

INJURY AND ILLNESS PREVENTION PROGRAM

2015-2016 School Year

West Covina Unified School District
www.wcusd.org

West Covina High School

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2015-2016 School Year

WEST COVINA UNIFIED SCHOOL DISTRICT

Los Angeles County

Marc Trovatore, Principal

Responsible for Implementation of IIPP
CAL/OSHA Title 8 CCR 3203

Victor Mejia, Office Manager

Responsible for Maintaining IIPP
CAL/OSHA Title 8 CCR 3203



**BUREAU
VERITAS**

Prepared and updated by
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Date Executed

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HEALTH AND SAFETY POLICY

It is the policy of the West Covina Unified School District and West Covina High School to provide a safe and healthful work environment for all employees in order to minimize the risk of work-related injuries and illnesses and the resulting human and economic loss. This shall be achieved through the application of proper safeguards to processes, equipment, methods and procedures, and by providing employees with the training necessary to perform their job safely.

It is also this site's policy to take all necessary and responsible steps to comply with health and safety standards set forth in Federal, State and local laws and regulations. The passage of California Senate Bill 198 (SB 198) into law mandates that all employers establish and maintain a written Injury and Illness Prevention Program (IIPP). SB 198 also required the Cal/OSHA Standards Board to develop regulations. These regulations can be found in Title 8 of the California Code of Regulations (CCR), Section 3203 (General Industry Safety Orders). Therefore, to help ensure the health and safety of its employees and to comply with Title 8 of the California Code of Regulations, Section 3203, West Covina High School has established a written Injury and Illness Prevention Program (hereafter known as the "IIPP".)

A copy of the written IIPP will be kept at the site and in the District Office. The IIPP is designed to prevent injuries, illnesses and accidents in the workplace. The primary purpose of the program is to ensure the health and safety of the site's employees and to provide a safe and healthful work environment. Documentation of specific elements of the program (i.e. completed inspection checklists, safety training rosters, safety committee meeting minutes, etc.) are implemented and maintained at the site. A master copy of the written Injury and Illness Prevention Program shall be kept by the District Office.

Faculty and staff at every level have a special obligation to work safely and maintain a safe and healthful work environment. Safe job performance is an integral part of overall job performance. Each employee is fully responsible for implementing the provisions of this program as it pertains to operations under his/her jurisdiction.

The authority and responsibility to implement and maintain this IIPP is delegated to Marc Trovatore, Principal.

I am personally committed to the continued improvement of our safety performance, and will authorize the necessary resources to achieve this objective wherever feasible. I will expect your participation in our safety efforts and am confident I can count on every employee to help in this important site program.

Marc Trovatore, Principal
IIPP Implementation Official

Date

IIPP RESPONSIBILITIES

PURPOSE

In order to ensure that the site maintains an effective IIPP, all management/supervisors and employees will have, and be held accountable for, specific responsibilities where safety is concerned.

IIPP IMPLEMENTATION OFFICIAL: The IIPP Implementation Official is responsible for overall implementation of IIPP elements and the provision of resources to ensure effectiveness.

- 1) Establishes annual safety objectives, including plans of action and assignment responsibilities for ensuring their effective implementation.
- 2) Establishes safety responsibilities of site staff and management/supervisors and audits the effectiveness of their performance.
- 3) Ensures that staff and management/supervisors receive education and training in health and safety topics appropriate to their responsibilities.
- 4) Reviews accident investigation and safety inspection reports for quality and for assurance that appropriate corrective action has been taken in a timely manner.
- 5) On notification of an imminent hazard, ensures that prompt corrective action is initiated, exposed personnel are removed from the area, and that necessary safeguards are provided for the employee(s) who are taking the corrective action.
- 6) Sets an example in matters of health and safety and stimulates interest and participation in the IIPP.
- 7) Wears and requires employees and visitors to wear protective equipment in mandatory areas.
- 8) Routinely reports safety issues to District management with recommended corrective action(s).
- 9) Knowledgeable of site rules and regulations and enforces them as they apply to respective work area.
- 10) Responds to employee safety suggestions and concerns in a timely manner.

IIPP MAINTENANCE OFFICIAL: Implements, maintains, monitors and audits the site's IIPP.

- 1) Maintains a safety program, adopted by Cal/OSHA that will incorporate the current practices and policies for this location and are most effective in preventing injuries, occupational diseases, vehicular collisions, liabilities, and damage to equipment and material.
- 2) Consults directly with management/supervisors and employees on loss prevention matters, providing the guidance necessary to ensure effective administration of this program.
- 3) Periodically evaluates compliance with the program which may require periodic inspections of worker compliance with Cal/OSHA standards. He/she has full authority to stop jobs when safety precautions are not being enforced. The verbal notification to stop a job must be followed by a report directly to the designated person.
- 4) Ensures that employees are trained in workplace safety and are familiar with the health and safety hazards, as well as applicable laws, regulations, procedures and policies.
- 5) Stays abreast of Federal, State and local standards and regulations, and recommends new site programs to the site IIPP Implementation Official.
- 6) Monitors effectiveness of site discipline and recognition programs as related to employee safety.
- 7) Monitors effectiveness of site means for communicating health and safety matters to employees and ensures that employee concerns and suggestions are being successfully conveyed and responded to by management without fear of reprisal.
- 8) Ensures site procedures for identifying and evaluating workplace hazards and inspection programs are being conducted as required, and monitors their effectiveness.
- 9) Reviews site accident investigation reports to ensure they are completed in a thorough and timely manner.
- 10) Monitors effectiveness of site procedures for correcting hazardous conditions and work practices, and that corrective action is completed in a timely manner.
- 11) When an imminent hazard exists, ensures exposed personnel are removed from the area except those necessary to correct the existing condition, and that necessary safeguards are provided for the employee(s) who are taking the corrective action.
- 12) Audits school site safety and training programs to ensure Cal/OSHA required programs are in place, and presented to employees as required. Ensures em-

ployee training records are current and being properly maintained.

