORKPLACE VIOLENCE**

As stated above, supervisors and coworkers must be vigilant for warning signals in both hiring process and in observing employee behavior. Some “common sense” situations to avoid:

- A full register in plain view.
- Rear doors unlocked or left standing open during closing and cleanup.
- Cash registers and cashiers positioned out of view of patrons and other employees.
- Inattention of staff during the after closing hours.
- Female employees working alone.
- It is interesting to note that two-thirds of crimes committed in restaurants are committed by current or former employees. Check references carefully.

If you are robbed, try to remain calm and speak to the robber in a cooperative tone. You should hand over the money, move slowly and explain each move to the robber before making it. **Never attempt heroics.** After the robbery, make certain the robber has left the area, lock the doors and call 911.

*For further information or concerns about workplace violence, see your supervisor, manager or the Human Resources and Safety Manager.*

### **XIII. ASI SHELTER IN PLACE LOCKDOWN PLAN**

*The below will be in place from Oct 1, 2016 until the ASI Relocation Occurs.  
Check with your supervisor for the Shelter in Place instructions after  
Departments have temporarily moved.*

If it becomes necessary to shelter in place in a lockdown mode (for example, because of a shooter), ASI staff will ensure that the following locations are utilized by those in the office at the time.

AQUATIC CENTER – Bathroom/Locker Rooms

BUSINESS OFFICE—will shelter in the vault, which has no windows and is lockable. All staff will be trained in terms of how to lock the vault from the inside.

CHILDREN’S CENTER – Multipurpose Room

GOVERNMENT OFFICE—will utilize the bathroom. It is the only windowless room with a door that is lockable from the inside.

PEAK ADVENTURES—will use the Director’s and/or other office.

SEO — will use the SEO Director’s and Associate Director’s offices because there is no window and a lockable door.

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Each program will designate its own shelter in place location. Please check with your Department Director for instructions.

***ASI Employees who have questions or want further information about this Injury & Illness Prevention Plan should contact their Supervisor, Department Director or the Human Resources and Safety Manager.***

***Contact Human Resources for Workers Compensation questions.***