



**California Workplace Safety
Pacific Union Conference of SDA**

**Injury & Illness Prevention Plan
Workplace Violence Prevention**

**Workplace Incident Reporting
Bloodborne Pathogens Safety
Hazardous Communication**



Addendum: June 2026

INTRODUCTION

The purpose of an Injury & Illness Prevention Plan program is to provide a comprehensive plan for workplace safety in accordance with the requirements of the California Labor Code – Title 8, Section 3203. The organization's written plan outlines and reinforces the employer's commitment to providing a safe workplace for its employees and volunteers.

Your Employer is committed to maintain a safe environment for its employees, volunteers, students and public guests who enter facilities or receive services from our organization. All employees can receive a copy of the Injury & Illness Prevention and Workplace Violence Prevention Plan by making a request to the employer's Human Resources office or via download from the employer's web portal.

WORKPLACE SAFETY TRAINING

All employees are provided workplace safety training using various methods throughout the year. These methods may include: on-job safety training, group safety meetings, distribution of safety awareness materials and assigned online safety/workplace violence prevention courses. The employee's supervisor is responsible for providing appropriate workplace safety training and necessary protective equipment for the job duties assigned.

Online Safety Training — Church HR Network

All employees are required to complete the following online safety training courses on a re-occurring basis. New employees shall complete this training within the first six (6) months of their employment. Your employer will send out notification of required safety training to be completed on the Church HR Network online platform. There are four (4) required short courses (5 to 10 minutes each) which are part of the organization's Injury & Illness Prevention and Workplace Violence Prevention Plan.

Injury & Illness Prevention

- Reporting Workplace Hazards
- Trip & Fall Hazards

Workplace Violence Prevention

- Responding to Suspicious Persons
- Volatile Situations

Upon completion of each course a Certificate of Completion will be issued by Church HR Network with notification to your employer.

WORKPLACE ACCIDENT/INCIDENT REPORTING

- The supervisor or on-site first aid staff will assess the severity of the injury and direct the injured employee for appropriate medical treatment;
- If emergency medical care is required – CALL 911, immediately to notify first responders;
- The work supervisor or the injured employee shall report all workplace accidents to the employer's human resources or risk management department immediately or within a minimum of twenty-four (24) hours after the accident occurs;
- The injured employee or a family member will be required to complete the appropriate California workers' compensation notice of injury (DWC1) form provided by the employer. This form must be completed and returned to the employer within thirty (30) days from the date of the accident/incident.
- The employer is required to file the completed accident notice to the workers' compensation claim administrator to handle the investigation and processing of the employee's claim;
- The employer may ask the supervisor or other designated individuals to conduct an incident/accident investigation;
- The employer will work closely and in cooperation with the workers' compensation claims administrator, legal counsel and other regulatory agencies in the investigation and handling of all work-related claims.

FIRST AID & MEDICAL EMERGENCIES

- In case of a medical emergency, First Aid supplies are strategically located throughout the facility. Work supervisors are responsible to notify employees of the location of first aid supplies/emergency equipment at each location.
- Assess the medical situation and If emergency medical care is required, CALL 911, immediately to notify first responders.
- Send a co-worker to the building entrance or parking lot to meet first responders so they can be directed to the site of the medical incident.
- Some facilities may have an automated external defibrillator (AED) located in marked areas that can be used in the event of a medical emergency.
- Employees trained in first aid should also receive blood-borne pathogen training
- Avoid contact with blood, body fluids or other possible infectious materials.
- Protective gloves, CPR masks and other protective equipment is available for first aid providers and clean up personnel. Report any possible exposure to blood-borne pathogens your supervisor or the department manager.
- Alert your supervisor or manager of the medical emergency so proper notification can be given to the employer and family members.

INFECTION CONTROL & BLOOD-BORNE PATHOGENS

All employees and volunteers need to be aware of potential exposure to infectious agents in blood or body fluids and take necessary precautions to avoid contact in the course of their work.