- 13) Audits OSHA 300 Log to ensure that injuries are being properly recorded and that required back-up documentation is available. Ensures that the Annual Summary is posted during the month of February each year if required.
- 14) Ensures that all required CAL/OSHA Injury and Illness Program documentation is retained for three years and that OSHA 300 Log Summaries are retained for five years (plus current year).
- 15) Routinely reports any safety issues to site IIPP Implementation Official with recommended corrective action(s).
- 16) Sets an example in matters of health and safety and stimulates interest and participation in the IIPP.
- 17) Wears and requires employees and visitors to wear protective equipment in mandatory areas.
- 18) Knowledgeable of site rules and regulations and enforces them as they apply to respective work area.
- 19) Responds to employee safety suggestions and concerns in a timely manner.

MANAGEMENT/SUPERVISORS: Management, at all levels, has the responsibility to provide employees and students with a safe school and work environment by promoting safe practices and maintaining safe facility conditions. Although personnel exposure varies widely from site area to site area, it is expected that an unrelenting effort will be directed toward controlling liabilities.

- 1) Assists employees in receiving adequate safety training to meet their responsibilities.
- 2) Monitors safety performance of subordinates and sees that they are held accountable for their safety responsibilities.
- 3) When necessary, ensures that accident reports are completed with/by subordinates to ensure proper actions have been taken; reporting to IIPP Maintenance Official for further action.
- 4) Working in conjunction with IIPP Implementation Official and IIPP Maintenance Official, ensures prompt corrective action is initiated to correct unsafe conditions and/or unsafe acts in a timely manner based on the severity of the hazard, when feasible.
- 5) When made aware of an imminent hazard, ensures exposed personnel are removed from the area except those necessary to correct the existing

condition, and that necessary safeguards are provided for the employee(s) who are taking the corrective action.

- 6) Sets an example in matters of health and safety and stimulates interest and participation in the IIPP.
- 7) Wears and requires employees and visitors to wear protective equipment in mandatory areas.
- 8) By personal example, communicates and demonstrates to employees the importance of working safely.
- 9) Working in conjunction with IIPP Implementation Official, instructs each new and/or transferred employee on the hazards of the job or task that the employee will be assigned. Properly utilizes established safety orientation checklist (reference currently page 31). Ensures that employees understand and properly follow work procedures that are established for their safety.
- 10) Routinely makes safety observations and ensures prompt corrective actions are initiated to eliminate unsafe conditions and acts.
- 11) Knowledgeable of site rules and regulations and enforces them as they apply to respective work area.
- 12) Responds to employee safety suggestions and concerns in a timely manner.

FACULTY/STAFF/VOLUNTEER(S): While working on district property, faculty, staff, and volunteers shall do the following to promote a safe environment.

- 1) Adheres to school site safety rules and practices.
- 2) Takes responsibility for work area by:
 - a) Wearing any required personal protective equipment (PPE).
 - b) Performing work assignment(s) in a safe manner.
 - c) Correcting unsafe conditions and practices over which they have control.
 - d) Maintaining cleanliness and good housekeeping.
- 3) Immediately reports all accidents and injuries as well as symptoms of chemical exposure to management/supervisor.
- 4) Immediately reports unsafe conditions or practices to management/supervisor.
- 5) Knows emergency procedures and role in an emergency.
- 6) Actively participates in the site IIPP.

PARENTS: Parents within the district shall be encouraged to do the following

- 1) Teach safety practices to children in the home.
- 2) Support District safety requirements for employees and students.
- 3) Help the school in its hazard correction activities by reporting safety concerns or issues to the school/district.

COMPLIANCE WITH SAFETY RULES AND PRACTICES

PURPOSE

Positive recognition and incentives are valuable in establishing good safety practices and procedures. However, coaching, training/retraining, and disciplinary action are occasionally needed as well. This policy is to provide a procedure for encouraging and enforcing compliance with safety rules and practices, and to comply with Title 8 of California Code of Regulations, Section 3203.

RESPONSIBILITIES

MANAGER/SUPERVISORS:

- 1) Each manager/supervisor is responsible for monitoring the safety performance of his/her employees and is to respond immediately when a concern about safety performance exists.
- 2) Each manager/supervisor will also be responsible for:
 - a) Being a role model for his/her employee(s).
 - b) Using positive reinforcement to recognize employee safe practices.
 - c) Immediately correcting observed unsafe behavior/practices.

IIPP Maintenance Official:

- 1) The IIPP Maintenance Official is responsible for recommending safety incentive and recognition programs to the site IIPP Implementation Official or special training or retraining programs, where indicated, to help ensure compliance with new or existing safety practices/procedures.

General School Site Safety Rules/Code of Safe Practices (Refer to Page 27) have been established and are posted on the staff bulletin board(s). Employees failing to comply with these and other site safety rules or practices, will be subject to disciplinary action up to and including termination.

The following additional safety-related situations may also be cause for coaching or corrective action:

- 1) Accidents occurring when an employee was noted to be breaking a safety practice or was not following the proper procedure due to a fault of his/her own.
- 2) An employee having three or more accidents in a calendar year.
- 3) An employee causes an injury to another employee due to an unsafe practice or rule violation.

PROCEDURE

- 1) A manager/supervisor observing an employee in an unsafe practice/behavior, safety rule infraction, or displaying a general poor safety attitude should coach the employee and attempt to determine the reason for the behavior.
- 2) If the cause/reason is due to lack of training the employee is to be trained/retrained as appropriate.
- 3) If problems persist, and the manager/supervisor believes that disciplinary action is indicated, he/she will communicate with Human Resources Services to determine appropriate action according to the district personnel policy for disciplinary action applicable bargaining unit agreement with the discipline being appropriate to the seriousness and frequency of the offense.

