

Environmental Health and Safety

California incident and injury prevention plan

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Mission

Our mission at the ASU California Center is to provide innovative programs and services that foster a safety culture and environmental responsibility for the Arizona State University community. We aim to assist individuals and departments in achieving compliance with all health and safety standards by establishing safe work practices through education, training and the hazard review process. This mission is crucial in creating a safe and healthy work environment for every university community member. Additionally, we liaise with external regulatory agencies and monitor university compliance with mandatory health and safety regulations.

Purpose

At ASU, our commitment to the safety and health of our employees is paramount. We understand that our company's strength is directly linked to the well-being of each individual. We will always prioritize safety and health above all else and actively involve all workers at every level in establishing, implementing, and evaluating our efforts. This written Injury and Illness Prevention Program is a testament to our dedication, intended to reduce the severity of job-related illnesses and injuries. It is our firm intent to comply with the requirements of California laws and Section 3203 of the General Industry Safety Orders.

Scope

The Incident and Injury Prevention Program is designed to apply to all departments within the State of California. Its primary goal is significantly reducing the severity of job-related illnesses and injuries, ensuring a safer work environment.

Roles and responsibilities

Director of Facilities:

Responsible for building facilities, such as ventilation, custodial services, security, etc.

Director of operations for university business services:

Responsible for business services, such as scheduling, café operations, logistics, etc.

Environmental Health and Safety (EHS)

ASU EHS is responsible for developing, maintaining, and implementing occupational health and safety programs, including but not limited to:

Supervisors provide training tools and maintain training records.

- Investigating and documenting all incidents that result in an employee injury or damage to property.
- Periodically audit compliance with this program and notify affected parties of any findings or opportunities for improvement related to this program.
- Provide safety training to ASU employees.

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1551 S. Rural Rd Tempe AZ 85281
p: 480-965-1823 e: askehs@asu.edu web: cfo.asu.edu/ehs

Employee Health
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- Reviewing injury and illness trends.

Employee Health (EH)

The ASU medical surveillance program, managed by ASU EH with support from ASU EHS, evaluates and monitors the health of University faculty and staff who are exposed to certain hazardous materials and situations as defined by law or University programs. Each supervisor must ensure that employees under their supervision participate in the medical surveillance program.

- Acting as university representative with regulatory agencies for environmental health and occupational safety matters.

Supervisors

ASU supervisors are responsible for:

- Documenting and reporting any employee injuries or illnesses to EHS promptly.
- Documenting and reporting any potential safety hazards or concerns to EHS and CBRE.
- Ensuring that all employees are following safe work practices and procedures.
- Ensuring all employees have completed the [required training](#) before beginning work and retraining as required.
- Providing employees with the proper tools and adequate personal protective equipment to complete jobs safely.
- Working with EHS to complete job hazard assessments as necessary.

Employees

ASU employees are responsible for:

- Adhering to all safety and health practices and procedures, including using required PPE.
- Completing initial or refresher training as required.
- Reporting any incidents, near misses, or unsafe work hazards to their supervisor and completing an [online incident report](#).

Safety communication

Required safety communication will be distributed through the appropriate departments. Communications will include meetings, ASU email, LiveSafe app, Slack, posters, ASU Insight or PowerPoint presentations.

[Access](#) written safety and health programs.

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Employee participation and information

All employees are required to follow all ASU health and safety policies and procedures. Personnel found repeatedly violating safety and health policies or procedures will be subject to disciplinary action as stated in the ASU Disciplinary policy ([SPP 809](#)).

Safety and health reporting

In accordance with Cal/OSHA and DOL regulations, ASU has safety and health reporting guidelines in place to ensure a timely response to potential safety concerns.

If an employee experiences an incident that results in an injury or illness, they are to report the incident to their supervisor as soon as reasonably possible. If it is determined that the employee requires medical treatment, they are encouraged to seek care at a local emergency department, urgent care provider or other applicable medical facility.

To meet mandated reporting times, supervisors must report any illness or injuries to Employee Health as soon as possible. Reports can be completed [via the online form](#) or over the phone to Employee Health at (602)496-1917; Employee Health is available Monday through Friday, 7:00 a.m. to 4:00 p.m. (MST). Employee Health will ensure proper notifications are made within the required time.

Accident or exposure investigations

When an incident report is submitted, an EHS or Employee Health member may contact the supervisor or employee for further information. Information will be compiled into a report with suggested corrective actions to prevent a similar incident from reoccurring. EHS will verify that any recommended corrective actions have been completed.

Incident reports will be discussed at regular EHS DC/California Center meetings for further review and comment.

Hazard identification and assessment

Employees must notify their supervisor immediately if a potential hazard is found. Supervisors, please report any potential hazards to EHS. Depending on the hazard, EHS will either investigate and determine what steps must be taken to remediate the situation or send the information to the relevant parties. EHS may request that the hazardous condition be tagged out, removed from service or any other acceptable method of warning employees of the hazard until the condition can be appropriately remediated.

When reporting hazards, please include all relevant information and photo documentation of the hazard.

Hazard prevention and control

Multiple hazard prevention and control methods have been deployed throughout ASU to reduce the danger posed by hazards and risks.

Hazards that can be easily eliminated will be eliminated when possible. In cases where elimination is impossible, renovations or other potential engineering methods will be determined if they would be

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feasible. Personal protective equipment or other administrative controls will be implemented when necessary.

Employees will be provided with the necessary PPE and undergo any necessary medical screenings and training before performing any task that requires PPE. PPE is not optional and must be worn by the employee. Concerns related to the condition, size or fit of PPE should be reported to a supervisor.

Training

ASU employees must complete all relevant training before conducting any work. Supervisors will provide employees with a list of required training and will also be responsible for ensuring they have completed it. Supervisors are expected to provide job specific safety and health training.

Specific programs require refresher training. Training that is not conducted on a scheduled basis may be required to be retaken if the employee's job has changed, the task process has been altered significantly, an employee was observed to have a deficiency in their knowledge of the topic or if there has been an injury or illness related to the task.

Safety and health recordkeeping

All records and documents required under Cal/OSHA or Federal OSHA to be retained will be done so for the required length of time.

Employees can request copies of their health records by calling or emailing Employee Health.

EHS will assist employees and supervisors with accessing training records.

Program evaluation

EHS will evaluate this program as necessary to maintain compliance with state and federal regulations. ASU follows guidance in accordance with the Los Angeles County Department of Public Health (LADPH).

Appendix A: Acute Respiratory Illness (ARI) prevention plan

Valid through February 3rd, 2026 (Cal/OSHA)

Authority and responsibility

The director of operations for University Business Services has overall authority and responsibility for implementing the provisions of this ARI Prevention Plan - in the workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the ARIPP in their assigned work areas and ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using current CDC-recommended safe work practices, following all ASU, CDC, State of California and local directives, policies and procedures and assisting in maintaining a safe work environment.

ARI health hazards and prevention

ASU has implemented the following at the ASU California Center locations:

- Applicable orders, general and industry-specific guidance from the State of California, Cal/OSHA, will be used to guide and recommend.
- ASU requires employees to promptly notify their supervisor and [ASU Employee Health](#) if they test positive for COVID-19 or have been diagnosed with COVID-19.
- Return-to-work instructions can be found on the following link: [CDC Respiratory Virus Guidance](#)

Reporting of COVID-19 cases

ASU has developed effective procedures to report COVID-19 cases, according to LADPH requirements. EH collects all necessary information and will report to LADPH as directed.

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