The employer has taken the following steps to address these hazards in the workplace:

- Implemented workplace safety practices and infection control procedures, where appropriate, such as required hand washing, universal precautions training, handling of sharp instruments, proper disposal of contaminated materials and adequate ventilation.
- Designated employees have received training on blood-borne pathogen safety.
- When providing first aid or CPR, protect yourself first, then treat the injured second.
- Personal protective equipment (PPE) is provided to employees and volunteers.
- After removing PPE, wash hands or affected areas with soap and warm water. Never reuse soiled gloves, masks or gowns and dispose of properly in a bio-hazard container.
- Bio-hazard cleaning supplies are available to disinfect work surfaces and PPE after contact with blood and/or body fluids.
- Replenish first aid and cleaning supplies after each medical incident.

To learn more about Bloodborne Pathogen Safety practices please watch the following safety training video:

Bloodborne Pathogens: Protecting Your Health — J J Safety, Toolbox Talk

<https://youtu.be/dYXcRbvXQs8?is=W68iuhe3ITtMvXLI>

HAZARD AWARENESS & NOTIFICATION PROCEDURES

Unsafe or unhealthy work conditions, practices or procedures shall be reported by employee to work supervisor and corrected in a timely manner based on the severity of the potential health hazard. Hazardous material incidents shall be reported and corrected according to the following procedures:

- As soon as reasonably possible when observed or discovered;
- Reported to local authorities on a timely basis in keeping with industry standards or the under the direction of emergency responders or governmental regulatory agencies.
- When an imminent hazard exists which cannot be immediately abated without endangering employee(s), volunteers, the public and/or property. All exposed persons will be removed from the area except those necessary to secure or correct the existing hazardous condition.
- Temporary warning signs/barriers shall be used to identify the area where the hazard exists.
- Workers who are required to correct the hazardous condition shall be provided with the necessary personal protective equipment (PPE) to perform the task safely.

COMMUNICATING WORKPLACE HAZARDS

Supervisors and managers are responsible for communicating with all employees and volunteers about safety and health issues in a form readily understandable by all workers. Supervisors are responsible for ensuring that employees and volunteers are provided access to information regarding hazards pertinent to their job duties. This information is available from a number of sources including, but not limited to: Safety Data Sheets (SDS), safety labels on containers, equipment operating manuals or other posted warning signs in the work area.

Safety Data Sheets

Safety Data Sheets (SDS) provide information on the potential hazards of products or chemicals. Written copies of SDS for chemicals used at the facility are available in the main office or other designated location(s). The facility supervisor or manager is responsible to maintain the inventory of chemicals or hazardous materials at each location. If a SDS is missing for a specific substance or chemical it should be obtained by contacting the manufacturer or it may be downloaded from various Internet sources. The employer may also retain electronic copies of SDS information on their organization's website. All containers are required to have appropriate Globally Harmonized System (GHS) standard labeling to identify the substance and appropriate hazard warnings.

Employees and volunteers are instructed as follows:

- It is prohibited to introduce hazardous substances into the workplace without permission from the facility supervisor or manager.
- All employees and volunteers shall observe and follow instructions on labels.
- Personal Protective Equipment (PPE) shall be worn at all times when working with substances or equipment of a hazardous nature. If in doubt or not sure if a hazard exists, PPE should be worn out of precaution.
- All hazards substances and chemicals shall be handled safely.
- All employees and volunteers working with hazardous substances and chemicals shall request, read, and follow SDS safety requirements or have prior work experience training on using the substance.
- All employees and volunteers working with hazardous substances or chemicals shall store them safely in accordance with SDS and GHS requirements.

The employer relies upon the information found in each SDS and does not conduct independent hazard determinations.

Contractors are required to provide information on any chemical or hazardous substance used in the facility as a condition of their contract.

All contractors will communicate with the facility manager to make them aware of any chemicals or hazardous substances being used on site in work areas.

All contractors and their employees will be responsible to abide by all Cal/OSHA standards regarding the use and storage of chemicals or hazardous materials on site and in the work area.

To learn more about Hazardous Communication Safety practices please watch the following safety training video:

Hazard Communication: Safeguarding Lives through Knowledge — J J Safety, Toolbox Talk

<https://youtu.be/JgEb7k1mC9g?is=Ma5s0GbtXSqzXuKC>