DISTRICT/SITE SAFETY RULES/CODE OF SAFE PRACTICES

The District makes every effort to provide safe facilities and adequate equipment for the protection of its employees. It is the employee's responsibility to take every precaution to ensure that his/her action(s) or the action(s) of others will not lead to an injury or damage of District property.

The following safety rules have been formulated as a general guide to all employees for prevention of accidents and injuries. It should be made clear that these rules do not constitute all safety requirements at the site. All established safety rules, regulations, and procedures will be uniformly applied and enforced by management.

In the best interest of all concerned, disciplinary action may be taken when any of these safety rules or specific safety guidelines are disregarded.

- 1) **NO SMOKING**: Smoking is prohibited on District property.
- 2) **HORSEPLAY**: "Horseplay" is dangerous and will not be tolerated on District property. Horseplay includes, but is not limited to, any willful act which may startle or distract other employees.
- 3) **PERSONAL PROTECTIVE EQUIPMENT**: Personal protective equipment (PPE) is required for the personal safety of employees performing specific duties and must be worn when specified.
- 4) **SAFETY SIGNS AND TAGS**: Safety signs and danger tags are used to warn employees and visitors of accident hazards. Disregard or unauthorized removal of safety signs/tags or operation of equipment that has been "locked" or "tagged" out is a serious offense and will not be tolerated.
- 5) **SAFETY DEVICES AND GUARDS**: Employees are required to use the safety devices and guards installed on machines and equipment they operate.
- 6) **DO NOT OPERATE UNLESS AUTHORIZED**: Only authorized persons are permitted to operate, repair, or adjust machinery and equipment.
- 7) **POWERED INDUSTRIAL EQUIPMENT**: Only authorized persons are permitted to operate powered industrial equipment and must follow applicable safety rules and guidelines associated with its operation (i.e. never allowing a person(s) to ride on or be lifted by such equipment that has lifting mechanisms).
- 8) **REPORTING OF INJURIES**: Every injury, no matter how minor, must be reported to supervisor promptly.

- 9) REPORTING OF HAZARDS: Any unsafe condition(s) or unsafe practice(s) must be reported immediately to a supervisor. Every employee is expected to take safety seriously.
- 10) HOUSEKEEPING: Employees are required to keep their work areas clean at all times. Aisles, exits, electrical panels, and fire equipment must never be blocked. Spills are to be cleaned-up immediately.
- 11) PROPER LIFTING TECHNIQUES: Always use the proper lifting technique(s). Never attempt to lift, carry, push or pull an object which is too heavy. Contact supervisor when help is needed.
- 12) CHEMICALS & HAZARDOUS SUBSTANCES: Material Safety Data Sheets (MSDS) are part of the District's Hazardous Communications Program and are kept in several locations on site, which include the front office, the main custodial office and online at <http://www.msdsonline.com>. Do not use any new chemical without reading the label or consulting the MSDS to see if there are health, and/or physical safety hazards, and/or personal protective equipment recommendations/requirements. If unsure, employee should contact his/her supervisor prior to use of chemical.

EMPLOYEE SAFETY COMMUNICATION

PURPOSE

Communication between management and employees on matters of safety is of primary importance in order to have an effective IIPP. In addition, Title 8 of the California Code of Regulations, Section 3202 requires every employer to have a means of communicating with employees without fear of reprisal. The primary means of communicating with employees will include: personal safety contacts; group safety meetings; written communications; bulletin boards and posted notices; and a safety suggestion system.

PROCEDURES

GENERAL GROUP SAFETY MEETINGS:

- 1) Safety meetings with employees are another effective training tool and should be held, at least, on a monthly basis. These safety meetings may take place in the course of a general staff meeting.
 - a) Topics should be chosen that are pertinent to the job-related safety or health of the group.
 - b) The meeting should include open discussion of the topic to ensure employee understanding.
 - c) It is also important to solicit suggestions from employees on means for improving their job safety.
- 2) All group safety meetings are to be documented with the date, safety topic presented, employees' names/signatures, name of the supervisor, and name of the presenter if other than the supervisor. Documentation is important for purposes of Cal/OSHA compliance and will be maintained by site.

PERSONAL SAFETY CONTACTS:

- 1) Personal contacts between the supervisor and employee to instruct or discuss safety topic(s) related to the employee's work are powerful tools for developing favorable employee behavior toward safety and accident prevention.
- 2) Document personal contacts with employees on matters of health and safety. Record will contain, at minimum, a history of what has been discussed with an employee, date(s) of conversations and participants in contact – reporter and receiver.

WRITTEN COMMUNICATIONS:

- 1) Written communication of health and safety topics, practices or matters of interest will be used in certain situations, particularly to convey important new or revised policies and procedures.
- 2) All communications should be dated and conform to District and site policy(ies) regarding such communications.

BULLETIN BOARDS AND POSTED NOTICES:

- 1) At least one bulletin board should be available for posting of required government notices such as the required Cal/OSHA and Workers' Compensation notices. It may also be used to post safety rules and important policies, procedures, safety committee minutes, meeting notices, and safety topic posters.
- 2) Bulletin boards will be located at major employee congregating points.
 - a) The boards are to be properly maintained in a neat and orderly manner.
 - b) Items posted are to be timely and of the latest revision.
 - c) The Assistant Superintendent of Human Resources Services, in conjunction with site designee will be responsible for maintaining the bulletin board and controlling the notices placed thereon.

SAFETY SUGGESTION SYSTEM:

- 1) As required by Title 8 of the California Code of Regulations, Section 3202 the District/site safety suggestion system can be used for submitting safety suggestions or concerns without fear of reprisal. Employees may submit suggestions either by name or anonymously.
- 2) Suggestions will be reviewed by the site Safety Committee and recommendations will be made to District and/or site management as appropriate.
- 3) A written response will be sent to the employee, or posted, if sent anonymously.

