



Administrative Regulation
Chapter 7 – Human Resources

AR 7343 INDUSTRIAL ACCIDENT AND ILLNESS LEAVE

Injury and Illness Prevention Plan

The Santa Monica Community College District is committed to providing a safe and healthful workplace for all of its employees and to providing a safe and healthful facility for students as well as visitors. To accomplish this, an Injury and Illness Prevention Program will be implemented.

The Injury and Illness Prevention Plan includes the following guidelines:

1. **Compliance with established work practices.** A combination of systems will be utilized to ensure that all employees comply with safe work practices.
2. **Communications.** Communication between management and non-management employees regarding safety issues will be accomplished through various methods.
3. **Identifying Workplace Hazards.** A thorough facility inspection will be conducted annually.
4. **Incident Investigation.** A procedure for investigating all workplace incidents involving injury or illness will be developed.
5. **Correction of Unsafe Conditions.** A procedure for correcting unsafe conditions, emergency and less serious situations, will be developed.
6. **Training.** The District will provide general safety information to all new employees. Where necessary, employees will be given safety training specific to their job assignment.

Approved: September 2003

Updated: November 2018

(Replaces SMC AR 3112)