

VII. Responsibilities

Ultimately, the responsibility for campus health and safety rests with the President, although it must be emphasized that an effective program of injury and illness prevention requires the support of the entire campus community. Each employee plays a primary role in injury and illness prevention. Individual employees are responsible for knowing and following general safety procedures (for example those listed in the Codes of Safe Practices, Attachments 6,7, and 8), being knowledgeable of hazards, and being vigilant in observing and reporting conditions that may be hazardous to themselves, coworkers, students or visitors to SDSU. Faculty and staff with supervisory responsibility must ensure that healthful conditions are provided and safe practices are followed within the areas under their control, and comply fully with all applicable aspects of the IIPP. Specific responsibilities are as follows:

1. In accordance with [California Code of Regulations](#), General Industry Safety Orders, Section 3203(a)(1), the President has delegated to the Vice President for Business and Financial Affairs the responsibility for implementing the IIPP. In this capacity, the Vice President for Business and Financial Affairs is responsible for:
 - Advising the President on matters related to health and safety.
 - Overseeing the preparation, implementation, and maintenance of the IIPP.
 - Designating a Campus Risk Manager.
2. The Campus Risk Manager is responsible for:
 - Advising the Associate Vice President for Business and Financial Affairs on issues related to public and employment liability.
 - Reviewing compliance activities that require response to federal, state and local agencies.
 - Assessing risks and liabilities.
 - Recommending actions in response to:
 - Risk control
 - Risk avoidance
 - Loss prevention and loss reduction
 - Risk Financing
 - Risk transfer
 - Risk retention and insurance
3. The Director of Environmental Health and Safety (EH&S) is responsible for:
 - Advising the Associate Vice President for Business and Financial Affairs on matters related to implementation of the IIPP.
 - Developing and implementing hazard control programs that function as elements of the IIPP.
 - Preparing health and safety information for presentation to Associate Vice President for Business and Financial Affairs.
 - Providing consultation to Deans, Directors, Department Chairs and Coordinators regarding program compliance.
 - Providing centralized monitoring of campus-wide activities on a consultative basis in the areas of biological safety; chemical hygiene; hazardous materials and waste management; emergency preparedness; fire safety; hazard communication; hazard

identification; industrial hygiene; occupational safety; sanitation and pest management; radiation safety; and safety-related education and training.

- With individual departments, maintaining centralized environmental and employee monitoring records, while allowing employee access as directed by law.
 - Ensuring that applicable safety information is communicated to University managers or employees, as appropriate.
 - Acting as the University's liaison with Cal/OSHA.
4. The Workers Compensation and Disability Programs Manager in the Center for Human Resources is responsible for:
- Maintaining and posting an injury and illness log as required by Cal/OSHA.
 - Reporting serious illnesses or injuries as required by Cal/OSHA.
 - Maintaining employee medical and exposure records.
5. The Director of the Department of Public Safety (DPS) is responsible for:
- Investigating and reporting injury accidents.
 - Administering the [Campus Emergency Preparedness Program](#).
6. Deans, Directors, and Department Chairs are responsible for:
- Ensuring that the Injury and Illness Prevention Program is effectively implemented within their colleges and departments.
 - Ensuring that employees are made aware of the provisions of the IIPP.
 - Adopting the University IIPP or preparing and implementing a modified version tailored to their specific activities or conditions, with guidance provided by Environmental Health and Safety staff.
 - Investigating and reporting injuries.
7. Principal Investigators must implement safety programs that apply to research under their direction. These include:
- Developing local procedures to ensure compliance with the IIPP.
 - Developing and maintaining written procedures or research protocols that conform to University and departmental guidelines.
 - Ensuring that each employee adheres to adopted procedures.
 - Instructing employees and students in the recognition and avoidance of unsafe conditions, including hazards associated with non-routine tasks and emergency operations.
 - Investigating and reporting injuries.
8. College or Departmental Safety Coordinators are responsible for:
- Attending established education and training sessions as provided.
 - Assisting with the communication of relevant information to their departmental staff.
 - Acting as a liaison between their department and EH&S.

Compliance

All employees shall adhere to safe and healthy work practices defined by this Injury and Illness Prevention Program and established campus and departmental safety and health guidelines.

Failure to do so may result in disciplinary action consistent with the provisions of the applicable memoranda of understanding between the California State University and the exclusive representatives of the employees of the California State University.

In addition, positive incentives for compliance are also in place. These include nomination of employees for the Governor's Employee Safety Award and encouragement to supervisors to write letters of commendation for employees under their direction who have made noteworthy achievements in the area of occupational health and safety.