HAZARD EVALUATIONS AND SAFETY INSPECTIONS

PURPOSE

Hazard evaluations and scheduled inspections are essential to an effective IIPP in order to identify and eliminate hazards, and unsafe conditions and work practices.

PROCEDURE

- 1) Supervisors should, as a general practice, make a daily informal inspection of the areas under their supervision for the purpose of detecting unsafe work practices and conditions.
- 2) A custodial staff member or designee will make a daily formal inspection of the facility including the exterior of buildings and grounds. A copy of the "Daily Site Inspection Checklist" (reference current pages 32-33) will be submitted at the end of the month and kept with the IIPP and at the District Service Center and will be maintained for no less than five (5) calendar years.
- 3) A special hazard evaluation inspection will be made by management and/or designee when made aware of a new or unrecognized hazard.
- 4) All formal safety inspections will be documented. Informal daily inspections will be documented and maintained by site and Facilities Services for a period of no less than one (1) calendar year. When hazards are noted that cannot immediately be corrected a work order will be prepared and processed until hazard is corrected.
- 5) Copies of the inspection checklist will be submitted to the site IIPP Implementation Official.
- 6) The formal annual inspection report will be submitted to the site Principal, Superintendent, Assistant Superintendent of Business Services and the Safety and Compliance Coordinator for correction action.
- 7) Tagging of Unsafe Facilities or Equipment: Facilities and equipment noted to be unsafe for use should be immediately tagged. If unsafe facility(ies) or equipment reflects an imminent danger, a written report is to be submitted to IIPP Implementation Official. Personnel who continue to use any tagged item, or who willfully removes the tag before the unsafe condition is corrected shall be subject to disciplinary action up to and including dismissal.

CORRECTION OF UNSAFE CONDITIONS, WORK PRACTICES, OR BEHAVIOR

PURPOSE

A procedure to assure that timely corrective action is taken whenever unsafe conditions, work practices, procedures or behaviors are observed or discovered is an essential element of an effective IIPP. In addition, a system for correcting hazards is required to comply with Title 8 of California Code of Regulations, Section 3203 when feasible.

IMPORTANT: This procedure for correction and tracking of action taken to correct hazards applies regardless of the means for the reporting of the hazard, i.e. safety inspection, accident investigation, suggestion or any other means by which the hazard is reported.

PROCEDURE

- 1) Unsafe conditions and/or acts will be corrected as soon as possible. When a hazard exists that cannot be immediately corrected without endangering employees and/or property or, if funds are unavailable, IIPP Implementation Official or his/her designee will see that:
 - a) all exposed personnel are removed from the area except those necessary to correct the hazardous condition, and
 - b) that the employees involved in correcting the hazardous condition(s) are provided the necessary safeguards.
- 2) Hazardous conditions or procedures for which no corrective action can be determined will be brought to the attention of the Site IIPP Implementation Official for assistance in resolving action to be taken.
- 3) A hazard corrective action log will be kept by Facilities Services through the work order system. This log will be kept to track corrective action taken on any hazards or tangible safety concerns reported in inspections, accident investigations, and any other means of notification.
- 4) Time specified for corrective action is to be appropriate to the severity of the hazard using the guidelines in Table I, below:

TABLE I

SEVERITY CLASSIFICATION	CORRECTION SCHEDULE
<p style="text-align: center;"><i>IMMINENT</i></p> <p>A condition or practice with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment, or material.</p>	<p style="text-align: center;">Isolate (barricade) or remove from service.</p>
<p style="text-align: center;"><i>SERIOUS</i></p> <p>A condition or practice with the potential of serious injury or illness (resulting in temporary disability) or property damage that is disruptive.</p>	<p style="text-align: center;">Complete corrections within specific time period (Completion date should be 30 days or less, when feasible).</p>
<p style="text-align: center;"><i>MINOR</i></p> <p>A condition or practice with potential for minor (non-disabling) injury or illness or non-disruptive property damage.</p>	<p style="text-align: center;">Schedule corrections into routine maintenance program (when feasible).</p>

ACCIDENT INVESTIGATION AND REPORTING

PURPOSE

Investigation of accidents is a requirement of Title 8 of California Code of Regulations, Section 3203. Accident investigation is important to determine cause and to implement corrective action to prevent further occurrences.

SCOPE

- 1) Investigations should be conducted for all incidents.
 - a) The California Division of Workers' Compensation requires every employer to file "Employer's First Report of Injury" and an "Employee's Claim for Workers' Compensation Benefits" on each injury involving medical attention beyond that of first aid.
 - b) Cal/OSHA regulations require that the nearest Cal/OSHA District Office be notified within 24 hours of any fatality or serious injury. A serious injury is defined as hospitalization for more than 24 hours (for reasons other than observation), loss of any member of the body, or any serious degree of permanent impairment.
- 2) Accident investigation reports will be used to develop injury statistics and analyses to assist management in the improvement of its safety and loss control.

PROCEDURE

- 1) Every work related injury, regardless of its severity, must be reported immediately by the employee to his/her supervisor.
- 2) The supervisor will conduct an investigation and submit a completed "Supervisor's Accident Investigation and Injury and Illness Incident Report" to the Site Administrator (or designee) in a timely manner. Special emphasis is to be placed on corrective action or recommendations for corrective action to prevent similar occurrences.
- 3) For any injury requiring medical attention, or that has the potential for medical attention, the supervisor and the employee will complete and sign an "Employee's Claim for Workers' Compensation Benefits" form.
- 4) In the event of a fatality or serious injury or illness, the Site IIPP Implementation Official, or designee must contact the West Covina Unified School District Human Resources at (626) 939-4600 by telephone, or in person, as soon as practically possible but, not longer than **4 hours** after discovery (the District must contact the nearest Cal/OSHA District Office via telephone or facsimile within 24 hours of the occurrence).

- a) A serious injury is defined as hospitalization for more than 24 hours (for reasons other than observation), loss of any member of the body, or any serious degree of permanent impairment.
- 5) The Site IIPP Implementation Official, or designee will complete the "Employer's Report of Occupational Injury or Illness," Form 5020, latest revision. The report must be submitted to the Human Resources Services within 24 hours for Division of Labor Statistics and Research, Department of Industrial Relations reporting requirement of five (5) days after the occurrence has been reported. This form will also be submitted for any medical treatment provided for pesticide or suspected pesticide poisoning.
- 6) Corrective action will be initiated in accordance with the Policy on Correction of Unsafe Work Conditions and Practices.
- 7) The Site IIPP Implementation Official will review each "Supervisor's Accident Investigation and Injury and Illness Incident Report" to determine that it is properly completed and that appropriate remedial action was taken or recommended. When the report is incomplete or of poor quality, it will be returned to the supervisor for additional information or action.
- 8) A copy of the "Supervisor's Accident Investigation and Injury and Illness Incident Report" relative to any chemical or asbestos exposure will be maintained in Human Resources Services and retained for 30 years.

INVESTIGATIVE PROCESS

- 1) Immediately after an accident, the supervisor must ensure that any injured employee(s) receive medical treatment when necessary. The next action is to take measures to control hazards to people, and limit further equipment, physical or property damage.
- 2) Unless necessary, the immediate physical environment of the accident area is not to be disturbed until all personnel involved in the investigation have had ample time to examine the scene. Do not attempt to repair or remove the source of the accident until it has been evaluated by all those involved in the investigation. Where possible, photographs and/or videotape should be taken of the scene, unsafe conditions, and of the agency involved in the accident.
- 3) The supervisor should interview the injured employee(s) as soon as possible. There are two circumstances under which it is correct to postpone questioning of injured personnel:
 - a) If doing so delays medical treatment.
 - b) If the injured is extremely upset or in pain.

- 4) Have the employee provide a written statement of facts to include:
 - a) Any related events leading up to the accident
 - b) The accident itself
 - i) Location
 - ii) Time
 - iii) Specific work being performed
 - iv) Injured or area(s) of pain
 - v) Witness(es) and their location(s) related to the accident
- 5) Witnesses are important sources of accident information and should be interviewed promptly and separately after an accident. The following steps should be taken when conducting accident investigations:
 - a) Remind the witness to give his/her complete version in writing.
 - b) Ask questions to fill in the gaps.
 - c) Check your understanding of the accident.
- 6) Discuss methods of preventing the accident from reoccurring with the injured employee and witness(es).
- 7) Detailed notes of all comments are to be recorded in writing and kept with the "Supervisor's Accident Investigation and Injury and Illness Incident Report".
- 8) The investigator(s) must keep in mind that in almost every accident a combination of hazardous conditions and unsafe acts combined to cause the accident. Mechanical defects, such as missing or inadequate guards, poor maintenance, congested work areas or poor lighting must be considered and recorded. There can be more than one unsafe act and hazardous condition involved in a single accident.
- 9) If similar incidents are to be prevented from reoccurring, the cause(s) of the unsafe act(s) and/or condition(s) must be determined and corrective action taken, when feasible.
- 10) It is the responsibility of IIPP Implementation Official to ensure that corrective action is taken in all investigations of injuries and property damage, if feasible.

EMPLOYEE SAFETY ORIENTATION AND TRAINING

PURPOSE

Employee safety awareness is needed to instill and maintain safety education and awareness and to ensure that employees have been advised of general safety practices and the hazards associated with their job assignments. Employee safety training is required by Title 8 of California Code of Regulations, Section 3203.

SCOPE

- 1) Employee training will be provided to new employees, employees given new job assignments, when a new piece of equipment is introduced into the work environment, if and when necessary or required, on-going general safety awareness training and special skills training.
- 2) Employee training must be documented, as required by Title 8 of California Code of Regulations, Section 3203, and will include the following information, at a minimum: date(s) of training, subject/topic covered, employee's name and trainer's name.

PROCEDURE

EMPLOYEE SAFETY ORIENTATION AND JOB SAFETY INSTRUCTION:

- 1) All new employees will be provided a safety orientation.
- 2) The employee's immediate supervisor will be responsible for providing the safety orientation and job instruction training.
- 3) The safety orientation program will cover at a minimum:
 - a) Site IIPP (school site program as it relates to Title 8 of California Code of Regulations, Section 3203) and the employee's responsibility to participate.
 - b) General facility safety rules and the means for ensuring their compliance. Focus should be on the site's desire to maintain a safe and healthy work environment.
 - c) Housekeeping and cleanup requirements for the job and area for which they will be responsible.
 - d) Personal protective equipment and clothing requirements. The reason for the equipment or clothing should be explained, along with its proper use, care, and maintenance.
 - e) Procedures for obtaining first aid and reporting injuries, and the need to complete the required forms.
 - f) Procedures for reporting hazards or safety concerns. The suggestion system that can be used to protect their anonymity must be covered.

However, the employee should be strongly encouraged to report any hazards or concerns immediately to a supervisor so that it can be promptly corrected.

- g) The specific hazards to which they may be exposed on their job assignment. Typical exposures could be overhead material handling equipment, noise, flammable or toxic chemicals, electrical hazards, manual materials handling, etc. The supervisor must explain each hazard in detail. Do not take for granted that prior to explanation the employee understands the hazards related to the subjects covered.
 - h) The fire hazards and controls to which they might be exposed.
 - i) If chemicals are involved on the job: Hazard Communication and Chemical Hygiene Programs trainings.
 - j) Basic emergency procedures as they apply to the location or facility in which they will work, and referencing the "Emergency Procedures" (rainbow flipchart).
- 4) The "Employee Safety Orientation Checklist" (reference currently page 31) will be used to record the employee's safety orientation. The checklist will be initialed by the trainer as each item is covered and signed by both the trainer and the employee upon completion. The checklist will be retained.
- 5) After completion of the safety orientation, the employee will receive job instruction training from his/her immediate supervisor. This training may be conducted with the help of an experienced employee skilled in the assigned job.
- 6) The job instruction training will cover the specific hazards and safety precautions to be taken as part of the job(s) or task(s) to be done. Job instruction training will be documented on the "Employee Safety Orientation Checklist" and documentation will be retained.
- 7) Supervisors should be sure employees understand safety requirements. Employees' work habits and practices should be frequently monitored to ensure they are working safely and understand their job and the hazards associated with their job. Positive reinforcement of proper and safe work practices is to be stressed. However, if improper or unsafe practices are noted, supervisors should immediately retrain and/or coach employees in the correct procedures. Repeated violations should not be permitted. Disciplinary action following appropriate procedures should be taken.

EMPLOYEES GIVEN NEW JOB ASSIGNMENTS:

- 1) All employees participating in new job assignments will be provided with job instruction training.
- 2) If the employee has prior experience performing the job, any changes in the past job procedures must be communicated, particularly any additional safety

measures that have been implemented since last performing the job.

- 3) The supervisor is responsible for testing the employee's level of job knowledge allowing the employee to work alone.

GENERAL SAFETY AWARENESS AND EDUCATION TRAINING:

(This training is covered under "Employee Safety Communication" starting on Page 11).

SPECIAL SKILLS TRAINING:

- 1) The site IIPP Implementation Official and Site Safety Official will work with appropriate supervisor/department head to establish and coordinate special skills training.
- 2) Special skills training will be scheduled as needed. Special skills training may include:
 - a) CPR/First Aid
 - b) Bloodborne Pathogens
 - c) Fire Extinguisher Training
 - d) Forklift Training
 - e) Electrical Safety
- 3) The skill level of an employee, is to be closely monitored by his/her supervisor and, if deemed necessary, retraining/additional training provided.

HEALTH AND SAFETY TRAINING

Awareness of potential health and safety hazards, including knowledge of how to control such hazards, is critical in maintaining the following:

- 1) A safe and healthful work environment.
- 2) Prevention of injuries, illnesses and accidents.

This site is committed to instructing all employees in safe and healthful work practices. To achieve this goal, training that involves general and specific safety procedures will be provided.

- 1) When Training Will Occur
 - a) Training will be provided as follows:
 - i) Upon hiring;
 - ii) When an employee is given a new job assignment;

- iii) When new substances, processes, procedures or equipment are introduced into the workplace;
- iv) When the District is made aware of a new or previously unrecognized hazard
- v) As deemed necessary.

2) Areas of Training

- a) Required trainings will be dependent upon job classifications and tasks. Determinations of required trainings will be made at the district level and may be specific to the individual sites.

3) Documentation of Training

- a) All employee training must be documented, as required by Title 8 of California Code of Regulations, Section 3203, and will include the following information, at a minimum: date(s) of training, subject/topic covered, employee's name and Trainer's name. Documentation shall be maintained.

COMMUNICATION WITH EMPLOYEES ON HEALTH AND SAFETY ISSUES:

1) Safety Tips

- a) Safety tips are communicated to employees at meetings, postings and through other sources.

2) Emergencies

- a) Emergency Action Plan:
 - i) "Emergency Procedures" (rainbow flipchart) are posted in every classroom and throughout the office area.
 - ii) A written "Emergency Evacuation Map" is maintained, posted in classrooms, office area and reviewed annually.

3) Bloodborne Pathogen Program

- a) A written Bloodborne Pathogen Program is maintained reviewed and updated annually.

4) Hazardous Materials and Chemical Safety

- a) Hazardous Communication and Chemical Hygiene programs are maintained and reviewed annually.

DISTRICT/SITE SPECIFIC INJURY REPORTING:

Employees who are injured at work must report the injury immediately to their supervisor. Students who are injured or involved in an accident should report the incident to their teacher. If emergency medical treatment is needed, call 911 or 9-911.

The supervisor of the injured employee must work with designated department personnel to ensure that the “Employer’s Report of Occupational Injury or Illness” and a “Workers’ Compensation Claim Form” are completed properly and submitted to Employee Injury/Illness Prevention Technician in Human Resource Services.

If the injured employee saw a physician, the employee shall report to Human Resources Services with a work status report. If work restrictions are indicated, Human Resources Services in conjunction with the site will determine if reasonable accommodations can be made.

EMPLOYEE HAZARD/SAFETY CONCERN FORM

The “Notice of Hazard/Safety Concern” form is for use by employees who wish to report an unsafe workplace condition, practice or behavior, and/or provide a safety suggestion. Employees are advised that reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety. Employees may submit anonymous reports. Reports filed anonymously will have the results posted on the employee safety bulletin board. The employer will investigate any report or question as required by the Injury and Illness Prevention Program Standard (Title 8 of California Code of Regulations, Section 3203) and advise the employee who provided the information or the workers in the area of the employer's response.

Submitted forms shall be investigated promptly, as required by the Injury and Illness Prevention Program (Title 8 of California Code of Regulations, Section 3203). All resulting information shall be communicated to the employee who submitted the report, as well as any other employee(s) affected by the reported hazard or safety concern.

NOTICE OF HAZARD/SAFETY CONCERN

STOP! Do not use this form to report an emergency.
You may remain anonymous if you wish.

Name of reporter (**not required**): _____

Date of report: _____ Time of report: _____

Site: _____

Contact information (phone, e-mail – **optional**): _____

TYPE OF HAZARD/SAFETY CONCERN

Check only one.

- | | |
|--|--|
| <input type="checkbox"/> GENERAL HEALTH & SAFETY | <input type="checkbox"/> ENVIRONMENTAL |
| <input type="checkbox"/> SECURITY | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> FIRE CODE | |

DESCRIPTION OF HAZARD/SAFETY CONCERN

Location/Building _____ Floor _____ Room# _____

(1) Please describe the unsafe condition or unsafe action you observed, the date and time you observed it, and any action(s) you have taken to address it:

(2) Please **describe any suggestions** regarding how a process or duty you perform in your work environment can be performed more safely.

Send completed form to IIPP Implementation Official or Site Safety Official

If this is an anonymous report place in the “Safety” box located adjacent to the employee bulletin board.

(back of form)

IIPP Implementation Official Action

Reviewed on: _____ (date) **Assigned to:** _____ (name)

RESOLUTION COMPLETE _____
 Signature Date

Reporter advised of resolution
 _____ _____
 Signature Date

CODE OF SAFE PRACTICES

The District makes every effort to provide safe facilities and adequate equipment for the protection of its employees. It is the employee's responsibility to take every precaution, so that his/her action(s) or the action(s) of others will not lead to an injury or damage of District property.

The following safety rules have been formulated as a general guide to all employees for prevention of accidents and injuries. It should be made clear that these rules do not constitute all safety requirements at the site. All established safety rules, regulations, and procedures will be uniformly applied and enforced by management.

In the best interest of all concerned, disciplinary action may be taken when any of these safety rules or specific safety guidelines are disregarded.

- 1) Firearms, weapons, illegal drugs and alcoholic beverages are not permitted on school property.
- 2) Immediately report any unsafe conditions, accidents, injuries or illness to your supervisor.
- 3) Always use the proper lifting technique(s). Never attempt to lift, carry, push or pull an object which is too heavy. Contact supervisor when help is needed.
- 4) If you are unsure of the safe method to do your job, STOP and ask your supervisor. Ignorance is no excuse for a safety violation.
- 5) No one shall be knowingly permitted to work while the employee's ability or alertness is impaired.
- 6) Horseplay, scuffling, fighting and other acts that could have an adverse influence on the safety or well-being of employees are prohibited.
- 7) Work shall be planned and supervised to prevent injuries in the handling of materials and in working with equipment.
- 8) Keep your work area clean and free of debris, cords and other hazards.
- 9) Immediately clean up spills.
- 10) Notify other individuals in your area who might be endangered by the work you are doing.
- 11) Do not operate equipment that you are not trained on and familiar with.

- 12) You are responsible for ensuring all safeguards are operable and in place. If they are not, STOP what you are doing and notify your supervisor.
- 13) A lock-out/tag-out system identifies equipment that is NOT to be operated, energized or used. All lock-out/tag-out notices and procedures must be observed and obeyed.
- 14) Do not block exits, fire doors, aisles, fire extinguishers, first aid kits, emergency equipment, electrical panels, or fire lanes.

HAZARD COMMUNICATION, MATERIAL AND CHEMICAL SAFETY

District employees who routinely utilize hazardous materials or chemicals must always:

- 1) Read all warning labels and Material Safety Data Sheets (MSDS) before using any chemicals. MSDS contain personal protective equipment information and safety information and are available in the office, main custodial room and online at msdsonline.com.
- 2) Hazardous materials shall be handled in accordance with the MSDS and warning labels. If protective equipment is required, use it.
- 3) Appropriate eye and/or face protection must be worn when working with hazardous materials or chemicals.
- 4) Mixing of chemicals is prohibited unless required by the label. **BEFORE YOU MIX CHEMICALS YOU MUST REVIEW THE MSDSs.**
- 5) Always wash your hands thoroughly after handling chemicals even if you were wearing protective gloves.
- 6) Never use solvents for hand cleaning.
- 7) Store all hazardous materials properly in suitable containers that are properly labeled.
- 8) Use chemicals only in well-ventilated areas.
- 9) When using secondary containers, ensure that they are labeled as to their contents and hazards.
- 10) Do not disturb any suspected asbestos-containing materials. **STOP** what you are doing and notify your supervisor. If you are not sure, **STOP** and ask.
- 11) Hazardous wastes shall be disposed of in the appropriate waste streams and hazardous wastes shall only be disposed of in approved waste accumulation areas.

FIRE PREVENTION

District employees should observe the following guidelines for fire prevention:

- 1) Always take precautions to prevent fires.
- 2) Fire fighting equipment is to be inspected on a regular basis. All discharged, damaged or missing equipment is to be immediately reported to a supervisor. Tampering with fire equipment is prohibited.
- 3) Access to fire pull stations and fire extinguishers must be kept clear at all times. Make note of the location of fire pull stations and fire fighting equipment in your work area.
- 4) Never use gasoline or flammable solvents for cleaning purposes.
- 5) Smoking is prohibited on all District property.
- 6) In case of fire, employees and students shall consider the safety of themselves and other individuals before saving property.
- 7) Classroom decorations, combustible artwork and teaching materials should not exceed 50% of all wall space.
- 8) Artwork and decorations should not be hung from the ceilings and/or fire sprinklers.
- 9) Keep materials, equipment and tools out of walkways and stairways at all times.

NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST

Employee's Name:		Dept.:	
TOPIC COVERED		DATE	SUPV. INT.
1.	Site IIPP		
2.	General Safety Rules		
3.	Housekeeping & Clean-up		
4.	Personal Protective Equipment/Clothing Requirements		
5.	First-Aid & Injury Reporting		
6.	Reporting of Safety Hazards		
7.	Job Specific General Hazard Awareness		
8.	Fire Hazards & Controls		
9.	Hazard Communication Program		
10.	Emergency Procedures		
11.	Bloodborne Pathogens		
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Employee's Signature & Date		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> - Supervisor's Signature & Date	
JOB INSTRUCTION TRAINING			
JOB/TASK/OPERATION		DATE COMP.	SUPV. INT.
1.			
2.			
3.			
4.			
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Employee's Signature & Date		<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> - Supervisor's Signature & Date	

MONTHLY PRIMARY SITE INSPECTION CHECKLIST COVER

SITE:		DATE OF INSPECTION : / / 201__		
ITEM	INSPECTION ITEM	YES*	NO	COMMENTS / DATE CORRECTED
1	Fences, Gates good repair. Secured			
2	Pavements & Walks: Clean, free of trip hazards, cracks and holes			
3	Grounds: playgrounds, fields and lawns free of holes, pooled water, other hazards.			
4	Trash barrels well distributed, not over half full			
5	Trash / Recycle Dumpster Area clean, lids closed, and free of standing liquid.			
6	Play/Field Equipment Checked: Ground surface and mechanical condition good.			
7	Flammable liquids labeled, properly stored, away from heat or source of ignition, and 10 gallons or less.			
8	Chairlift checked and log signed			
9	Custodial/Utility Rooms secured.			
10	Walk-off mats clean, available for rain day.			
11	Classroom doors unblocked, functional.			
12	Fire sprinkler system (if applicable) unblocked.			
13	Fire extinguishers must be mounted and charged. Inspector must initial back of Fire Extinguisher service tag monthly			
14	Exit signs, parking lot lighting, outside area lighting			
15	Utility Rooms and Electrical Panels accessible.			
16	Restroom OK, supplied, lighted, free of graffiti.			
17	Stairwells, corridors clean, lighted, no storage			
18	Extension Cords: good condition and ground prong in place, not permanent			
19	Electrical: covers, switch plates in place, intact. No exposed conductors,			
20	Personal Safety			
21	Chemicals: Approved cleaning products only			
22	Flooring			
23	Sanitation			
24	Electric Cart Safety			
YES is the desired response. NO shows a deficiency and should be cleared immediately by yourself, or a work order generated (enter date and WO #). Standards on p.2 for Bold numbers.				

Signature, Inspector _____ Signature, Reviewer _____

ITEM	INSPECTION ITEMS	SECONDARY SITE CRITERIA/STANDARD OR NOTES
Note	This inspection focuses on conditions that change rapidly. It provides a basic review of facilities that should be checked daily throughout the site. Weekly items are noted by Asterisk. Criteria are provided here for selected items.	
1	Fences and Gates	Graffiti removed; no hazards of loose wire, broken parts, and gates secured during school hours, no evident passage under or over fences.
2	Pavements, Walks	Cracks larger than ¼ inch or lifts greater than 3/8 inch should be filled or ground down. Holes bigger than 2 inches across should be filled level to surface. Rocks, trash food refuse should be removed immediately.
6	Play/ Field Equipment	<u>Play</u> : Check for proper depth of cushion material, grooves under slides and swings raked level, bolts tight, no loose, broken or hardware worn below 50%, walkways, platforms, and stairs swept as needed. Check underside for black widow spiders. <u>Field</u> : Loose wires, broken backstop or ball wall boards, unprotected, unsecured bolts, and other hazards.
8	Chairlift / Stair Climber	Chairlift / Stair Climber checked weekly and log signed (see log sheet on unit)
9	Custodial / Utility Rooms	Custodial / Utility Rooms well organized and secured. Shut-off wrenches are stored and labeled so they can be found in an emergency. Ladders are in good repair and a fiberglass ladder is available for changing lamps. Wet floor signs are available in adequate number and are used.
10	Walk-off mats	Walk-off mats should be available for rainy day installation to keep water from interior hall floors. Not applicable to schools with all exterior hallways. Consider for main office entrance.
11	Classroom Doors	Not obstructed, open freely and close automatically.
12	Fire Sprinklers	Where emergency sprinklers are installed there must be 18" of clear space from the fixture down, across the room. (No boxes or obstructions to the water flow).
13	Fire Extinguishers	Document monthly the observation of each portable extinguisher on the tag or a separate log. Note the extinguisher is 1) hung on its bracket near or beyond the exit, 2) marked by sign, 3) sealed, 4) charged, and 5) undamaged.
14	Emergency Lighting	Lighted exit signs are always on; emergency lighting is either pushed-to-test or observed that emergency lights are on. Parking structure and exterior afternoon and night lighting is functioning.
15	Utility Rooms and Electrical Panels accessible	Electrical panels have a minimum clearance of 36" in front of them. Electrical, elevator, and fire sprinkler closets and rooms are to be free and clear of any product (can not be used as storage areas).
16	Restrooms	Well stocked, clean, trash emptied, and free of graffiti.
17	Stairwells, Halls	Lighting and absence of clutter and obstructions are essential. Temporary storage of furniture, book bags, and student projects should be avoided. Clean stairwells are critical to evacuation.
18	Extension Cords	Used only for temporary power supply. Cord routed or secured by tape to control tripping hazard. No breaks in outer cover. Temporary repairs or splices not allowed. An extension cord cannot supply an extension (chaining). They cannot be run under carpets although <u>temporary</u> placement under a mat could be used to reduce a tripping hazard.
20	Personal Safety	Appropriate personal protective gear: safety glasses, goggles, gloves back supports, boots, rain gear, and non-skid footwear are readily available. Blood-borne Pathogen spill kits are available. All cleaning chemicals are labeled and stored in a safe manner. Secondary labels are in place. MSDS books are current and in plain view.
21	Chemicals Secured/MSDS	Chemicals limited in quantity and hazard in school rooms. Fewer products the better. No flammables, insecticides or poisons. MSDS on file at the school for all except (warning labeled) consumer products. Instructional chemicals should be put away nightly.
22	Flooring	No tripping hazards or clutter. Carpet edges secure and free of rips and tears. Floor tiles not loose or broken.
23	Sanitation	No food residue should remain in the kitchen area on the floor, on or under counters, or appliances after the area is cleaned each day, Food area trash containers emptied daily.
24	Electric Cart Safety	Instructions for use of cart are posted in plain view inside the cart. Kill switch is operating properly and used when cart is not in use. Wheel chocks are on the cart and used when parked. Items potentially hazardous are not left on the cart when it is not attended. Cart is clean and presentable.